



AMERICAN CANYON ARTS FOUNDATION

Board of Director's Policy Manual

Non-Discrimination & Anti-Harassment Policy

Adopted/Revised:
October 9, 2013

I. Purpose/Intent

American Canyon Arts Foundation (ACAF) is committed to providing an environment that is free from discrimination and harassment because of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status. This policy applies not only to its employees and volunteers, but also with its membership and the public at large.

II. Authority

Many State and Federal laws require non-discrimination policies, particularly relating to housing and employment practices (see CA Government Code 12920). In addition, many funding sources require a Non-Discrimination Policy. The Board of Directors has the authority to establish policies under Article 12, Section 2 of the By-Laws, and approved this policy by adopting Resolution 2013-02.

III. Policy

Section One: The Board of Directors hereby adopts the following Non-Discrimination Policy:

1. ACAF does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, accepting new and returning members, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and Foundation members.
2. ACAF is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, and advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status.
3. ACAF does not tolerate harassment of our job applicants, employees, volunteers, members or the general public at large. Any form of harassment related to race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status is a violation of this policy and will be addressed immediately. For these purposes, the term harassment includes, but is not limited to, slurs, jokes, other verbal, graphic, or any physical conduct relating to an individual's race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.
4. ACAF will make reasonable accommodations whenever necessary for any members, employees, job applicants, volunteers or the public at large with a disability or disabilities, provided the individual is otherwise qualified to safely and competently perform the duties and assignments connected with

membership, service or employment; and provided that any accommodations made do not require significant difficulty or expense.

Section Two: The Executive Director, or in the absence of an Executive Director, the Board President, will thoroughly investigate any allegations of discrimination, harassment or access issues, and take corrective action, if warranted. The investigation shall be completed in a timely manner. Employees, Volunteers, and ACAF Members are encouraged to bring to the attention of the Executive Director or Board President, any incidents that may be considered discriminatory or harassing in nature.

In the event the allegation is against the Executive Director, then the Board President will conduct the investigation. In the event the allegation is against the Board President, then an outside party will be contracted to conduct the investigation. That third party will make a report to the full Board of Directors, less the Board President, with findings and recommendations.

Section Three: This policy will be discussed with, and reviewed by, all new Foundation Members, volunteers, and employees.