

NRCS Civil Rights Guiding Principles

We value our employees and customers and believe in the strength of diversity. We are committed to treating both with dignity and respect. We listen and learn. We take pride in our abilities and are dedicated to contributing to the success of the USDA - NRCS. We encourage and reward creativity and teamwork. We are open and honest, holding ourselves accountable and possessing the highest level of integrity. We identify the needs and expectations of our employees and customers, and provide quality and timely products and services.

Civil Rights and EEO

Equal opportunity is the law of the land that applies to employment activities in both the Federal and private sectors. It is fair to say that EEO and civil rights began with the Constitution and Bill of Rights; however, the Constitution and the Bill of Rights did not mention employment discrimination. The Civil Rights Act of 1964 had the greatest impact on employment by providing protection and enforcement under the law against discrimination.

Title VII of the Civil Rights Act of 1964 made it illegal for any employer to deny anyone a job because of race, color, religion, sex, or national origin. Title VII also prohibited discrimination in firing, promoting, training, salary, and all other privileges of employment.

Title VI of the Civil Rights Act of 1964 states that no person in the United States shall, on the "grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance."

The Federal Women's Program Mission

To ensure that affirmative steps are taken to provide equal employment opportunities, as well as equal access to conservation programs for all women.

Indiana USDA – NRCS 6013 Lakeside Blvd.
Indianapolis, Indiana 46278 Phone (317) 290 -3200
Fax (317) 290 - 3225

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 14th and Independence Avenue, SW, Washington, DC 20250-9410 or call 202-720-5964 (voice or TDD). USDA is an equal opportunity provider and employer.

January 2004

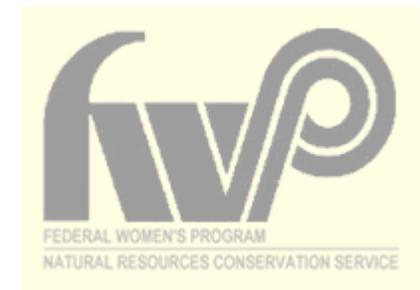


Indiana

Special Emphasis Programs

*Ensuring Equality in
Employment and
Program Delivery*

Federal Women's Program



Special Emphasis Programs

Special Emphasis activities and support are an integral part of the Civil Rights Program at the Natural Resources Conservation Service. Within their respective programs, Special Emphasis Program Managers assist the Indiana State Conservationist and the Leadership Team to:

- Ensure that equal opportunity is present in all aspects of NRCS programs, services, and employment.
- Provide advice and assistance in order to help meet civil rights program goals and objectives.
- Ensure effective communication among all persons and areas dealing with, or affected by, agency civil rights responsibilities.



Federal Women's Program

The Federal Women's Program Manager strives to:

- Improve employment and career opportunities for women in government service
- Increase respect for the work of women at all grade levels
- Eliminate sexual harassment in the workplace
- Increase professional opportunities for women.
- Eliminate barriers and discriminatory attitudes that hinder women from moving into certain occupations or high-level positions.
- Increase self-confidence for female employees through education and training to make them more competitive.
- Create awareness in management and employees of the need for greater sensitivity to their co-workers.
- Identify problems and solutions in the recruitment and retention of women in the Federal workforce.

- Provide information to all employees and keeps them informed of FWP activities.
- Participates and delivers quarterly progress reports at the Indiana Civil Rights Committee meetings.
- Assists in recruitment efforts.
- Establish and maintains effective relationships with women's organizations and groups.

For any questions or comments concerning the NRCS Federal Women's Program you can email the following address.
NRCS_FWPM@in.usda.gov

For any questions concerning Civil Rights email NRCS_Civil_Rights@in.usda.gov

