

**Policy of the  
Board of Directors  
Glenhaven Lakes Club, Inc  
Anti Harassment Conduct towards GLC Staff and Volunteers  
Policy 23-9-01 (Replacing 19-10-01)  
Policy 19-10-01 (October 14, 2019)  
Replacing Resolution 06-09-01 (09/17/2006)**

**DEFINITION:** For the purpose of providing protection to the employees and volunteers of Glenhaven Lakes Club, and to foster a positive environment for all involved.

**An employee** is defined as anyone working full time or part time for Glenhaven Lakes Club. This includes seasonal and temporary employees.

**A volunteer** is defined as anyone serving on the Board of Directors, any committee of the Board or any other committee or group working under the sanctions of the Board.

**PURPOSE:** The purpose of this policy is to specify the course of action to be taken if, and when, any employee or volunteer is subjected to any form of harassment, or bullying, including cyber bullying.

**POLICY:** Glenhaven Lakes Club places a high value on their employees and volunteers and prohibits bullying, including cyber bullying, and harassment of any kind, including sexual harassment. 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.

**\*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.

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. member found to be in violation of this policy against a Glenhaven Lakes Club employee or volunteer may be prosecuted pursuant to local, state or federal law.

## REPORTING PROCEDURE

Any staff member or volunteer who believes they have been harassed or bullied by any member, or guest, of Glenhaven Lakes Club 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, if it possesses a potential liability, or concern for the health and welfare of another, even if the Board member is asked not to share the information given to them.
- It is encouraged that all complaints be put in writing

**Report of Findings**

**Name of reportee** \_\_\_\_\_

**Date of filing** \_\_\_\_\_

**Name and address of offender** \_\_\_\_\_

\_\_\_\_\_

**Is offender a property owner in GLC?** \_\_\_\_\_

**Results of Investigation** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Consequences:**

**Fine, in the amount of \_\_\_\_\_, based on GLC Fine Schedule.**

**Is offender trespassed from GLC property? How long** \_\_\_\_\_

**Other consequences**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signatures of Board members**

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Board Chair

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Date

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Treasurer

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Date

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Vice Chair

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Date

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Secretary

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Date

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Member

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Date

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Member

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Date

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Member

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Date