



## Employee Civil Rights and Non-Harassment Policy - Nov. 18, 2020

AmeriCorps (the Corporation for National and Community Service adopted the operating name "AmeriCorps" as of September 29, 2020) is committed to building a diverse and inclusive workforce. AmeriCorps maintains a zero-tolerance policy for any unlawful discrimination and harassment conduct towards any employee, intern, or contractor. As a federal agency, we take our responsibility to comply with the anti-discrimination laws and the regulations enforced by the U.S. Equal Employment Opportunity Commission seriously and commit to treating all persons with dignity and respect. Our agency prohibits any forms of discrimination and harassment based upon a person's protected status. "Protected status" means a person's race, color, national origin, gender, age (40 and over), religion, sexual orientation, disability (mental or physical), gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information (including family medical history), or military service. AmeriCorps seeks to provide a work environment that is free of discrimination and harassment, and to provide all employees the freedom to compete on a fair and level playing field.

AmeriCorps will not tolerate any harassment that may include slurs and other verbal or physical conduct that relates to an individual's gender, race, ethnicity, religion, sexual orientation, or any other legally-protected status when such behavior has the purpose or effect of interfering with job performance or creating an intimidating, hostile, or offensive work environment. Examples of harassing conduct include, but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, emails, or phone calls; distribution or display of offensive materials; offensive looks or gestures based on a person's gender, race, ethnicity, or religious baiting; physical assault or other threatening behavior; and demeaning, debasing, or abusive comments or other actions that intimidate and are based on a person's protected status.

AmeriCorps does not tolerate harassment from any AmeriCorps employee; supervisor; manager; non-employee (e.g., contractor or client); or a national service member. Conduct directed at a single individual in the workplace may create an offensive environment for others. Any discrimination or harassment, when identified, will result in immediate corrective action by AmeriCorps. Any employee who violates this policy will be subject to appropriate discipline, up to and including removal from federal service.

I expect when AmeriCorps supervisors and managers become aware of alleged discrimination or harassment by an employee, service participant, or other individuals, to immediately notify the Office of Human Capital and to take prompt action to effectively address any discriminatory or harassing conduct. Harassment and discrimination are unacceptable in AmeriCorps offices, facilities or campuses, and in other service-related settings such as training sessions or service sites, and at service-related social events or other off-site gatherings or events. AmeriCorps also prohibits retaliation or reprisal against any employee who raises discrimination or harassment concerns or participates in any EEO action.

Any AmeriCorps employee, former employee, or applicant for employment who believes they were harassed or discriminated against in violation of civil rights laws, regulations, or this policy, or who believes they were subject to reprisal for opposing discrimination or participating in the discrimination complaint proceedings (e.g., as a complainant or witness), should raise those concerns with the AmeriCorps Equal Employment Opportunity Program (EEO) within 45 calendar days of the harassing or discriminatory action. Discrimination claims that are not brought to the attention of EEO within 45 calendar days of the occurrence may not be accepted for investigation in a formal complaint of discrimination. The confidentiality of any employee who reports harassment or discrimination or participates in a harassment or discrimination investigation will be protected to the greatest extent possible as provided by law.

The EEO may be reached via (202) 606-7503 or [eo@cns.gov](mailto:eo@cns.gov). Employees may also consider our Alternate Dispute Resolution (ADR) Program as an informal way to resolve workplace conflicts. If you are interested in learning more about our ADR program, please email [adr@cns.gov](mailto:adr@cns.gov).

A handwritten signature in black ink that reads "Barbara Stewart".

Barbara Stewart  
Chief Executive Officer  
AmeriCorps

