

Rancho Highlands Community Association

**[PROPOSED] NONDISCRIMINATION
AND ANTI-HARASSMENT POLICY**

Purpose: The purpose of the proposed policy is to protect against unlawful discrimination and workplace harassment at Rancho Highlands Community Association.

Effect: If adopted by the Board, this Nondiscrimination and Anti-Harassment Policy will be implemented by the Association's Board of Directors and management.

A. Nondiscrimination Policy

1. The volunteer officers, directors, committee members and other volunteers of the Association and the agents and employees¹ of the Association, including management company representatives, shall not discriminate in the provisions or enjoyment of services, amenities, privileges and other conditions against any Association member, resident or guest on the basis of any protected characteristic, including, but not limited to, race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, veteran or military status, genetic information ancestry, national origin, familial status or disability.
2. The Association is committed to providing an inclusive and welcoming environment for all Association members, residents and their guests.
3. The Association shall consider and respond to requests for disability accommodations in a prompt and reasonable manner.
4. If an Association member, resident or their guest feels that they have been discriminated against or harassed on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, marital status, veteran or military status, genetic information ancestry, national origin, familial status, disability or on any other unlawful basis, they should immediately report the matter to management. If the Association manager is not available or the reporting individual feels that it would be unproductive to inform that person, the reporter should immediately contact the Association President or Vice President. Once the matter has been reported, it will be promptly investigated, and any necessary corrective action will be taken where appropriate.

¹"Employees," for purposes of this policy, include staff persons employed by independent contractors to perform services for the Association.

5. Complaints of unlawful discrimination/harassment will be handled in as discrete and confidential manner as possible under the circumstances.

B. Workplace Anti-Harassment Policy

Rancho Highlands Community Association is committed to providing a work environment free from harassment. The Association believes that people deserve to work in a respectful and inclusive workplace that fosters growth and productivity. The Association will not allow unlawful discrimination or harassment of any employee or volunteer serving the Association.

This policy covers any and all Association employees² or volunteers serving the Association. Each Association volunteer or employee is expected to comply with the policy. Members and residents must also comply with this policy in their interactions with Association employees and volunteers. Appropriate disciplinary action up to and including termination of any Association employee or volunteer in violation of this policy will be taken. Furthermore, Association members and their co-residents, tenants or guests who violate this policy will be subject to appropriate discipline by the Association.

Definitions of Harassment and Discrimination

1. *Discrimination:*

- Discrimination means treating another individual less favorably for reasons based on race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, military or veteran status, marital status, genetic ancestry information, familial status, disability or any other protected criteria. Discrimination can include, but is not limited to:
 - Limiting job opportunities, privileges or benefits
 - Unequal working conditions
 - Evaluations based on characteristics unrelated to work
 - Harassment or permitting harassment

²"Employees," for purposes of this policy, include staff persons employed by independent contractors to perform services for the Association.

2. *Harassment:*

The Association prohibits harassment of any kind, including, but not limited to, sexual harassment, bullying, hazing, threats, unlawful violence and stalking. The Association will take prompt and appropriate action in response to violations of this policy.

For purposes of this policy, harassment is any verbal or physical conduct intended to threaten, intimidate, coerce or demean any employee or volunteer working for the Association.

Harassment also may result, in the absence of intent, from conduct that causes an employee or volunteer to be threatened, intimidated, coerced or demeaned.

Harassment is also any unwelcome behavior that creates a hostile or offensive work environment for another employee or volunteer. The victim need not be the intended target of the harassment.

3. *Reporting Harassment:*

Employees or volunteers who experience or witness any behavior they believe constitutes harassment or discrimination are encouraged to report it immediately. Employees/volunteers who feel safe enough to do so should inform the harasser directly that the conduct is unwelcome and must stop. Employees/volunteers can report harassment to their supervisors, a human resources representative, or any member of management. Employees/volunteers may also report harassment anonymously to the Association's President or Vice President if they prefer.

4. *Investigation and Response:*

All reports of harassment will be taken seriously and investigated promptly. If it is determined that harassment has occurred, the Association will take appropriate action to address the situation which may include disciplinary action up to and including termination of the harassing employee or volunteer or, in the case of a harassing member or the member's co-residents, tenants or guests, fines, suspension of privileges and/or taking legal action against the responsible member.

All complaints will be treated as confidential to the extent possible and information disclosed on a need-to-know basis. Although the identity of the complainant may need to be revealed during the course of the investigation, the person responsible for investigating on behalf of the Association will take reasonable steps to ensure the complainant is protected from retaliation during and after the investigation. If appropriate, the complaint will be referred to law enforcement for further investigation.

5. *Protection for Harassment Reporting:*

The Association encourages any employee/volunteer who has suffered discrimination or harassment to report such behavior immediately. Retaliation against any employee/volunteer reporting harassment is prohibited. Any retaliation against an employee/volunteer who reports harassment or discrimination will not be tolerated and will be investigated and appropriate action taken.

6. *Training:*

All employees/volunteers will receive training on this harassment policy and what constitutes appropriate workplace behavior. We are committed to ensuring that Association employees/volunteers are aware of the rights and responsibilities under this policy.

Rancho Highlands Community Association is committed to maintaining a harassment-free workplace for all employees/volunteers. We expect all employees/volunteers to act with respect and professionalism at all times. Further, we expect all members, their co-residents, tenants and guests to refrain from any harassment of the Association's employees and volunteers.

This policy shall be effective on the date of adoption by the Board of Directors.

Certificate of Secretary

The undersigned, the duly appointed Secretary of Rancho Highlands Community Association, hereby certifies that the foregoing Nondiscrimination and Anti-Harassment Policy was adopted by the Board at a duly noticed and agendaized open Board meeting after the proposed policy was distributed by general notice for members to review and comment for not less than 28 days and after the Board considered such member comments. The Board meeting took place on _____, 2024, at Temecula, California.

Dated: _____

Secretary, Rancho Highlands Community
Association