



Western Illinois Museum
201 South Lafayette Street
Macomb, IL 61455
309.837.2750

Policies

2022

Equal Employment Opportunity Policy

The Western Illinois Museum provides equal employment opportunities (EEO) to all employees, interns, volunteers and applicants for employment, internships and volunteering opportunities without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, The Western Illinois Museum complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

The Western Illinois Museum expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Western Illinois Museum's employees, interns and volunteer to perform their job duties may result in discipline up to and including discharge.

American with Disabilities Act

The Americans with Disabilities Act of 1989 (ADA) is designed to end discrimination against persons with disabilities in employment, public services, public accommodations, and telephone services. The Western Illinois Museum supports the intent of the law through the implementation of non-discriminatory volunteer practices.

The term "disability" includes:

- a) A physical or mental impairment that substantially limits one or more life activities
- b) A record of such impairment
- c) Being regarded as having such as impairment

The Western Illinois Museum will attempt to provide reasonable accommodations including position restructuring, modified volunteer schedules, acquisition or modification of equipment or devices and the provision of readers or interpreters. The intent of the law is that accommodations do not impose an "undue hardship" on the employer.

Harassment Policy

Western Illinois Museum strives to create and maintain a work environment in which people are treated with dignity, decency, and respect. The environment of the museum should be characterized by mutual trust and the absence of intimidation and harassment. WIM will not tolerate unlawful discrimination or harassment of any kind and will seek to prevent, correct and discipline any behavior that violates this policy.

If you or a colleague are being harassed in any way, please report the behavior to a member of the leadership team at the museum using the grievance procedure. WIM will ensure that you have the full support of the organization and that appropriate action is taken.

Grievance Procedure

This procedure seeks to support volunteers by providing a transparent and consistent process for resolving grievances within Western Illinois Museum. This is a three-level procedure:

Level 1

Volunteers should attempt to resolve the complaint as close to the source as possible, generally by discussing the issue directly with the person involved or the museum director. This level is quite informal and verbal. Should the volunteer not feel confident in discussing the matter or the matter remains unresolved, they should proceed to Level 2.

Level 2

Volunteers may send a written grievance to an appropriate member of the museum staff. In most cases this letter or email should be addressed to the museum director; however, if a conflict of interest is present then the grievance may be addressed to a member of the board.

The following information should be included in a grievance letter:

- Personal contact information
- Date, time, and place of the event leading to the grievance
- A brief description of what occurred
- A proposed solution to the grievance

After receiving a formal grievance, the museum will act to resolve the issue appropriately, however if the matter remains unresolved proceed to level 3.

Level 3

Once all avenues of resolution have been exhausted within the museum volunteers will be advised to pursue the matter with external entities if they so wish.