



# USAID's Policy on Diversity in the Workforce, Equal Employment Opportunity, and Non-Discrimination

A Mandatory Reference for ADS Chapters 110, 101,  
and 418

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## **USAID Policy on Diversity in the Workforce, Equal Employment Opportunity, and Non-Discrimination**

### **POLICY STATEMENT**

The United States Agency for International Development (USAID) is striving to reaffirm its leadership role as the world's premier development agency. As a part of that leadership role, we are committed to achieving and maintaining a diverse and representative workforce within the Agency, free of discrimination, and reflecting the innovation and creativity that diversity can bring to the USAID workplace.

As Administrator, I will assure that this commitment extends to all occupational categories within the USAID workforce. It is USAID's policy to provide equal opportunity in all employment practices regardless of race, color, religion, sex, national origin, age, sexual orientation, disability, marital status, parental status, or political affiliation. One of my top priorities is to foster a culture of inclusion, integrity, dignity, and respect at USAID. We must recognize that the role of each individual is important to the achievement of our organizational goals.

Our human resources programs will reflect equal opportunity in the recruitment, hiring, professional growth, promotion, leadership development, and training of our employees. Our skilled workforce will be representative of the diversity that is America. This principle is based not only on law, but on the moral obligation we have to respect and protect the civil rights of all.

We will assure that the principles of fairness, inclusion, integrity, dignity, and respect apply to employees of all nationalities. USAID's entire workforce will provide an example of what can be accomplished when diverse voices are included. Our human resources management policies and practices will elicit the best from all and will assure that the Agency supports a diverse workforce that is free of discrimination. Sexual harassment, or harassment of any form, is illegal and unacceptable conduct that will not be condoned or tolerated. Managers and supervisors must be alert to issues which might result in allegations of discrimination, and must work together with employees for the prompt and equitable resolution of conflicts.

In order to give concrete expression to our commitment to diversity, equal opportunity, and non-discrimination, the Office of Civil Rights and Diversity (OCDR) is being established, effective January 17, 2010. This new office will be the focal point within USAID for programs and activities in furtherance of diversity, inclusion, and respect for all in the workforce. The Director of OCDR, as the Agency's Chief Diversity Officer, will report directly to me and will serve as the Executive Secretary of the USAID Council on Diversity and Inclusion.

OCDR will implement legal requirements relating to equal employment opportunity and will foster a fair and respectful work environment free of discrimination. It will proactively

encourage managers at all levels to support the principles of equity, fairness, and inclusion and to hold their subordinates to the same duties. It will engage USAID bureaus, offices, overseas missions, and employee affinity groups and also collaborate with diversity programs of other agencies and organizations to help foster a climate of diversity, inclusion, and respect throughout the Agency. Employees are free to seek the assistance of OCRD without fear of any reprisal or retaliation.

Information regarding the functions, resources, and services available from OCRD is available at (202) 712-1110. As the new office develops, additional information will be posted on the Agency's website.

Dr. Rajiv Shah Administrator  
January 15, 2010

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