INCLUSION POLICY AND PROCEDURE

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Policy

The Boys & Girls Club of Chaves & Lincoln Counties (BGCCLC) is committed to providing a safe, welcoming, respectful, and inclusive environment for all youth, families, staff, volunteers, and visitors.

BGCCLC believes that every individual deserves to be treated with dignity and respect and shall have equal access to Club programs, services, activities, and opportunities regardless of race, color, ethnicity, national origin, ancestry, religion, creed, sex, gender, gender identity, gender expression, sexual orientation, age, disability, socioeconomic status, marital status, veteran status, or any other characteristic protected by applicable law.

BGCCLC is committed to fostering an environment where diversity is valued, inclusion is promoted, and all individuals are encouraged to participate fully in Club programs and activities. The Club will make reasonable efforts to provide accommodations and support to enable youth and staff to participate in programs and services whenever possible and appropriate.

Discrimination, harassment, bullying, intimidation, retaliation, or exclusion based on a protected characteristic will not be tolerated and may result in disciplinary action up to and including suspension, termination, removal from programs, or other corrective action as appropriate.

BGCCLC is committed to complying with all applicable federal, state, and local laws related to nondiscrimination, accessibility, and equal opportunity.

Procedure

STAFF RESPONSIBILITIES

All employees, volunteers, contractors, and program participants are expected to contribute to a safe, welcoming, and inclusive environment.

Staff shall:

- Treat all members, families, staff, volunteers, and visitors with dignity and respect;
- Provide equal access to programs, activities, services, and opportunities;
- Promote an environment free from discrimination, harassment, bullying, intimidation, retaliation, and exclusion;
- Follow all BGCCLC policies and procedures related to inclusion, youth protection, conduct, and discipline;
- Address inappropriate behavior promptly and professionally;
- Always model respectful and inclusive behavior;
- Participate in required training related to inclusion, diversity, equity, accessibility, and youth development; and
- Immediately report any known or suspected incidents of discrimination, harassment,

retaliation, or exclusion.

No employee, volunteer, contractor, member, parent, or visitor shall be subjected to discrimination, harassment, intimidation, retaliation, or exclusion while participating in Club programs, activities, or services.

ACCOMMODATION REQUESTS

Boys & Girls Club of Chaves & Lincoln Counties is committed to making reasonable efforts to provide accommodations that allow youth, families, staff, and volunteers to participate in Club programs and activities whenever possible and appropriate.

Parents, guardians, staff members, volunteers, or participants may request accommodations by notifying the Program Director, CEO, or their designee. Requests should include information regarding the individual's needs and any accommodations that may assist with successful participation.

Upon receiving a request, Club leadership may meet with the individual, parent or guardian, school personnel, healthcare providers, or other appropriate individuals to better understand the requested accommodation and determine what reasonable supports can be provided.

Accommodations will be evaluated on an individual basis and may include, but are not limited to:

- Modifications to program activities;
- Behavioral support strategies;
- Communication supports;
- Environmental adjustments;
- Scheduling adjustments; and
- Other reasonable accommodations that allow participation while maintaining the safety and well-being of all members, staff, volunteers, and visitors.

While BGCCLC will make reasonable efforts to accommodate individual needs, the Club may be unable to provide accommodation that:

- Fundamentally alter the nature of a program or activity;
- Create an undue financial or administrative burden on the organization;
- Require services beyond the qualifications or training of Club staff; or
- Compromise the health, safety, or well-being of members, staff, volunteers, or visitors.

Accommodation requests and related information shall be handled in a confidential manner and shared only with individuals who have a legitimate business, legal, licensing, or safety-related need to know.

REPORTING CONCERNS

Any employee, volunteer, contractor, member, parent, guardian, or visitor who experiences witnesses, or becomes aware of discrimination, harassment, bullying, intimidation, retaliation, exclusion, or other conduct that may violate this policy is encouraged to report the concern immediately.

Reports may be made verbally or in writing to a Program Director, the CEO, or the CEO's designee. Individuals may also submit concerns through any reporting process established by BGCCLC.

Employees, volunteers, and contractors who become aware of a potential violation of this policy are required to report the concern to Club leadership as soon as possible and no later than 24 hours after becoming aware of the incident.

Reports should include when available:

- The names of the individuals involved;
- The date, time, and location of the incident;
- A description of the conduct or concern;
- The names of any witnesses; and
- Any other information that may assist in reviewing the matter.

BGCCLC prohibits retaliation against any individual who, in good faith, reports a concern, participates in an investigation, requests accommodation, or otherwise exercises their rights under this policy. Any act of retaliation may result in disciplinary action up to and including termination of employment, removal from volunteer service, suspension from programming, or other corrective action as appropriate.

All reports shall be handled as confidentially as possible. Information will only be shared with individuals who have a legitimate business, legal, licensing, or safety-related need to know. Reports involving allegations of discrimination, harassment, bullying, intimidation, retaliation, abuse, or other serious misconduct shall be reviewed and addressed in accordance with the Club's Incident Management Policy and any applicable federal, state, local, licensing, or BGCA requirements.

INVESTIGATION AND RESPONSE

Boys & Girls Club of Chaves & Lincoln Counties takes all reports of discrimination, harassment, bullying, intimidation, retaliation, exclusion, and serious violations of this policy. Upon receiving a report, Club leadership shall review the concern and determine the appropriate course of action. This may include gathering additional information, interviewing parties and witnesses involved, reviewing documentation, consulting with appropriate professionals, and taking immediate steps to ensure the safety and well-being of those involved.

When necessary, BGCCLC may implement temporary measures during the review process, including but not limited to:

- Increased supervision;
- Modification of programming or activities;
- Separation of individuals involved;
- Temporary suspension from activities or programs;
- Administrative leave; or
- Other actions deemed necessary to protect members, staff, volunteers, and visitors.

All investigations should be conducted as promptly as possible while ensuring a fair and thorough review of the facts. Individuals involved in an investigation are expected to cooperate fully and provide truthful and complete information.

If a violation of this policy is substantiated, BGCCLC may take corrective action, including but not limited to:

- Coaching or counseling;
- Additional training;
- Parent or guardian conferences;
- Behavior improvement plans;
- Program restrictions;
- Suspension of Club activities;
- Termination of employment or volunteer service; or
- Permanent removal from Club programs when appropriate.

BGCCLC reserves the right to report incidents to law enforcement, Child Protective Services, licensing agencies, Boys & Girls Clubs of America, or other appropriate authorities when required by law, regulation, licensing requirements, or organizational policy.
All investigations, findings, and corrective actions shall be documented and maintained in accordance with the Club's Incident Management Policy and applicable record retention requirements.

POLICY REVIEW AND TRAINING
All employees and volunteers shall receive training on this policy as part of orientation and through ongoing training as determined by BGCCLC.
This policy shall be reviewed annually and updated as necessary to ensure compliance with applicable laws, licensing requirements, BGCA standards, and organizational needs.