

APPENDIX – KEY CONCEPTS AND TERMS

Authentic Self	Who an individual is as a person, demonstrating different experiences, perspectives, cultures, history, etc., without being forced to conform to the majority culture in the workplace. The work culture must value a wide range of talents, skills, and experiences to create a sense of belonging for everyone without causing harm to others.
Cultural Competency	The ability to understand, accept, and interact with individuals of different backgrounds and cultures.
Disability	A physical or mental impairment that substantially limits one or more major life activities.
Disabled Veteran	A person who has served on active duty in the armed forces, has separated under honorable conditions, and has established the present existence of a service-connected disability or is receiving compensation, disability retirement benefits, or pension because of a public statute administered by the Department of Veterans Affairs or a military department.
Diversity	Diversity encompasses the range of similarities and differences each individual brings to the workplace, including but not limited to, national origin, language, race, color, disability, ethnicity, gender, age, religion and belief, sexual orientation, gender identity, socioeconomic status, veteran status, family structure, and diversity of thought, all of which is shaped by culture, background, experiences, and other elements.
Equity	Consistent, systematic, fair, just, and impartial treatment, access, opportunity, and advancement for all individuals, including individuals who historically have been denied such treatment, while striving to identify and eliminate barriers that might prevent any employee’s full and equitable participation in the workplace.
Inclusion	Inclusion is a set of behaviors (e.g., welcoming new employees, paying attention and extending an invitation, seeking and respecting other perspectives, etc.) that promote equal access to opportunities and resources for individuals who might otherwise be excluded or marginalized.

Individual/Person with a Disability	A person with a physical or mental impairment that substantially limits one or more major life activities (such as walking, talking, seeing, hearing, or learning), has a record of such impairment, or is regarded as having an impairment unless the impairment is both transitory and minor.
Reasonable Accommodation	Any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the essential duties of a job, or enjoy the benefits and privileges of employment.
Self-Identification of Disability	The voluntary completion and submission of information from the Office of Personnel Management's (OPM's) Standard Form 256 (SF 256) identifying that a person has a disability, either by hard copy of the SF 256 to the servicing Human Resources Branch personnel in the Division of Administration, or electronically through the MyEPP system using the appropriate code from the SF 256.
Talent Acquisition	Long-term human resources planning and finding appropriate candidates for positions that require specific skillsets to fulfill a business need.
Targeted Disability	Specific, severe disabilities targeted for emphasis in affirmative action planning that include, but are not limited to, developmental disabilities, traumatic brain injury, deafness, blindness, missing extremities, partial paralysis, complete paralysis, epilepsy, intellectual disabilities, psychiatric disabilities, dwarfism, and significant disfigurement.
Underserved Communities	Populations sharing a particular characteristic, as well as a geographic communities, that have been systematically denied a full opportunity to participate in aspects of economic, social, and civil life.
Unseen Diversity Characteristic	Non-visible personal characteristics such as background, culture, and personality, as well as protected classes such as disability, sexual orientation, and religion and belief.