



Human-Centered Policy

At Boys & Girls Clubs of St. Charles County, we are committed to fostering an inclusive and equitable environment where all individuals, regardless of their race, color, religion, gender, gender identity, sexual orientation, national origin, disability, age, socioeconomic status, or any other characteristic protected by applicable law, are treated with dignity and respect. This human-centered policy outlines our commitment to creating a diverse and inclusive workplace and program environment.

Inclusion cultivates an environment that builds healthy and productive working relationships by creating a foundation of equal treatment, influence, and respect for diversity.

Purpose

The purpose of this policy is to:

- Promote human-centered strategies throughout Boys & Girls Clubs of St. Charles County, at all club units, administrative office, and club-sponsored events.
- Ensure all individuals, including employees, volunteers, and members, are treated fairly and with respect.
- Provide guidelines for reporting and addressing issues related to discrimination, harassment, or inequity.

Scope

This human-centered policy applies to all employees, volunteers, contractors, members, and members' families of Boys & Girls Clubs of St. Charles County. It governs all aspects of employment, volunteerism, and membership within the organization.

Definitions

Diversity: The presence of varied identities in a culture that respects and celebrates all characteristics that make us uniquely individual and collectively successful. Diversity recognizes the value of all people in their entirety with an appreciation for personal experiences in an environment that fosters collaborative thinking for the benefit of our work.

Equity: The focus on providing access, opportunity, networks, resources, and support for individuals to be successful and reach their full potential. It is our collective responsibility, especially for those with influence, to address power differences and eliminate barriers that hinder the advancement of historically marginalized people.

Inclusion: The act of empowering everyone to participate, connect and grow. Inclusion creates a culture of belonging and mutual respect by ensuring all individuals are given the tools and information necessary to contribute to the organization in their unique way and that these contributions are valued.

Culture: The pattern of daily life learned by a group of people. These patterns can be seen in their language, communication styles, rules for interacting with others, arts, customs, holiday celebrations, food, religion, clothing, and other aspects of their lives.

Bias: An unfavorable attitude toward individuals or groups based on their race, gender, age, ethnicity, physical ability, or other characteristics.



Prejudice: Unreasonable feelings, attitudes, or opinions about a person or group, especially in a hostile nature. Prejudice is something that is taught.

Discrimination: When people act based on their prejudices, they are discriminating. This may involve putting other people down, not allowing them to participate in activities, restricting their access to work or live in certain neighborhoods, or denying them something they are legally entitled to.

Policy Statement

Boys & Girls Clubs of St. Charles County is committed to:

- Promoting diversity at all levels of the organization, including in recruitment, hiring, promotions, and decision-making processes.
- Ensuring equitable access to opportunities, resources, and support for all individuals.
- Fostering an inclusive and respectful work and program environment.
- Prohibiting discrimination and harassment based on protected characteristics.
- Providing appropriate, reasonable accommodations to employees who disclose their disabilities or health needs to their supervisor, ensuring that these accommodations do not impose an undue financial burden on the organization.
- Encouraging open and respectful communication about human-centered strategies.
- Conduct reviews to identify and address areas for improvement.

Responsibilities

a. **Leadership**: The organization's leadership team is responsible for setting the tone, fostering a culture of human-centered strategies, and ensuring the implementation of this policy.

b. **Employees and Volunteers**: All employees and volunteers are expected to adhere to this policy, treat each other with respect, and report any incidents of discrimination or harassment.

c. **Members**: Members are expected to abide by this policy, and the organization will take steps to educate and raise awareness among them.

Implementation

To implement this policy effectively, Boys & Girls Clubs of St. Charles County will:

- Provide human-centered training and resources to all employees, volunteers, and members.
- We have established reporting procedures for complaints related to discrimination and harassment.
- Conduct annual reviews and updates of this policy to ensure its effectiveness.

All employees of Boys & Girls Clubs of St. Charles County have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and all other company-sponsored and participative events.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

We have zero tolerance for discrimination in any form. The model we set fosters our ability to understand, support, and deliver on our organizational goals and commitment to youth.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's human-centered policy and initiatives should seek assistance from their direct supervisor.