

Evergreen Village Cooperative, Inc.

Anti-Harassment Policy

Harassment of any nature is defined as an act towards an individual that is deemed inappropriate. In any case of unwarranted and/or inappropriate behavior, the offender should be informed, by the offender, verbally and/or in writing that the behavior must cease immediately. In the cases where the behavior continues after being asked to cease, the **Evergreen Village Cooperative** Board of Directors adopts the following policy resolution:

Any harassment of any person (volunteer, resident, employee, contractor or guests) by another person or persons is prohibited on cooperative owned property. Any person who feels in any way harassed on cooperative property shall have the right to file a written statement with the cooperative Board of Directors specifying the following:

1. An understandable description of act or acts of any harassment;
2. Date or dates of the act or acts;
3. The specific location of the act or acts;
4. Identification of the person(s) who perpetrated the act or acts;
5. Whether or not the person subjected to such act or acts told the offender "Stop that," "No," or words to that effect, and, if words to that effect, what word(s) were used.
6. Whether or not the person subjected to such act or acts provided a written request to the offender to stop and cease the behavior.

⇒ Within five business days of the receipt of such statement, the Cooperative Board shall inform any offender who is known to be a cooperative member, resident, or cooperative volunteer or contractor, that if such events occurred that he or she must cease and desist immediately. Any offender who is not a direct party to the Cooperative shall be notified in writing if contact and address information is available to do so.

⇒ The Board of Directors holds the decision-making authority to take steps for remedial action on the offending person/party, and will hold a hearing with said offender before commencing and deciding said action. In the case where the offender is an employee or contractor, the hearing will be held between the Board and the supervisor and the offending party or parties involved. If the offender is a guest of a member, the Hearing will be held with the Member and the Board of Directors. Notice of such hearing will indicate the potential remedial outcome of the cooperative that may potentially be taken.

⇒ Upon holding such a hearing, the Board shall vote to have the Cooperative take such action as it deems appropriate to remedy the situation, including terminating the Membership, lease, or contracted relationship of the offender. In the event a contractor's employee is not removed from the property, including termination of the contract with the offender's employer or entity, this policy's provisions as applicable to contracted entities shall be contained in the contract executed by the cooperative.

IMPORTANT: Reprisal/retaliation against the person providing the statement is strictly prohibited. The identity of the person providing the statement need not be disclosed in any cease-and-desist notice.

The identity of the person providing the statement will need to be disclosed in the notice of hearing so provided. Any reprisal/retaliation complaint shall be handled according to the same procedure set out above for the act(s) of harassment.

This policy and resolution were approved and adopted on July 18, 2022.

DocuSigned by:

Barbara Massarano

, Secretary

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