

<b>DEPARTMENTAL REGULATION</b>		NUMBER: -300-3
SUBJECT: EQUAL OPPORTUNITY PUBLIC NOTIFICATION POLICY	DATE: February 25, 1998	
	OPI: OFFICE OF CIVIL RIGHTS	

1 PURPOSE

This regulation establishes policy for ensuring positive and continuing notification of USDA equal opportunity policy to the public.

2 CANCELLATION

This regulation replaces DR 4300-3 (April 21, 1986), Equal Opportunity Public Notification Policy.

3 SPECIAL INSTRUCTIONS

The non-discrimination statement is to be used in the next issuance of publications, effective 30 days after the approval date of this regulation.

4 POLICY

It is the policy of the Department of Agriculture:

- a That no person shall be discriminated against on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital or family status in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases apply to all programs.) This policy will be communicated to the public through all appropriate USDA public information channels, in English and in languages appropriate to the local population and in alternative means of communication (Braille, large print, audiotape, etc.).
- b To reach out in proactive ways to persons who have not participated equally in its programs and activities in the past. This policy will be demonstrated to persons through all public contacts.

requirements

- (4) Ensure through normal distribution and review processes that notices of the USDA non-discrimination statement are prominently posted in USDA, its agencies', and recipients' offices. In general, the USDA poster "And Justice For ALL" will be used for this purpose except for suitable substitutes in outdoor areas where necessary. Agencies will be responsible for obtaining and distributing posters to recipients. Units shall post the non-discrimination statement in languages appropriate to the local population.
- (5) Establish outreach programs at the local level to ensure that all persons, especially those who previously may not have participated fully, know about the availability of and how to use USDA program services effectively and are encouraged to participate.
- (6) Include appropriate references to USDA equal opportunity policy in public speeches and meetings.
- (7) Should not agree to participate in meetings with the knowledge that the meeting(s) were convened to avoid compliance with applicable non-discrimination requirements.
- (8) Provide materials in alternative means of communication (Braille, large print, audiotape, etc.) upon request.

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