



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

## RISK MANAGEMENT AGENCY CIVIL RIGHTS POLICY STATEMENT

Risk Management Agency (RMA) is committed to the U.S. Department of Agriculture's (USDA) Civil Rights, Equal Employment Opportunity (EEO), and diversity policies and programs. RMA's Civil Rights Policy prohibits discrimination in employment and in all of its programs and activities based on race, color, sex, gender identity, age, religion, national origin, disability, reprisal, protected genetic information, sexual orientation, marital and familial or parental status, political affiliation, and/or receipt of public assistance. (Not all prohibited bases will apply to all programs and/or employment activities.) It is our policy at RMA to simply understand that there will be *zero tolerance* for any form of discrimination. This standard is applicable to every RMA employee.

As your Acting Administrator, I continue to strongly and fully support Civil Rights, EEO, Diversity and Inclusion, and Alternative Dispute Resolution (ADR). In support of USDA's vision of a modern workforce in a modern workplace, I encourage every manager, supervisor and employee to embrace, develop and commit to a diverse workforce within RMA that reflects and demonstrates diversity. Work toward eliminating under-representation in RMA's workforce. Diversity of our workforce enriches our workplace and our community.

ADR initiatives are critical to early conflict resolution. ADR is a win-win process in resolving disputes or conflicts. It is also beneficial because it may decrease time and cost otherwise incurred when addressing workplace conflicts or disputes. All managers, supervisors and employees are encouraged to participate in the ADR process. For information on the ADR process, contact RMA's Civil Rights.

RMA employees, including managers and supervisors, share in the responsibility to promote equal access to the workplace and to federally assisted programs and services. Any employee who believes his or her rights have been violated under this or any anti-discrimination policy *must* contact RMA's EEO Counselor or Civil Rights Director within **45 calendar days** of the alleged discriminatory event or action to initiate the EEO complaint process. It is expected that employees may exercise their rights to the EEO process without fear of reprisal.

Accountability is key and RMA employees will be held accountable for doing their part to ensure all RMA employees, applicants, and customers are provided equal access to the opportunities, programs and services available through RMA.

Accordingly, I am counting on all managers and supervisors to model appropriate behavior and to lead by example. RMA has an obligation to ensure all under-served farmers and ranchers, including women, minorities, small and limited resource, and socially-disadvantaged customers have equal access to program information and technical assistance necessary to participate in all RMA programs and activities.

To fulfill our mission at RMA and USDA, I encourage us all to strive to create an inclusive environment where every employee and customer is respected, trusted and valued.

/s/ Heather Manzano  
Heather Manzano  
Acting Administrator

March 30, 2018  
Date