

Anti-Racism Policy for Employees

Mass Cultural Council does not tolerate any forms of racism, racial discrimination and/or retaliation. This policy applies to all work-related settings and activities, whether inside or outside the workplace and includes teleworking, business meetings, business travel and business-related social events.

Racism and racial discrimination can present in different and varied ways, including direct and indirect discrimination, racial vilification, race-based harassment, hostile work environment, lateral violence, and casual or unintentional comments (e.g., microaggressions or "jokes"). Examples include, but are not limited to:

1. Racism is the unequal treatment or vilification, passive or active, intentional, or not, based on the color of someone's skin or perceived racial origin.
2. It may be verbal, non-verbal, written, or physical, and it may overlap with Protected Class harassment or discrimination.
3. Racism can include victimizing, rudely embarrassing, intimidating or threatening a person, regardless of intent or the seniority of the people involved.
4. Racist behavior includes epithets, slurs, microaggressions (defined as comments or actions that subtly and often unconsciously or unintentionally express a prejudiced attitude toward a member of a marginalized group), jokes, pranks or other forms of negative stereotyping, as well as threatening, intimidating or hostile acts directed at or concerning any individual or group of people, present or not, or that of the individual's relatives, friends or associates, based on that individual's or group's race. It also includes display or circulation of written, graphic, or recorded material that denigrates or shows hostility or aversion based on someone's actual or assumed race, such as derogatory posters, cartoons, drawings, e-mail, computer screen backgrounds, audio recordings, videos, graffiti, or photographs.

Mass Cultural Council is responsible for supporting and encouraging staff to develop cross-cultural competence through appropriate professional development opportunities, self-learning and resources provided. It is the shared responsibility of all employees to uphold a culturally and racially inclusive workplace, including identifying and bringing attention to acts of racism, racial discrimination and/or retaliation.

Supervisors are responsible for ensuring that staff conduct themselves in accordance with this policy. Additionally, supervisors have an obligation and affirmative duty to promptly report any racism, racial discrimination, discrimination, unlawful harassment, and retaliation that they are experiencing, observe, learn about from others, or reasonably suspect has occurred with respect to an employee.

Employees who have experienced or witnessed racism, racial discrimination and/or retaliation in any form at the workplace are encouraged to report the incident(s). Mass Cultural Council shall be responsible for prompt, thorough, and impartial investigation complaint/s. To file a complaint, discuss a concern, or get additional information about Mass Cultural Council's discrimination or harassment prevention policies and/or complaint process, you may contact the following individual either in person, by phone or in writing:

Cathy Cheng-Anderson, Director of People and Culture

Equal Employment Opportunity and Diversity Officer

catherine.cheng-anderson@massmail.state.ma.us

Employees may also use this confidential intake form:

<https://survey.alchemer.com/s3/6819862/Mass-Cultural-Council-Complaint-Request-Form-for-Employees>

If as a result of the investigation it is determined that an individual engaged in conduct that either constitutes racism, discrimination or harassment, or otherwise violates Mass Cultural Council's policies or rules of conduct, appropriate corrective or remedial action will be taken. Such actions could include (among others) eliminating contact between the employees or other individuals involved in the incident, mandated training and/or counseling, demotion, termination, or other form of disciplinary action that Mass Cultural Council deems appropriate under the circumstances. Following this, Mass Cultural Council will monitor the situation to ensure that any improper conduct has stopped, and that there has been no discrimination or retaliatory action against the complaining employee.