

Belwood of Los Gatos Homes Association

POLICY AGAINST HARASSMENT

(Board of Directors & Employees, updated December 17, 2018)

Policy Against Harassment

Belwood of Los Gatos Homes Association (Belwood HOA) strives to provide an atmosphere of mutual respect so that its Board members and employees are free to pursue excellence in their endeavors.

Board members and employees are prohibited from engaging in harassment of other Board members or employees, volunteers, contractors, vendors, or any third party. Prohibited harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile environment or that interferes with an individual's performance.

Harassing conduct can take many forms and may include, but is not limited to, the following: slurs, jokes, statements, gestures, assault, impeding or blocking another's movement or otherwise physically interfering with normal movements, pictures, drawings, or cartoons, violating someone's "personal space," foul or obscene language, leering, stalking, staring, unwanted or offensive letters or poems, offensive email, text, or voicemail messages.

Sexually harassing conduct in particular may include all of these prohibited actions, as well as other unwelcome conduct, such as requests for sexual favors, conversation containing sexual comments, and other unwelcome sexual advances. Sexually harassing conduct can be by a person of either the same or opposite sex. Sexually harassing conduct need not be motivated by sexual desire to be violative of this policy.

Reporting and Investigating Harassing Conduct

Belwood HOA is committed to the enforcement of this policy. Belwood HOA understands that victims of harassment are often embarrassed and reluctant to report acts of harassment for fear of being blamed, concern about being retaliated against, or because it is difficult to discuss sexual matters openly with others. However, no individual should have to endure harassing conduct, and Belwood HOA therefore encourages Board members and employees to promptly report any incidents of harassment so that corrective action may be taken. **Any incidents of harassment by Belwood HOA Board or employees should be reported immediately to the Belwood HOA Board President in writing (email acceptable),** who is responsible for initiating and overseeing an investigation. If the President is the individual allegedly engaging in harassment, he/or she may be reported to any other Executive Board member (Vice-president, Treasurer or Secretary), who shall initiate and oversee the investigation.

Every reported complaint of harassment will be investigated thoroughly and promptly. Complete confidentiality cannot be guaranteed, but the investigation will be handled in as confidential a manner as possible consistent with a full, fair, and proper investigation.

Belwood HOA will not tolerate retaliation against any individual for making a good faith complaint of harassment or for cooperating in an investigation.

An individual found to have violated this policy will be subject to the full range of sanctions and consequences, including but not limited to removal from the Board of Directors.

During an investigation, a person accused of harassment may be asked to resign voluntarily or may be suspended from Board until the matter is investigated and resolved. Regardless of criminal or civil guilt in the alleged harassment, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the alleged victim. A person who is accused but later cleared of the allegations may ask to be reinstated within the organization but reinstatement is not guaranteed.

Any person who fails to appropriately report, who makes a false report, or who threatens retaliation or reprisal against an individual for reporting harassment in any form, may be subject to removal/suspension/termination or other action as may be within the purview and jurisdiction of Belwood HOA.

In appropriate cases, Belwood HOA will report violations to appropriate law enforcement or regulatory authorities for investigation.

The Board member or employee below attests that he/she has received, read, understood, and agrees to comply with the above Policy Against Harassment.

Dated: _____

Signature

Print name of Board member or employee
signing this policy