



The Museum of Archaeology, Paleontology & Science (MAPS) Non-discrimination Policy Statement

At MAPS, we value all volunteers, employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our museum. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, genetic information, pregnancy, or any other characteristic protected by law. If you feel that you have been discriminated against, please let your manager or Human Resources Department know as soon as possible. Every complaint will be appropriately investigated.

Right to Work in a Professional Environment

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

Zero Tolerance for Harassment

MAPS has 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 volunteer and/or employee has discriminated against you, please let your manager or Human Resources Department know as soon as possible.

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

Romantic relationships between managers and anyone in their reporting line are strictly prohibited.

Racial, national origin, ethnic, or language discrimination can consist of jokes, negative comments, or forbidding employees from speaking the language of their choice while on non-official business. The

official language of the company is English, and we will provide all formal documents in this language. Employees are free to speak their preferred language during breaks, at lunch, or when speaking with people who also speak their preferred language. However, official meetings will be conducted in English, and all documentation will be in this language.

If you are not comfortable reporting harassment in English, you may report it in your preferred language, and MAPS will translate your report.

MAPS will make every reasonable effort to train and inform all volunteers and employees regarding these policies. Each volunteer and employee will certify yearly that they have read with and agree to uphold all museum policies, including those regarding harassment and discrimination.

Disability Discrimination

MAPS believes everyone has the right to work. A volunteer and/or employee with a disability who can perform the core functions of the jobs, with or without reasonable accommodation, is entitled to the same protection and respect as other employees.

Retaliation

MAPS prohibits retaliation against any person who files a complaint against harassment or discrimination. We encourage volunteers and/or employees to come forward and participate in investigations. MAPS will make all reasonable efforts to keep investigations confidential, and to protect people who make complaints.

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

Reporting Procedure

Any volunteer and/or employee who feels they have been harassed, discriminated against, or otherwise treated negatively because of their race, religion, gender, or other characteristics, should report the harassment to one of the following people:

Any human resources employee.

The direct manager/supervisor.

Anyone in their supervisory line (manager, director, et cetera).

Volunteers and/or employees will not be disciplined in any manner for failing to report something that occurred to them. Nor will MAPS retaliate for any good faith report. A good faith report means that the employee believes that something inappropriate happened, even if the investigation determines no inappropriate behavior occurred.

MAPS will then conduct an investigation. This may take a considerable amount of time, depending on the situation. MAPS expects all volunteers and/or employees to participate in the investigation and keep things confidential as allowed by law. At the end of the investigation, the investigating party (usually a Human Resources staff member, but occasionally someone else, or even an outside investigator) will issue a report and a recommendation. The volunteer and/or employee who reported the incident will be informed that the investigation is finished.

Any volunteer and/or employee accused of inappropriate behavior will be treated with respect. If the accusation is serious and credible, the volunteer and/or employee may be suspended, with or without pay, during the duration of the investigation. The accused volunteer and/or employee will be told the outcome of the investigation. If the investigation reveals that the volunteer and/or employee was at fault, the accused volunteer and/or employee may be subject to discipline. This can include anything from a verbal reprimand to termination, depending on the situation and the severity of the issue.

If a volunteer and/or employee makes a bad faith complaint, that will be considered harassment. A bad faith complaint is one where the complainant knowingly lies or misrepresents the situation to accuse a fellow volunteer, coworker, damage someone's reputation, or to get personal gain.

Either party is allowed to appeal the decision. You can appeal the decision by filing a written report with the head of Human Resources, director of the museum or museum board member.