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**Kansas City Clay Guild - Personal Practices Committee**

**Nondiscrimination/Anti-Harassment Policy and   
Complaint Procedure**

**Objective**

KC Clay Guild, Inc. (KCCG) is committed to a studio environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that prohibits unlawful discriminatory practices, including harassment. Therefore, KCCG expects that all relationships among persons at the guild will be free of explicit bias, prejudice, and harassment.

KCCG has developed this policy to ensure that all its members can work in an environment free from unlawful harassment, discrimination, and retaliation. KCCG will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint of a violation of such policies will be investigated and resolved appropriately.

Any member, volunteer, student or employee who has questions or concerns about these policies should contact a member of the Personal Practices Committee. (Members listed below)

**Equal opportunity**

It is the policy of KCCG to provide studio activities and an environment free from discrimination or harassment 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. KCCG prohibits any such discrimination or harassment.

**Retaliation**

KCCG encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Personal Practices Committee to investigate such reports promptly and thoroughly. KCCG prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

**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 unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

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; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal, or visual conduct of a sexual nature.

**Harassment**

Harassment based on any other characteristic described below 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 his or her 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 his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive environment, or b) has the purpose or effect of unreasonably interfering with an individual’s work or creativity in the studio.

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 that is placed on walls or elsewhere on the KCCG’s premises or circulated in the studio.

**Individuals and Conduct Covered**

These policies apply to all members, volunteers, board members, employees and 3rd party participants in KCCG sponsored activities whether related to conduct engaged in by a covered individual or by someone not directly connected to KCCG such as an outside vendor.

**Reporting an Incident of Harassment, Discrimination or Retaliation**

KCCG encourages reporting of all perceived incidents of discrimination, harassment, or retaliation, regardless of the offender’s identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with a member of the Personal Practices Committee.

In addition, KCCG encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. KCCG recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

**Complaint Procedure**

KCCG encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated as promptly as circumstances permit. The Investigation Team will be made up of two members of KCCG’s Personal Practices Committee. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have further relevant knowledge.

KCCG will maintain confidentiality and protect the identify of the parties throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action. KCCG requires that the parties involved in the claim do the same.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive actions may include, but are not limited to, termination of employment, termination of guild membership, suspension of participation in guild activities permanent revocation of permission to access the Guild’s property and participate in Guild activities.

Based on the findings of and discussions with the Investigation Team, the Personal Practices Committee will determine the appropriate action necessary to resolve the claim.

If a party to a complaint does not agree with the provided resolution, that party may appeal to the KCCG Board of Directors.

False and malicious complaints of harassment, discrimination, or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action as described above.

**Personal Practices Committee**

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