

AGENCY FOR INTERNATIONAL DEVELOPMENT

OPERATIONAL GUIDANCE

IMPLEMENTATION OF EQUAL EMPLOYMENT OPPORTUNITY POLICIES

Nondiscrimination

The Agency for International Development will provide equal opportunity in employment for all persons, and will prohibit discrimination based on race, color, sex, age, religion, national origin or disability. There will be zero tolerance for actions in the work context that have the purpose or effect of discriminating on one of the bases listed above.

Accountability

In each bureau, mission and office, the Deputy Assistant Administrator, Director, or equivalent, shall be responsible for achieving progress in the areas described herein. The objectives outlined in this notice have the full support of the senior management team. The Agency will succeed in creating a model work environment which promotes quality and equality, as well as fairness and full participation by all Agency employees.

Affirmative Employment

Federal agencies are required to take affirmative measures in all aspects of employment, including hiring, advancement, training, assignments, evaluation and recognition. Affirmative employment to advance equal employment opportunity requires appropriate efforts to increase the representation of women, minorities and disabled individuals where underrepresentation exists. Increased attention will be focussed on those groups that remain underrepresented and on those organizational units whose progress fails to meet reasonable expectations. Special emphasis will be directed to those segments of the population that are disproportionately absent in managerial, supervisory and executive level positions.

Prohibition of Sexual Harassment

It is the legal and ethical responsibility of all A.I.D. employees to refrain from sexually harassing behavior in the workplace. Under Federal regulations, managers and supervisors bear certain responsibility for prevention of sexual harassment and for correcting the conduct of their employees who violate these regulations. Included in this prohibition are not only direct, overt sexual comments or actions, but also any activity of a sexual nature that creates a hostile or offensive working environment. All bureaus, missions and offices should inform their employees what conduct constitutes sexual harassment. The Office of Equal Opportunity Programs is available for advice and training to assist in this effort.

Nondiscrimination Based on Sexual Orientation

There shall be no discrimination against any Agency employee based on sexual orientation. It is the responsibility of each manager and supervisor to assure that equality of opportunity in all facets of employment not be denied to any individual because of sexual orientation.

Special Emphasis Programs

The Office of Equal Opportunity Programs coordinates a number of employee programs designed to improve the employment status of women, persons with disabilities and members of minority groups. These special emphasis programs contribute to the success of our affirmative employment programs, highlight the benefits of our culturally diverse workforce and provide one means of publicly recognizing the contributions of some of our most valuable employees. All employees are encouraged to support and participate in these programs.

Discrimination Complaints

Discrimination complaints exact an extremely high toll in terms of both human discord and monetary costs. Accordingly, A.I.D. will encourage informal resolution of interpersonal and employment issues, whenever possible. When this is not possible, the Director of the Office of Equal Opportunity Programs is delegated the responsibility to investigate and adjudicate, consistent with Federal laws, regulations and guidance, complaints of discrimination and the authority to settle cases when such closure is appropriate.