



Regional Arts & Culture Council

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About RACC

Who we are

An independent nonprofit 501(c)3 organization, we support greater Portland's creative economy by providing equitable funding and services to artists and art organizations; managing and growing our diverse, nationally acclaimed public art program; and developing long-lasting public and private partnerships.

Our Vision

We seek to enrich our communities through arts and culture.

Our Mission

A thriving region, powered by creativity, with arts and culture in every neighborhood.

Community Support

We are learning how to best support artists, arts educators, and arts organizations by listening. We provide culturally responsive and relevant services, programs, and resources.

Services

With a focus on artists, creatives, students, teachers, and audiences marginalized by systems and institutions, we make our programs and services accessible to all communities. By applying an equity lens in our grantmaking and public art processes, we support the region's vital arts and culture.

Investment

Through partnerships, we are growing public and private investment

in culture, creativity, and the arts by increasing giving, support, and collaboration. Working across disciplines and areas of knowledge, we harness the energy to create diverse and responsive funding and stewardship programs.

Engagement

By engaging the community in the conversation, we are discovering how we make – and sustain – the case for art, arts education, and the creative economy beyond the transactional. Together we are making change happen and our neighborhoods thrive.



Our Values:

- Accessibility – Inclusion, simplicity, and ease
- Advocacy – Visibility, resources, and impact
- Equity – Racial justice and representation in services and investments
- Diversity – Of art forms and artistic traditions
- Community – For belonging, support, and connection
- Innovation – Testing and adapting; finding new ways to deliver value.

RACC Programs

Grants & Community Reinvestment

Supporting and guiding individuals, communities, and organizations throughout the Tri-County region to access funding opportunities

- Center creative and cultural communities in our processes as we remove barriers of access for all eligible art-makers, including individual artists and arts-based businesses
- Invest in arts and cultural organizations, including capacity building support for groups led by and serving primarily Communities of Color and other historically under-supported communities
- Respond, adapt and innovate our programming based on on-going community feedback
- Provide opportunities for the arts to acknowledge and transition from the impacts of this moment



Public Art

We manage and grow our diverse, nationally-acclaimed public art programs and collections

- Facilitate the integration of a wide range of art into public spaces that reflect a diversity of artistic disciplines and points of view
- Foster relationships with artists and regional arts partners for skill-building opportunities to create inclusive projects in underrepresented communities and neighborhoods
- Teach communities and policy-makers the positive, restorative, and interactive impact that arts and culture have in our communities
- Support the role of artists and the arts as a primary way for communities to preserve and celebrate culture and heritage.



Arts Education

We envision an arts education that is rooted in equity, access, and inclusivity as we champion a well-rounded education for K-12 students

- Advocate for a core curriculum for all K-12 students: visual arts, music, dance, theater, and media arts
- Support arts educators, school districts, and the arts education community to provide resources and convening opportunities (artlook®oregon)
- Collaborate with arts/culture partner organizations, local, state, and national art leaders
- Work to reduce and eliminate barriers to access while promoting equity and inclusion (Arts for All program)



Advocacy & Engagement

Building and encouraging support for a strong arts and culture community and ecosystem. Embedded into RACC, we actively promote increased arts funding at all levels, encouraging more private sector giving; connecting artists to opportunities, and organizations to artists and creatives, through an equitable lens

- Reduce and eliminate barriers to access and promote equity in the arts and culture through support and promoting among city, state, and federal officials
- Encourage the expansion of the role of arts in community services, especially in health and recovery
- Foster, build, and grow partnerships and collaborations with community leadership in local, state, and national arts and culture councils, commissions, and committees
- Initiate and support calls to action including state and national legislative initiatives



Philanthropy in Arts & Culture

Supporting our artists and creatives is crucial to creating a landscape in which our communities can thrive. By leveraging philanthropic and earned incomes resources, RACC

- Provides crucial and impactful support to uplift underrepresented and marginalized communities
- Fosters opportunities for education, communication, and the transfer of knowledge and learned experience among funders and supporters
- Engages communities to support the arts at levels they can access to create the change they envision
- Understands that this is most effectively applied when those engaged bring their voices and perspective

Future Forward- As we lean into our next 50 years

- Promote public/private initiatives and joint projects through community engagement and strategic investments such as Public Canvas NW, Arts for All, Going Public! A Mural Intensive Program, and other programmatic efforts
- Expand equity in arts/culture education and access through arts/cultural database artlook@oregon
- Advocate for arts and culture policy, legislative initiatives, and STEAM education in our schools

- Provide opportunities for continuous professional development for creatives, arts educators, and awardees through DIY professional courses, mini grantee tutorials, and Trauma-Informed Care workshops
- Support and promote success through innovative social med



RACC Equity Statement and Shared Agreements (Approved by the Board of Directors on Feb. 25, 2015)

We believe that the arts have the power to change hearts and minds, and to inspire social change. Prejudice and privilege have created barriers that RACC must dismantle, systematically and strategically, until everyone in our community has equitable access to arts and culture.

We acknowledge that there is no one perfect way to achieve equity, but we are willing to take risks because there is much work to do. We are thoughtfully researching and implementing new methods of thinking within our organizational culture, starting with an in-depth assessment of our services, policies and procedures. We are seeking out and listening to voices that have not been heard, and fully engaging under-represented populations in dialogue that will help us improve.

We are committed to the full scope of this work and will hold ourselves accountable along the way—anything less would prove a disservice to ourselves and the communities we serve. RACC strives to be an organization that values and celebrates everyone’s life experiences, their voices and their histories. By consistently bringing new perspectives to our decision-making table, forming new relationships and alliances, and finding new ways to support creativity, RACC will be a strong, equitable and relevant organization. Throughout this process, we commit to humility, optimism and respect.

- Be present.
- Make space for others.
- Listen with the intent to understand.
- Ask questions from a place of curiosity.
- Speak your truth.
- Give space to silence.
- Experience discomfort.
- Expect and accept non closure.
- Respect confidentiality.
- Be mindful of how your actions impact others. Use “I” statements.
- Share responsibility and accountability for the process.
- Manage possible distractions to show respect for the speaker/presenter.
- Allow for times when people have to step out or just listen

RACIAL EQUITY LENS

Objective: By utilizing a racial equity lens, RACC aims to (a) provide a common vocabulary and protocol for evaluating policies, programs, practices, and decisions for racial equity and (b) produce policies, programs, practices, and decisions which result in more equitable outcomes.

For any policy, program, practice, or decision, consider the following six questions:



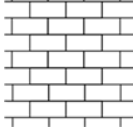
1. Who are the racial/ethnic groups affected? What are the potential impacts on these groups?



2. Does this ignore or worsen existing disparities or produce other unintended consequences?



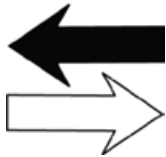
3. How have you intentionally involved stakeholders and shared decision-making with affected community members? Can you validate your assessments in (1) and (2)?



4. What are barriers to more equitable outcomes? (e.g. mandated, political, emotional, financial, programmatic, or managerial).



5. How will you (a) mitigate the negative impacts and (b) address the barriers identified above?



6. How will you communicate the decision that was made and seek evaluation from affected stakeholders.

RACC would like to acknowledge that we have learned and borrowed from the equity lenses made by Portland Public Schools and the Salvation Army. For more information and context, please visit <https://racc.org/about/equity/>



Volunteering at RACC

Volunteering with RACC is a chance to educate and empower people from all walks of life by providing and promoting access to a diversity of art and cultural experiences.

There are a number of volunteer positions at RACC. Regardless of the position you are contributing to an organization that is dedicated to widening access to the arts for the whole community.

Volunteers will work directly with one or a number of RACC team members. They will support you in succeeding in your volunteer position. If you feel you are not able to fulfill your volunteer role please let us know. We are here to support you, as you help the community.

RACC team members are currently working in a hybrid model. This means that any in office meetings must be scheduled in advance. If your position is in office, a team member will advise you about the nature of this.

While volunteering at RACC, volunteers are expected to follow the policies and guidelines outlined in this handbook. While some policies may overlap, volunteers are not employees and are not eligible for pay or benefits. Please read and familiarize yourself with the RACC equity Statement and Shared

Agreement, Respectful Workplace Policy, and the Workplace Bullying Policy contained in this handbook. RACC reserves the right to terminate a volunteer position at any time.

If you have any questions please speak with a RACC team member or the Hiring Coordinator.

Thank you for your contribution.

Reporting your hours as volunteers

Please make sure to report your hours to your assigned RACC team member or to the Volunteer Coordinator. The RACC team member responsible for your assignment should make sure you sign for your hours after every volunteer opportunity. If they do not please email your hours to scumming@racc.org and we will confirm them.

Transportation reimbursements as volunteers

Volunteer positions are not eligible for pay or benefits. They can however receive transport reimbursement for travel within the metro area. This does not count as payment or a gift.

Transportation costs can be reimbursed by filling in a reimbursement form available from the hiring coordinator or your assigned RACC team member. This form must be returned to the hiring coordinator and countersigned. Payment may take up to 2 weeks.

No reimbursement will be made for parking fines, traffic violations, meals or lodging in the metro area.

No payment over \$20 will be made per volunteer opportunity.

Thanking our volunteers

We are always looking for ways to thank those who volunteer their time to help promote access to creativity and art; be that shout outs on social media, celebration events, or just a thank you from a grateful team member. Please let us know if you have any suggestions for ways we can acknowledge your contribution.



RACC Volunteers:

Policy Statement: Internet, email, and computer(including phone)

The use of the Regional Arts and Culture Council's (RACC) electronic systems, including computers, fax machines, and all forms of Internet/intranet access, is for RACC business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to RACC or otherwise violate this policy.

Electronic communication should not be used to solicit or sell products or services that are unrelated to the RACC's business; or to distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of RACC's computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate RACC purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);

- Accessing networks, servers, drives, folders, or files to which the employee/volunteer has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of RACC files or other RACC data;
- Destroying, deleting, erasing, or concealing RACC files or other RACC data, or otherwise making such files or data unavailable or inaccessible to RACC or to other authorized users of RACC's systems;
- Misrepresenting oneself or RACC;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the RACC's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
- Becoming involved in partisan politics;
- Causing congestion, disruption, disablement, alteration, or impairment of RACC networks or systems;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;
- Using recreational games; and/or
- Defeating or attempting to defeat security restrictions on company systems and applications.

Using RACC's electronic systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates RACC's anti-harassment, respectful workplace, and workplace cyberbullying policies and subjects the responsible employee/volunteer to disciplinary action. RACC's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of RACC resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. RACC will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of RACC's electronic systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy

RACC owns the rights to all data and files in any computer, network, or other information system used in RACC and to all data and files sent or received using any RACC system or using the RACC's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. RACC also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees or volunteers of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees and volunteers must be aware that the electronic mail messages sent and received using RACC equipment or RACC-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by RACC officials at all times. RACC has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with RACC policies and state and federal laws. No employee or volunteer may access another volunteer or employee's computer, computer files, or electronic mail messages without prior authorization from either the employee/volunteer or an appropriate RACC official.

RACC uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. There is no expectation of privacy in any information or activity conducted, sent, performed, or viewed on or with RACC equipment or Internet access. Accordingly, employees/volunteers should assume that whatever they do, type, enter, send, receive, and view on RACC electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and RACC use at any time. Further, employees/volunteers who use RACC systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees/volunteers who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than RACC systems or the company-provided Internet access.

RACC has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee/volunteers may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

Confidentiality of Electronic Mail

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and RACC rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of RACC's policy for any employee/volunteer, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's/volunteer's job duties. Employees/volunteers found to have engaged in such activities will be subject to disciplinary action.

Electronic Mail Tampering

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

Policy Statement for Internet/Intranet Browser(s)

The Internet is to be used to further RACC's mission, to provide effective service of the highest quality to the RACC's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees/volunteers to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are RACC resources and are provided as business tools to employees/volunteers who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees/volunteers are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All RACC policies and procedures apply to employees'/volunteers conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

Personal Electronic Equipment

RACC prohibits the use in the workplace of any type of camera phone, cell phone camera, digital camera, video camera, or other form of recording device to record the image or other personal information of another person, if such use would constitute a violation of a civil or criminal statute that protects the person's right to be free from harassment or from invasion of the person's right to privacy. Employees/volunteers may take pictures and make recordings during non-working time in a way that does not violate such civil or criminal statutes. RACC reserves the right to report any illegal use of such devices to appropriate law enforcement authorities.



RACC Volunteers: Respectful Workplace Policy

PURPOSE

At RACC, every employee or volunteer has the right to work in an environment that is free of harassment and violence, and where respectful and professional working relationships between all employees, contractors, and volunteers is the norm. RACC recognizes that inappropriate behaviors compromise the integrity of the employment relationship and undermines an employee's/volunteer's self-respect and productivity.

The purpose of this policy is to prevent harassment and violence from becoming part of our workplace by increasing awareness, promoting RACC's fundamental values and beliefs and identifying processes for early intervention and resolution. All employees, contractors, and volunteers are expected to conduct themselves professionally based on the principles of reasonableness, respect and professionalism. These same principles are the basis for interpreting and applying this policy.

SCOPE

This policy applies to ALL employees, contractors, and volunteers of RACC and/or its affiliates.

POLICY STATEMENT

RACC has no tolerance towards harassment or violence in the workplace. All reported or suspected occurrences of harassment or workplace violence will be promptly and thoroughly investigated. Allegations will be taken seriously and, if substantiated, addressed through appropriate measures, which may include disciplinary action, up to and including dismissal.

DEFINITIONS

1. **Harassment**: For the purpose of this policy, harassment is defined as any form of inappropriate conduct, comment, display, action or gesture by a person:
 - a. That either:
 - i. Is based on race, creed, religion, color, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin;
 - ii. Adversely affects the employee's/volunteers psychological or physical well-being and that the person knows or ought to reasonably know would cause an employee/volunteer to be humiliated or intimidated; and/or
 - iii. That constitutes a threat to the health or safety of the employee/volunteer.
2. **Workplace**: For the purpose of this policy, the workplace includes, but is not limited to, the physical work site, washrooms, cafeterias, training sessions, vehicles, business travel, field locations, conferences, work-related social gatherings or any other place where the employee/volunteer is required to be in service to the employer.
3. **Workplace Violence**: Workplace violence is any attempted, threatened or actual conduct of a person that causes or is likely to cause physical injury.
4. **Complainant**: The employee/volunteer who has made a complaint of harassment or brings an incident of harassment to the attention of the employer.
5. **Respondent**: The employee/volunteer against whom a complaint has been lodged.
6. **Investigation**: A fair and impartial fact-finding process to assess whether the allegation is founded, unfounded or made in bad faith.
7. **Bad Faith Complaint**: Complaints made frivolously, maliciously, or without factual basis may constitute defamation, may be actionable by the Respondent, and may result in disciplinary action, up to and including dismissal.

GUIDING PRINCIPLES

As employees of RACC, or volunteer at RACC, we are collectively responsible for providing a work environment that is free of workplace violence and harassment and where individuals are treated with dignity and respect. Harassment and workplace violence undermine the integrity of the workplace and an individual's well-being and will not be tolerated. RACC is committed to:

1. Building a work environment that is free of discrimination, harassment and workplace violence by ensuring its employment policies are implemented in a fair and equitable manner and are free of discrimination; and
2. Creating an environment which enables all employees/volunteers to contribute to their full potential and providing employees/volunteers with a positive, engaging and supporting work environment.

INAPPROPRIATE BEHAVIORS

Inappropriate behavior can be any conduct by an individual that adversely affects an employee's/volunteer's psychological or physical well-being. Such behaviors can stem from a series of incidents or a single incident depending on its severity. It is comprised of acts that:

1. Are demeaning, belittling, or can cause personal humiliation or embarrassment;
2. Are threatening, intimidating and generally produce harmful results such as endangering a person's safety or negatively affecting their work performance or employment relationship;
3. Create a hostile, threatening, or coercive work environment;
4. Are offensive or insulting including comments, jokes, slurs, name calling, gestures, innuendoes, threats or taunting;
5. Include displaying or distributing inappropriate posters, pictures, cartoons, graffiti, drawings, or other visual representations;
6. Include yelling, use of profanity, making condescending or crude remarks at a person or persons;
7. Include ostracizing or spreading gossip and spiteful rumors about a person or persons; or
8. Use coercion or intimidation tactics when managing and monitoring a person's work.

It is important that these behaviors are brought to the attention of the individual perpetrating the action and/or the next level manager so that appropriate measures can be taken.

HARASSMENT

Harassment is any conduct that is directed at a person or persons and the individual knew or should have reasonably known, to be unwelcome, inappropriate or offensive. Harassment can stem from a series of incidents or a single incident depending on its severity of the situation.

There are two forms of harassment that violate human rights legislation, including:

1. Sexual harassment; and
2. Discrimination based on protected grounds.

Disrespectful behaviors and harassment are not mutually exclusive in practice; the behaviors listed in the section above under "Inappropriate Behaviors" are considered harassment if based on sexual or protected grounds and adversely impact the employment relationship, an employee's/volunteer's work performance or their ability to advance through developmental opportunities.

SEXUAL HARASSMENT

Unwelcome sexual attention, advances or propositions, including sexually explicit or implicit comments about a person's body, attire or personal life;

1. An implied or expressed promise of reward for complying with a sexually oriented request, or threat of reprisal or actual reprisal for refusing to comply with such a request;
2. Displays and distribution of sexually suggestive photographs or materials in the workplace, especially those that cause insecurity, discomfort or humiliation or are considered to be offensive;
3. Unwanted physical contact such as touching, patting, kissing or unnecessary closeness; or
4. Sexual jokes or obscene remarks or gestures that cause awkwardness or embarrassment.

The defining characteristic of sexual harassment is that the conduct associated with it is unwelcome or unwanted.

DISCRIMINATION BASED ON PROTECTED GROUNDS

This refers to harassment based on the following protected grounds identified under human rights legislation:

1. Race
2. Place of origin
3. Color
4. Mental or physical disability
5. Family or marital status
6. Age
7. Sexual orientation

8. Ancestry
9. Religious beliefs
10. Gender
11. Source of Income

What is not Considered Disrespectful Behavior or Harassment

Harassment is a serious offense and must be distinguished from other forms of workplace behaviors that are entirely appropriate even though an individual or a group of individuals may find them annoying, stressful or cause them anxiety, frustration or unhappiness. The following are not considered to be harassment or bullying:

1. The imposition of disciplinary measures in accordance with the RACC's policies and procedures;
2. The appropriate use of managerial authority in directing day-to-day activities that serve legitimate work-related purposes;
3. Workplace stress and organizational changes.

Workplace Violence

Workplace violence is the threatened, attempted, or actual conduct of a person that causes or may cause physical injury or a fatality in the workplace. Examples of violence can include, but are not limited to:

1. Physical attacks such as hitting, shoving, pushing or kicking;
2. Verbal, written, or implied threats that express an intent to inflict harm;
3. Threatening behaviors such as shaking fists, destroying property or throwing objects;
4. Acts of domestic violence that evolve into the workplace; or
5. Any other act that would arouse fear in a reasonable person in the same circumstances.

Any person who makes a threat, exhibits threatening behaviors, or engages in a violent act on RACC property may be removed as quickly as possible taking into consideration the safety and legal aspects of the situation. Any person who is engaging in workplace violence may be suspended from entering RACC property pending the outcome of an incident investigation. People committing these acts outside of the workplace, but the results of which impact the workplace, are also violating this policy and will be dealt with accordingly. Threats, acts of violence and physical assault will be investigated. Possession and/or use of unauthorized personal firearms in the workplace is not tolerated.

Roles and Responsibilities of Volunteers

Maintaining a respectful, professional and harassment-free workplace is everyone's responsibility.

All Volunteers

All volunteers are responsible for:

1. Familiarizing themselves with the policy;
2. Creating and supporting a harassment-free workplace through adherence to the policy; and
3. Bringing any incident of harassment or potential harassment observed or that they are aware of to their immediate supervisor, and/or Human Resources.

RACC Employer/Human Resources Responsibilities

The Employer/Human Resources are responsible for:

1. Ensuring employees/volunteers are not exposed to harassment arising out of their employment;
2. Implementing this policy and its related processes and procedures;
3. Fostering a workplace free of harassment;
4. Holding all employees/volunteers accountable for carrying out their responsibilities related to ensuring a harassment-free workplace and adherence to this policy;
5. Communicating this policy to all employees/volunteers;
6. Determining if the complaint is founded, unfounded or made in bad faith; and
7. Making decisions for follow-up action to complete the complaint process, which may include discipline, up to and including dismissal.

At any time during the process of handling a complaint where behavior of a criminal nature has occurred, or is thought to have occurred, the manager, employee, or volunteer subjected to this behavior must be informed that he/she has the opportunity to advance the complaint to the police for investigation. In cases where the employee or volunteer has been afforded the opportunity to advance a criminal complaint but chooses not to do so, that choice should be respected except in circumstances in which there is an overriding concern on the employer's behalf.

Protection Against Retaliation

Retaliation is any adverse action or credible threat of adverse action taken by any manager, employee, or volunteer in response to another's participation in an investigation or report about harassment. Acts of retaliation include conduct that intimidates, coerces, penalizes or otherwise discriminates against those making or otherwise involved in a claim. Retaliation is strictly prohibited against anyone who has reported harassment or participated in the complaint process. Any signs of retaliation should be reported immediately to Human Resources. If it is deemed that retaliation did take place, the appropriate disciplinary action will result, up to and including dismissal.

Confidentiality

Allegations of workplace violence or harassment will be treated in a timely and sensitive manner, respecting the privacy rights of all parties involved. The employer will not disclose the name of a Complainant or Respondent or the circumstances related to the complaint to any person except where disclosure is necessary for the purposes of restorative or investigative processes, or as required by law. Information is shared on a "need to know" basis and must not be shared further. Failure to preserve the confidentiality of information acquired during the process may result in disciplinary action, up to and including dismissal.

Complaint Procedures

Any volunteer who feels that they have been or is being harassed OR who believes that they have witnessed harassment, should immediately report the situation to their manager or Human Resources. The report may initially be provided verbally, however, after further discussions, there may be a requirement for a more formal follow up written report outlining the detailed facts of the alleged harassment.

Complaint Withdrawal

A complainant may withdraw a complaint at any time. The employer may still be required to address the concerns raised in situations where:

1. There exists a real or perceived threat to the health or safety of other employees/volunteers;
2. There is evidence that the complainant may have been threatened or may fear retaliation;
3. Failure to resolve the matter might endanger an employee/volunteers;
4. The complaint alleges serious abuse of power; or
5. Failure to follow through on a complaint would seriously damage the reputation of RACC.

Resolution

Depending on the nature of the claim and the degree of severity, a number of options are available to bring resolution to the issue of disrespectful behavior or harassment.

Direct Approach

Often, the best outcome results when the employee/volunteer who believes they have been the subject of disrespectful behavior or harassment is active in resolving the issue themselves if they are comfortable in doing so. It is recommended that such employees/volunteers first explain to the individual whose conduct is of concern why the behavior is unwelcome and ask him or her to stop. In many cases, the individual is unaware that their behavior is disrespectful or harassing and will change the behavior once they are made aware of its impact.

This approach is intended to empower employees/volunteers to resolve the matter themselves without further escalation. Advice or coaching on how to handle an informal, direct resolution on your own can be sought by Human Resources.

Intervention

If a Claimant is unable or unwilling to approach the Respondent directly, they may ask their manager or Human Resources for assistance in addressing the behavior by speaking with the Respondent on their behalf or being present to offer support when they meet with them.

Any intervention may also lead to:

1. Mediation;
2. Education or Training;
3. Personal coaching through internal or external resources;
4. A verbal or written warning.

In cases where it is appropriate for a 3rd party investigation, the recommendations as a result of the investigation could include:

1. A demotion;
2. A suspension without pay; or
3. Termination of employment.

A couple of months after the implementation of the resolution(s), Human Resources will conduct a follow up meeting with the Claimant and their manager (if appropriate), to ensure that the issues have been resolved.

RACC Volunteer Workplace Bullying Policy

Objective

The purpose of this policy is to communicate to all volunteers that RACC will not *in any instance* tolerate bullying behavior. Volunteers found in violation of this policy will be disciplined, up to and including termination.

Definition

RACC defines bullying as repeated, actions of individuals (or a group) directed towards an employee (or a group of employees), or volunteer, intended to intimidate, degrade, humiliate, undermine or create a risk to the health or safety of the employee(s)/volunteer including physical and emotional stress. Bullying behavior creates feelings of defenselessness and discomfort in the target. It is abusive conduct that includes:

- Threatening, humiliating or intimidating behaviors.
- Work interference/sabotage that prevents work from getting done.
- Verbal abuse.
- Cyberbullying. (*see Cyberbullying & Internet, email and computer use policies*)

Such behavior violates RACC's Respectful Workplace Policy which clearly states that all employees/volunteers will be treated with dignity and respect.

Examples

RACC considers the following types of behavior examples of bullying:

- **Verbal bullying.** Slandering, ridiculing or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying.** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- **Gesture bullying.** Nonverbal gestures that can convey threatening messages.
- **Cyberbullying.** (*see Cyberbullying Policy*)
- **Exclusion.** Socially or physically excluding or disregarding a person in work-related activities.

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person.
- Shouting or raising one's voice at an individual in public or in private.
- Using obscene or intimidating gestures.
- Not allowing the person to speak or express himself or herself (i.e., ignoring or interrupting).

- Personal insults and use of offensive nicknames.
- Public humiliation in any form in person or on digital platforms.
- Constant criticism on matters unrelated or minimally related to the person's job performance or description.
- Public reprimands.
- Repeatedly accusing someone of errors or issues that cannot be documented.
- Deliberately interfering with mail and other communications.
- Spreading rumors and gossip regarding individuals.
- Encouraging others to disregard a supervisor's instructions.
- Manipulating the ability of someone to do their work
- Assigning menial tasks not in keeping with the normal responsibilities of the job.
- Taking credit for another person's ideas.
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave.
- Deliberately excluding an individual or isolating them from work-related activities, such as meetings.
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property).

Individuals who feel they have experienced bullying should report this to their supervisor or to Human Resources before the conduct becomes severe or pervasive. All employees/volunteers are strongly encouraged to report any bullying conduct they experience or witness as soon as possible to allow RACC to take appropriate action.

Confidentiality Agreement

I understand that during my volunteering with the Regional Arts & Culture Council ("RACC"), I may have access to and may develop confidential information which is a valuable asset to RACC. Such information will include financial information, Information Technology, team member status, and other information related to RACC and organizations from whom it receives money and to whom it distributes money. I recognize RACC's trust in giving me access to this information and I will not, during my volunteering or thereafter, use or disclose such information for or to any other person, corporation or entity. The only exceptions to these restrictions are when the use and/or disclosure occurs in the proper course of my duties for RACC or when I have received prior written consent of RACC.

RACC has proprietary rights to financial and other information received from artists and organizations including, but not limited to, contact information, grant applications, tax identification numbers, social security numbers, donor and membership lists, and unpublished financial information. Additionally, RACC has proprietary rights on internally generated reports on artists andp this information confidential unless RACC receives permission from the artist or organization, and/or it is made officially public by RACC.

Financial information may only be disclosed as provided in each program's guidelines established by the Department Director or after consultation the Executive Directors.

This Confidentiality Agreement in no way alters my status with RACC. This Agreement is entered into in the State of Oregon, and all parties agree to personal jurisdiction and venue in the Oregon state courts located in Multnomah County, Oregon.

Printed Name: _____

Signature: _____

Date: _____

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~End~