

Archie Bray Foundation Non-Discrimination Policy and Complaint Procedure

The Archie Bray Foundation (The Bray) does not and shall not discriminate in any of its activities or operations on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. These activities include, but are not limited to, employment and human resource practices, residency selection, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our artists, staff, board, donors, customers, supporters, volunteers, subcontractors, vendors, and participants.

1. Objective

The Bray is committed to a studio, educational and public environment in which all individuals are treated with respect and dignity. Each individual has the right to work and create in a professional atmosphere that promotes equal opportunity and prohibits unlawful discriminatory practices, including harassment. Therefore, The Bray expects that all relationships among persons in the offices, studios and public spaces will be professional, courteous and free of discrimination.

The Bray has adopted this policy to ensure that all its employees, resident artists and participants can work in an environment free from unlawful harassment, discrimination and retaliation. The Bray will inform employees, residents and participants of this policy by posting on The Bray website and providing a copy of the policy to its employees, guests and visiting artists, and residents. Any complaint of a potential violation of this policy will be investigated and resolved. Any harasser will be told to stop and disciplinary action will be taken.

Any staff, resident artist, board member, intern, student, volunteer, customer, visitor or vendor who has questions or concerns about this policy are free to discuss any aspect of the policy with the Resident Artist Director or a member of the board of directors.

The Bray is committed to creating and maintaining an inclusive environment that allows for all employees, resident artists and participants to have full opportunity to enjoy and benefit from all aspects of The Bray community. The prohibitions against harassment, discrimination and retaliation are intended to complement and further this goal.

2. Individuals and Conduct Covered

These policies apply to all artists, staff, board members, interns, students, volunteers, participants, customers, visitors, and vendors. Conduct prohibited by these policies is unacceptable on The Bray grounds and in any Bray programs, which may occur outside The Bray grounds, such as during trips, meetings and Bray supported social events.

3. Equal employment opportunity

The Bray is an equal opportunity employer. We will not discriminate and will take measures to ensure against discrimination in employment, recruitment, advertisements for employment, applicant screening, hiring, compensation, transfers, promotions, discipline, termination and

other conditions of employment against any employee or job applicant on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law.

4. Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as it is in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or participation, b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions or decisions related to participation for the individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or participation in programs of The Bray or creating an intimidating, hostile or offensive working or educational environment.

Federal and state law recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures.

5. Harassment Based on Protected Characteristics

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of one's relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work or educational environment, b) has the purpose or effect of unreasonably interfering with an individual's work and artistic performance or participation in Bray programs, or c) otherwise adversely affects an individual's employment or artistic and educational opportunities in Bray programs

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group placed on walls or elsewhere on The Bray premises or otherwise circulated in the workplace, Bray facilities, or using Bray resources by e-mail, phone (including voice messages), text messages, social networking sites or other means. Any conduct based on a protected characteristic that has the purpose or effect of unreasonably interfering with an individual's work performance or participation in programs of The Bray or creating an intimidating, hostile or offensive working or educational environment is prohibited.

6. Retaliation

The Bray prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

7. Confidentiality

The staff and investigator will maintain confidentiality throughout the investigatory process to the extent possible while conducting an adequate investigation.