



15 Monroe NE
P.O. Box 246
Ardmore, OK
73401
(580) 226-1838

Equal Employment Opportunity Policy

It is the policy of CCSFSC to create a favorable work environment which all employees, regardless of race, ethnicity, religion, disability, gender, sexual orientation, age, nation of origin and other protected classes can enjoy equal opportunities in their employment relationship with CCSFSC. In an effort to maintain equal employment opportunities, CCSFSC has recognized the need to adopt implement and periodically evaluate its Affirmative Action Program consisting of specific measures to be taken and its goals and statements.

CCSFSC policy on civil rights shall extend to all activities and programs which are conducted by other agencies, institutes, organizations or political subdivisions where program or financial assistance is made available by CCSFSC through sub-grants, purchase of services, contracts or other arrangements utilizing state or federal funds.

It further prohibits any employee, contractor or other agent of CCSFSC to engage in the following types of discriminatory conduct:

- A. Race, Ethnicity, Nation of Origin and Religion:** Making statements, jokes or committing acts regarding a particular race, ancestry or religion that are regarded derogatory, offensive, prejudicial or harassing.
- B. Sexual Harassment/Marital Status:** Intimidating or interfering with an employee's work or work environment through unwelcome, offensive or harassing sexual comments, questions or acts (implicitly or explicitly) including prejudicial statements or acts regarding pregnancy or marital status.

My signature documents written notification of the CCSFSC Equal Employment Opportunity Policy.

Signature

Date





UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)
Office of the Assistant Secretary for Civil Rights
Program Discrimination Complaint Form

First Name: _____ Middle Initial: _____ Last Name: _____

Mailing Address: _____

City: _____ State: _____ Zip code: _____

E-mail address (if you have one): _____

Telephone Number starting with area code: _____

Alternate Telephone Number starting with area code: _____

Best Time of the Day to Reach You _____

Best Way to Reach You, (check one): Mail ☐ Phone ☐ E-mail ☐ Other: ☐

Do you have a representative (lawyer or other advocate) for this complaint? Yes ☐ No ☐

If yes, please provide the following information about your representative:

First Name: _____ Last Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____

1. Who do you believe discriminated against you? Use additional pages, if necessary.

Name(s) of person(s) involved in the alleged discrimination (if known):

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Please name the program you applied for (if known/if applicable): _____

6. Remedies: How would you like to see this complaint resolved?

7. Have you filed a complaint about the incident(s) with another federal, state, or local agency or with a court?

Yes: _____ No: _____

If yes, with what agency or court did you file? _____

When did you file? _____
Month Day Year

Signature: _____

Date: _____

Mail Completed Form To:

USDA

Office of the Assistant Secretary for Civil Rights

1400 Independence Ave, SW, Stop 9410
Washington, D.C. 20250-9410

E-mail address:

program.intake@usda.gov

Telephone Numbers:

Local area: (202) 260-1026

Toll-free: (866) 632-9992

Local or Federal relay: (800) 877-8339

Spanish relay: (800) 845-6136

Fax: (202)690-7442