

Anti-Harassment Policy

Sierra North Valley REALTORS

We must all endeavor to conduct our business in the highest level of professionalism in accordance with the standards by Sierra North Valley REALTORS and by the Code of Ethics of the National Association of REALTORS, the California Association of REALTORS, the California Department of Real Estate and “The Golden Rule”.

Sierra North Valley REALTORS® (SNVR) Commitment:

SNVR is committed to providing a productive and welcoming environment at the SNVR office, sponsored events, educational presentations, committee meetings, board of directors meetings and other related functions and events (hereinafter collectively “SNVR Functions”), that are free from discrimination and harassment. SNVR Members (All membership types associated with SNVR) are expected to act with courtesy and mutual respect toward each other, SNVR employees, service providers, speakers, guests, event participants and others at SNVR Functions.

Prohibition of Harassment:

No Member of SNVR may harass, written, verbal or digitally, an Association staff member, volunteer, officer or director, or another Member, service provider, speaker or guest of SNVR during any SNVR function, meeting or Association-related event or at the Association workplace or in any other forum or platform governed by National Association of REALTORS® (“N.A.R.”) policy.

Harassment:

Harassment includes inappropriate conduct, comment, display, action, or gesture based on another person’s sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity, and any other protected characteristic. Harassment in any form is strictly prohibited.

Examples of harassment include, but are not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group based on a protected characteristic.

Sexual Harassment:

Sexual harassment is one form of harassment. Sexual harassment may involve individuals of the same or different gender. Like all harassment, sexual harassment is strictly prohibited.

Sexual harassment can be:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats.
- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Physical: Unwanted physical contact, including touching, pinching, coerced sexual intercourse, or assault.

Ways to Avoid All Types of Harassing Conduct:

All Members are responsible for following this Policy and maintaining a work environment that is free from all types of harassment. Often the best way to stop offensive conduct is to simply tell the person/s of your objection to it. The SNVR encourages you to do so.

While persons are encouraged to advise of unwelcome behavior, even if no one has told an alleged harasser that his/her conduct is offensive, the alleged harasser may still be subject to discipline as set forth in this Policy. To avoid the risk of violating this Policy, Members will want to follow these guidelines:

- Remember that another individual may consider touching to be unwelcome or offensive.
- Racial, religious, ethnic, age-related and sexual jokes and epithets have no place in the work environment or at work-related functions or events.
- Compliments to others should be kept general.
- Drinking impairs good judgment. When at work related social functions or events, whether on or off the premises, avoid having one drink too many.
- Do not behave in a way you would not want your spouse, significant other, parent, child or clergy to witness.

How to Report and Make a Complaint of Incidents of Harassment or Inappropriate Behavior:

Any Member who believes they experienced or witnessed harassment or other inappropriate behavior in violation of this Policy should promptly report the incident to one of the following individuals: (1) the Chief Executive Officer; (2) the President; or (3) the next highest officer, whichever of them is not the subject of or directly connected by way of a close personal or business relationship, or otherwise poses a conflict of interest, with the subject of the complaint, or if no other officer remains, a member of the Board of Directors.

The appropriate individual, as described above, together with an additional Board Member of the opposite sex will promptly and thoroughly investigate all complaints of the unlawful harassment. Based on that investigation, they will recommend appropriate action

Protection for Reporting and Cooperating:

No recourse will be taken against an individual acting in good faith for reporting harassment or for cooperating in an investigation.

Description of Misconduct:

An accurate record of objectionable behavior or misconduct is encouraged to resolve a formal complaint of harassment. Reports of harassment should be made in writing. Individuals who believe that they have been or are currently being harassed, should attempt to maintain a record of objectionable conduct in order to prepare effectively and substantiate their allegations.

Time Frame for Reporting a Complaint:

Reports of alleged harassment or inappropriate behavior shall be made no later than 180 days after the date of the alleged harassment or inappropriate behavior. The purpose of this time limitation is to encourage prompt reporting of complaints so that a rapid response and appropriate action may be taken. This time limitation aids the complainant as it allows SNVR to address such issues in a prompt manner, it aids the investigatory team in its interviews of witnesses before memories fade and while other evidence may be more readily obtained, and it

also aids all Members as it will allow SNVR to promptly act to endeavor to maintain an environment free from harassment or inappropriate behavior for all.

Investigation and Discipline:

Upon receipt of a report of possible harassment or inappropriate behavior in violation of this Policy, SNVR will promptly conduct a review in consultation with counsel/ Human Resources Professional. Through this consultation, SNVR may determine whether the matter can be resolved by meeting with those involved, or whether the matter should be referred to an investigatory team for further processing.

In instances of referral to an investigatory team, SNVR will promptly conduct an investigation in consultation with counsel. Unless otherwise determined by SNVR in consultation with counsel/ Human Resources Professional, the investigatory team will be comprised of the President, President-Elect and one member of the Board of Directors selected by the highest-ranking officer not named in or directly connected by way of a close personal or business relationship, or otherwise posing a conflict of interest with one named in the complaint.

A conflict of interest shall be deemed to exist when, by appearance or otherwise, a person cannot be considered to be impartial or disinterested. Examples include, but are not limited to, current or past relationships by blood, family, business, encounters of an acrimonious nature or any other situation when one cannot be impartial by appearance or otherwise. In the event any member of the investigatory team has a conflict of interest, the individual shall be precluded from participating in the proceedings.

Unless otherwise determined by SNVR in consultation with counsel, should any potential conflict exclude any of the officers or directors outlined in succession above, one or more shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in or directly connected by way of a close personal or business relationship with one named in the complaint, or otherwise posing a conflict of interest, or if no other officer or director remains, by the Chief Executive Officer.

In pursuing the investigation, SNVR shall take the wishes of the complainant under consideration, but shall thoroughly investigate the matter, keeping the complainant informed as to the general status of the investigation, while maintaining the confidentiality of the investigatory process. During the investigation, SNVR will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis.

If, after its investigation, the investigatory team concludes there is sufficient evidence that a violation of this Policy has occurred, the investigatory team will determine any disciplinary action including but not limited to what is stated in the SNVR Bylaws **Article VI: Section 2**. Sierra North Valley REALTORS® may, but is not obligated, to refer the investigation or the investigation and recommendation of discipline to another association or outside investigator for handling.

[NOTE: An external body would likely consist of professionals such as an outside human resource firm or a law firm experienced with conducting investigations of this nature to serve as the investigatory team. Depending on the alleged facts and circumstances, it's possible some complaints may be more appropriately handled by an external body; SNVR should consult with

its board counsel to determine whether it may be advisable for a given matter to be referred to an external body.]

A written summary of the resolution, including whether or not this Policy was violated and whether the alleged perpetrator was disciplined, will be prepared and shared with the alleged complainant and perpetrator(s), their Designated REALTOR® as deemed necessary and the Board of Directors.

I hereby acknowledge that I, _____, have received a copy of Sierra North Valley REALTORS® Harassment Policy.

Signature

Date