

### **Accessibility and non-discrimination policy**

The Weavers Guild of Minnesota (WGM) is committed to providing an inclusive and welcoming work and learning environment for members, staff, faculty, volunteers, students, and the public. WGM does not discriminate in its activities or operations on the basis of race, color, creed, religion, sex (including marital status, pregnancy, sexual orientation, or gender identity), military status, national origin, disability, genetic information, age, or any other legally-protected class or status. This includes employment and access to WGM's space, programs, and services. Reasonable accommodations will be made by WGM to ensure access to WGM programs and services for people with disabilities. Accommodations include, but are not limited to, providing ASL interpreters, live transcription, large print or Braille materials, and accessible equipment options.

WGM does not tolerate harassment (verbal, written or physical) that disparages or demonstrates hostility toward an individual on the basis of race, color, creed, religion, sex (including marital status, pregnancy, sexual orientation, or gender identity), military status, national origin, disability, genetic information, age, or any other legally-protected class or status, or that of his, her, or their relatives, friends or associates. This includes verbal, written, or physical conduct that creates an intimidating, hostile or offensive work, social, or learning environment and interferes with an individual's ability to work, socialize, or learn.

WGM is an equal opportunity employer. WGM complies with all applicable federal, state, and local fair employment practices. WGM does not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, creed, religion, sex (including marital status, pregnancy, sexual orientation, or gender identity), military status, national origin or ancestry, citizenship, disability, genetic information, age, status with regard to public assistance, membership or activity in a local commission, or any other legally-protected class or status.

WGM encourages staff, faculty, members, volunteers, students, and the public to report all incidents of bullying, discrimination, harassment, or retaliation. Complaints will be investigated and resolved promptly, impartially, and appropriately based on the grievance procedures below. Those who report incidents of discrimination, harassment, or retaliation have the right to a reasonable attempt to ensure confidentiality. Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is prohibited. Employees, faculty, volunteers, and students who file a complaint will be notified about the results of any investigation, including any corrective or preventive action taken.

### **Accessibility grievance procedure**

To the best of their ability, staff, faculty, and volunteers will proactively identify and address barriers to access. In circumstances where individual efforts are insufficient or in the event of incidents of discrimination, harassment, or retaliation, the following grievance procedure shall be followed with an emphasis on respecting the rights and dignity of those involved. The intent of any resolution should be to increase the inclusiveness and accessibility of WGM's activities and operations through preventive policies and further elimination of barriers.

1. Complaints should be reported to the Accessibility Coordinator. The Accessibility Coordinator will contact the complainant to collect and document the following using a means of communication most appropriate to the complainant. In the event that a complaint is made against the Accessibility Coordinator, it should be reported to WGM's President of the Board of Directors who will then contact the complainant to collect and document the following using a means of communication most appropriate to the complainant.
  - Name, email address, and phone number of complainant
  - Date and time of incident
  - Date and time of communications with complainant
  - Description of complaint
  - Any solutions recommended by the complainant
2. The Accessibility Coordinator and the Executive Committee will evaluate the complaint to determine whether further investigation, outside expertise and advice, or corrective action are needed. Because resolutions may pertain to board-approved policies, staff or Board member actions, or funding beyond budgeted amounts, the Accessibility Coordinator and Executive Committee will share complaints and suggested resolutions with the Board of Directors. In the event that a complaint is made against the Accessibility Coordinator, WGM's Executive Committee will evaluate the complaint to determine whether further investigation, outside expertise and advice, or corrective action are needed, and share complaints and suggested resolutions with the Board of Directors.
3. Once a resolution is determined, the Accessibility Coordinator will inform the complainant. The complainant is welcome to share any additional feedback, which will also be shared with the Executive Committee and/or Board of Directors for further review. In the event that a complaint is made against the Accessibility Coordinator, WGM's President of the Board of Directors will inform the complainant once a resolution is determined.