

**UNITED STATES DEPARTMENT OF AGRICULTURE**  
**OFFICE OF THE SECRETARY**  
WASHINGTON, D. C. 20250

February 28, 1997

**SECRETARY'S MEMORANDUM** 4300-7

**Civil Rights Policy Statement**

**1 PURPOSE**

This Secretary's memorandum prescribes the Department of Agriculture's (USDA) policy on Civil Rights.

**2 POLICY**

As Secretary of Agriculture, I am committed to ensuring the civil rights of USDA's customers and employees. Every customer and every employee must be treated fairly and equitably and with dignity and respect.

There are no exceptions. There are no excuses.

This is a "one-size-fits-all" policy -- for all our customers and all our employees -- regardless of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status.

Our employees have an enormous role in maintaining a positive, equal opportunity environment. We have a moral and a legal obligation to treat our colleagues and customers with respect and with courtesy. USDA employees -- from my office in Washington or in one of our field offices -- must commit to uphold this policy.

**DISTRIBUTION: All Employees**

**OPI: OSEC**

February 28, 1997

I hold my subcabinet, agency heads, and managers all responsible for civil rights at the Department. Reprisal of any kind against employees or customers will not be tolerated. In fact, putting it in the strongest terms possible, at USDA there will be a *zero tolerance* policy for retaliation of any kind.

By our words and actions, each of us must demonstrate a commitment to equal opportunity for all individuals. Further, to be successful as a Department, we must embrace and value diversity and strengthen our commitment to an equitable and discrimination-free workplace.

Only by working together and by living up to the letter and the spirit of this policy can USDA be called the "People's Department."



DAN GLICKMAN  
Secretary



United States Department of Agriculture  
Office of the Secretary  
Washington, DC 20250

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A handwritten signature in black ink, appearing to read "Dan Glickman".

DAN GLICKMAN  
Secretary

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