



# Civil Rights Plan

May 2023

## INTRODUCTION

University of Georgia (UGA) Extension recognizes the importance of and is committed to the value of diversity and inclusion in the development and implementation of Extension programs among its staff, volunteers, and the citizens served. It is the policy of UGA Extension to provide equal employment opportunities and to offer all its programs and educational benefits to eligible participants without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, veteran status, or any other legally protected status. Education assistance will not be provided to any organization or group that excludes individuals because of their membership in a protected class. Written assurance from all non-governmental organizations and groups with whom UGA works, that they follow nondiscriminatory practices, is kept on file. UGA Extension is committed to the intent of Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education

Disabilities Act of 1990, the Age Discrimination Act of 1975, and the Civil Rights Act of 1991.

UGA Extension administration will:

- Promote the development of an employment environment that is supportive of equity and diversity principles.

- Ensure that organizational practices respect the social and cultural diversity contained within the organization; including faculty, staff, volunteers, advisory leadership councils, and the communities we serve.

- Ensure that all Extension employees receive training and strive to achieve the requirements in civil rights rules and regulations.

- Provide equal opportunity by actively identifying and remedying barriers to participation in programs and progression in employment.

- Expect a working and learning environment free from unlawful discrimination, including harassment.

- Comply with state and federal legislation and university policies on non-discrimination and equal opportunity.

- Provide unfettered access to complaint resolution avenues, free from retaliation, for all employees and program participants.

- Ensure that all Extension employees understand equal opportunity guidelines and are in compliance with USDA-NIFA and university guidelines.



### **EQUAL OPPORTUNITY PUBLIC NOTIFICATION POLICY**

Enhances customer awareness of the USDA nondiscrimination policy and other pertinent information ensuring broad dissemination of the policy to the public.

### **NONDISCRIMINATION IN PROGRAMS AND ACTIVITIES RECEIVING FEDERAL FINANCIAL ASSISTANCE FROM USDA**

Ensures compliance with and enforcement of the prohibition against discrimination in programs and activities funded in whole or in part by the USDA.

## UNIVERSITY OF GEORGIA POLICIES & REGULATIONS

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### **EQUAL OPPORTUNITY AND NON- DISCRIMINATION POLICY**

UGA is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with applicable laws and policies, UGA prohibits any member of the faculty, staff, administration, student body, or visitors to campus, whether they be guests, patrons, independent contractors, or clients, from harassing and/or discriminating against any other

harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or debarment from UGA.

### **REASONABLE ACCOMMODATIONS IN EMPLOYMENT**

Pursuant to applicable federal and state laws, including Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Executive Order 11246, as amended, Revised Order 4, Title IX of the Education Amendments of 1972, Section 504 and 508 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Equal Pay Act of 1963, the Vietnam Era Veterans Readjustment Assistance Act of 1974, Title II of the Genetic Information Nondiscrimination Act of 2008, and The Americans with Disabilities Act of 1990, as such laws may be revised or amended, with their respective applicable implementing regulations, including Title 34, Subtitle B, Part 106 of the Code of Federal Regulations (collectively, "applicable laws") and to applicable policies ("policies") of the Board of Regents of the University System of Georgia and the President of The University of Georgia ("UGA"), UGA continues its affirmative implementation of equal opportunity to employees, students, covered contractors and vendors, and applicants for employment, admission, or contractor or vendor status. UGA will act in matters of employment, admissions, programs, services, and activities free of prohibited bias with regard to race, color, sex, sexual orientation, gender identity, national origin, religion, age, veteran status, genetic information and disability.

Accordingly, UGA will not discriminate in employment, admissions, programs, services, or activities with regard to any position for which the applicant, employee, or student is qualified and will make reasonable accommodation for disabilities. UGA provides this certification of equal employment opportunity as a federal fund recipient, contractor, and vendor or supplier to federal contractors and requires like certification from non-exempt vendors, suppliers, and sub contractors.

### **INFORMATION AND COMMUNICATION TECHNOLOGY ACCESSIBILITY**

UGA

all, including those with disabilities in all its educational and administrative services, programs and



farming operations to generate income. To determine the potential audience numbers, the resource that should be utilized is the most recent Census of Agriculture. The National Agricultural Statistics Service (NASS) conducts the Census of Agriculture, which is a collection of information concerning all areas of farming operations, including operator characteristics [www.agcensus.usda.gov](http://www.agcensus.usda.gov). Other data such as statistics from commodity groups can be utilized to

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## **CULTURAL BARRIERS**

Cultural barriers are those conditions that can limit or even exclude participation of racial, minority, religious and ethnic groups. Some of these barriers may exclude clientele from initially attending a program or activity; or may discourage individuals from attending other programs or activities. Examples of such cultural barriers can include: scheduling events that conflict with major religious/ethnic holidays or events; having programs or events in potentially uncomfortable locations such as churches or locations where minority groups were previously rejected or had unpleasant experiences; or using program an o.00 0 6(t)5 (t)5 (-11 (s);5 ( )-312 (o)16 (o)-11 (f)TJET00 8 (h).





## PUBLIC NOTIFICATION

Public notification is the core of our civil rights efforts. Extension must take the necessary steps to inform the public that it does not discriminate, adheres to all civil rights laws, and its services are available to everyone. In addition, public notification is used to advertise, particularly to

programs and their benefits. Public notification efforts include: having a nondiscrimination statement on all documents, brochures, flyers, announcements, etc., and prominently displaying the Green

programs or activities are being conducted by Extension. The fo1 <0056005728oe eOj. 120100



rights complaint. Complainants have three options for filing complaints: informal complaint procedure, formal complaint procedure, and notification sent directly to USDA. The public is told of this right through the use of the USDA "And Justice for All" poster. This poster must be visibly displayed in all Extension offices. The USDA poster advises participants that they can file



Extension Director is responsible for ensuring volunteers, advisory council members, and club/group leaders receive civil rights training. The County Extension Coordinator shall maintain documentation of all training conducted in the county civil rights file.

### COMPLIANCE MONITORING

UGA Extension has an internal civil rights compliance review process that assures routine review. There are three different levels of civil rights reviews. These include annual GaCounts data entry and county compliance reporting, periodic on-site reviews, and federal reviews.

The annual compliance review requires demographic data for participants, groups, and advisory leadership to be entered into GaCounts and All Reasonable Effort reports be completed for advisory groups and clubs not in parity. The County Extension Coordinator must submit an Annual Civil Rights Compliance Checklist to the District Extension Director. With the submission of this checklist, the County Extension Coordinator attests that faculty and staff within the county are abiding by civil rights requirements.

An on-site review is conducted at each county office by the civil rights review team once every four years on a rotating basis and is a more in

To seek public records from UGA Extension, submit a written request to the Director of Extension County Operations, 111 Conner Hall, University of Georgia, Athens, GA 30602 or email to [coopext@uga.edu](mailto:coopext@uga.edu) .