



United States Department of Agriculture  
Farm Production and Conservation  
Risk Management Agency

## **RISK MANAGEMENT AGENCY REPRISAL AND RETALIATION POLICY STATEMENT**

It is the policy of the Risk Management Agency (RMA) that no employee shall be subjected to reprisal and retaliation for reporting, opposing or participating in practices made unlawful or engaging in any protected activity, including as a witness or associating with another employee engaged in protected activity. The following federal statutes prohibit unlawful discrimination:

- Title VII of the Civil Rights Act of 1964, as amended
- Equal Pay Act of 1963
- Age Discrimination in Employment Act of 1967
- The Rehabilitation Act of 1973
- Americans with Disabilities Act of 1990
- Genetic Information Nondiscrimination Act of 2008

Reprisal and retaliation are defined as any adverse employment action taken based on opposition of or participation in protected activity. Any act of reprisal or retaliation by an RMA manager or supervisor against an individual for opposing or participating in any protected activity violates this policy. RMA's reprisal and retaliation policy also applies to vendors, contractors and third parties.

All RMA employees must maintain a workplace free of reprisal and retaliation. Retaliation against any individual who exercises their right under anti-discrimination laws by opposition, participation or assisting another employee engaged in protected activity is strictly prohibited.

All RMA managers and supervisors are responsible for enforcing this policy and must take immediate, appropriate and corrective action to stop any reprisal or retaliation. Any manager or supervisor who tolerates or who is found to have engaged in reprisal and retaliation will be subject to appropriate disciplinary or other corrective action, up to and including termination.

Any employee who believes he or she has been subjected to reprisal and retaliation should, within **45 calendar days** of the alleged incident, immediately report the incident to a manager, supervisor or someone in the employee's supervisory chain who must take immediate, appropriate and corrective action to stop the reprisal or retaliation. If the reprisal and retaliation continues after it has been reported, or if immediate, appropriate and corrective action is not taken, the employee *must* contact RMA's Equal Employment Opportunity (EEO) Counselor or Civil Rights Director to report the reprisal and retaliation.

/s/ Heather Manzano  
Heather Manzano  
Acting Administrator

March 30, 2018  
Date