



Fiscal Year 2020: Annual Report to Congress on the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002

Office of the Chief Executive Officer,
Equal Employment Opportunity Program

April 2021

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I. EXECUTIVE SUMMARY

The Corporation for National and Community Service, operating as AmeriCorps, is a federal agency which improves lives, strengthens communities and fosters civic engagement through service and volunteering. AmeriCorps is headquartered in Washington, DC, and has regional offices located throughout the country. AmeriCorps bridges divides by bringing people together: connecting individuals and organizations to help communities tackle their toughest challenges.

AmeriCorps' primary role is to provide critical federal resources and leadership to support local initiatives which tackle community challenges. AmeriCorps members and AmeriCorps Seniors volunteers serve across the nation to tackle our nation's most pressing issues. Every year, we enroll more than 270,000 individuals to serve organizations making a difference in communities across America. We direct resources to organizations and community programs that have proven to be effective in using service at the local level to address key national priorities such as COVID-19, economic recovery, racial equity, and climate change.

This Annual Report to Congress, which covers fiscal year (FY) 2020, is required by Title II, Section 203 of the Notification and Federal Employee Antidiscrimination and Retaliation Act of 2002 ("No FEAR Act" or "Act"), Public Law 107-174. The No Fear Act aims to reduce the incidents of workplace discrimination within the federal government by holding agencies and departments accountable for violations of anti-discrimination and whistleblower protection laws and requires an annual report. AmeriCorps reports on the number of cases that were filed in Federal District court which resulted in judgments, awards or compromise settlements; the disposition of those cases; money required to be reimbursed; and the number of employees disciplined for discrimination, retaliation, harassment, or other infractions of a proviso of law cited in Section 201 (c) of the No FEAR Act.

The Office of Equal Employment Opportunity Programs (EEOP) provides technical and policy advice to AmeriCorps leadership on civil rights and civil liberties issues. The EEOP ensures our agency's compliance with the statutes, regulations, and executive orders which prohibit discrimination in the workplace. Its mission is to ensure an inclusive workplace free from unlawful discrimination through active engagement, training, and enforcement of civil rights laws, regulations and other guiding sources. EEOP is responsible for the day-to-day operations of EEO program for employees, including processing EEO complaints. It also administers the Equal Opportunity Program for service members, and processes discrimination complaints in accordance our agency's enabling legislation and Title VI and the Civil Rights Act of

1964, as amended. EEO is also responsible for diversity programming, special observances and oversight of the affinity groups.

AmeriCorps continues to be diligent in its efforts toward achieving a model EEO program and a robust program which fosters diversity, equity, and inclusion.

AmeriCorps has a relatively low rate of formal complaints. We expect this trend to continue due to an ongoing effort by EEO to actively seek resolution during the initial intake and/or the informal counseling process.

During FY 2020, AmeriCorps was not a party to any Federal District Court case that resulted in judgements, awards, or compromise settlements. As a result, AmeriCorps was not required to reimburse the Judgement Fund during FY 2020. No AmeriCorps employees were disciplined for discrimination, retaliation, harassment, or other infractions of a provision of law cited in the *NO FEAR Act* stemming from Federal District Court actions.

There were two Equal Employment Opportunity (EEO) complaints filed against AmeriCorps during FY 2020. The complaints were filed under *Title VII of the Civil Rights Act of 1964* (42 U.S.C. 2000 e et seq.). To date, the cases filed in FY 2020 have not resulted in any findings of discrimination by either AmeriCorps or the Equal Employment Opportunity Commission (EEOC).

II. INTRODUCTION

The *No FEAR Act* requires Federal agencies to submit annual report to the Speaker of the House of Representatives, the President *pro tempore* of the Senate, the Committee on Governmental Affairs of the Senate, the Committee on Government Reform of the House of Representatives, each committee of Congress with jurisdiction relating to the agency, the Attorney General, and the Equal Employment Commission (EEOC). Additionally, the U.S. Office of Personnel Management's final regulation on the *No Fear Act* issued on December 28, 2006, requires that the Office of Personnel Management receive a copy of the report. This report is submitted by AmeriCorps to satisfy these reporting requirements.

III. BACKGROUND

The *No FEAR Act* was signed into law by President George W. Bush on May 15, 2002, and became effective on October 1, 2003. The Act requires federal agencies to be accountable for violations of anti-discrimination and whistleblower protection laws and to post certain statistical data relating to Federal sector EEO complaints filed with the agency.

Section 203 of the *No FEAR Act* requires that each Federal agency submit an annual report to Congress not later than one-hundred eighty (180) days after the end of each fiscal year. Agencies must report on the number of Federal District Court cases arising under each of the respective areas of law specified in the *Act* in which discrimination was alleged; the status or disposition of cases; the amount of money required to be reimbursed; the number of employees disciplined; any policies implemented related to appropriate disciplinary actions against the Federal employee who discriminated against any individual or committed a prohibited personnel practice; and an analysis of the data collected with respect to trends, casual analysis, etc.

The President delegated responsibility to the Office of Personnel Management (OPM) for the issuance of regulations governing implementation of Title II of the *No FEAR Act*. The OPM published final regulations on May 10, 2006, concerning the reimbursement provisions of the *Act*; final regulations to carry out the notification and training.

IV. FY 2020 COMPLAINT DATA

A. Civil Cases

Section 203 (1) of the *No FEAR Act* requires that agencies include in their annual Report to Congress “the number of cases arising under each of the respective provisions of law covered by paragraphs (1) and (2) of section 201 (a) in which discrimination on the part of such agency was alleged.” Section 724.302 of OPM’s final regulations issued on December 28, 2006, clarifies section 203 (1) of the *No FEAR Act*, stating that Federal agencies report on “the number of cases in Federal Court pending or resolved arising under each of the respective provisions of the Federal Anti-discrimination laws and whistleblower Protection laws applicable to them in which an employee, former Federal employee, or applicant alleged a violation (s) of these laws, separating data by the provision(s) of law involved.”

AmeriCorps reports that during FY 2020, there were no Federal District Court discrimination cases resulting in payment from the Judgment Fund on behalf of the AmeriCorps.

B. Reimbursement to the Judgment Fund

OPM published final regulations in the Federal Register on January 22, 2004, and final on May 10, 2006, to clarify the agency reimbursement provisions of Title II of the *No FEAR Act*. These regulations state, among other things, that the Financial

Management Service, U.S. Department of the Treasury (FMS), will provide notice to an agency's Chief Financial Officer within 15 business days after payment from the Judgment Fund. The agency is required to reimburse the Judgment Fund within 45 business days after receiving notice from FMS or must contact FMS to make arrangements, in writing, for reimbursement.

The Treasury Judgment Fund paid no monies on behalf of AmeriCorps for discrimination cases filed in Federal District Court resulting in judgments, awards, or compromise settlements during FY 2020.

C. Types of Disciplinary Actions

Section 203 (a) (4) of the No FEAR Act requires that agencies include in the Annual Report to Congress "the number of employees disciplined for discrimination, retaliation, harassment, or any other infraction of any provision of law referred to in paragraph (1)." Section 203 (a) (1) requires that agencies report "the number of cases arising under each of the respective provisions of law covered by paragraphs (1) and (2) of section 201 (a) in which discrimination on the part of such agency was alleged." OPM's final regulation issued December 28, 2006, provides that these cases refer to the number of discrimination cases for which the Judgment Fund paid on behalf of the agency. The regulations also define disciplinary actions to include any one or a combination of the following actions: reprimand, suspension without pay, reduction in grade or pay, or removal.

AmeriCorps reports that there were no disciplinary actions arising from any Federal District Court discrimination cases in FY2020.

D. Final Year-End Data

The final year-end data posted pursuant to Section 301 (c) (1) (B) of the No FEAR Act are include in Appendix A.

The final year-end data indicates that during FY 2020, there were two new complaints of discrimination. Of the two complaints of discrimination, there have been no findings of discrimination to date, as the cases are still in the EEO process. One case alleged the bases of sex and race. The other case alleged the bases of race and color. The average complaint processing time (investigation) at the end of FY 2020 was 142 days.

E. Policy Description on Disciplinary Actions

Section 203 (a) (6) of the No FEAR Act requires that agencies include in their annual Report to Congress a detailed description of the policy implemented by the agency relating to disciplinary actions imposed against a Federal employee who discriminated against any individual in violation of any of the laws cited under section 201 (a) (1) or (2), or committed another prohibited personnel practice that was revealed in the investigation of a complaint alleging a violation of any of the laws cited under section 201 (a) (1) or (2). Further, the Act requires that, with respect to each such law, the Federal agency report on the number of employees who were disciplined in accordance with such policy and the specific nature of the disciplinary action taken.

The CEO annually issues primary policy statements that reinforce AmeriCorps' commitment to a workplace free from discrimination, harassment, and retaliation. AmeriCorps employees are accountable for their actions in accordance with these policy statements. The policy statements are the Civil Rights and Workforce Diversity Policy and Civil Rights Non-Harassment Policy. The first statement emphasizes AmeriCorps' determination to subject employees to appropriate disciplinary action for engaging in unlawful discriminatory practices or allowing discriminatory practices to exist. The second statement communicates AmeriCorps' zero tolerance of harassment against employees on the bases of race, color, national origin, gender, age, religion, sex, disability, gender identity or expression, sexual orientation, political affiliation, marital or parental status, military service, or engaging in protected activity. Both statements warn that engaging in prohibited behavior will result in appropriate disciplinary action.

These annual policy statements are buttressed by the AmeriCorps anti-harassment policy and procedure which provides for prompt investigation of claims of harassment outside of the EEO complaints process.

F. No FEAR Act Training

Section 202 (c) of the No FEAR Act requires Federal agencies to provide training to their employees on the rights and remedies under Federal Anti-discrimination laws and Whistleblower Protection laws. Under Section 724.203, Federal agencies were required to develop a written training plan and to have trained their employees by December 17, 2006, and every two years thereafter. Under implementing regulations, new employees are to receive No FEAR Act training within 90 days of appointment, which can be met through an agency orientation or training program.

AmeriCorps has an established EEO training plan. New hires are given a brief introduction to civil rights protections and the EEO process as a part of new employee orientation. New staff must complete more extensive EEO training within 90 days of onboarding, including the No FEAR Act course. All employees must take EEO training courses each year.

AmeriCorps University is our electronic learning management system, powered by Skillsoft, and is available to all AmeriCorps employees. Employee EEO courses are tracked through this system and enables AmeriCorps to ensure the completion of required courses, including No FEAR Act training. AmeriCorps provides an annual training day for employees to focus on completing mandatory courses. Supervisors and managers are discouraged from holding meetings or scheduling project deadlines on this day, so that employees can focus on completing mandatory training.

V. ANALYSIS OF TRENDS, CAUSAL ANALYSIS AND PRACTICAL KNOWLEDGE GAINED THROUGH EXPERIENCE

Section 203 (7) of the No FEAR Act requires that agencies undertake “an examination of trends, causal analysis, and practical knowledge gained through experience and any actions planned or taken to improve complain or civil rights programs of AmeriCorps.”

There were no Federal District Court cases resulting in judgments, awards or compromise settlements filed against AmeriCorps in FY 2020. This statistic illustrates AmeriCorps ongoing commitment to maintaining a diverse and inclusive workforce as well as a model EEO environment.

AmeriCorps has examined the information reported in the past, and finds that, since the effective date of the No FEAR Act, there have been a relatively low number of EEO complaints filed, and overall decline in the Federal District Court cases resulting in judgements, awards and compromise settlements paid by the Judgment Fund on behalf of AmeriCorps.

VI. ADJUSTMENT TO BUDGET

Section 203 (a) (8) of the No FEAR Act requires that agencies include in their annual report to Congress information about “any adjustment (to the extent the adjustment can be ascertained in the budget of the agency) to comply with the requirements under section 201.”

AmeriCorps did not make such an adjustment in FY 2020.

VII. AMERICORPS' ACTIONS PLANNED/TAKEN TO IMPROVE CIVIL RIGHTS PROGRAMS

AmeriCorps continually seeks to improve its ability to prevent and address discrimination. This includes offering training for staff, senior level management, and improving the agency's EEO policies and procedures. Managers and supervisors are instructed to take the anti-discrimination laws seriously and are held accountable for their actions or inactions in accordance with established disciplinary policies. AmeriCorps also includes performance measures for EEO compliance in manager evaluations. They include: (1) supports agency workforce diversity and equal employment policies and programs; fosters an inclusive workplace where diversity and individual differences are valued and leveraged to achieve the mission of the organization and (2) promotes respectful, cooperative, and productive working relationships among culturally diverse employees; establishes an effective work/life balance.

AmeriCorps will continue to encourage a healthy, diverse, inclusive, and equitable environment by focusing on employee engagement, retention, corporate culture, mentoring, and management skills training. Annual training for all employees includes unconscious bias and conflict resolution. AmeriCorps' continued use of varied alternate dispute resolution methods will continue to address workplace conflicts in a way which results in a substantial resolution rate during the early stages of engagement.

AmeriCorps' executive team is committed to transparent communication of impending changes to all employees, seeking input from those whose work will be affected. AmeriCorps' leadership acknowledges that major changes and growth in the workplace tends to trigger more complaints. Our leadership anticipates such growth this fiscal year as we implement the requirements of the American Rescue Plan (ARP) in the coming months. Our leadership has invited all employees to share in the decision-making process, as appropriate, and has engaged in candid communication regarding potential change in workloads and responsibilities.

VIII. ACCOMPLISHMENTS.

In June 2020, inspired by the growing national conversation on racial injustice and structural inequities last summer, AmeriCorps began a cross-agency initiative to

evaluate and deepen our culture of diversity, equity, and inclusion (DEI initiative). Its goal is clear and concise: “The elimination of racial inequity and promotion of equal treatment to all within the AmeriCorps Family.” The DEI initiative is being implemented in three distinct phases with three main objectives: foster a more equitable workplace; recruit and retain a diverse corps of national service members and volunteers; and promote equitable grantmaking.

Building a robust culture of diversity, equity, and inclusion in our workplace and in our larger national service enterprise is a top agency priority in FY2021, led by the Office of the Chief Executive Officer in partnership with the Office of Human Capital, and EEOP.

Although the three-phase plan is designed to provide recommendations and a long-term plan for a sustainable future, AmeriCorps has embraced immediate action steps including facilitated conversations, civil rights training for managers and supervisors, prioritizing equity and inclusion in grant competitions, and reviewing our new branding materials with a diversity and equity lens.

AmeriCorps has continued to work on becoming a model EEO program by curing any deficiencies noted as a result of the 2019 technical assistance review conducted by the Equal Employment Opportunity Commission (EEOC). The feedback we received from EEOC helped AmeriCorps strengthen our annual civil rights policies and statements. Our anti-harassment policy and procedure was also revised to provide more clarity regarding prohibited conduct, and the investigation process for harassment complaints.

Respectfully submitted,

A handwritten signature in black ink that reads "Mal Coles". The signature is written in a cursive, flowing style.

Mal Coles

Acting Chief Executive Officer

April 6, 2020

APPENDIX

APPENDIX A: No FEAR Act 2020 Fiscal Year Complaint Totals

APPENDIX B: Civil Rights and Workforce Diversity Policy

APPENDIX C: Civil Rights and Non-Harassment Policy

Equal Employment Opportunity Data Posted Pursuant to the No Fear Act:

Corporation for National and Community Service
 Comparative Data for Previous Fiscal Years and Third Quarter 2019

Complaint Activity	Comparative Data					2021 thru 12/31/20
	Previous Fiscal Year Data					
	2016	2017	2018	2019	2020	
Number of Complaints Filed	5	1	1	2	2	1
Number of Complainants	5	1	1	1	2	1
Repeat Filers	0	0	0	1	0	1

Complaints by Basis	Comparative Data					2021 thru 12/31/20
	Previous Fiscal Year Data					
	2016	2017	2018	2019	2020	
<i>Note: Complaints can be filed alleging multiple bases. The sum of the bases may not equal total complaints filed.</i>						
Race	2	1	1	0	1	1
Color	0	1	0	0	1	0
Religion	1	1	0	0	0	0
Reprisal	3	1	1	1	0	0
Sex	2	1	1	0	1	1
National Origin	0	1	0	0	0	0
Equal Pay Act	0	0	0	0	0	0
Age	2	0	1	0	0	0
Disability	2	0	1	2	0	0
Genetic Information	0	0	0	0	0	0
Non-EEO	0	0	0	0	0	0

Complaints by Issue	Comparative Data					2021 thru 12/31/20
	Previous Fiscal Year Data					
	2016	2017	2018	2019	2020	
<i>Note: Complaints can be filed alleging multiple issues. The sum of the issues may not equal total complaints filed.</i>						
Appointment/Hire	0	0	1	0	0	0
Assignment of Duties	0	0	0	0	0	0
Awards	0	0	0	0	1	0

Equal Employment Opportunity Data Posted Pursuant to the No Fear Act:

Corporation for National and Community Service
 Comparative Data for Previous Fiscal Years and Third Quarter 2019

Conversion to Full-time	0	0	0	0	0	0
Disciplinary Action						
Demotion	0	0	0	0	0	0
Reprimand	0	0	0	0	0	0
Removal	0	0	0	1	0	0
Suspension	0	0	0	0	0	0
Other	0	0	0	0	0	0
Duty Hours	0	0	0	0	0	0
Evaluation Appraisal	1	0	0	0	0	0
Examination/Test	0	0	0	0	0	0
Harassment						
Non-Sexual	0	0	0	0	0	0
Sexual	1	0	0	0	1	0
Medical Examination	0	0	0	0	0	0
Pay (Including Overtime)	0	0	0	0	1	0
Promotion/Non-Selection	0	0	0	0	0	1
Reassignment						
Denied	0	0	0	0	0	0
Directed	0	0	0	0	0	0
Reasonable Accommodation	2	0	0	1	1	0
Reinstatement	0	0	0	0	0	0
Retirement	0	0	0	0	0	0
Termination	2	1	0	0	0	1
Terms/Conditions of	0	0	0	0	0	0
Time and Attendance	0	0	0	0	0	0
Training	0	0	0	0	0	0
Other	0	0	0	0	0	0

Processing Time	Comparative Data					2021 thru 12/31/20
	Previous Fiscal Year Data					
	2016	2017	2018	2019	2020	

Equal Employment Opportunity Data Posted Pursuant to the No Fear Act:

Corporation for National and Community Service
 Comparative Data for Previous Fiscal Years and Third Quarter 2019

Terms/Conditions of	0	0	0	0	0	0	0	0	0	0	0	0
Time and Attendance	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0

Pending Complaints Filed in Previous Fiscal Years by Status	Comparative Data					2021 thru 12/31/20
	Previous Fiscal Year Data					
	2016	2017	2018	2019	2020	
Total complaints from previous Fiscal Years	10	8	5	0	2	2
Total Complainants	10	8	5	0	1	2
Number complaints pending						
Investigation	0	1	0	0	0	1
Hearing	7	7	2	0	1	1
Final Action	0	0	3	0	1	0
Appeal with EEOC Office	3	0	0	0	0	0

Complaint Investigations	Comparative Data					2021 thru 12/31/20
	Previous Fiscal Year Data					
	2016	2017	2018	2019	2020	
Pending Complaints Where Investigations Exceeds Required Time Frames	0	1	0	0	0	0



Civil Rights and Workforce Diversity Policy - March 18, 2021

AmeriCorps (the Corporation for National and Community Service adopted the operating name "AmeriCorps" as of September 29, 2020) is committed to achieving a diverse, energized, high-performing workforce. The key to achieving this objective is developing and maintaining effective leaders, managers, and employees who treat all persons with dignity and respect regardless of race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, pregnancy, reprisal, genetic information, or military service. This policy covers all personnel programs, management practices, and decisions. This includes, but is not limited to, recruitment, hiring, merit promotions, transfers, reassignments, training, career development, benefits, and separations. We strive to provide a work environment free of discrimination and harassment, providing all employees the freedom to compete on a fair and level playing field.

Our mission is to provide opportunities for individuals of all ages and backgrounds to serve their communities and country. We work with national and community nonprofit organizations, faith-based groups, schools, and local agencies to engage individuals in meeting critical needs to support education, disaster services, economic opportunity, healthy futures, veterans and military families, and other causes. Our commitment to diversity, dignity, and equal opportunity is integral to our mission. In order to achieve this, we must promote a climate of mutual respect and appreciation for the strengths that a diverse workforce brings to bear. It is essential that our employees provide work and service environments free from discrimination and harassment.

As the Chief Executive Officer, I am committed to fostering a diverse workplace; a workplace that is free of discrimination or harassment in any form; that is inclusive and fair; and that encourages participation of all employees in every facet of AmeriCorps. I am firmly committed to promoting a climate of mutual respect and appreciation for all AmeriCorps employees.

Every AmeriCorps manager, supervisor, and employee must abide by this policy. Implicit in each employee's successful work performance, and explicit in each supervisor's performance rating, are goals and objectives to support our diverse workforce and civil rights policies and programs to foster an inclusive workplace where diversity and individual differences are valued. Any person who violates this policy will be subject to appropriate disciplinary action, up to and including removal from federal service.

Any AmeriCorps employee, former employee, or applicant for employment who believes they were discriminated against in violation of civil rights laws, regulations, or this policy or subject to reprisal for opposing discrimination or participating in discrimination complaint proceedings (e.g., as a complainant or witness) should raise their concerns with our Equal Employment Opportunity Program (EEO).

Discrimination claims should be brought to the attention of the EEO within 45 calendar days of the occurrence to be accepted for investigation in a formal complaint of discrimination. The EEO may be reached at (202) 606-7503 or eo@cns.gov. In addition, 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.

A handwritten signature in black ink that reads 'Mal Coles'.

Mal Coles
Acting Chief Executive Officer
AmeriCorps



Employee Civil Rights and Non-Harassment Policy - Match 18, 2021

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. 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.

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Mal Coles
Acting Chief Executive Officer
AmeriCorps

