

## TAW DEI Policy

*Created in 2021*

TAW is committed to fostering, cultivating and preserving a culture of diversity, equity and inclusion. We acknowledge that this is a process of ongoing learning, we aspire to adopt tangible, sustainable DEI policies and practices that are guided by our organizational mission and rooted in our values.

Our members are the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our members invest in their work represents a significant part of not only our culture, but our reputation and TAW's achievement as well.

We embrace and encourage our members' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our members unique.

TAW's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; professional development; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all members.
- Teamwork and member participation, permitting the representation of all groups and member perspectives.

All members of TAW have a responsibility to treat others with dignity and respect at all times. All members are expected to exhibit conduct that reflects inclusion during meetings, rehearsals, and at all other TAW-sponsored and participative events.

All members are expected to read, watch, and take to heart our diversity awareness resources located on TAW's website to enhance their knowledge and fulfill this membership responsibility.

Any member found to have exhibited inappropriate conduct or behavior against others will go through disciplinary action and membership review.

## REPORTING PROCEDURE

Any person who believes he or she has been the victim of any kind of discrimination by a member, associate, volunteer, or guest of TAW is encouraged to discuss the alleged acts immediately and confidentially with two board members appointed by TAW's Board of Directors (the "Designated Persons"). Any complaints of alleged discrimination made to the Designated Persons will be discussed fully and confidentially with the person raising the complaint or concern and will require approval of the reporter prior to disclosure or direct investigation of the matter. If, after discussion by the reporting person with one or more of the Designated Persons, it is agreed between the reporting party and the Designated Person that a more detailed investigation is appropriate, the following investigative procedure will be utilized.

## INVESTIGATIVE PROCEDURE

Upon agreement from the reporting party, a sub-committee of Board and Advisory Board members is formed consisting of up to no fewer than 3 and no greater than 5 individuals. This sub-committee shall lead the full investigation into the complaint of discrimination. In determining whether alleged conduct constitutes discrimination, the totality of circumstances, such as the nature of the discriminatory remarks, and the context in which the alleged incidents occurred, will be considered. To assist in the investigation, incidents will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what transpired. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the Designated Persons, and appropriate action will be pursued expeditiously in each case.

## RESPONSIVE ACTION

Any member of TAW, person associated with TAW, volunteer or guest who engages in discrimination is subject to immediate and appropriate discipline, up to and including discharge/exclusion from membership. The results of the investigation of each complaint filed under this Policy will be reported to the complaining party by the sub-committee. The report will document any disciplinary action taken by TAW as a result of the complaint, and will become part of the personnel file or record of the disciplined individual.

## REPRISAL

Retaliation against any individual who complains of discrimination is strictly forbidden by TAW, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion/exclusion from membership.

## NON-HARASSMENT

TAW recognizes that not every comment constitutes intentional harassment. Whether a particular action or incident constitutes discrimination or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of discrimination can have a serious detrimental effect on innocent parties, and are prohibited by TAW, and can be cause for disciplinary action up to and including discharge or expulsion.

If misconduct has been determined, resolutions include, but are not limited to:

- Written apology
- Verbal apology to the wronged party or parties
- Privileges of membership suspended for 6 months including access to space and attendance/participation in the Workshop
- Voluntary resignation
- Involuntary resignation
- Dismissal from the membership