

## **4.B. HARASSMENT OF AN EMPLOYEE BY A MEMBER**

**1. Treatment of Employees:** Members shall not be directly or indirectly involved in the supervision of Foundation Employees. If a Member has a concern about an employee, he/she should contact the employee's Supervisor or the President. Therefore, no Member, Tenant or Guest shall do any of the following in connection with a Foundation Employee:

1.1. Reprimand an employee.

1.2. Use abusive or critical language when addressing an employee.

1.3. Attempt to undermine the authority of employees.

1.4. Seek personal information about an employee.

1.5. Attempt to countermand an instruction or directive issued by the President or his management staff.

1.6. Verbally or physically harass an employee in any manner

**2. Reporting Violations:** Employees have the right to complete an Incident Form and submit this to the Foundation if they experience a violation of this rule.

**3. Foundation Procedure**

3.1. Upon the receipt of an Incident Form, the Foundation shall conduct an investigation of the incident.

3.2. Notice of filing of the Incident Form shall be communicated within seventy-two (72) hours to the Member, Tenant or Guest involved in the alleged incident.

3.3. Once Foundation management has completed its investigation, the President shall take appropriate action.

3.4. The Foundation shall report the results of the investigation and the decision of the President to the Member, Tenant or Guest and the employee who submitted the Incident Form.

3.5. Penalties for violations of this policy shall be determined by the President based upon the circumstances of each particular incident and may include verbal warnings, written warnings, fines or suspension of privileges for use of Foundation amenities.

3.6. In the event the President determines that a fine or suspension of privileges is warranted, the individual fined or suspended will be advised of their due process of

appeal and the President will so advise the Board of Directors. The procedures set forth in the Governing Documents shall be followed. (Reference Rules and Regulations 4.C.)

4. **Member Retaliation:** There shall be no retaliation of any kind against any employee who reports or witnesses a violation of this policy, submits or signs an Incident Form, or participates in an investigation of a reported incident.

Amended and Approved: 22 June 2018