**Wisconsin Leadership Seminars, Inc.**

**Non-Discrimination Policy**

**Approved 10/13/2007**

**Updated & Approved 4/10/2016**

***(1) General commitment***

WILS is committed to eliminating discrimination and promoting equality and diversity in its own policies, practices and procedures and in those areas in which it has influence.

This applies to WILS professional dealings with directors, volunteers, alumni, student leaders, parents of alumni or student leaders, schools and school administrators, cooperating organizations, donors, and other third parties.

WILS intends to treat everyone equally and with the same attention, courtesy and respect; WILS does not and shall not discriminate on the basis of disability, gender, gender expression, marital status, race, racial group, color, ethnic or national origin, nationality, ancestry, age, religion or belief, sexual orientation, parental status, or veteran status.

These actions include, but are not limited to, election and dismissal of board members, selection of volunteers, seminar participants, and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our organization, volunteers, clients, vendors, subcontractors, and those we serve.

**(2) *Regulation and legislation***

In developing and implementing its anti-discrimination policy, WILS is committed to complying with all current and any future anti-discrimination legislation and associated codes of practice applicable under federal, Wisconsin, or local law.

**A. Forms of Discrimination**

The following are the kinds of discrimination that are against the WILS policy:

(1) **Direct discrimination**, where a person is treated less favorably on the grounds of their disability, gender, gender expression, marital status, race, racial group, color, ethnic or national origin, nationality, ancestry, age, religion or belief, sexual orientation, parental status, or veteran status.

(2) **Indirect discrimination**, where an apparently neutral provision, criterion or practice would put a substantially higher proportion of the members of a particular classification at a particular disadvantage compared with other persons unless that provision, criterion or practice is objectively justified by a legitimate aim and the means of achieving that aim are appropriate and necessary.

(3) **Retaliation**, where someone is treated less favorably than others because he or she has taken or threatens to take legal action against WILS pursuant to an anti-discrimination law.

(4) **Harassment**, when unwanted conduct related to any of the grounds referred to above takes place with the purpose or effect of violating the dignity of a person and of creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment may involve physical acts or verbal and non-verbal communications and gestures. This will include physical, verbal and non-verbal acts. This policy specifically incorporates WILS’ standing Sexual Harassment Policy, which shall continue in force and effect.

**B. Volunteering, Training, and Student Selection**

***(1) General Statement***

As a volunteer organization, WILS will treat all volunteers, prospective volunteers, and the alumni, students, parents, schools, and donors we serve equally and fairly and not discriminate unjustifiably against them. This will, for example, include arrangements for recruitment and selection, access to WILS programs, and selection for participation in WILS events.

***(2) Recruitment and selection***

WILS recognizes the benefits of having a diverse group of volunteers, student leaders , and alumni, and will take steps to ensure that:

(a) it endeavors to recruit from the widest pool of qualified candidates possible for volunteer positions and for seminar participants ;

(b) volunteer and participant opportunities are open and accessible to all on the basis of their individual qualities and personal merit, with the long-standing WILS policy that student leaders be limited to one per school per seminar;

(c) where appropriate, positive action measures are taken to attract applications from all sections of society and especially from those groups which are under-represented;

(d) selection criteria and processes do not discriminate unjustifiably on the grounds of disability; gender, gender expression; marital status; race; racial group; color; ethnic or national origin; nationality; religion or belief; or sexual orientation; other than in those instances where WILS is exercising permitted positive action;

(e) wherever appropriate and necessary, lawful exemptions (genuine occupational requirements) will be used to recruit suitable staff to meet the special needs of particular groups;

(f) all agencies acting on behalf of WILS are aware of its requirement not to discriminate and to act accordingly.

***(3) Conditions of service***

WILS will treat all volunteers and program attendees equally and create an environment which is free from discrimination and harassment and which respects, where appropriate, the diverse backgrounds and beliefs of volunteers and attendees.

Terms and conditions of service for volunteers will comply with anti- discrimination legislation. WILS will not discriminate against any volunteer on the grounds of their gender, gender expression; marital status; race; racial group; color; ethnic or national origin; nationality; religion or belief; or sexual orientation; or unreasonably on the grounds of their disability.

Where appropriate and necessary, WILS will endeavor to provide appropriate facilities and conditions of service which take into account the specific needs of volunteers and program attendees which arise from their ethnic or cultural background; gender, gender expression; responsibilities as careers; disability; religion or belief; or sexual orientation.

**C. Board of Directors**

Arrangements and procedures for selecting and retaining directors will be reviewed and amended where necessary to prevent discrimination on any of the forbidden grounds. Maternity rights available to directors shall be no less favorable than those required by legislation for employees.

**D. Third Parties**

WILS will not knowingly utilize the services of any third-party supplier or donor that requires any discriminatory exclusion, restriction or preference that violates this policy. WILS will make this policy available to donors, potential donors, and other interested parties for their review.

**E. Promoting Equality and Diversity**

WILS is committed to promoting equality and diversity within WILS as well as in those areas in which it has influence.

Volunteers, alumni, and student leaders will be informed of this non-discrimination policy. Each annual leadership seminar shall include at least one activity deemed by the Program Chair to substantially further the goals of this non-discrimination policy.

All those who act on WILS’ behalf will be informed of this non-discrimination policy and will be expected to pay due regard to it when conducting business on WILS’ behalf.

In all its dealings, WILS will seek to promote the principles of equality and diversity. WILS will make every effort to reflect its commitment to equality and diversity in its marketing and communication activities.

**F. Implementing the Policy**

***(1) Responsibility***

Ultimate responsibility for implementing the policy rests with the WILS Board of Directors. WILS will appoint one director to be responsible for the operation of the policy.

All board members, volunteers, alumni, and student leaders are expected to pay due regard to the provisions of its non-discrimination policy and are responsible for ensuring compliance with it when representing WILS.

Acts of discrimination or harassment on any of the forbidden grounds by directors, volunteers, alumni, or student leadersacting on WILS’ behalf, in WILS’ name, or at a WILS event will result in disciplinary action. Failure to comply with this policy will be treated in a similar fashion. The policy applies to all.

***(2) Complaints of discrimination***

WILS will treat seriously, and will take action where appropriate, all complaints of discrimination and/or harassment on any of the forbidden grounds made by volunteers, directors, alumni, student leaders , or other third parties.

The Board of Directors is responsible for investigating each complaint in an appropriate manner that preserves fundamental fairness and due process to all parties. In all complaints, the complainant will be informed of the outcome.

***(3) Monitoring and review***

The policy will be monitored and reviewed annually to measure its progress and judge its effectiveness.

In particular, WILS will, as appropriate, monitor and record:

(a) The gender and ethnic composition of the volunteers, seminar participants, reunion attendees, and Board of Directors;

(b) The number and outcome of complaints of discrimination made by volunteers, directors, program attendees, parents of program attendees, or school administrators of program attendees;

(c) The disciplinary action (if any) taken against any alleged offending party.

This information will be used to review the progress and impact of the Non-Discrimination policy. Any changes required will be made and implemented.