



## HARASSMENT POLICY

Camp Hamilton Veterans Memorial Park is committed to providing a safe and respectful environment for all members, volunteers, and visitors. We recognize that sexual harassment is a form of discrimination and will not be tolerated in any form. This policy applies to all individuals associated with Camp Hamilton Veterans Memorial Park, including members, volunteers, contractors, vendors, and visitors.

It is helpful for the complainant to inform the harasser directly that the conduct is unwelcome and must stop. If a person believes that they are a victim of assault, sexual or other, they should contact law enforcement.

### HARASSMENT DEFINITION

Camp Hamilton Veterans Memorial Park will not tolerate sexual harassment and any other forms of harassment, intimidation, threats, coercion, or discrimination based on factors such as race, color, ethnicity, national origin, sex, age, religion, mental or physical disability, veteran status, or any other legally protected characteristic. Harassing conduct may take many forms, including jokes, statements, slurs, gestures, notes, pictures, or other inappropriate actions or conduct.

Sexual harassment is defined as any unwelcome conduct of a sexual nature that interferes with an individual's work or creates a hostile work environment. This includes, but is not limited to, unwanted sexual advances, requests for sexual favors, sexual comments or jokes, physical touching, and displaying or distributing sexually explicit materials.

### PROCEDURES FOR REPORTING AN INCIDENT

If you experience or witness harassment at Camp Hamilton Veterans Memorial Park, you should report the incident as soon as possible. The following steps should be taken:

#### **Step 1: Report the Incident**

Any incident should immediately be reported to a member of the Board. The complainant's report can be made orally or in writing.

The Board member will make a written report that includes 1) details of the incident, 2) the date and time it occurred, 3) the names of possible witnesses, and 4) the location of the incident.

Upon receiving a written report; if the President believes this to be a criminal matter, will recommend the complainant contact law enforcement. The President will inform the Board a complaint was made and will suspend any further action until law enforcement has completed any investigation or court proceedings.



## Step 2: Investigation

All reports of sexual harassment will be promptly and thoroughly investigated. The investigation will be conducted in a confidential manner. The investigator will interview the person who made the report, the alleged harasser, and any witnesses. When possible, security footage will be preserved as evidence. Both the complainant and the accused will be treated respectfully.

## Step 3: Resolution

Upon completion of the investigation, recommendations will be presented to the Board in a closed session. The Board will take appropriate actions to address the situation. The complainant will be notified of the outcome of the investigation and any action taken.

## PRIVACY

The allegations of the complaint and the identity of the persons involved shall remain confidential and within the scope of the investigation.

## PENAL CODE AND LEGAL REMEDIES

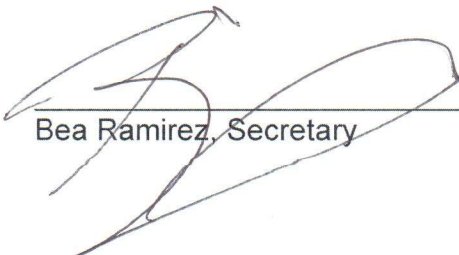
Camp Hamilton Veterans Memorial Park prohibits retaliation against individuals who report incidents of sexual harassment. Retaliation is illegal under California and federal law. California Penal Code 632 makes it illegal to record conversations without the consent of all parties. Individuals who engage in sexual harassment may be subject to disciplinary action, up to and including removal of privileges and access at Camp Hamilton.

## CONTACT INFORMATION

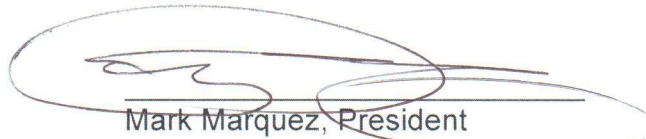
If you have any questions or concerns about this policy or the reporting procedure, please contact any member of the Board.

## CERTIFICATION

This Policy was voted and approved by the Board Members present at the Monthly Meeting held on the 2nd of April, 2023. To be effective immediately.



Bea Ramirez, Secretary



Mark Marquez, President