

ADOPT: Anti-Harassment Policy

RULE 15 Behaviors Toward Office, Maintenance, and Grounds Personnel was the first attempt at an anti-harassment policy. However, it only applies to Management and Staff. It does not apply to Board members, committee members, volunteers, contractors, Owners, or tenants. I understand that some Owners would like something that applies to Board meetings and other Association-sponsored events.

RULE 14 Email Policy Statement is intended to be an anti-harassment policy for that specific communication format.

The newly written Anti-Harassment Policy is written to cover everyone and to expand what is meant by harassing or objectional behavior. It also covers all forms of interaction whether in person, by phone, by email, or anything else. This policy will more flexible in covering many types of offensive behaviors in property and towards Association Personnel in off-property situations.

The Committee recommends that RULE 14 and RULE 15 be rescinded and that the Anti-Harassment Policy be adopted to replace them.

Anti-Harassment Policy

It is the policy of the Association to create and maintain an environment free from discrimination and conduct that can be considered harassing, coercive, or disruptive. The Association will not tolerate hostility or favoritism toward an individual based on race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Furthermore, actions, words, jokes, or comments based on an individual's race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity, gender expression, or any legally protected characteristic will not be tolerated.

The individuals covered by this policy will be any Owner, tenant, guest, and invitee (collectively "Persons") or Board members, Officers, committee members, volunteers, management, staff, and contractors (collectively "Association Personnel").

This policy applies to all activities on Green Valley West property, any Association Meetings or sponsored event no matter the location, any management or employee function (especially in the Office but including any off-site activities), and through any form of communication such as email or telephone.

All Persons must conduct themselves in a civil and courteous manner at all times and must not jeopardize or interfere with the rights and privileges of others. Conduct is considered uncivil or uncourteous if a person is visibly intoxicated, or engages in rudeness, personal attacks, insults, name-calling, or uses derogatory language towards another, or engages in aggressive or "bullying" behavior towards another, or engages in behavior that tends to cause embarrassment or discomfort to others. Loud, profane, indecent or abusive language is prohibited. The Association will NOT tolerate comments or behavior that are intended to or that would cause a reasonable person to be seriously alarmed, annoyed, or harassed. The repetitive occurrence of harassing or annoying communications is a serious escalation of harassment.

All Persons shall refrain from interfering with the duties of Association Personnel. All communications with contractors or employees must go through Management or must otherwise be in accordance with Board policy. All communication by email must be in accordance with this policy. Certain highlighted offenses concerning email are, but not limited to:

- Forwarding email or an attachment that is from someone other than the
- An attempt to disguise the sender's identity or an anonymous message.
- Potentially damaging emails including, but not limited to, mass or commercial messages, spam, or messages containing malware/viruses.
- Encouraging outside entities to harass Association Personnel.
- Any additional illegal or unethical use of email.

Any inappropriate and discourteous conduct, or conduct believed to be in violation of this Policy, should follow the Non-Compliance Policy and Procedure. All Owners should remember that they are responsible for the conduct of their tenants, family members, guests and invitees while within Green Valley Villas West. Owners are responsible for ensuring that their Residents, family members, guests and invitees comply with this Policy and all governing documents the Association.

Finally, Board and committee members are volunteers and are not on call to the Association or Owners 24/7. They have a right to a peaceful and enjoyable time on Green Valley Villas West property or off just like the rest of the Owners or tenants. It is not appropriate to complain or sound off to a Board or committee member unless the Board or committee member have clearly stated that this interaction is acceptable. There is a Non-Compliance Policy and Procedure that should be followed to resolve any grievances in a respectful and fair manner.

Any Member or Resident who is found to be in violation of this policy will be subject to appropriate remedial action. Such remedial action shall include all remedies available at law or in equity, and may include, but not be limited to:

- Fines
- Requirement that all further communications to be in writing.
- Suspension of certain membership privileges.
- Removal from meetings or events.
- Banned from meetings or activities.
- Service refused by Association Personnel
- Having email address temporarily or permanently blocked.
- Injunctive relief or restraining order being sought.

The Association reserves its right to pursue legal action against any Owner or Association Personnel for continuing or egregious violations of the Policy and/or to report criminal conduct to the Pima County Sheriff's Office.