

Clearwood Community Association
**Volunteer Discrimination, Harassment, and
Retaliation Policy and Reporting Procedures**

The Clearwood Community Association (CCA) and its Board of Directors (BOD) believes that every volunteer, including Board members, has the right to volunteer in surroundings that are free from unlawful discrimination, harassment, and retaliation. This Policy sets forth CCA's commitment to maintaining an environment free from all forms of discrimination and harassment. CCA strictly prohibits unlawful discrimination and harassment and prohibits retaliation for appropriate reporting of such conduct. CCA complies with all applicable Federal and State of Washington laws and ethical business practices. All CCA volunteers, including Board members, are required to comply.

CCA takes immense pride in providing its members with the highest quality services. CCA therefore expects its volunteers, including Board members, to treat each other, all Association Members, employees, and all third-party contractors with the utmost respect and in full compliance with all applicable laws and CCA policies. Volunteers, including Board members, are encouraged to address questions or concerns about this policy to the chair of their committee (if applicable) and the General Manager (or the Board President if the General Manager is involved), and the General Manager (or Board President) will immediately contact Counsel. This is considered the Chain of Reporting in all matters regarding this policy, in the required order of approach. Skipping steps within the Reporting Chain may be appropriate only if one of the named persons is unavailable or directly involved.

Allegations of discrimination and harassment will be promptly addressed pursuant to the procedures set forth below, and appropriate action will be taken. CCA will strictly enforce all provisions of this Policy and Complaint Procedures.

Discrimination Prohibited

CCA prohibits unlawful discrimination by volunteers, including Board members, or staff based on race, color, religion, creed, national origin, age, sex, marital status, disability, sexual orientation, gender identity, citizenship, genetic information, familial status, veterans' status, military status, pregnancy or maternity status, HIV/Aids/Hepatitis C status, domestic violence victim status, or any other legally protected classification under applicable state or federal laws.

Prohibited discrimination includes, but is not limited to, discrimination in appointment, training, evaluation, or appointment to or removal from committee or Board positions or other responsibilities.

Harassment Prohibited

CCA is committed to maintaining an environment free from inappropriate, disrespectful, intimidating, and coercive conduct, and to preventing and eliminating all forms of harassment. This policy prohibits harassment based on a legally protected classification under applicable state or federal laws. (Harassment based on gender is specifically addressed below under "Sexual Harassment Prohibited.") Harassment is conduct that has the purpose or effect of unreasonably interfering with an individual's work or volunteer conditions or performance; or creating an intimidating, hostile or offensive environment. Harassment comes in many different forms,

including, without limitation, the following: (i) verbal harassment such as jokes, epithets, slurs and unwelcome remarks about an individual's body, dress, clothing, color, religion, physical appearance or talents, derogatory comments, questions about a person's sexual practices and/or patronizing terms or remarks; (ii) physical harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact or touching, staring at a person's body, or threatening, intimidating or hostile acts that relate to a protected characteristic; and (iii) visual harassment such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, displays with sexually suggestive or lewd objects, unwelcome letters or notes or any other graphic material that denigrates or shows hostility or aversion toward an individual because of the individual's protected characteristic.. When CCA becomes aware of an incident of unlawful harassment, it will investigate and respond appropriately. CCA is committed to stopping harassment even if it does not rise to the level of a legal violation.

Sexual Harassment Prohibited

CCA specifically prohibits any volunteer, including Board members, from sexually harassing anyone, including employees, other volunteers, Board members, community members, or third parties such as vendors or contractors. This policy explicitly incorporates and prohibits sexual harassment as a form of gender discrimination. Sexual harassment includes, without limitation, any unwelcome conduct of a sexual nature. It may be conduct toward an individual of the opposite sex or the same sex.

Sexual harassment may include, without limitation, unwelcome sexual advances, requests for sexual favors, other verbal, visual or physical conduct of a sexual nature, sharing or displaying sexually suggestive objects or pictures, sexually explicit or offensive jokes or engaging in any sexually - oriented conduct which unreasonably interferes with another's performance or creates an environment that is intimidating, hostile or offensive.

Sexual Violence Prohibited

This policy explicitly incorporates and prohibits sexual violence. Sexual violence is a physical act of a sexual nature or purpose that includes, without limitation, aggression, coercion, assault, rape, unwanted or forced sexual activity and/or lewd or unwanted exposure to private parts. Sex with a drugged or intoxicated person constitutes sexual violence. When CCA becomes aware of any incident of sexual violence it will take prompt corrective action and shall also notify the appropriate police department.

Reporting

CCA vigorously enforces its prohibitions against discrimination and harassment. Any CCA volunteer, including Board member, who feels that they or others may have been subject to discrimination or harassment shall bring the matter to the immediate attention of an appropriate person within the Reporting Chain as soon as possible.

Board Member Reporting and Monitoring

All Board members must immediately report to the General Manager and/or Board President all instances of discrimination or harassment of which they are aware, whether resolved or not.

It is the direct responsibility of all Board members to:

- Ensure that all employees, volunteers, and Board members are made aware of this policy, the types of conduct prohibited by it, and the avenues available for resolution of violations.
- Monitor their respective areas for violations of this policy.
- Attentively listen to allegations of policy violations brought to their attention.
- Follow reporting requirements stated above.
- Eliminate or minimize the potential for retaliation as defined by this policy.

Threats of Physical Harm

In situations where a volunteer, including a Board member, reasonably believes there is imminent danger of serious bodily harm to a volunteer, including another Board member, the volunteer should take immediate and appropriate action, including promptly notifying an appropriate person within the Reporting Chain, separating the Complainant and Respondent, and notifying the authorities if necessary. The General Manager and Board President or Vice President will each promptly ensure they all are fully apprised of the situation, unless involved.

Retaliation Prohibited

CCA prohibits retaliation or reprisal of any kind against any volunteer, including a Board member, for any good faith report of discrimination or harassment, or participation in an investigation of such a claim. Retaliation may include, without limitation, verbal or written comments; intimidation; denial of reasonable and standard requests; denial of regular assignments; assignment of additional or unreasonable tasks, or other forms of verbal or non-verbal communication. Such retaliatory action shall be regarded as a separate problem, subject to a separate complaint, distinct from the initial allegation of discrimination or harassment. Volunteers, including Board members, who believe that they have experienced such retaliation should notify an appropriate person within the Reporting Chain as soon as possible.

Any individual who is found to have engaged in retaliatory conduct will be subject to appropriate corrective action, up to and including termination or removal from Board or committee positions or other responsibilities.

If an initial discrimination or harassment complaint includes a report of threatened retaliation, or if the complainant has good reason to fear retaliation, the General Manager shall take appropriate action to eliminate or minimize the potential for retaliation, unless involved. If the General Manager is involved, the person within the Reporting Chain who received the report bears that responsibility.

Malicious, Frivolous, and "Bad Faith" Allegations Prohibited

This policy prohibits any individual from knowingly filing a false report of discrimination or harassment or from filing a complaint in bad faith or solely for a malicious or frivolous purpose. If it is determined that a complaint is malicious or frivolous in nature, the complainant may be subject to disciplinary action, including termination or removal from Board or committee positions or other responsibilities.

Free Speech Not Prohibited

Nothing in this policy should be construed to prevent or discourage the free exchange and expression of diverse ideas and information, including the right to dissent or protest. CCA encourages such discussions and expressions when conducted in a respectful manner.

Complaint Procedures:

Purpose

The following procedures provide for the resolution of complaints alleging violations of this Policy. These complaint procedures are available to any person who, at the time the alleged offense occurred, was a CCA volunteer or Board member; or who was a volunteer (including Board member), or Association Member with a complaint against another volunteer, including Board member, or a CCA employee, vendor or contractor. These procedures ensure that a fair and impartial review of each complaint will be conducted in order to establish whether a Policy violation has occurred. The Board is responsible for approving and ensuring appropriate implementation of these procedures.

Definitions

Throughout this section:

- The term "Complainant" refers to any person who files a complaint alleging a violation of the Policy.
- The term "Respondent" refers to a person (or persons) accused of such a violation. The Respondent may be an employee, volunteer (including Board member), community member or third person, such as a vendor or contractor.
- The term "Parties" refers jointly to the Complainant(s) and Respondent(s).

Confidentiality

CCA is committed to providing an environment in which persons aggrieved may step forward with claims of discrimination and harassment safely, with dignity, and without fear of reprisal. While CCA will make every effort to maintain confidentiality for the Complainant and Respondent, CCA must act to eliminate any discrimination and harassment. CCA cannot promise absolute confidentiality. CCA will not disclose information obtained in connection with any investigation unless a legitimate business reason or legal requirement supports disclosure.

Investigations

CCA takes all credible, good faith reports of discrimination, harassment and retaliation seriously and conducts, as appropriate, an informal resolution or formal investigation. All informal resolutions and formal investigations will be conducted promptly and should be completed within twenty (20) working days, unless compelling reasons exist requiring an extension. CCA requires volunteers, including Board members, to cooperate in any informal resolution or formal investigation, whether or not they are directly involved in the alleged misconduct.

If it is determined that a formal investigation is warranted, the General Manager, if available and not involved, shall be immediately informed. The General Manager, Board President or an outside professional investigator hired by Association Counsel (collectively referred to as "investigator") will conduct a formal and comprehensive investigation. The investigator acts solely as a neutral factfinder whose work is confidential to CCA as attorney work-product. Based on their investigation, the investigator determines whether the facts support the allegations and whether this Policy has been violated. The investigator - if an outside investigator, in consultation with and approval by the General Manager and/or Board President - may make a report and recommendations to Association Counsel.

Formal investigations will generally be conducted as follows:

1. The General Manager and/or Board President will notify the Respondent and the committee chair, if applicable, that a complaint has been filed, that a formal investigation will be conducted, and of the confidentiality requirement. The General Manager and/or Board President will request the committee chair, if applicable, to monitor for any conduct that may be considered retaliatory against the Complainant.
2. The investigator will separately interview the Complainant and Respondent, explaining the allegations, the investigator's role, the investigation process, confidentiality and its limitations, and the prohibition against retaliation. The Complainant will be asked to confirm the allegations to be investigated.
3. The investigator may interview any potential witnesses identified as having relevant information. The investigator will review all relevant documentation provided by the Parties or obtained through their investigation, and the investigator may review the Parties' past complaints.
4. Based on its formal investigation, the investigator will make a determination on whether credible facts support the allegations, and whether the Policy has been violated. The investigator may make credibility assessments when necessary.
5. If the investigator determines there is insufficient basis to conclude a Policy violation has occurred, this will conclude their investigation. However, the General Manager may recommend that the Board President address conduct that does not violate the Policy, but could be considered inappropriate, unprofessional, or detrimental to the well-being of CCA.
6. If the investigator determines there is reasonable cause to believe that a Policy violation has occurred, the investigator will discuss their findings and recommendations. The General Manager and/or Board President, after legal consultation, will implement any necessary corrective or disciplinary action found necessary by them, up to and including termination or removal from Board or committee positions or other responsibilities, and/or any other action deemed appropriate under the circumstances.

Rights and Responsibilities of the Parties:

The Complainant has the right to take complaints to the Equal Employment Opportunity Commission or the Washington Human Rights Commission at any time during the complaint resolution or investigation process.

During a formal investigation or an informal resolution, volunteers, including Board members, are expected to:

- Cooperate fully throughout the formal investigation and be completely honest in answering questions and providing information.
- Provide the investigator with all information and documentation that may be relevant to this matter as soon as possible.
- Refrain from discussing this formal investigation with the opposing party or with any person who does not have a legitimate business need to know this information.
- Refrain from any conduct that may be construed as retaliatory against a Complainant for filing a complaint.

Complaints Against Outside Individuals:

CCA will address all credible, good faith allegations of discrimination and harassment against its volunteers, including Board members. When such allegations involve actions by non-CCA

individuals, such as vendors, contractors, or guests, CCA will make all reasonable efforts to resolve the situation. These efforts may include, without limitation, the following:

- Preventing the Respondent from entering onto CCA property.
- Conducting an informal and/or formal investigation to the extent possible.
- Contacting the Respondent's employer and/or human resource director.
- Arranging for a substitute vendor or contractor pending a formal investigation.

Questions Regarding This Policy:

Questions regarding this policy should be directed to the General Manager or Board President. The General Manager can be reached by telephone at (360) 894-2941 and by email at gm@clearwood.org.

PLEDGE

I have read the Volunteer Discrimination, Harassment, and Retaliation Policy and pledge to act in accordance with my obligations as described herein:

Signature: _____

Date: _____

Print Name: _____

It will be the responsibility of the Secretary to maintain signed copies of this document by each volunteer, including Board members, and to provide documented signatory inventory whenever requested.