

Racial Discrimination & Grievance Policy

Purpose: Hutch Kids is firmly committed to our goal of becoming an anti-racist organization and building a culturally responsive, inclusive community. The Racial Discrimination and Grievance Policy is intended to proactively address any race-based violation of rights inflicted upon our BIPOC community members. This includes: microaggressions, discrimination, harassment, and any other form of racial misconduct.

This policy is meant to:

- Ensure all community members are held accountable for their actions.
- Provide BIPOC community members a safe avenue to express their experiences and grievances without having to fear retaliation or maltreatment.
- Provide a methodology that ensures all complaints of racial discrimination and aggravation are (1) taken seriously and (2) effectively addressed within a timely manner.
- Provide a systematic method to challenge whiteness as a cultural norm and disrupt differing manifestations of white supremacy in the Hutch Kids community.
- Ensure that all violations or incidents are critically analyzed through an anti-racist lens.
- Further foster a culture of belonging, where open and honest conversations about race and identity are commonplace.

This policy applies to all who are considered to be a part of the Hutch Kids Community. This includes but is not limited to: parents, family members, staff, administration, board members, and volunteers.

Please note: We recognize that our community extends beyond the physical bounds of Hutch Kids or the Fred Hutch campus. This form may be used to report any incidents that occur amongst members of the Hutch Kids community, including those that take place off-campus.

Examples:

Microaggressions

- Unwelcome comments and conduct with racial connotation(s) or subject matter that are demeaning to an ethnic group or people of a particular skin color or group
- Offensive and vulgar jokes, name-calling, ridicule or mockery, insults or put-downs, stereotyping based on a person's skin color, ethnicity, or national origin, physical gestures or enactments, or displaying racist photographs or objects
- Unwelcome requests or demands for favorable treatment due to one's skin color, ethnicity, or national origin
- Physical assaults or threats and intimidation
- Policies, practices, and norms that perpetuate institutional or cultural racism
- Inconsistent enforcement of policies including, but not limited to: personnel policies, parent handbook policies, and the board of director's commitment statement

- Any other racist misconduct that interferes with building a culture of belonging at Hutch Kids, where people can show up as their true selves

Important Definitions:

Racial Grievance: Is the reporting of a racist incident to Hutch Kids

Microaggressions: Can be defined as the “everyday verbal, nonverbal, and environmental slights, snubs, or insults, whether intentional or unintentional, which communicate hostile, derogatory, or negative messages to target persons based solely upon their marginalized group membership. In many cases, these hidden messages may invalidate the group identity or experiential reality of target persons, demean them on a personal or group level, communicate they are lesser human beings, suggest they do not belong with the majority group, threaten and intimidate, or relegate them to inferior status and treatment” (Source: Microaggressions: More Than Just Race).

Derald Wing Sue, a professor of psychology identified three different types of microaggressions that can occur

“Microassaults: Conscious and intentional actions or slurs, such as using racial epithets, displaying swastikas or (for example) deliberately serving a white person before a person of color in a restaurant.

Microinsults: Verbal and nonverbal communications that subtly convey rudeness and insensitivity and demean a person's racial heritage or identity. An example is an employee who asks a colleague of color how she got her job, implying she may have landed it through an affirmative action or quota system.

Microinvalidations: Communications that subtly exclude, negate or nullify the thoughts, feelings or experiential reality of a person of color. For instance, white people often ask Asian-Americans where they were born, conveying the message that they are perpetual foreigners in their own land.”

(Source: Unmasking Racial Microaggressions) Other useful Terms:

- Grievance
- People Of Color/BIPOC
- Racism
- Institutional Racism/ Structural Racism
- Discrimination
- White Supremacy Culture
- Whiteness
- White Privilege

Addressing Racist Incidents:

If you have experienced a racist incident:

- Please report your concern by contacting a member of the Racial Grievance Committee (using the contact information below), or by using the Racial Discrimination and Grievance form linked below.

-Additionally, if you would rather report the incident to a specific member of the committee and have them report on your behalf, please feel free to do so.

- In addressing the incident, the Grievance Committee will follow the Racial Discrimination and Grievance Protocol (outlined below).

- In the event that the Racial Grievance form is not used, the Racial Grievance Committee will record the incident (via the racial grievance reporting form), and will record any other action taken by Hutch Kids.

- If you are unsure about whether or not you want to formally report this incident, please contact our Equity & Inclusion Specialist, Hiawatha, for further support on addressing the incident.

If you have observed a racist incident:

- First, check in with the person experiencing the racist incident to see what support they need and what course of action would be most useful to them.

- Then, determine next steps in addressing or reporting the grievance (see outlined steps above).

- If you witness someone address a racist incident, offer them support and acknowledge their actions in order to build stronger solidarity around our collective work towards disrupting racism.

- If you are unsure about whether or not you want to formally report this incident, please contact our Equity & Inclusion Specialist, Hiawatha, for further support on addressing the incident.

Investigation & Procedure:

Once the Grievance Committee is notified of an incident, they will reach out to the person affected to hear their experience, discuss possible resolutions, and ensure the affected person feels supported within 24 hours. The Equity & Inclusion Specialist will receive email notifications when the Racial Discrimination and Grievance form is completed.

The Equity & Inclusion Specialist is responsible for ensuring that any action taken by Hutch Kids is recorded on the Racial Grievance reporting form response spreadsheet.

If a grievance is reported and the reporter wishes their identity to remain confidential, the committee will maintain their anonymity (to the extent possible) throughout the process. The Grievance Committee will then determine the best course of action to address the grievance with the information provided.

The Grievance Committee is committed to conducting prompt, thorough, and fair investigations that produce resolutions. The Grievance Committee will provide weekly updates on the progress of the investigation (to the affected person), in addition to providing them with updates on any corrective action that takes place.

Initial action will be taken by the Grievance Committee within three business days. The next steps may include but are not limited to:

1. A meeting one on one with the offender to discuss the incident, reinforce our values and outline a corrective action plan.
2. Holding a mediation session with the impacted person and offender, only if the impacted person feels comfortable.
3. Training or education for the offender or community at large.
4. If needed, supporting the person impacted with taking legal action, seeking mental health support and/or notifying authority.
5. Updating Hutch Kids' policies, norms and practices to dismantle institutional and/or cultural racism at Hutch Kids.
6. Dismissing offender from Hutch Kids employment or programs and events.

Conflict of Interest: In the event a Grievance is filed by or against a Grievance committee member, that individual will be replaced by an alternate committee member for the duration of the pending investigation.

Confidentiality, Access To Information, And Protection From Retaliation

- All grievance reports will be treated as confidential to the extent possible when addressing the grievance. Below is a brief breakdown of when we may share information:
 - If we feel you are in physical danger at any time, we may alert the appropriate authorities.
 - We may share your name with the offender, if necessary.
 - If we need to include members of the leadership team, ie. Assistant Director, Curriculum Coordinator, HR & Business Coordinator, or the Executive Director to finalize a course of action.
- Records of racial grievances about staff will be placed in the offender's personnel file. A record of the racial grievances report will not be placed in the personnel file of a staff member reporting an incident.
- Threats, other forms of intimidation, and retaliation against a person reporting a racial grievance or any party involved in implementing the racial grievance policy are violations of the policy and may be grounds for disciplinary action.

Acknowledgements/Sources

Our racial grievance policy and reporting form are directly informed by the Tiny Trees Preschool racial grievance policy, and the Seattle Works Organization Racial Grievance Policy.

Racial Grievance Committee:

- Shannon Nagy: Executive Director
- Hiawatha Davis: Equity & Inclusion Specialist
- Tanya Thomas: HR & Business Coordinator

Alternates:

- Shawna Rengli: Assistant Director
- Pam Murrel: Mentor Teacher
- Annie Pigott: Curriculum Coordinator