



United States Department of Agriculture
Farm Production and Conservation
Risk Management Agency

RISK MANAGEMENT AGENCY ACCOUNTABILITY AND PROCEDURES POLICY STATEMENT

It is the policy of the Risk Management Agency (RMA) to treat employees, applicants and customers fairly, equitably, and with dignity and respect, regardless of race, color, sex, religion, national origin, gender identity, age, disability, reprisal, sexual orientation, marital and familial or parental status, political affiliation, protected genetic information, or receipt of public assistance. (Not all prohibited bases will apply to all programs and/or employment activities.)

As your Acting Administrator, I strongly support Civil Rights, equal employment opportunity (EEO), Diversity and Inclusion, and a workplace that is free of any harassment and discrimination of any kind.

Accountability and transparency are key for RMA to ensure compliance with this policy. This means that RMA managers, supervisors, and employees will be held accountable for Civil Rights violations, discrimination, retaliation, or related misconduct. RMA's accountability and procedures policy also applies to vendors, contractors, and third parties.

RMA managers, supervisors and employees who are found to have engaged in any Civil Rights violations, including discrimination, retaliation or related misconduct, will be subject to appropriate disciplinary action, up to and including termination.

RMA managers and supervisors will be held accountable for failure to take appropriate action in response to any findings of Civil Rights violations, including discrimination, retaliation or related misconduct. Annual performance appraisals for managers and supervisors shall include an evaluation of their contributions to RMA's commitment to Civil Rights and equal opportunity, and adherence to its Civil Rights policy. Managers and supervisors are responsible and accountable for maintaining a Civil Rights program that will accomplish the strategic Civil Rights goals.

The United States Department of Agriculture's (USDA) Civil Rights Office has established Departmental Regulation (DR) 4300-010, "Civil Rights Accountability Policy and Procedures" to strengthen existing Civil Rights policies within the USDA. The DR can be found at <http://www.ocio.usda.gov/document/departamental-regulation-4300-010>.

Managers and supervisors must provide a copy of this policy to each employee under their management authority.

It is expected that all RMA managers, supervisors and employees demonstrate respect towards all employees and customers and comply with RMA's Civil Rights, EEO, diversity and inclusion, and accountability and procedures policies.

This policy should be posted in conspicuous locations throughout the workplace.

/s/ Heather Manzano
Heather Manzano
Acting Administrator

March 30, 2018
Date