

**ART WORKS**  
**MANUAL OF POLICIES APPROVED BY THE BOARD OF DIRECTORS**

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**POLICY 007**

**NON-DISCRIMINATION**

**I. PURPOSE**

The purpose of this policy is to clearly state Art Works' position on discrimination. This policy applies to all Art Works officers, directors, employees, volunteers, members, clients, and contractors.

**II. GENERAL STATEMENT OF POLICY**

Art Works is committed to providing an inclusive and welcoming environment for all members of our Board, Staff, clients, volunteers, subcontractors, vendors, and clients.

**III. SPECIFIC STATEMENT OF POLICY**

- A. Art Works does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender identity or expression, age, national origin (ancestry), disability, marital status, sexual orientation, immigration status, or military status, in any of its activities or operations.
- B. These activities include, but are not limited to, recruitment and selection of directors and officers of the Board, hiring and firing of staff, selection of volunteers and vendors, setting of employee compensation, termination, promotions and other conditions of employment, and provision of services.
- C. It is the policy of Art Works to make reasonable accommodations wherever necessary for all board members, volunteers, employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties and assignments connected with the position, and provided that any accommodations proposed do not require significant difficulty or expense.
- D. Any instances of alleged discrimination shall be thoroughly investigated and, if warranted, corrective action taken.

**ADOPTED BY THE BOARD: 5/22/2018**

**EFFECTIVE DATE: 5/22/2018**

**REVISIONS ADOPTED BY THE BOARD: 5/19/20**