

## **EQUAL EMPLOYMENT OPPORTUNITY, DISABILITY, & NON-DISCRIMINATORY PRACTICE POLICIES**

Arts Council of Snohomish County dba Schack Art Center

2921 Hoyt Avenue, Everett, WA. 98201

Raedle Alburn, ralburn@schack.org

### **Non- Discriminatory & Equal Employment Opportunity Policy**

Our vision at Schack Art Center is to strive to provide an environment where human dignity prevails and all employees and applicants for employment receive equal consideration and treatment. Schack Art Center is an equal opportunity employer and no person is granted special privilege or consideration nor is employment or any benefit arising out of employment given or withheld because of race, creed, color, religion, nation origin (including limited English proficiency), age, sex (including pregnancy, childbirth, and related medication conditions, sex stereotyping, transgender status, sexual orientation, and gender identity), disability, marital status, political affiliation, or belief, or past, current, or future military status.

### **Disability Policy**

Schack Art Center does not discriminate against any employee in the terms, conditions, and privileges of employment due to physical or mental disability. If the Executive Director should become aware of any disability that would prevent an otherwise qualified employee from performing a job, prior to refusing or making a distinction in terms, conditions, or privileges of employment because of the disability, the Executive Director will assess whether any reasonable accommodation would allow the person to perform the job. An accommodation that creates an undue financial hardship on Schack Art Center or endangers health or safety is not a reasonable accommodation. Schack Art Center will make any reasonable accommodation necessary to allow an otherwise qualified applicant or employee to perform the job. The applicant or employee must be able to perform all essential functions in his/her/their job description.

Any otherwise qualified employee with a disability who requires reasonable accommodation may inform his or her immediate supervisor or management of the nature of the disability and the accommodation required. Employees with access to such information shall maintain the confidentiality of the information to the extent possible and shall not release the information to anyone who does not have the right or need to know.

## **GRIEVANCE POLICY**

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Arts Council of Snohomish County dba Schack Art Center is a federal Title II grant sub-recipient for Art Alternatives. Grant funding is supported through Grant # 1-300-00323 awarded by the Office of Juvenile Justice and Delinquency Prevention, Office of Justice Programs, U.S. Department of Justice.

Any client, customer, program participant, or employee of an organization that receives funding passed through the Washington State Department of Children, Youth, and Families, Office of Juvenile Justice, by the federal Department of Justice (DOJ) and other federal grant programs has the right to file a discrimination complaint. Any individual who feels that they have been discriminated against may also file a complaint with DOJ.

### **Procedures to Address Complaints Filed Against Sub-Recipients:**

Procedures for responding to discrimination complaints from clients, customers, program participants or consumers or of a sub-recipient program with the U.S. Department of Justice award Funding:

1. Complaints may be submitted in writing to DCYF Chief of Staff, Department of Children, Youth & Families, 1500 Jefferson SE, Olympia, WA 98504.
2. DCYF Chief of Staff will review submitted complaints in an objective and impartial manner and provide the complainant with written acknowledgement of the alleged complaint and how correspondence will be administered throughout the investigation as well as an explanation of how the complaint will be investigated upon and resolved.
3. Complaints may also be submitted in writing to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice, 810 Seventh Street N.W., Washington DC 20531