***Elizabethtown Country Club Disciplinary Policy***

1. ***Purpose:***
The purpose of this Disciplinary Policy is to uphold the values, standards, and integrity of the Elizabethtown Country Club. This policy outlines the expectations for member conduct, the process for addressing violations, and the potential consequences of inappropriate behavior.
2. ***Types of Violations***
	1. Minor Offense

Minor offenses are any violations of the club’s policy or any offenses that does not amount to any measurable monetary value or minor property damage.

 Minor offenses are subject to be identified and addressed by any ECC employee along with possible follow up action by department heads (Head Golf Professional, Club House Manager, Golf Course Superintendent). Minor offenses can result in verbal warnings and may result in written warnings from the Board. Failure to comply with warnings will result in escalation of offense to the moderate level.

* 1. Moderate Offense:

A moderate offense is any violation that results in a moderate monetary loss of the club, any physical destruction of club property, or any physical or verbal engagements with other members or employees that is unbecoming of the member.

Moderate offenses are subject to correction through department heads, General Manager, or the Board of Directors. Moderate offenses can result in written warnings, restriction of member privileges, or suspensions (not exceeding 30 days.)

* 1. Major offense:

A major offense is any purposeful destruction of course property that results in a loss greater than $250, any excessive physical, verbal, or sexual actions that are harmful to another member or employee.

Major offenses are subject to the board of directors’ disciplinary discretion and can result in loss of member privileges, suspensions (greater than 30 days), or immediate expulsion.

1. ***4. Investigation and Notice***

a. When a complaint or allegation of a violation arises, the Board or its designated committee shall conduct a fair and thorough investigation.

b. The members being investigated shall be provided with written notice of the complaint, including specific allegations and evidence, and given an opportunity to respond before any action is taken.

c. The member may provide evidence or explanations, and the Board or its committee shall consider this in the decision-making process.

d. All proceedings shall be confidential to protect the reputations and privacy of those involved.

1. ***Hearing Procedure***

a. If the Board or committee deems it necessary, a formal hearing may be scheduled. The member shall be given reasonable notice of the hearing date and the right to attend.

b. At the hearing, the member may present evidence, call witnesses, and make statements.

c. The Board or committee may ask questions, review documentation, and deliberate in private before issuing a decision.

d. Decisions shall be made by a majority vote of the Board or disciplinary committee, and written notice of the decision shall be provided to the member within 5 days of the hearing.

1. ***Appeal Process***

If the member disagrees with the decision, they may appeal the disciplinary action by submitting a written request to the Board within 7 days of receiving the disciplinary notice. The appeal shall be reviewed at the next regular Board meeting. The Board’s decision on the appeal shall be final.

1. ***Confidentiality***

All disciplinary proceedings shall be conducted in strict confidence, and information shall be shared only with those involved in the investigation, hearing, or decision-making process. Breaches of confidentiality may result in additional disciplinary action.

1. ***Retaliation Prohibited***

The club prohibits any retaliation against members who file complaints or participate in investigations, hearings, or appeal processes. Any retaliatory action may be subject to disciplinary action.