

# STILLAGUAMISH COUNTRY CLUB

## Harassment Policy

October 15, 2016

### **Objective**

The Stillaguamish Country Club is committed to an environment in which all individuals are treated with respect and dignity. Each individual has the right to exist in an atmosphere that promotes equality and prohibits harassment. Therefore, the Stillaguamish Country Club expects that all relationships among persons associated with the Club will be professional and free of bias, prejudice and harassment.

The Stillaguamish Country Club has developed this policy to ensure that all members, member's family, guests, employees, employee's appointed representatives and vendors can exist in an environment free from harassment, discrimination and retaliation. The Stillaguamish Country Club will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Anyone who has questions or concerns about these policies should talk with a member of the Board of Trustees.

### ***Retaliation***

The Stillaguamish Country Club encourages reporting of all perceived incidents of harassment. It is the policy of the Stillaguamish Country Club to promptly and thoroughly investigate such reports. The Stillaguamish Country Club prohibits retaliation against any individual who reports harassment or participates in an investigation of such reports.

### ***Harassment***

Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual, and that: a) has the purpose or effect of creating an intimidating, hostile environment, or b) has the purpose or effect of unreasonably interfering with an individual's work performance or enjoyment of Club facilities.

### **Individuals Covered**

These policies apply to all members, member's family, guests, employees, employees appointed representatives and vendors.

### **Complaint Procedure**

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with a

member of the Board of Trustees who shall immediately inform the full Board.

The Stillaguamish Country Club encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment will be investigated promptly. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Misconduct constituting harassment will be dealt with appropriately. As indicated throughout the Stillaguamish Country Club By-laws and Standing Rules, "Members are responsible for the conduct of their guests", therefore responsive action will be brought against the responsible member. Please ensure that your guests and vendors are aware of this policy.

Responsive action may include a formal letter to member with an opportunity to respond and/or rectify the complaint, fines and/or suspension of membership, as the Stillaguamish Country Club believes appropriate under the circumstances.