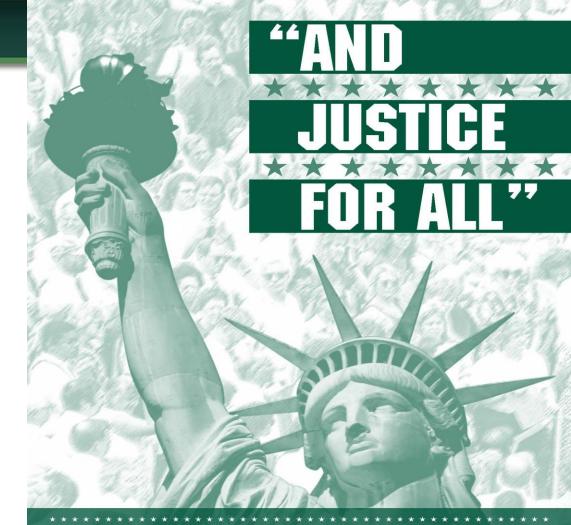
Michigan State University Extension

Civil Rights Presentation 2019-20

MSU is an affirmativeaction, equal-opportunity employer. Michigan State University Extension programs and materials are open to all without regard to race, color, national origin, sex, gender, gender identity, religion, age, height, weight, disability, political beliefs, sexual orientation, marital status, family status or veteran status.



In accordance with Federal law and U.S. Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, see (in education and training programs and activities) age, disability, or retaliation. (Not all prohibited bases apply to all programs.)

If you require the information on this poster in alternative format (Braille, large print, audiotape, etc.), contact the USDAS TARGET Center at (202) 720-2600 (voice or TDD).

If you require information about this program, activity, or facility in a language other than English, contact the USDA agency responsible for the program or activity, or any USDA office.

program or activity, or any ISDA office.

To file a complaint alleging discrimination, write ISDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call, toll free, (866) 652-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8549 (TDD) or (866) 577-8642 (relay voice users). USDA is an equal opportunity provider and employer.

De acuerdo con la ley Federal y con la política del Departamento de Agricultura de los Estados Unidos (USDA por sus siglas en inglés), esta institución prohibe la discriminación ya sea por la raza, color, nacionalidad, sexo (en programas y actividades de educación y adiestramiento), edad, incapacidad de las personas, o por represalias. (No todas las prohibiciones se aplican a todos los programas).

si usted necesita la información de este anuncio en un formato diferente (Braille, letras grandes, o por medio de sonido, etc.), llame al Centro TARGET del Departamento de Agricultura al teléfono 202-720-2600 (voz o TDD).

Si usted necesita información sobre este programa, actividad o instalaciones en un idioma diferente del inglés, llame a la agencia del Departamento que maneja este programa o actividad, o a cualquier oficina del Departamento de Actividure.

Para someter una queja de discriminación, escriba al USDA, Office of Civil Rights, 1400 Independence avenue, SW, Washington, DC 20250-9410, o llame gratis al 1-866-632-9992 (voz). Para llamadas TDD, llame al USDA al número 1-800-877-8642. El Departamento de Agricultura ofrece oportunidades de programas y de empleo libres de discriminación.

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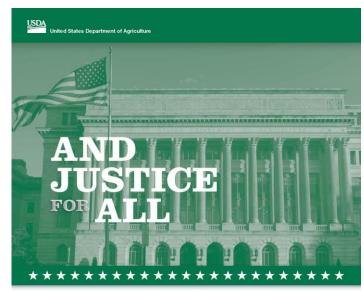
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To file a program discrimination complaint, a complainant should complete a Form AD 3027L 1950A Program Discrimination Complaint Form, which can be obtained online, from any USDA office, by calling 16996 932-9962, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

mail:

U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

fax:

(833) 256-1665 or (202) 690-7442;

email:

program.intake@usda.gov.

This institution is an equal opportunity provider

Form AD 475 A - Annal of Postar/ Restood July 2019

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La información del programa puede estar disponible en otros idiomas además del inglée. Las personas con discapacidades que requieran medios de comunicación alternativos para obtener información sobre el programa (por ejemplo, Braille, lette nagrandada, grabación de audio y lenguaje de señas americano) deben comunicarse con la agencia estatal o local responsable que administra el programa o con el l'ARBET Center del USDA a 1002/170-2000 (voz y TTY) o comunicarse con el USDA través del Servicio Foderal de Transmisión de Información al (800) 877-8330.

Para presentar una queia por discriminación en el programa, el reclemante deba completar un formulario AD 3027. Formulario de queja por discriminación del programa del USDA, que se puede obtene en línea, en cualquier oficina del USDA. Ilamando al 1989, 632-9992, o escribiendo una certa drigida al USDA. La certa debe contener el nombre, la dirección y el número de telefono del reclamante, y una descripción escriba de la supuesta ación discriminativa con suficiento detalle para informar al USDA certa del Derechos Civiles (ASCR), por sus siglas en inglés aobre la naturaleza y la fecha de la presunta violación de los derechos civiles. La certa o el formulario AD 272.

correo postal: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410; o'

fax: (833) 256-1665 o' (202) 690-7442;

correo electrónico: program.intake@usda.gov.

Esta institución ofrece igualdad de oportunidades

iche complementario al l'omulario AD-475-A./ Revisado Julio 2019

MSU Extension Organizational Development Website - CR

Compliance Resources

Civil Rights Archive

Access county level demographic information by logging into the <u>Civil Rights Archive</u> on SharePoint.

And Justice For All

The And Justice for All poster must also be displayed wherever and whenever you deliver programming, as well as in every MSU Extension office location. In addition, electronic versions that can be used when conducting programs using PowerPoint are available below. Hard copy posters can be obtained by contacting Anne Brooks at brooksa@msu.edu

- NEW And Justice for All PowerPoint Slide Landscape Version
- NEW And Justice for All PowerPoint Slide Portrait Version

MSUE Core Values

- **We will show up.** Whether in person or digitally, MSU Extension professionals will remain engaged by being a part of community conversations, directing appropriate programming and research for community needs and never forgetting who we serve.
- **We will help people thrive.** We will create and maintain positive environments that allow everyone to do their best and be their best. We will work with our communities to highlight their assets while fostering partnerships to discover new possibilities together.
- We will be authentic. We know that we can't be all things to all people. But we will live our truth, do what we do best, and connect audiences to colleagues and partners when we can't personally meet their needs. We will do this all while staying rooted in evidence-based science.
- We will welcome everyone. We will foster inclusivity across our organization, in our programming, through our community partnerships and in our hearts. We will nurture an environment that respects and values human differences as we continuously work to expand our reach to diverse audiences.
- **We will manage resources responsibly.** We will be good fiscal stewards of the funds that are supplied to us from federal, state, local and university resources, as well as those that are garnered through community partnerships and philanthropy.
- **We will take risks.** We are lifelong learnings who look for innovative and new ideas that will help us better serve Michigan residents.

Civil Rights Mandates Governed By:

- Equal Opportunity, Non-Discrimination and Affirmative Action
- Civil Rights Act of 1964 (Race, Color, Religion, Gender and National Origin)
- American Disabilities Act of 1990
- Title IX

Demographic Data Collection Form for Adults





MSU Extension Program Participant Demographic Data Collection Form for Adults

Date:
Program Attended:
MSU Extension programs are open to everyone. We are required, to ensure civil rights policy adherence, to report program participant race
and gender data to the United States Department of Agriculture (USDA). Only aggregated information (total numbers across all programs)
about race and gender are reported to the USDA.
Providing the following information is voluntary and will be maintained strictly for reporting purposes. These records are kept separately from
mailing lists and other participant information.
Thank you for taking the time to provide us with this information.
Race (check all that apply)
Alaskan Native or American Indian
Tribal affiliation:
Asian
Black or African American Native Hawaiian or Other Pacific Islander
White or Caucasian
Choose not to provide
Ethnicity (check all that apply)
Hispanic or Latino
Middle Eastern or Arab-American
My ethnicity is not listed (please specify)
Choose not to provide
Gender
Choose not to provide
County of Residence
Please share anything else that is important for us to know about your identity.

Some Possible Gender Responses

Female or F

Woman

Girl

Cisgender female

Transgender female

MTF

Male or M

Man

Boy

Cisgender male

Transgender male

FTM

Genderqueer

Agender

Nonbinary

Gender fluid

Bigender

Gender Nonconforming

Additional Change

Can I collect the required demographic information on or with an evaluation survey?

- Ideally, collect this information from participants on a separate piece of paper.
 However, when it makes sense, the required demographic information can be asked as part of program evaluations, as long as it:
- Is not paired with identifying information such as name or address. For example, it
 would be appropriate to collect demographic information when paired with
 questions measuring program impacts, as that would allow the comparison of
 impacts across different groups.
- It <u>would not</u> be appropriate to collect demographic information on forms that also collect participant's name or contact information such as mailing address or phone number.

Civil Rights Resources



MSU Extension
Organizational Development



↑ / Civil Rights /

Civil Rights

MSU Extension believes fully in the principles of Diversity, Equity and Inclusion because we know that human differences enrich our lives, work and community. We embrace our responsibility to be a resource for all, taking into account differences across cultural, ethnic economic and other backgrounds. As a Land Grant University, MSU Extension is also required to comply with Federal Civil Rights laws and policies which prohibit discrimination in federally assisted programs and discrimination in employment practices. Although there are clear distinctions between diversity, equity and inclusion concepts and compliance concepts, there is considerable linkage and overlap. That linkage is that our actions reflect what we believe. What is expected of us and the mechanisms used to demonstrate those actions are known as Civil Rights Compliance.

Civil Rights Guidance Compliance Resources Civil Rights Training

All of these resources can be found on the MSUE Organizational Development website under Civil Rights

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Anti-Discrimination Statements

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- Which Anti-Discrimination Statement should you use?
- Anti-Discrimination Statement (Arabic Version)
- Anti-Discrimination Statement (Spanish Version)
- Frequently Asked Questions

Census Information

<u>US Census Bureau</u> - gather data on information for specific populations such as socioeconomic status, health care, nutrition, race, etc.

<u>2012 Census of Agriculture</u> - contains information about farms in the United States broken down by state and various demographics including gender, race and state (2.5mb).

Collecting Participant Demographic Data

- MSU Extension Demographics Data Collection Script
- NEW MSU Extension Demographic Data Collection Form for Adults
- NEW MSU Extension Demographic Data Collection Form for Adults Spanish
- NEW MSU Extension Demographic Data Collection Form for Adults Arabic
- NEW PEARS Crosswalk
- NEW Demographic Data Collection Form FAQ

Local Partner Compliance Letter

- Each year, Extension HR will update the Local Partner Compliance Letter
 and save it on the <u>Civil Rights OD Site</u>. Notification will be sent to District
 Directors and District Support confirming the letter is updated. This is the
 trigger for districts to begin the annual process.
- The Local Partner Compliance Letter must be signed by all partners and kept on file with MSUE
- District Directors or District Support will send the Local Partner Compliance Letter to staff in all counties that comprise their district.
- Each staff member is responsible for having all of their local partners review, sign and return the form to them.
- The forms will then be returned to the District Support staff person to upload into the proper folder in SharePoint.

Limited English Proficiency (LEP) program



CLI INSTRUCTION CARD: OVER-THE-PHONE INTERPRETING SERVICES



Persons who do not speak English as their primary language and who have limited ability to read, write, speak, or understand English are Limited English proficient or "LEP"...and are entitled to language assistance with respect to a particular type of benefit, service, or encounter.

Accommodation Statement

- Roles and Responsibilities for staff:
 - Should appear on marketing materials

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Accommodations for persons with disabilities may be requested by contacting the event contact (insert name) two weeks prior to the start of the event (insert deadline date) at (insert phone number and email). Requests received after this date will be honored whenever possible.

Meeting an Accommodation Request

When you receive an accommodations request, please follow the procedure below:

- 1. Check with your local ISD or other local resource person/organization to identify if there is someone (or an organization) that can provide the accommodation requested locally (i.e., interpreter, translator, equipment, etc.)
- 2. If you can locate a local resource identify what, if any, cost would be associated for the service.
- 3. If you cannot find a local resource to meet the accommodations request, you can contact MSUE HR and they can work with you to find a resource through the MSU Resource Center for People with Disabilities (RCPD) or other state wide resources.
- 4. Once you have this information, contact your DD to see if they can strategize with you about how to cover costs including if you or they will talk with the ID to assist with identifying resources to pay for these services
- 5. Once you have exhausted these avenues, both to find a local resource person and for finding funding through the DD or the ID, if you are unable to find a resolution, you can contact MSUE HR or the DEI office and one of them can work with you to find a resolution, including resources or funding.

Please keep in mind that all of this takes time so please plan accordingly once you receive a request. *Our program and services are open to all* and we will do our best to meet all requests, within reason.

Civil Rights Archive Sharepoint – MSUE/Civil Rights archive/district



District Civil Rights

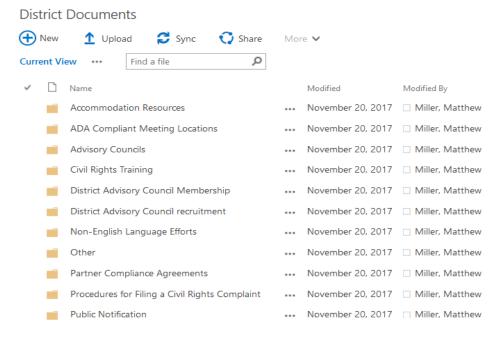
District Civil Rights

Civil Rights Archive

District Civil Rights

District Documents

Site contents

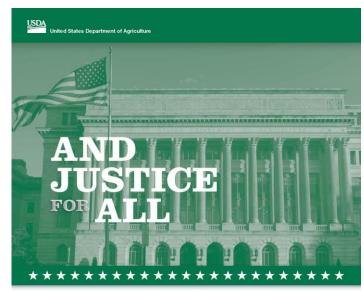


Drag files here to upload

Civil Rights Complaint

- Roles and Responsibilities for staff:
 - All staff are responsible for knowing how to assist in filing a civil rights complaint
 - Complaints should be filed in writing
 - Filed complaints are submitted to the Director's office or USDA
 - Compliant must be filed within 180 days of incident

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email:

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