

Harassment Policy

It is the policy of the Dutch Hollow Lake Property Owners Association (the **Association**) to provide an environment that is free from harassment. Therefore, the Association will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form from any person at any time on Association property. This policy applies to Association employees, Association members and their families, guests, clients, customers, vendors, and persons doing business with the Association.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to Association guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- *Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;*
- *Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or*
- *Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment.*

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects on Association property including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

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If you believe that you are being subjected to harassment, you should:

1. Tell the harasser that his or her actions are not welcome and they must stop immediately, if you feel comfortable enough to do so.
2. Report the incident immediately to the General Manager.
3. Report any additional incidents or retaliation that may occur to the General Manager.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given the Association's obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by the Association to stop and remedy any and all such conduct.

Retaliation of any kind or discriminating against anyone who reports a suspected incident of harassment or who cooperates in an investigation will not be tolerated.

Any employee who violates this policy or retaliates against anyone in any way will be subject to disciplinary action, up to and including immediate termination.

Where such actions involve non-employees, the Association will take action appropriate for the circumstances.

Where appropriate and/or necessary, the Association will also take whatever legal actions are available and necessary to stop the conduct and protect Association employees, Association members and their families, guests and property, including prosecution to the fullest extent of the law.