

## Appendix 3

### Economic Research Service

#### *Supervisory and Non-Supervisory EEO/CR Performance Elements and Standards*

##### **EEO/CR FOR SUPERVISORY POSITIONS**

*(Include in performance plan as a standalone critical performance element)*

##### FULLY SUCCESSFUL LEVEL

- Adheres to Agency and Departmental EEO/CR policies by creating, supporting and maintaining a workplace environment that is free of discriminatory bias [race, color, national origin, sex (gender), religion, age, disability, political beliefs, sexual orientation, marital or family status], and reprisals; and where the workforce, customers, and business partners are treated fairly with dignity and respect. Ensures that timely disciplinary action of subordinates is taken in cases where civil rights of others are violated.
- Ensures that ERS and USDA EO / CR policies, programs, and the discrimination complaint process are conveyed to all employees in a timely manner. Promotes a zero tolerance policy for sexual and other types of harassment and discrimination.
- Carries out all supervisory activities (recruitment and selection, promotion, training and employee development, performance evaluation, reassignment, details, travel job assignments, acting and other delegated special assignments) in accordance with the letter and spirit of EO/CR laws.
- Complaints of discrimination are rare; responds promptly and appropriately to EO / CR issues; recognizes employee's right to utilize the discrimination complaint process and is proactive in utilizing the Alternative Dispute Resolution process to prevent and/or resolve complaints.
- Encourages and promotes participation in collateral duty assignments, such as EO / Diversity committees, mentoring, attending CR activities and recommends employee recognition that promotes workforce diversity or contributes to meeting CR goals.
- Utilizes the Reasonable Accommodation Program to accommodate the needs of individuals with disabilities.
- Actively supports the Agency's efforts to achieve and/or maintain a representative workforce.
- Supports the Secretary's initiative for Cultural Transformation by continually examining program delivery and surveying the workforce and/or stakeholders/customers. Creates an environment of inclusion, exceptional performance, effective leadership, and works to eliminate any barriers to operational and service excellence. Examines workforce and workplace processes and flexibilities and implements improvements where needed.
- Supports the Secretary's initiative for USDA Diversity Recruitment Roadmap by expanding upon mission-specific activities and timelines to ensure diversity recruitment program success and leadership accountability.

## **EEO/CR FOR NON SUPERVISORY POSITIONS**

*(Include standard within an existing critical performance element)*

### **FULLY SUCCESSFUL LEVEL**

Adheres to Agency and Departmental EEO/CR policies by creating, supporting and maintaining a workplace environment that is free of discriminatory bias [race, color, national origin, sex (gender), religion, age, disability, political beliefs, sexual orientation, marital or family status], and reprisals; and where the workforce, customers, and business partners are treated fairly and with dignity and respect. Informs the supervisor of potential workplace problems that might require intervention in order to avoid grievances and/or discrimination complaints.

Performs assignments in a manner that demonstrates fairness, cooperation, and respect toward employees and customers. Fosters an inclusive workplace where diversity and individual differences are valued. Leverages diversity to achieve the vision and mission of the organization. Supports and maintains an environment that is free of unlawful discrimination and reprisal.