

**Policy 23-09-02 (Replacing Policy 21-06-01)**  
**Policy 21-06-01**  
**Policy of the**  
**Board of Directors**  
**Glenhaven Lakes Club, Inc**  
**Anti Harassment /Bullying on GLC common Areas**

DEFINITION: For the purpose of providing protection to the Glenhaven Lakes Club community members and to foster a positive community environment.

**A member** is defined as an owner, their immediate family and their tenants.

**Common areas** are defined as that term used herein, which means all real and personal property owned by GLC for the common use and enjoyment of the owners.

**An owner** is defined as an owner of a lot in GLC, as explained in Section 2.2.1 of the Association By-Laws.

PURPOSE: The purpose of this policy is to specify the course of action to be taken if, and when, any community member, their immediate family and their tenants, are subjected to any form of harassment, intimidation or bullying while using GLC common areas.

POLICY: Glenhaven Lakes Club places a high value on the safety and wellbeing of the members who live in the community and prohibits bullying, intimidation and harassment of any kind, including sexual harassment, on all GLC common areas and will take immediate and appropriate action in responding to any complaint regarding a GLC community member, their immediate family and, their tenants.

**\*Reporting forms are available on the Glenhaven Lakes Club website or at the Office and are the preferred reporting method.**

By way of definition,

BULLYING is any unwanted behavior that makes someone feel degraded, or humiliated

INTIMIDATION means to be fearful for ones' safety or the safety of one's family.

HARASSMENT is behavior, whether verbal or physical, that unreasonably interferes with work or creates an intimidating, hostile environment.

SEXUAL HARASSMENT-VERBAL, includes suggestive comments, jokes of a sexual nature, lewd remarks and threats.

SEXUAL HARASSMENT-NON VERBAL, includes the distribution, display or discussion of any written material, such as calendars, posters or cartoons that are sexually suggestive. It also includes stalking, obscene gestures, e-mails, photos, text messages, tweets and internet postings.

SEXUAL HARASSMENT-PHYSICAL, includes unwelcome, unwanted physical contact of any type.

Any Glenhaven Lakes Club, Inc. community member, their immediate family, and their tenants who are found to be in violation of this policy may be removed from all GLC common areas, and or fined, as per GLC Fine Schedule. Following a decision made by the Board of Directors, a member may request a hearing. Violation of the Harassment/Bullying Policy could result in being trespassed from all GLC properties and/or involvement of law enforcement. (This is consistent with Reporting Procedure second bullet point)

## **REPORTING PROCEDURE**

Any member or volunteer who believes they have been harassed or bullied by any Glenhaven Lakes Club staff member, or owner, should follow this reporting procedure:

- Report the incident, including date and location, to the Operations Manager, Board Chairperson or any Board member. That information is only to be shared with the Board members and Operations Manager. If warranted, the Board will appoint a staff or Board member to investigate the incident. The investigation will begin immediately. The investigator(s) will interview all parties involved and depending on the seriousness of the incident, a report may be made to the Whatcom County Sheriff or other appropriate agency.
- Following the investigation, but within 36 hours of finalizing the report, a letter will be sent to the offender, outlining the outcome of the investigation, as well as providing information for appealing the decision (See Section 7 of the GLC By-Laws). (NOTE: guests may not appeal a decision) The outcome of the investigation could include fines, per GLC Fine Schedule, being trespassed from all GLC properties and/or involvement of law enforcement.
- Incidents may be shared with the Association's attorney.
- NOTE: If the offender is not a member, the incident may be reported to law enforcement for appropriate legal action.
- NOTE: A report made to any Board member, or the Operations Manager will be reported to the Board if it possesses a potential liability, or concern for health and welfare of another. The Board will then determine what, if any action, should be taken. This procedure should be followed, even if the Board member is asked not to share the information given to them, if it possesses a potential liability, or concern for health and welfare of another.
- It is encouraged to put complaint in writing.

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