



**United States Department of Agriculture**  
Farm and Foreign Agricultural Services  
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 and equitably, with dignity and respect, regardless of race, color, sex, religion, national origin, age, disability, reprisal, sexual orientation, marital and parental status, political affiliation, protected genetic information or receipt of public assistance.

As your Administrator, I strongly support civil rights, equal employment opportunity, diversity policies, 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 discrimination, retaliation, civil rights violations, 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 discrimination, retaliation, civil rights violations, 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 discrimination, retaliation, civil rights violations 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 Office of Assistant Secretary for Civil Rights has established Departmental Regulation (DR) 4300-010, "Civil Rights Accountability Policy and Procedures" to strengthen existing civil rights policies within the United States Department of Agriculture (USDA). The DR can be found at <http://www.ocio.usda.gov/directives/doc/DR4300-010.htm>. 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 comply with our civil rights, equal employment opportunity, diversity, accountability and procedures policies.

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

*William J. Murphy*  
Administrator

10/3/2011



**United States Department of Agriculture**  
Farm and Foreign Agricultural Services  
Risk Management Agency

**RISK MANAGEMENT AGENCY  
ANTI-HARASSMENT POLICY STATEMENT**

All employees of the Risk Management Agency (RMA) must maintain a work environment free of harassment on all its programs based on race, color, sex, religion, national origin, age, disability, reprisal, sexual orientation, marital and parental status, political affiliation, protected genetic information or receipt of public assistance. RMA will not condone or tolerate any conduct by employees that disparages, denigrates, shows hostility or aversion toward an individual based on a person's protected status.

Harassment is defined as conduct that may be verbal, written, or physical acts that denigrates or shows hostility or aversion toward a person's protected status that has the purpose or effect of creating an intimidating, hostile or offensive work environment, or unreasonably interferes with a person's work performance, or adversely affects a person's employment opportunities.

Verbal or physical harassment includes, but is not limited to the use of slurs, epithets, negative stereotypes, threats, intimidation or other hostile acts designed or intended to disparage, denigrate and show hostility or aversion toward a person or group based on race, color, sex, religion, national origin, age, disability, reprisal, sexual orientation, marital and parental status, political affiliation, protected genetic information or receipt of public assistance.

Written harassment includes, but is not limited to, placement or circulation of written or graphic material (such as, emails, memoranda, flyers, posters, calendars) on walls, bulletin boards, or other workplace sites, that disparage or show hostility or aversion toward a person or group based on race, color, sex, religion, national origin, age, disability, reprisal, sexual orientation, marital and parental status, political affiliation, protected genetic information or receipt of public assistance.

Bullying is a form of harassment and can create a hostile work environment over a period of time. Bullying behavior includes, but is not limited to, unwarranted or disproportionate criticism of an employee's work performance which is unsupported by facts, aggressive behavior or shouting, preventing an employee from speaking by using aggressive or obscene language, intimidation, manipulation of the employee's reputation through gossip, physical attack, or threatening gestures.

All supervisors and managers are responsible for enforcing this policy and must take immediate, appropriate and corrective action to stop any harassing activity. Supervisors and managers should consult with their personnel office and the USDA Guide for Disciplinary Penalties (DPM-715) when initiating action to stop the harassment. Supervisors and managers who tolerate, or are aware of such harassment, or fail to take immediate, appropriate and remedial action upon becoming aware of such activities may also be subject to disciplinary action or other adverse action. Any employee, who believes he or she has been subjected to harassment, or has witnessed harassment, should report such action to a supervisor or manager. If immediate, appropriate, and corrective action is not taken, the person must contact RMA's Equal Employment Opportunity Counselor or the Office of Civil Rights and Community Outreach Staff.

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

*William J. Murphy*  
Administrator  
9/8/11



**United States Department of Agriculture**  
Farm and Foreign Agricultural Services  
Risk Management Agency

**RISK MANAGEMENT AGENCY  
REPRISAL AND RETALIATION POLICY STATEMENT**

It is the policy of the Risk Management Agency (RMA) that no individual shall be subjected to reprisal and retaliation for reporting, opposing, cooperating or testifying as a witness, associating with another employee who is engaging in an investigation, for participating in any protected activity, or for speaking out against practices that may constitute unlawful discrimination under the following statutes listed below:

- Title VII of the Civil Rights Act of 1964, as amended
- Age Discrimination in Employment Act of 1967
- Rehabilitation Act of 1973
- Equal Pay Act of 1963
- Genetic Information Nondiscrimination Act of 2008

Reprisal and retaliation are defined as any adverse actions taken because of opposition to unlawful discrimination. Any act of reprisal or retaliation by an RMA manager or employee against an individual participating in any protected activity violates this policy. Protection under the participation clause extends to those who file untimely charges. In the federal sector, once a federal employee initiates contact with an EEO counselor, he or she is engaging in "participation." RMA's reprisal and retaliation policy also applies to vendors, contractors, and third parties.

All RMA employees must maintain a workplace free of reprisal and retaliation. Retaliation against any individual who exercises their right to make a complaint about unlawful discrimination, participates in an investigation of such a complaint, opposes a discriminatory practice, or assists another in making such a complaint is strictly prohibited. Any employee, who is found to have engaged in reprisal and retaliation, is subject to appropriate disciplinary action, up to and including termination. RMA managers are responsible for enforcing this policy and must take immediate and appropriate action to stop any reprisal and retaliation.

Any manager, who tolerates, or is found to have engaged in reprisal and retaliation, or fails to take immediate and appropriate action when they become aware of reprisal and retaliation against an individual, or violate RMA's reprisal and retaliation policy will be subject to appropriate disciplinary action, up to and including termination. Any employee who believes he or she has been subjected to reprisal and retaliation should immediately report the incident to a manager, or someone above in their supervisory chain who must take immediate, appropriate and corrective action to stop any illegal discrimination. If the perpetrator is the employee's supervisor, then a report should be made to the employee's second-line supervisor. If reprisal and retaliation continues after the adverse action is reported, or immediate and appropriate action is not taken, the individual must contact the Equal Employment Opportunity (EEO) Counselor or any EEO Official within RMA's Civil Rights Staff. All RMA managers and employees are expected to comply with our anti-retaliation policy.

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

*William J. Murphy*  
Administrator

10/3/11



United States Department of Agriculture  
Farm and Foreign Agricultural Services  
Risk Management Agency

RISK MANAGEMENT AGENCY  
SEXUAL HARASSMENT POLICY STATEMENT

As your Administrator, I am firmly committed to ensuring that all Risk Management Agency (RMA) employees are provided with a workplace that is free from unwelcome sexual advances and from reprisal for reporting any sexual harassment. Sexual harassment is illegal and is a form of prohibited sex discrimination that violates Title VII of the Civil Rights Act of 1964, as amended. RMA's sexual harassment policy also applies to vendors, contractors, and third parties.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors when submission to or rejection of such conduct is a condition of employment or the basis for employment decisions, verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. Examples of prohibited sexual conduct includes, but is not limited to, sexual innuendoes or comments about a person's clothing, body, or sexual activities, obscene gestures, demands for sexual favors in exchange for favorable treatment (promotions, work assignments, etc.) or continued employment, pressure for dating, romantic or intimate relationship, stalking, kissing, fondling or whistling, unwanted sexually-oriented jokes, comments, e-mails and internet use, physical contact of a sexual nature such as inappropriate touching, patting, pinching, massaging or grabbing.

RMA employees must maintain a work environment free of sexual harassment. Any RMA employee who is found to have engaged in sexual harassment is subject to immediate disciplinary action, which may include removal from federal service.

RMA supervisors and managers are responsible for enforcing this policy and must take immediate, appropriate and corrective action to stop any sexual harassment. Supervisors and managers who tolerate or are aware of such sexual harassment, or should have known of such behavior, or fail to take immediate, appropriate and remedial action upon becoming aware of such activities may also be subject to disciplinary action, which may include removal from federal service.

Any employee who believes he or she has been subjected to sexual harassment should immediately report the incident to a supervisor, manager, or someone above in their supervisory chain who must take immediate, appropriate and corrective action to stop the sexual harassment. If the harasser is the employee's supervisor, then a report should be made to the employee's second-line supervisor. If immediate and appropriate action is not taken, the individual must contact the Equal Employment Opportunity (EEO) Counselor or any EEO Official within RMA's Civil Rights Staff. Retaliation against any individual who exercises their right to make a complaint about sexual harassment, participates in an investigation of such a complaint, or assists another in making such a complaint is strictly prohibited.

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

*William J. Murphy*  
Administrator

9/8/11