Corporation for NATIONAL & COMMUNITY SERVICE
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NationalService.gov

Civil Rights and Workforce Diversity Policy

The Corporation for National and Community Service (CNCS) is committed to achieving a diverse, energized, high-performing workforce. Key to achieving this is developing and maintaining effective leaders, managers, and employees who treat all persons with dignity and respect, without regard to non-merit factors such as race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. We strive to provide a work environment free of sexual, racial, ethnic, religious, or other harassment.

As Chief Executive Officer of CNCS, 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 CNCS. I am firmly committed to promoting a climate of mutual respect and appreciation for the strengths of, and differences between, all our employees.

Our mission is to provide opportunities for Americans 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 Americans in meeting critical needs in education, the environment, public safety, homeland security, and other areas. Integral to our mission is our commitment to diversity, dignity, and equal opportunity, promoting 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 free from sexual, racial, ethnic, religious, or other harassment.

I expect every CNCS manager, supervisor, and employee to carry out this policy. Implicit in each employee's "successful" work performance, and explicit in each supervisor's performance rating, is support of CNCS's workforce diversity and civil rights policies and programs, and the fostering of 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 termination.

Any CNCS employee, former employee, or applicant for employment who believes he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness), should raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

In addition, we encourage everyone to 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 contact OCRI at (202) 606-7503 or eo@cns.gov.

5/15/2013
Date

Wendy Spencer, Chief Executive Officer