

## West Grand Neighborhood Organization Diversity, Equity and Inclusion Policy 2015

West Grand Neighborhood Organization will equip all volunteers, interns, and board members, to have a lens that honors Diversity, Equity and Inclusion of all people regardless of age, sex, gender, race, creed (religion), sexual orientation, or other protected classes. West Grand will continue to develop and monitor this policy based on the following Values and Mission Statement of the organization. West Grand has a compliance procedure in place that any person can fill out and send to the President of the Board of Directors, The Executive Director or the City of Grand Rapids, if a violation of this or any other policy occurs.

### VALUES STATEMENT

West Grand Neighborhood Organization values:

- A **connected** neighborhood where neighbors know each other
- A **safe** neighborhood for all
- A **friendly** neighborhood where neighbors are welcoming and pleasant
- A **vibrant** neighborhood with businesses that flourish by serving our community
- A **beautiful** neighborhood that is well maintained and visually appealing
- Our neighborhood's **history, heritage** and **character will be honored**
- Lifting up neighbors' **voices** in matters that will impact our neighborhood

### ORGANIZATIONAL PRINCIPLES

As staff, board members and volunteers, our conduct will be guided by these principles:

- Professional courtesy
- Respect and dignity of all people
- Actively listening to the community
- Working collaboratively with organizations that seek to improve our community
- Maintaining confidence and trust
- The realization that our neighborhood has tremendous assets from which to build:
  - People
  - Places
  - Businesses
  - Parks & Public Spaces
  - Partners
  - Culture and Heritage

With this in mind all people who work or volunteer for West Grand Neighborhood Organization will encourage broad participation and seek out people who may be underrepresented in the community to amplify voices. West Grand commits to providing regular listening sessions and community surveys to ensure that all voices are heard. West Grand Members, volunteers and staff will report any inappropriate behavior without reprisal. Those found in violation of this or any other policy will provide tools and opportunities for reconciliation with the community and organization. Egregious violation of policies and procedures could result in immediate grounds for dismissal of staff or volunteers. Decisions such as this will be reviewed by the full board for final approval of dismissal or for a potential of reinstatement if the actions were deemed as unintentionally committed. In that case, all parties will be brought to the discussion in a private meeting to discuss next steps.

Appendix A from Employment Hand Book:

## **EQUAL EMPLOYMENT OPPORTUNITY**

West Grand Neighborhood Organization employs people solely on the basis of merit and ability. All applicants will receive fair and equal treatment without regard to race, color, sex, age, national origin, disability, weight, height, mental status, gender/sexual identity or other legally protected characteristics.

## **REASONABLE ACCOMMODATION**

West Grand Neighborhood Organization does not discriminate on the basis of disability in its recruitment or employment practices. We make reasonable accommodations for qualified applicants and employees who have a legally protected disability provided an undue hardship does not result. The organization coordinates compliance with the requirements of the Americans with Disabilities Act of 1990 and Michigan Persons with Disabilities Civil Rights Act. Under state law, an employee must request an accommodation, in writing, within 182 days after the need for an accommodation becomes known.

## **HARASSMENT POLICY**

### **Introduction**

It is West Grand Neighborhood Organization's intent to provide a workplace that fosters the respect and dignity of each person. To this end, West Grand Neighborhood Organization is committed to maintaining a working environment free of unlawful and/or improper harassment or intimidation. This policy applies to everyone who works at West Grand Neighborhood Organization, regardless of position or level of authority.

This policy provides guidance on the type of conduct which constitutes unlawful harassment, including sexual harassment. Such behavior is unacceptable at West Grand Neighborhood Organization, and will result in discipline up to and including, discharge. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful or improper harassment.

West Grand Neighborhood Organization will promptly investigate all complaints of harassment and will take prompt and appropriate action to remedy the situation presented.

All persons who work at West Grand Neighborhood Organization are responsible for keeping the work environment free from unlawful or inappropriate harassment. Please contact the Executive Director with questions about this policy.

### **A. Unlawful Harassment**

West Grand Neighborhood Organization forbids unlawful harassment, which is harassment based upon a person's race, color, national origin, age, sex, weight, height, marital status, veteran's status, disability, or any other characteristic protected by law.

#### **1. Unlawful Sexual Harassment**

Although all discriminatory harassment is prohibited, sexual harassment deserves special mention. Sexual harassment is any unwelcome sexual advance, request for sexual favor, or other verbal physical conduct of a sexual nature by West Grand Neighborhood Organization's management, employees, members, guests, or others in the workplace when:

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- a. Submission to such conduct or communication is made either explicitly or implicitly a term or condition of any individual's job;
- b. Submission to or rejection of such conduct or communication by any individual is used as the basis for job decisions affecting that individual, such as hiring, promotion, performance evaluation, pay adjustment, discipline, work assignments, and work schedules; or
- c. Such conduct or communication has the purposes or effect of substantially or unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can include sexually-based and "same-sex" sexually-based comments and conduct as well as gender-based comments and conduct, whether verbal, non-verbal, visual, or physical in nature. Examples of such conduct include off-color language, sexually-oriented jokes, cartoons, nicknames, propositions, suggestive comments, suggestive innuendos, repeated unwanted social invitations, crude gestures, display of obscene printed or visual materials including sexually-oriented pictures or posters, suggestive or insulting sounds, and physical contact such as patting, groping, pinching, or brushing against another's body. No employee shall promise, imply, or grant any preferential treatment in return for an employee or applicant engaging in sexual conduct.

### **2. Other Types Of Unlawful Harassment**

Other types of unlawful harassment include the existence of any of the three categories listed above (a-c) together with the following types of behavior: epithets, slurs, negative stereotyping and jokes regarding specific protected traits; threatening, intimidating, or hostile acts that relate to an individual's race, color, national origin, age, weight, height, marital status, veteran status, disability, or other protected characteristic; and written or graphic material that denigrates or shows hostility toward an individual or group because of these characteristics.

#### **B. Complaint Procedure**

Any person who believes that he/she has been the victim of unlawful or improper harassment must report to the Executive Director or President of the Board in absence of the Executive Director.

West Grand Neighborhood Organization will try to maintain confidentiality with respect to any report concerning unlawful or improper harassment and any written records concerning such activity. To the extent possible, only the parties involved, witnesses, and other persons with a need to know, as determined by West Grand, will be made aware of the complaint.

No individual shall be retaliated against for making a good faith complaint under policy or for assisting in an investigation under this policy. Anyone who retaliates against a person for filing a complaint or assisting in an investigation will be subject to discipline, up to and including discharge. West Grand Neighborhood Organization expects complete candor from all persons involved in the investigation of any complaint under this policy.

#### **C. Investigation Procedure**

Upon learning of a complaint, West Grand Neighborhood Organization will conduct or direct an immediate investigation of the allegations. At a minimum, this should include receiving the complaint in written form, interviewing any persons who may have knowledge or information regarding the occurrence, and reviewing any data pertinent to the investigation. The assistance of an investigator from outside the West Grand Neighborhood Organization may be used if necessary. To the extent possible, the investigation will be kept confidential and all parties contacted will be informed as to the importance of confidentiality.

#### **D. Corrective Action**

If a person has been found, after an investigation, to have engaged in harassment prohibited by this policy, corrective and/or disciplinary action will be implemented, up to and including discharge of the offending

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person(s). The action taken will be immediate and appropriate depending on the facts and circumstances of each particular case.