

Anti-discrimination Statement Frequently Asked Questions

Sometimes, the terminology MSUE Anti-Discrimination statement, MSUE Indicia, MSUE Public Notification, and MSUE Disclaimer are used interchangeably. What is MSUE using to refer with this terminology?

MSUE Anti-discrimination statement is the more descriptive reference. In that a component of our Civil Rights Compliance requirements is to notify the public that Extension is open to all, we are required to apply our anti-discrimination language to publications, announcements, letterhead, etc.

1. What is an anti-discrimination statement?

MSU Extension anti-discrimination statement is the civil rights compliance statement posted to the public on all MSUE communiqués targeted to stakeholders. The anti-discrimination statement fulfills, in part, a requirement of our state public notification plan as mandated by the USDA.

2. Who should know about the anti-discrimination statement?

All MSUE staff members; members of Extension Councils and other key advisory groups; 4-H volunteers and other volunteers; county commissioners; and other community program partners.

3. Who should use the anti-discrimination statement?

All MSUE staff members and members of key advisory groups; 4-H volunteers and other volunteers; and those who may be responsible for creating posters, flyers and circulars promoting participation in Extension programs.

4. How do I use anti-discrimination statements?

Anti-discrimination statement use may include:

- a. Communication with clientele groups and key stakeholders.
- b. Assessment of inventory of current materials and future printings.
- c. Implementation of necessary changes to Web sites.
- d. Emphasizing use of new anti-discrimination statement language in news releases.
- e. Use of anti-discrimination statement in future job postings for prospective MSUE employees.
- f. Communication at Extension-sponsored meetings and events-.
- g. Adding language adjustments to materials currently used for public notification.
- h. Documenting civil rights and equal opportunity employment policies of partnering agencies.

5. What are considered communications materials?

Examples of communications materials are: bulletins, PDF publications and virtual publications, web pages, brochures, flyers, advertising, announcements and employment notifications.

6. **What is the difference between an anti-discrimination statement with disclosure, the abbreviated statement and the classified ad statement and when would each be used?**

The **full anti-discrimination statement** is used when MSUE communications materials refer to any other party's products or services or when MSUE collaborates with other partners to produce programs, services or publications.

An **abbreviated version** of the full anti-discrimination statement is used for bulletins, circulars and letterheads.

Anti-discrimination **statement for classified ads** is used when notifying the public about employment opportunities with MSUE.

7. **Is it absolutely necessary that I use the anti-discrimination statement on communications materials?**

Yes. All MSU Extension employees and units are mandated to use the anti-discrimination statement on all communications materials targeted at the public. This is in compliance with the USDA and MSU standards of inclusion and access to employment and program activities offered by MSUE.

8. **Does the use of anti-discrimination statement apply to business cards?**

No. Because space on a business card is very limited, it is not necessary to use the statement.

9. **Why do I need to use this language so comprehensively?**

We are required by the USDA to have a statewide civil rights and affirmative action plan. Within this plan we are required to have a prescribed procedure for notifying the public that MSUE is open to all.

10. **Whom does the anti-discrimination statement apply to?**

It applies to all MSU Extension units and staff members statewide.

11. **Where can I find additional information about and samples of anti-discrimination statements?**

Please see "Which anti-discrimination statement should you use," which can be found on the Civil Rights web page, for more information.

12. **Whom do I contact with anti-discrimination statement use questions or questions on Civil Rights complians?**

Please contact MSUE Human Resources: msuehr@anr.msu.edu.