

Austin Polish Society

Non-Discrimination and Non-Retaliation Policy

1. Policy Statement

The organization complies with all applicable federal, state, and local civil-rights laws, including Title VI and VII of the Civil Rights Act, the ADA, Section 504, Austin City Code Title 5, Texas Labor Code Chapter 21 and the Age Discrimination Act. Discrimination or harassment in any program, activity, or employment/volunteer context is prohibited.

Protected characteristics include race, color, national origin, ethnicity, religion, sex, gender identity or expression, sexual orientation, age, disability, marital status, veteran status, genetic information, citizenship status, creed, and any other characteristic protected by law.

Retaliation against anyone who reports discrimination, participates in an investigation, or requests accommodation is strictly prohibited.

2. Scope

This policy applies to employees, volunteers, board members, contractors, program participants, event attendees, and beneficiaries of grant-funded activities.

3. Accessibility

The organization ensures program accessibility and provides reasonable accommodation in accordance with the ADA and Section 504.

4. Reporting

Concerns may be reported to the President, any officer, any board member, or the designated Compliance Officer. Anonymous reporting channels may be used if available. Reports may be verbal or written or emailed to: info@austinpolschsociety.org

5. Investigation

Complaints are reviewed within **7 business days**. A neutral investigator selected by the Board shall conduct interviews and document review. Investigations shall be completed **within 30 days**. All parties shall be notified of the outcome of the investigation results. The board will take corrective actions when violations are confirmed.

6. Confidentiality

Information is kept confidential to the extent possible while allowing for a complete investigation. Records shall be kept for three years.

7. Enforcement

Violations may result in disciplinary action, removal from volunteer roles, or termination of contracts.