

## Evergreen Village Cooperative, Inc.

### ROC Non-Interference Policy

Contracted relationships, vendor relationships and employee relationships are a crucial and important element of having a well-run and managed community. Current and future vendor and employment relationships are managed through clear chains of communication.

In efforts to ensure that there are clear communication and management protocols in place, **only those who are appointed by the Board of Directors, or the contracted Property Management Company, shall call, communicate with or give direction to any worker or volunteer on site.**

The following protocol will be used to manage communication and interactions for contracted and employment for the ROC.

- ⇒ The Board of Directors will appoint and allow the Property Management staff to manage the Employee and Vendor Relationships for each contracted or employment relationship with the ROC. If the Property Management Staff is unable to do so, the Board may appoint one or more Directors to be the point person for any specific relationship.
- ⇒ All communications with contracted vendors or employees, including but not limited to contracting of services, communications concerning the hiring and/or termination of employment, employee conduct, employee performance review, benefits, wages, schedule, time-off requests, assignment of tasks and duties, will be made by and through the Property Manager and related party. Likewise, contractors and employees should direct all questions and concerns about the above-mentioned matters to the Property Manager.
- ⇒ Members who would like to share positive feedback, concerns, ideas or comments, regarding paid employee or vendor relationships, should do so by putting their feedback in writing, and delivering it to the Property Manager.
- ⇒ **At no time shall Members interfere with the Employee or Contractor work in any way and Members are responsible to refer questions and comments from all employee and contracted vendors to the Property Manager and/or appointed Board Directors when necessary.**

**Failure to comply with the guidelines set forth in this policy will result in the following:**

- ⇒ The Property Manager will provide the details of such an event of interference to the Board of Directors immediately AND notify the Member who violated this policy. A copy of this Policy will be provided.
- ⇒ The Board of Directors will take action necessary for any repeat or inappropriate events; said actions may include, expulsion from Membership and/or eviction from the Community (refer to the ROC Bylaws for more on Expulsion from Membership).
- ⇒ If any interference with an employee or contracted vendor is brought forth as harassment. The Board of Directors will take immediate action in accordance with the ROC General Harassment Policy.

This policy was approved and adopted by the Board of Directors on July 18, 2022.

The foregoing is a true and accurate account, attested by \_\_\_\_\_, Secretary

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*Barbara Massarano*  
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