

Diversity, Equity and Inclusion Policy

Policy Number: HR-105

Effective Date: Approved by the **Eastern Washington State Historical Society (EWSHS)** Board of Trustees on September 2, 2020.

Application: Applies to all Board of Trustees , employees, volunteers, and contractors of the EWSHS.

History: This is a new Board Policy. This Board Policy was adopted to comply with HR Directive 20-03.

Article I PURPOSE

1.1 This policy sets forth provisions for maintaining a diverse workforce at the EWSHS through equity and inclusion.

Article II DIVERSITY, EQUALITY AND INCLUSION

2.1 Eastern Washington State Historical Society (EWSHS) recognizes that in order to achieve the organization's mission to engage our audiences in the appreciation of art, history, and culture of the Inland Northwest and beyond, through collection stewardship, exhibitions, and programs that enrich and inspire, a dynamic environment must be maintained that is inclusive of all individuals. Diversity in the workforce helps ensure agencies address disparities in outcomes in agency services for marginalized and underrepresented communities. To this end, EWSHS is committed to enhancing workplace diversity and fostering a culture that is representative of the population we serve.

2.2 Institutions, laws, and policies can create structures and systems of oppression. Bias, both conscious and unconscious, perpetuates these structures and systems of oppression. The work of diversity, equity, and inclusion is geared toward confronting discrimination and bias.

2.3 A diverse workplace benefits employees and volunteers by allowing them to feel valued for their differences by the organization and creating opportunities for advancement. EWSHS is committed to identifying and removing barriers for diverse employees in recruitment, advancement and retention.

Article III DEFINING DIVERSITY, EQUALITY AND INCLUSION

3.1 A diverse, equal and inclusive workplace:

3.1.1 Eliminates barriers to employment for those who have been historically underrepresented in the workforce, including but not limited to persons with disabilities, racialized minorities, women, Indigenous people, Lesbian, Gay, Bisexual, Transgender and Queer communities, and persons caring for elder and child

dependents.

- 3.1.2 Must create a culture of respect and belonging for all. We must view the museum, both the physical building and the environment, through the lens of inclusivity and accessibility.
- 3.1.3 Challenges practices and behaviors that perpetuate a patriarchal work environment and lead to gender discrimination and harassment.
- 3.1.4 Strives to ensure diversity is represented in all areas of the organization including policies, procedures and practices.

Article IV EMPLOYEE/VOLUNTEER EXPECTATIONS

4.1 Based on the Diversity, Equity and Inclusion goals set forth above, the agency expects all employees, regardless of position, to do the following:

- 4.1.1 Recognize your role in perpetuating inequity through your own individual biases, whether conscious or unconscious. Be willing to challenge your own assumptions.
- 4.1.2 Respect others' identities by using their preferred names and pronouns. Refrain from making assumptions about visitors' genders and do not use gendered terms when referring to others, i.e. "you guys," or "that woman, or "this man." Instead, use neutral phrases like "you all," or "the next guest" or "the person in the red shirt."
- 4.1.3 Collaborate with your colleagues to create a welcoming, supportive, safe, affirming, and respectful environment for employees, volunteers, patrons and stakeholders
- 4.1.4 Lead with respect and tolerance. All employees are expected to embrace this notion and to express it in all interactions with colleagues and patrons, and through everyday practices.
- 4.1.5 Accept that mistakes will be made. If you receive feedback that your behavior or language is making someone uncomfortable, be open to changing your behavior. When others make mistakes, handle it with grace.
- 4.1.6 Engage and support respectful dialogue and courageous conversations even when uncomfortable about racism, privilege, white fragility, dominant culture, oppression and historical trauma.
- 4.1.7 Participate in continuous learning, development and training offered in the areas of diversity, inclusion, cultural humility, oppression and equity.
- 4.1.8 Identify and address microaggressions as they occur in the workplace, whether intentional or unintentional, and use these as opportunities to educate, learn, grow, listen and respond with respect.
- 4.1.9 Offer support and encouragement by honoring each individual's truth through the affirmation and validation of their values, beliefs, principles and lived experiences.
- 4.1.10 Report incidents of harassment immediately to a supervisor.

- 4.1.11 Read and comply with this policy. Supervisors/managers should seek clarification or support from senior management in order to fully uphold the values detailed herein.

Article V
SUPERVISOR AND MANAGER RESPONSIBILITY

5.1 In recognizing the positional privilege supervisors and leaders hold and its associated responsibility, EWSHS further directs all supervisors and leaders, with coordination and support from human resources, to do the following:

- 5.1.1 Lead by example. Create and maintain a culture that embraces diversity, equality and inclusivity.
- 5.1.2 Advise employees on how to uphold the values described in this policy and support their efforts to learn. For assistance, contact human resources.
- 5.1.3 Promote diversity in all hiring activities including recruiting, interviewing and selection.
- 5.1.4 Recruit and appoint culturally, racially and ethnically diverse managers and leaders.
- 5.1.5 Ensure qualifications listed for a position are directly relevant to the competencies necessary for a position. Where possible, comparable experience should be considered in lieu of formal education qualifications.

Article VI
COMPLIANCE

6.1 The directives indicated here are mandatory, and failure to follow them may lead to disciplinary action, up to and including termination.

6.2 These directives and the goals are regarded as a specific competency requirement in annual evaluations of job performance of Supervisors/Managers.

6.3 Supervisors/Managers will be required to explain how the goals identified in this policy have been achieved or exceeded.

6.4 Complaints associated with this policy should be processed in accordance with the procedures set forth by human resources.

6.5 The EWSHS Board will review this policy every other year for changes and effectiveness.

References that apply to this policy:

Washington Law Against Discrimination, Chapter 49.60 RCW	Title VII of the Civil Rights Act of 1964, Pub. L. 88-352
Initiative 200	Executive Order 12-02