Civil Rights Quick Guide for Montana State University Extension

- All Reasonable Effort – must make certain that all reasonable effort is used to reach under-served audiences.
- Adequate Public Notification – outreach should use the most diversified possible communications to attract as many people as possible.
- Everyone in the office must know how to help someone file a discrimination complaint.
- "And Just For All" posters (11x17) must be visible at programs.
- Harassment of any kind is not allowed in Montana State University Extension.
- All publications must include the non-discrimination statement (indicia). Long version if there is room; short version may be used if short on space.
- All organizations with which the office works must receive a non-discrimination agreement.
- All websites must be ADA accessible.
- If there is a significant portion of the population with Limited English Proficiency, steps should be taken to translate documents for the population.
- Committee should have proportionate representation of race, gender and ethnicity of populations.
- Advertisements for all programs should indicate who to contact if there is a request for accommodation.

Must have access to these laws:

- Age Discrimination Act of 1975(link is external)
- Age Discrimination in Employment Act of 1967(link is external)
- Americans with Disabilities Amendments Act of 2008(link is external)
- Americans with Disabilities Act of 1990, Title I, II and V(link is external)
- Civil Rights Act of 1964 Title VI(link is external)
- Civil Rights Act of 1964 Title VII(link is external)
- Civil Rights Act of 1991(link is external)
- Rehabilitation Act of 1973(link is external)
- Title IX, Education Amendments of 1972(link is external)
- USDA Office of the Assistant Secretary for Civil Rights – Departmental Directives and Regulations
- USDA DR 4330-002: Nondiscrimination in Programs and Activities Receiving Federal Financial Assistance from USDA

Complete information available here:

https://www.montana.edu/extension/internalrelations/civilrights/index.html