

# Harassment Policy & Code of Conduct

The General Manager & Board of Directors of the Sherwood Forest Golf and Country Club is committed to providing an environment that is free of harassment with respect to any employee, member or guest of the Club. The Board is further committed to a harassment free workplace where everyone is free of racial, gender, age, disability (subject to bona fide occupational requirements), ethnic or personal harassment, and where everyone is treated with dignity and respect.

While the General Manager & the Board of Directors recognizes the rights of employees to work, and of members to participate in an environment free of harassment, all employees, members, General Manager & Board of Directors will work jointly to achieve that goal. The General Manager & Board of Directors may discipline any employee or member who engages in any form of harassment.

## Definition of Harassment:

**Harassment** means any inappropriate conduct, comment, display, action or gesture by a person that is either based on race, creed, religion, colour, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Examples of racial, ethnic or gender harassment may manifest itself by:

- Inappropriate touching, suggestive or abusive remarks of a sexual nature, compromising invitations, sexual assault, coarse language of a sexual nature , displaying pornographic material or seeking sexual favours.
- Unwelcome remarks, jokes, innuendos or taunts of sexual, racial or an ethnic nature
- Displaying materials, pictures or graffiti that degrades one's race, ethnic background or gender.
- Refusing to work with a person, or excluding them from work activities because of their race, ethnic background or gender.
- Insulting gestures, jokes, disparaging written material based on race, ethnic background or gender that causes embarrassment or humiliation

**Personal harassment** is conduct or comments which are intimidating, threatening, demeaning or abusive and is behaviour which is known or ought reasonably to be known as unwelcome. Personal harassment takes many forms and can be a source of great anxiety

to an individual. It may be so serious and unrelenting that the person who is being, or has been harassed feels it necessary to change his or her job. Harassment has the impact of creating a work or recreational environment that is hostile, and affects the integrity and dignity of and limits individuals in their day to day involvement with the Sherwood Forest Golf and Country Club.

Examples of personal harassment can include, but is not limited to:

- ostracism;
- public reprimand, ridicule, sarcasm or humiliation;
- constant criticism or trivializing of achievements;
- bullying, which can be defined as offensive, malicious, intimidating, insulting or humiliating behaviour, often associated with the misuse of power or position;

Some of the examples outlined may cause mild irritation if occurring only once, but if repeated, become personal harassment. Other examples are very clearly harassment even if they occur only once; all are inappropriate and unacceptable.

The General Manager & the Board of Directors will take complaints of harassment seriously in regard to employees, members and guests.

Complaints of discrimination or harassment shall be handled so as to protect the confidentiality of those involved.

## Procedures for Harassment Complaints

Complaints of harassment should be first attempted to be resolved between the complainant and the respondent/accused. Complaints that cannot be resolved will be dealt with in the following manner:

A. Employees/members can refer the complaint directly to their General Manager, board member or the board. If the respondent is a board member, the complaint shall be referred to the General Manager, than the President Ron Johnson of the Board of Directors,

B. In the case of harassment, the employee/member being harassed has the right to discontinue contact with the alleged harasser, without incurring any penalty, pending determination of the complaint.

C. Complaints under this policy will be handled with all possible confidentiality and dispatch.

1. Complaints will be investigated by the General Manager who was appointed by the President Ron Johnson of the Board of Directors, as the case may be, a representative of the board. This three(3) person committee shall select from amongst themselves a chairperson who will oversee the investigation and prepare a final report to the Board.
2. The Board of Directors may refer the report for action, or on its own impose disciplinary sanction on the respondent if warranted.
3. Disciplinary action may include suspension, expulsion from the Club or any other penalty deemed appropriate. In cases of suspension the period shall not

Exceed (6) months. Any penalty imposed shall not be arbitrary or discriminatory.

D. An alleged offender(respondent) under this policy shall be entitled:

1. To be given notice, verbal or written, of the substance of a complaint under this policy.
2. To be given notice of and to attend, participate in or be accompanied by an advocate, at any hearing which is held as a result of a complaint under this policy.
3. In the event of a disciplinary sanction being imposed, to lodge an appeal to the Board by written notice to that effect, delivered to the General Manager within seven (7) days from the date of receiving notice of such sanction. Upon receipt of such notice of appeal, the Board shall be convened as soon as thereafter as may be and shall consider said appeal and may make such decision thereon as to them seems appropriate.
4. To notice of the meeting at which said appeal shall be heard and considered, and be entitled to be present, participate in or be accompanied an advocate.

E. The findings and decisions of the General Manager & Board of Directors thereon shall be final and conclusive. The Board and General Manager shall notify the respondent (accused) appealing of any such result of the appeal.

F. Filing a Complaint:

Employees may initiate a complaint verbally, but must follow-up submitting a written complaint which shall include the following information:

1. the identity of the complainant and respondent;
2. a detailed description of the occurrence(s) including the time, date and location of the incident(s) along with the names of any other persons

involved and witnesses (name, contact number, relationship to individual filing the complaint)

3. The complainant's signature, date and the name of the person receiving the complaint.