

Diversity and Inclusion Statement

The Highlands Art League and the Highlands Museum of the Arts are committed to fostering, cultivating, and preserving a culture of diversity and inclusion.

The individual differences, life experiences, knowledge, unique capabilities, and talents that our employees and local artists contribute represent a significant part of our culture. We embrace and encourage differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make the members of our community unique.

The Highlands Art League and the Highlands Museum of the Arts' employment diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.

All employees of the Highlands Art League and Highlands Museum of the Arts have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other organization-sponsored and participative events. Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action. Employees who believe they have been subjected to any kind of discrimination that conflicts with the organization's diversity policy and initiatives should follow the internal grievance procedure.

Internal Grievance Procedure

If any employee or visitor of the Highlands Art League and the Highlands Museum of the Arts feels discriminated against, please direct grievances to board member Leonard Timm at manager@highlandsartleague.org

The Highlands Art League and Highlands Museum of the Arts Policies

Right to Work in Professional Environment

Every employee has the right to work in a professional environment where their knowledge, skills, and abilities are the critical factors in their success. The Highlands Art League and Museum of the Arts expects all employees to maintain standards of propriety, promote equal opportunity, treat everyone professionally, and act without bias.

Zero tolerance for harassment

The Highlands Art League and Museum of the Arts have a zero-tolerance policy for sexual harassment or discrimination, racial harassment or discrimination, or any other form of harassment and discrimination (religious, language, sexual orientation, et cetera). If you feel that you have been harassed or that an employee has discriminated against you, follow the internal grievance procedure.

Sexual harassment includes unwanted sexual or romantic overtures, inappropriate sexual jokes, or comments regarding sexual activities. Employees should never access pornography on organization-owned equipment, even off organization property. Using your personal device to access pornography while working or in the company of other employees is also forbidden.

Retaliation

The Highlands Art League and Museum of the Arts prohibit retaliation against any person who files a complaint against harassment or discrimination. We encourage employees to come forward and participate in investigations. The Highlands Art League and Museum of the Arts will make all reasonable efforts to keep investigations confidential, and to protect people who make complaints.

If an employee retaliates against another employee for reporting harassment or discrimination, that employee will face serious consequences up to and including termination.