



# **Inter-American Foundation**

*Report on*

## **Equal Employment Opportunity Commission's**


### **Management Directive —715 for Affirmative Employment Programs**

**Fiscal Year 2017**

**EEOC  
FORM  
715-01  
PARTS A -  
D**

**U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

For period covering October 1, 2016, to September 30, 2017.

<b>PART A</b>  Department or Agency Identifying Information	<b>1. Agency</b>		<b>1. Inter-American Foundation</b>	
	1.a. 2 <sup>nd</sup> level reporting component		N/A	
	1.b. 3 <sup>rd</sup> level reporting component		N/A	
	1.c. 4 <sup>th</sup> level reporting component		N/A	
	<b>2. Address</b>		<b>2. 1331 Pennsylvania Avenue, NW, Suite 1200 North</b>	
	<b>3. City, State, Zip Code</b>		<b>3. Washington, DC 20004</b>	
	<b>4. CPDF Code</b>	<b>5. FIPS code(s)</b>	<b>4. IF00</b>	<b>51013</b>
<b>PART B</b>  Total Employment	<b>1. Enter total number of permanent full-time and part-time employees</b>			<b>1. 36</b>
	<b>2. Enter total number of temporary employees</b>			<b>2. 10</b>
	<b>3. Enter total number employees paid from non-appropriated funds</b>			<b>3. 0</b>
	<b>4. TOTAL EMPLOYMENT [add lines B 1 through 3]</b>			<b>4. 46</b>
<b>PART C</b>  Agency Official(s) Responsible For Oversight of EEO Program(s)	<b>1. Head of Agency Official Title</b>		<b>1. Paloma Adams-Allen, President &amp; Chief Executive Officer</b>	
	<b>2. Agency Head Designee</b>		<b>2. Paul Zimmerman, General Counsel</b> 	
	<b>3. Principal EEO Director/Official Title/series/grade</b>		<b>3. Regina Neal-Mujahid Chief, Office of Diversity and Equal Opportunity U.S. Geological Survey (USGS)</b>	
	<b>4. Title VII Affirmative EEO Program Official</b>		<b>4. John A. Szemraj Diversity Manager, USGS</b>	

	5. Section 501 Affirmative Action Program Official	5. Felicia Ellis Disability Program Manager, USGS
	6. Complaint Processing Program Manager	6. Kuldip Kang Formal Complaints Manager, USGS
	7. Other Responsible EEO Staff	7. Preston E Ford Jr. Management Analyst, USGS

<b>EEOC FORM 715-01 PARTS A - D U.S. Equal Employment Opportunity Commission FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT</b>				
PART D	Subordinate Component and Location (City/State)	CPDF and FIPS codes		
List of Subordinate Components Covered in This Report	N/A			
<b>EEOC FORMS and Documents Included With This Report</b>				
*Executive Summary [FORM 715-01 PART E], that includes:	X	*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]		N/A
Brief paragraph describing the agency's mission and mission-related functions	X	*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential element requiring improvement		N/A
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"	X	*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier		N/A
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF	X	*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]		N/A

Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies	X	*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	X N/A
Summary of EEO Plan action items implemented or accomplished	X	*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	N/A
*Statement of Establishment of Continuing Equal Employment Opportunity Programs [FORM 715-01 PART F]	X	*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	N/A
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements	X	*Organizational Chart	X

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**EEOC FORM  
715-01  
PART E  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

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**Inter-American Foundation  
October 1, 2016 to September 30, 2017**

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**Executive Summary**

The Inter-American Foundation (IAF) was created by Congress in 1969 as an independent U.S. foreign assistance agency that promotes and invests in citizen-led grassroots initiatives in Latin America and the Caribbean to help communities thrive. IAF has a dedicated focus on investing in citizen-led initiatives, helping to build thriving communities that are economically vibrant, socially inclusive, and connected. IAF's careful, direct, and sustained engagement with a multitude of grassroots partners helps strengthen local democracies, expand economic opportunities, and improve communities' resilience to crime and violence. IAF maintains an active portfolio of 300 grants in 20 countries representing over \$67 million of investment by IAF and more than \$91 million by our grantee partners.

In awarding its development grants, the IAF works to assure the participation of indigenous peoples, African descendants, persons with disabilities, and other marginalized groups, and encourages their inclusion in political and social processes. By supporting the best ideas emerging from the region, its program has strengthened a vast structure of community groups and nongovernmental organizations that has become a highly effective and transparent channel for productive foreign assistance. As it has for 49 years, IAF plays a meaningful role in our country's foreign assistance that is distinct from, and complementary to, the roles of other agencies that work with much larger programs. The Equal Employment Opportunity Commission's (EEOC) Management Directive (MD)-715 requires Agencies to conduct an annual self-assessment to determine how the organization compares to EEOC's "Essential Elements for a Model EEO Program." The IAF responded to all the compliance indicators and measures for each of the six Essential Elements. Based on the Fiscal Year (FY) 2017 self-assessment no deficiencies were identified. In order to maintain this high standard of performance, the IAF President and supervisors remain committed to making the agency's EEO program a priority.

The IAF is a small federal agency, employing 46 permanent and temporary staff members (16 male and 30 female/36 permanent and 10 temporary) at the end of FY 2017. The IAF workforce continues to be diverse, and consisted of (39.13%) racial/ethnic Minorities and/or female. The IAF is supported in its Equal Employment Opportunity (EEO) program and complaints management function through an Inter-Agency Reimbursable Services Agreement with the Office of Diversity and Equal Opportunity (DEO), U.S. Geological Survey (USGS) of the Department of the Interior (DOI). Under this Agreement, the USGS provided the IAF with EEO Counseling and Mediation, Formal Complaints processing, Diversity Program services, Alternative Dispute Resolution services, report preparation services, and EEO and diversity

program orientation training. The Chief, DEO, and the Program Managers served as the principal officials responsible for advising the IAF President concerning execution of the EEO program.

A comparison of the IAF's total workforce to the Civilian Labor Force 2010 percent (CLF 2010) showed the organization continued to have a very diverse workforce. Again, the IAF continued to exceed the CLF 2010 benchmark participation rate for Minorities. The total participation rate of IAF's Minorities (39.13%) in FY 2017 continued to be well above the CLF 2010 percentage (27.64%). However, their total Minority workforce increased from 17 in FY 2016 to 18 in FY 2017. The female participation rate of the total workforce increased from 60.47% in FY 2016 to 65.22% in FY 2017, which is above the CLF 2010 benchmark rate of 48.14%. The total number of females in IAF's workforce increased from 26 in FY 2016 to 30 in FY 2017. The Hispanic/Latino female participation rate of 17.39% was notably greater than the respective 4.79% CLF 2010. The participation rates for Hispanic/Latino females, Asian males and American Indian/Alaska Native males continued to be above their respective CLF 2010 percentages. The participation rate of Hispanic males, White males, Black/African American males/females, Asian females, Native Hawaiian or Other Pacific Islander males/females, American Indian or Alaska Native females and two or more races males/females continued to be below their CLF 2010 rates. The IAF saw an increase of three employees from FY 2016 to FY 2017 in the total workforce. Due to the fact that the IAF workforce remains so small, a single accession or separation of any RNOG group, male or female, can positively or negatively inflate the percentages.

The distribution of diversity was reflected in the occupational categories and exceeded the National CLF 2010 participation rate for Minorities. Minorities and females continued to be well represented in the "Officials and Managers" category, and the "Professional" category, which are mission critical positions for the organization. A review of these two categories showed greater participation rates of Minorities to their CLF 2010. The female workforce participation rate (69.23%) for "Officials and Managers" was higher than their male counterpart, and above their CLF 2010 rate (48.14%), as was the Minority participation rate (30.76%) compared to their corresponding CLF 2010 (27.64%). The "Professionals" occupational category also reflected diversity; however the numbers decreased from 80.94% in FY 2016 to 45.45% in FY 2017. The following RNOG groups' participation rates in the "Professionals" occupational category were above their corresponding CLF 2010 rates: Hispanic/Latino females, Black/African American males, Asian males, and American Indian/Alaska Native males.

Overall, there appears to be equitable distribution of Minorities, and White males and females, at all grade levels for the IAF workforce. The largest concentration of permanent and temporary grades at IAF was found in the GS-11 to GS-15 level (82.60%), with 56.52% of these grades being held by Minorities and white females. The employees in the GS-1 through GS-10 grades were held by 50.00% White females.

The number of IAF employees with disabilities increased from 0% in FY 2012- 2016 to 4.34% in FY 2017, which exceeds the Federal Goal of 2%. The Reasonable Accommodation Policy is available to all IAF employees and job applicants on the IAF website. The Chief Operating

Officer currently serves as the Selective Placement Coordinator for the employment of persons with disabilities.

In July 2016, the Inter-American Foundation (IAF) received feedback from the U.S. Equal Employment Opportunity Commission (EEOC), Office of Federal Operations, following its review of IAF's EEO program, which included a recommendation for strengthening the IAF's Anti-Harassment Policy. Since that time, the IAF has reviewed and analyzed the content of that recommendation; obtained and reviewed other agencies' anti-harassment policies for comparison; and drafted a revised Anti-Harassment Policy to reflect the recommended changes. The new revised policy is attached.

The IAF leadership remains committed to improving the diversity of its workforce, and continuing a culture of acceptance and inclusion where all employees can thrive and everyone matters.

Inter-American Foundation

EEO MD-715-01  
Executive Summary FY 2017

**EEOC FORM  
715-01  
PART F  
U.S. Equal Employment Opportunity Commission  
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT**

**CERTIFICATION of ESTABLISHMENT of CONTINUING  
EQUAL EMPLOYMENT OPPORTUNITY PROGRAMS**

I, Regina Neal-Mujahid; Chief, Office of Diversity & Equal Opportunity (GS-0260-15) am the

(Insert name above) (Insert official title/series/grade above)


Principal EEO Director/Official for Inter-American Foundation

(Insert Agency/Component Name above)

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.



4/29/2018

Signature of Principal EEO Director/Official

Date

Certifies that this Federal Agency Annual EEO Program Status Report is in compliance with EEO MD-715.



4/29/2018

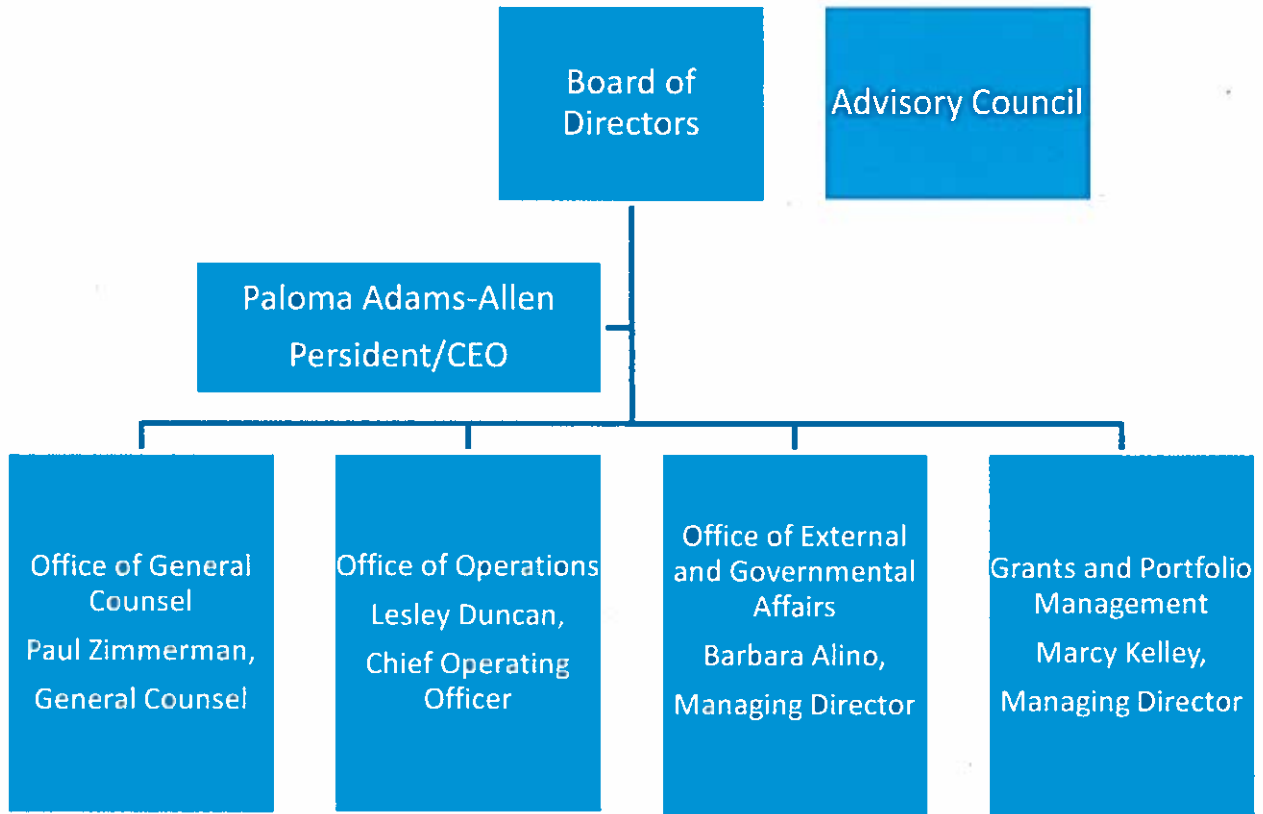
Signature of Agency Head or Agency Head Designee

Date

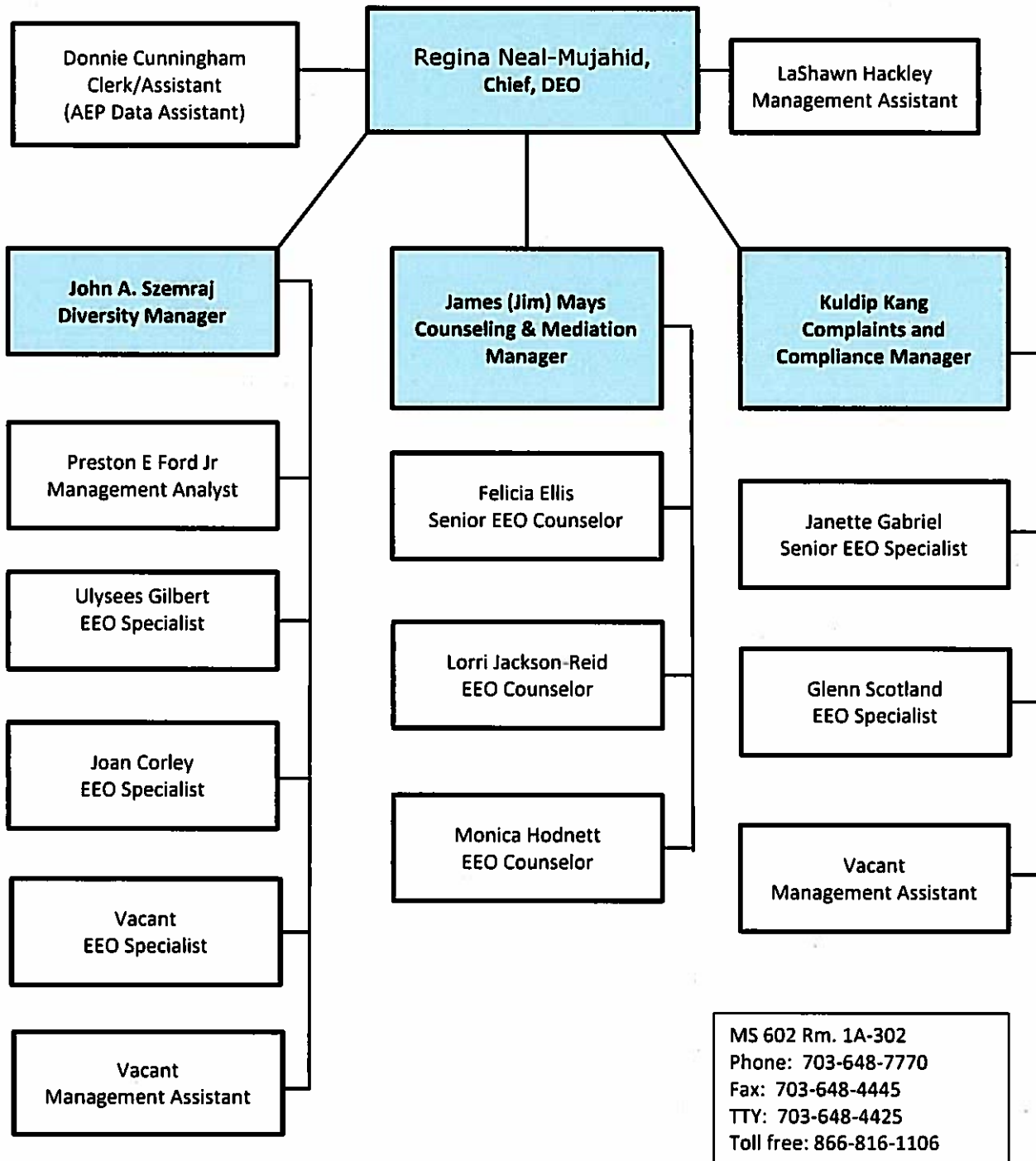


# The Inter-American Foundation

## Organizational Chart – April 2017



# USGS Office of Diversity and Equal Opportunity (DEO) Organizational Chart





## Inter-American Foundation

An Independent Agency of the U.S. Government

### MEMORANDUM

Date: September 1, 2017

To: All IAF Employees

From: Paloma Adams-Allen, President & CEO

Subject: Equal Employment Opportunity and Diversity Non-Discrimination Policy

As President & CEO of the Inter-American Foundation (IAF), I am committed to the total integration of Equal Employment Opportunity (EEO) and Diversity principles as a fundamental part of the guiding principles we have at the IAF. All employees, applicants for employment, and members of the public who seek to participate in IAF programs, activities, and services will not be discriminated against because of race, national origin, sex, religion, color, age, disability, sexual orientation, genetic information, or status as a parent. Furthermore, the IAF does not tolerate reprisal against those who exercise their rights under applicable EEO laws.

I am committed to ensuring all employees the freedom to compete fairly and equitably. Equal employment opportunity covers all personnel/employment programs, management practices and decisions, including, but not limited to: recruiting/hiring, merit promotions, transfers, reassignments, training and career development, benefits, and separations. I will ensure EEO program requirements are enforced in accordance with the governing regulatory guidelines. Allegations of discrimination are addressed promptly and professionally. The IAF promptly investigates all allegations of workplace harassment, and where allegations are substantiated, appropriate action is taken.

Employees or applicants who believe they have been discriminated against by the IAF have the right to file a complaint. IAF has entered an Inter-Agency Agreement with the Office of Diversity and Equal Opportunity (DEO), U.S. Geological Survey (USGS) for EEO services. The first step is to contact an EEO counselor at USGS within 45 days of the alleged discriminatory action. You may then choose to participate in either counseling or in Alternative Dispute Resolution (ADR) if it is available. At the end of counseling, or if ADR is unsuccessful, a formal EEO complaint may be filed.

I am committed to enforcing the Foundation's policy of fair and equitable treatment of all employees, applicants for employment, or members of the public who believe they have been subjected to unlawful discrimination.

This policy is to be posted in all personnel offices, and on the Foundation's internal Web site as a means to communicate the high level of importance I personally attach to equal employment opportunity at the IAF. Any questions regarding either this policy or a specific situation relevant to this policy may be addressed through the USGS Office of Diversity and Equal Opportunity (DEO) or an EEO counselor by calling (703) 648-7770 or (866) 816-1106. You may also direct questions to your manager.



**Inter-American Foundation**  
An Independent Agency of the U.S. Government

**MEMORANDUM**

Date: September 1, 2017  
To: All IAF Employees  
From: Paloma Adams-Allen, President & CEO  
Subject: IAF Policy on Harassment

It is the policy of the Inter-American Foundation (IAF) to provide employees a harassment free work environment. IAF prohibits employment related harassment based on sex, race, color, religion, age (over 40), disability, national origin, reprisal, sexual orientation, genetic information, and status as a parent.

Harassment is any unwelcome verbal or physical conduct based on any of the prohibited factors that is so objectively offensive as to alter the victim's terms and conditions of employment.

Equal Employment Opportunity Commission (EEOC) and Title 29 of the Code of Federal Regulations, Section 1604, have defined sexual harassment:

"Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment when:

- 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
- 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 3) Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment."

Examples of Harassment, including sexual harassment, include, but are not limited to the following:

- Making offensive remarks about looks, clothing, or body parts;
- Pressure for dates;
- Touching in a way that may make an employee feel uncomfortable;
- Telling sexual jokes, hanging sexual posters, etc.;
- Epithets, slurs, negative stereotyping or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, national origin, age, disability, sexual orientation, genetic information, or status as a parent;
- Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, national origin, age, disability, sexual orientation, genetic information,

or status as a parent, and that is placed on walls, bulletin boards, or elsewhere on the IAF premises, equipment, or electronic circulation of such material.

IAF has entered an Inter-Agency Agreement with the U.S. Geological Survey (USGS), Office of Diversity and Equal Opportunity (DEO) for EEO services. Employees should report any harassment immediately to the USGS DEO, their supervisor, or an appropriate management official, who will make every effort to resolve the issue promptly, effectively, and confidentially. Other possible resources available to the employees for reporting allegations of harassment include the Office of Human Resources and the grievance procedure, Negotiated grievance procedure, Office of Special Counsel if a prohibited personnel practice is involved, Merit Systems Protection Board if an appealable adverse action is involved, and the Office of Inspector General.

All actions taken to resolve and address issues of harassment will be confidential and retaliatory action against an employee who raises a claim of harassment will not be tolerated. Any employee found to have participated in harassment of any kind, will be the subject of appropriate administrative or disciplinary action, which may include removal from federal service.

IAF has an "expedited process" in place to address incidents of sexual and nonsexual harassment. For further information on the EEO process, including the expedited process, please contact a USGS EEO Counselor at (703) 648-7770.