

# Anti-discrimination Policy

## Policy

Slighe nan Gaidheal is committed to providing all society members, event participants, contractors and volunteers with a safe and supportive environment in which all members of our community are treated with respect. Contractors and volunteers are expected to demonstrate by example that all members of the community are entitled to respect.

It is hereby the policy of Slighe nan Gaidheal to prohibit discrimination based on real or perceived race, color, age, religion or creed, national or ethnic origin, ancestry, marital status, sex, sexual orientation, gender identity, arrest or conviction record, status as a Vietnam-era or disabled veteran, or disability.

This policy is intended to comply with Washington State as well as federal requirements.

Slighe nan Gaidheal shall act to investigate all complaints of discrimination, formal or informal, verbal or written, and to discipline or take other appropriate action against any member of our community who is found to have violated this policy.

## Definitions

**Adverse Action:** Includes any form of intimidation, reprisal or harassment such as loss of privileges or benefits, or other unwarranted disciplinary action in the case of event participants and includes any form of intimidation, reprisal, or harassment such as suspension, termination, change in working conditions, loss of privileges or benefits, or other disciplinary action in the case of contractors and volunteers.

**Community:** Includes but is not limited to all society members, event participants, contractors, vendors, unpaid volunteers, and visitors.

**Contractor:** For purposes of this policy, a contractor includes any person engaged to provide services to Slighe nan Gaidheal, whether or not they are a member.

**Discrimination:** Discrimination means verbal or physical conduct based on an individual's real or perceived race, religion (creed), color, national origin, marital status, sex, sexual orientation, gender identity, or disability that (1) substantially interferes with or will substantially interfere with an individual's educational benefits, opportunities, or performance; or an individual's physical or psychological well-being; or (2) creates an intimidating or hostile environment. **For the purposes of this policy, discrimination includes all forms of sexual harassment.**

**Event Participant:** For the purposes of this policy, an event participant includes any person who registers for an event produced by Slighe nan Gaidheal, whether or not that person is a member of Slighe nan Gaidheal.

**Gender Identity:** For purposes of this policy, gender identity means a person's identity, expression, or physical characteristics, whether or not traditionally associated with one's biological sex or one's sex assigned at birth.

**Retaliation:** Any adverse action taken against a person for reporting a complaint of discrimination when the complainant honestly believes discrimination has occurred or is occurring, or for participating in or cooperating with an investigation.

**Sexual Harassment:** A form of discrimination which means unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature made by a society member, event participant, contractor or volunteer to another society member, event participant, contractor or volunteer when:

Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's participation in society activities; or

Submission to or rejection of such conduct by an individual is used as a component of the basis for decisions affecting that individual; or

The conduct (1) substantially interferes with or will substantially interfere with an individual's benefits, opportunities, or performance; or an individual's physical or psychological well-being; or (2) creates an intimidating or hostile environment.

**Society Member:** Any member, current, lapsed, or former, of Slighe nan Gaidheal.

**Volunteer:** A volunteer is any person who performs work or services for Slighe nan Gaidheal without compensation, whether or not that person is a member of Slighe nan Gaidheal.

## PROCEDURES FOR REPORTING AND HANDLING COMPLAINTS OF DISCRIMINATION

### A. REPORTING

1. **Event Participants and Members** It is the policy of Slighe nan Gaidheal to encourage targets of discrimination and individuals who have first-hand knowledge of such discrimination to report such claims. Individuals should report incident(s) to any member of the Board of Directors.

2. **Contractors and volunteers** Any adult contractor or volunteer who witnesses, overhears, or receives a report, formal or informal, written or oral, of discrimination at activities sponsored by Slighe nan Gaidheal shall report it to any member of the Board of Directors.

3. **Privacy**: Complaints will be kept confidential to the extent possible given the need to investigate and act on investigative results.

4. **Child Abuse**: Under certain circumstances, alleged harassment may constitute child abuse under state law. The statutory obligation to report suspected abuse, therefore, may be applicable.

## B. RESPONSE

1. **Duty of the Board of Directors**. All members of the Board of Directors are responsible for receiving oral or written reports of discrimination. Upon receipt of a report, the Director must notify the full Board of Directors immediately, without screening or investigating the report. The Director may request, but may not insist upon, a written complaint. The Director will forward a written statement of the facts alleged as soon as practicable to the Board of Directors. If the report was given verbally, the Director shall reduce it to written form within 24 hours and forward it to the Board of Directors. Failure to forward any discrimination report or complaint as provided herein will result in disciplinary action against the Director.

## C. INVESTIGATION

1. **Who** The Board of Directors shall conduct an investigation upon receipt of a report or complaint alleging discrimination. The Board of Directors shall designate one Director to investigate the report, hereinafter referred to as the investigator.

2. **How** The investigator shall interview individuals involved and any other persons who may have knowledge of the circumstances giving rise to the complaint and may use other methods and documentation. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, among other things: the nature of the behavior; how often the conduct occurred; whether there were past incidents or past continuing patterns of behavior; and the relationship of the parties involved.

3. **When** The investigator shall complete the investigation as soon as practicable, but in no event later than fourteen (14) calendar days following receipt of the complaint.

4. **Result** Upon completion of the investigation, the investigator shall make a report, along with the evidence supporting it, to the Board of Directors with a recommendation for action. The Board of Directors shall decide if a violation of this policy has occurred, and take appropriate action.

## D. ACTION

Slighe nan Gaidheal shall take disciplinary or remedial action as appropriate in order to ensure that further discrimination does not occur. Such action may include, but is not limited to: warning, suspension and/or expulsion of event participation or membership, and suspension and/or termination of a contractor or volunteer.

Slighe nan Gaidheal action taken for violation of this policy will be consistent with the requirements of Washington and federal law.

## E. APPEAL

A person judged to be in violation of the policy on discrimination and subjected to action under it may appeal the determination and/or the action taken by requesting a meeting with the Board of Directors.

## F. RETALIATION

Any individual who retaliates against any individual who reports, testifies, assists, or participates in an investigation or hearing relating to a discrimination complaint will be subject to appropriate action and/or discipline by Slighe nan Gaidheal.

Retaliation for reporting discrimination or cooperating in an investigation of discrimination is unlawful under state law.

## G. RECORD KEEPING AND NOTIFICATION

1. Record keeping The secretary of the Board of Directors shall assure that a record of any complaint and investigation of discrimination as well as the disposition of the complaint and any disciplinary or remedial action taken is maintained by Slighe nan Gaidheal in a confidential file.

2. Notification The Board of Directors shall assure that the complainant is notified whether allegations of discrimination were found to be valid, whether a violation of the policy occurred, and whether action was taken as a result.

## H. NOTICE

The Board of Directors shall use all reasonable means to inform society members, event participants, contractors and volunteers that Slighe nan Gaidheal will not tolerate discrimination. Copies of the policy and procedures shall be available to all society members, event participants, contractors and volunteers, and shall be posted on the society's web site.

## I. CONTRACTS WITH VENDORS

The Board of Directors shall ensure that this anti-discrimination policy is incorporated by reference into all contracts with suppliers, contractors, and all other vendors.

## **J. SEVERABILITY**

The provisions of this policy shall be severable. If any provision or portion of this policy or its application to any person or circumstance is held invalid, the remainder of the policy or the application of the provision to other persons or circumstances is not affected.