

Harbor Village Cooperative

Non-Interference Policy

Contracted relationships, vendor relationships and employee relationships are a crucial and important element of having a well-run and governed community. Current and future vendor and employment relationships are managed through clear chains of communication.

In efforts to ensure that there are clear communication and management protocols in place, **only those who are appointed by the Board of Directors, or the contracted Property Manager, shall call, communicate with or give direction to any contractor, vendor, worker, employee or volunteer that is working for, or under the supervision of Harbor Village Cooperative.**

The following protocol will be used to manage communication and interactions for contractors and employees of the Cooperative.

- ⇒ The Board of Directors will appoint and allow the Property Manager to manage the Employee and Vendor Relationships for each contracted or employment relationship with HVC. The Board may appoint one or more Directors to be the point person for any specific relationship.
- ⇒ All communications with contracted vendors or employees (including but not limited to contracting of services, communications concerning the hiring and/or termination of employment, employee conduct, employee performance review, benefits, wages, schedule, time-off requests, assignment of tasks and duties) will be made by and through the Property Manager and related party. Likewise, contractors and employees should direct all questions and concerns about the above-mentioned matters to the Property Manager or Director(s) in charge of the work.
- ⇒ Members who would like to share positive feedback, concerns, ideas or comments, regarding paid employee or vendor relationships, should do so by putting their feedback in writing, and delivering it to the Property Manager or the Director(s) in charge of the work via USPS, email, suggestion drop box, or office drop box.
- ⇒ At no time shall Members, interfere with an employee's or contractor's work in any way and Members shall refer all questions and comments from employee and contracted vendors to the Property Manager and/or appointed Board Directors when necessary.
- ⇒ **Our hired vendors, contractors, and staff perform valuable work in the community. Individual Harbor Village Cooperative members shall not: harass, use a raised voice when speaking to, inhibit the work of, intimidate or attempt to intimidate, question the work product of, or question the expertise of any HVC employees, vendors or contractors. Such conduct constitutes a violation of section 2(b) of the Harbor Village Community Rules that require all Residents to conduct themselves in a reasonable manner at all times.**

Failure to comply with the guidelines set forth in this policy will result in the following:

- ⇒ **1st Violation:** A friendly letter will be sent by the Board of Directors, reminding the Member of his or her obligations under the HVC Community Rules, Section 2(b) and the policy set forth in this document. A copy of this letter will be placed in Member's file.

- ⇒ **2nd Violation:** The Board of Directors shall impose a fine up to \$100 with an additional written warning in accordance with the HVC Community Rules Section 8.
- ⇒ **3rd Violation:** The Board of Directors will take action, upon further inappropriate events to prevent their repeat. Such actions may include: expulsion from Membership and/or eviction from the Community in accordance with the terms set forth in Bylaws, Community Rules, Space Lease, and in accordance with state law.

This policy was approved and adopted by the Board of Directors on _____, 20____. The foregoing is a true and accurate account, attested by, _____
Secretary