



Plavada Community Association
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PLAVADA COMMUNITY ASSOCIATION (PVCA) *ANTI-DISCRIMINATION AND HARASSMENT POLICY*

Plavada Community Association is committed to maintaining a work environment that is free of discrimination. In keeping with this commitment, we will not tolerate harassment of our employees by anyone, including any supervisor, co-worker, guest, association member, vendor or any third party. PVCA also prohibits managers, supervisors and employees from harassing or discriminating against PVCA's patrons, vendors, association members, suppliers, independent contractors and others doing business with PVCA. Any form of discrimination or harassment that violates federal, state or local law, including but not limited to, discrimination or harassment motivated by a person's age, race/color, national origin, sexual orientation, gender identity or expression, military status, disability, creed, marital status, and predisposing genetic characteristics is a violation of this policy. For these purposes, harassment includes (but is not limited to) offensive remarks, slurs, other verbal, graphic or physical conduct.

Actions, words, jokes, or comments based on a person's sex, race, color, national origin, age, religion, disability, sexual orientation or any other legally protected characteristic will not be tolerated. The prohibited conduct also includes negative stereotyping, epithets, offensive jokes or physical actions, and written, graphic, or electronic material circulated or posted within the workplace that degrades or shows hostility toward a person or persons because of their protected status.

In accordance with Title VII of the Civil Rights Act, PVCA defines one type of illegal harassment – sexual harassment – as “any unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature either verbal or physical” where (1) submission to the conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Each employee must exercise their own good judgment to avoid engaging in conduct that may be perceived by others as harassment.

All employees are responsible for adhering to the provisions of this policy and maintaining a work environment that is free from discrimination and harassment. Prohibitions against engaging in discrimination and harassment, as well as the right to be free from discrimination and harassment, apply equally to all employees, vendors, contractors, patrons and visitors.

Sexual harassment includes a broad spectrum of conduct including harassment based on gender and sexual orientation (meaning one's heterosexuality, homosexuality, or bisexuality). By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

Words

- Repeated, unwanted requests for dates
- Unwelcome sexual jokes or teasing
- Unwelcome discussion of sexual conduct
- Questions or comments about another's sex life
- Making sexually offensive statements

- Spreading sexual statements or rumors about an employee

Visual

- Displaying lewd photographs
- Displaying vulgar statements
- Showing pornographic materials in the workplace

Physical

- Inappropriate sexual looks or gestures
- Touching that makes another uncomfortable

Coercive

- Implicit and explicit demands for sexual acts

Ways To Avoid Harassing Conduct And Violating This Policy

Often the best way to avoid harassing conduct is to simply tell the person of your objection. Therefore, you are encouraged to do so. Even if you have not been told by someone that your conduct is harassing, you may still be subject to discipline up to and including termination for engaging in harassing conduct. To help avoid violation of the Anti-Harassment Policy you should follow these guidelines:

- Racial, religious, ethnic, sexual, and sexual-orientation jokes have no place in the work environment.
- Compliments to other employees should be kept general. More specific compliments may be perceived as sexually suggestive.
- Drinking impairs good judgment. When at a Company social function please be aware of your alcohol consumption.
- Do not behave in a way that those close to you would find embarrassing (spouse, child, significant other).
- Do not touch co-workers. They may find it unwelcome or offensive.

If you are unsure of the appropriateness of an interaction with an individual associated with PVCA, contact your supervisor for guidance. If you are encouraged or pressured to become involved with an individual in a way that makes you feel uncomfortable and is unwelcome, you should also notify your Supervisor or the President of PVCA immediately. No employee, vendor or any third party has the right to subject any employee, customer or any other third party to sexual or other unlawful harassment, including requests for sexual favors, sexual advances, offensive touching, and any other unwanted verbal, graphic, conduct or communications of a sexual nature.

You should also be aware of, and are expected to comply with, PVCA's policy against sexual and other forms of illegal harassment in the workplace.

Appropriate action, which may include a transfer or reassignment, unpaid leave of absence, suspension or immediate termination, will be taken against those who violate this policy.

Reporting Procedures

If you believe that you have been subjected to or exposed to possible discrimination or harassment, or if any employee has knowledge of possible discrimination or harassment, the conduct should be reported, either in writing or orally, immediately to your supervisor or manager. If the problem involves your supervisor or manager or if you do not feel that the matter can be discussed with your supervisor or manager or if you are not satisfied with the way your supervisor or manager has addressed your problem, you should report your concern directly to the PVCA Board President.

An employee making a complaint or report of harassment or discrimination will be asked, but is not required, to submit a written statement that provides details about the situation. Promptly after receiving a complaint, PVCA will fully

investigate and take all steps necessary to prevent harassment, discrimination or retaliation. PVCA or its representative will promptly investigate all complaints and PVCA will impose appropriate discipline where it determines that discrimination or harassment has occurred in violation of this policy.

All complaints shall be kept confidential, to the fullest extent possible, to permit PVCA to conduct a thorough investigation. Witnesses to discrimination or harassment and victims of discrimination or harassment shall not be retaliated against in any way for making a good faith complaint or for cooperating in an investigation. Employees who interfere with any investigation will be subject to discipline up to and including termination.

Retaliation against a person who reports, complains about, or participates in an investigation of harassment or discrimination is prohibited and a violation of this policy. Allegations of retaliation will be investigated pursuant to the procedures described above. Employees found to have violated this policy will be subject to discipline, up to and including, termination.

Making a knowingly false charge of discrimination, harassment or retaliation against another co-worker, or against a client or vendor, is strictly prohibited and is also considered a violation of this policy.

PVCA obviously cannot work to resolve unlawful harassment or discrimination concerns unless it knows about it. Prompt reporting of any problems is, therefore, essential to us. It is your responsibility to bring these issues to our attention so that we can take the necessary steps to correct the problem. Any supervisor or manager who becomes aware of any incident of discrimination, harassment or retaliation must immediately report the matter as set forth in this policy. Supervisors or managers who fail to report such matters may be subject to discipline, up to and including termination.

Proposed 5/1/19