

Cowlitz Timber Trails Association

Non-Discrimination and Anti-Harassment Policy

Mission Statement

“TO PROVIDE A POSITIVE CAMPING AND RECREATIONAL EXPERIENCE FOR THE CTTA MEMBERSHIP.”

Basic Principles

- 1. Promote a safe and quality camping experience for the membership.**
- 2. Preserve and protect the natural beauty and use of the Association’s property and assets.**
- 3. Promote the Bylaws, Campground, Recreational, Building Rules, and Regulations are enforced in a fair uniform manner, without discrimination or prejudice towards any person or group.**

INTENT

The goal of Cowlitz Timber Trails Association (“CTTA”) under this policy is to promote and follow the Mission Statement and Basic Principles set forth above. Respectful, professional conduct furthers CTTA’s mission, promotes productivity, minimizes disputes, and enhances our reputation among employees, board members (or “Directors”), committees, and volunteers. CTTA expects every employee, board member, committee member, and volunteer to show respect. By that same token, all members, family members, and guests are expected to exhibit mutual respect.

There is a zero-tolerance policy for harassment in the workplace by coworkers, supervisors, representatives, board members, committee members, volunteers, members, family members, and guests. CTTA is committed to providing an environment that is free of unlawful discrimination and harassment, including harassment based on any legally protected status. CTTA will not tolerate any form of discrimination or harassment that violates this policy.

NON-DISCRIMINATION

CTTA does not discriminate in its provision of employment opportunities, its provision of membership opportunities, or its practices on the basis of race, color, creed, religion, sex, age, national origin, citizenship, ancestry, mental or physical disability, marital status, sexual orientation, veteran status, or other characteristics protected by applicable federal, state or local law.

Our policy of non-discrimination in employment (including among board members, volunteers, and committee members) applies to recruitment, hiring, compensation, promotions, transfers, discipline, demotions, terminations, layoffs, access to benefits and training, and all other aspects of employment.

Employees, board members, volunteers, members, or committee members with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their supervisor or representative. Employees or members can voice concerns and submit reports without fear of retaliation. Any CTTA employee, board member, committee member, representative, supervisor, volunteer, member, family member, or guest engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment or membership, as applicable under Article 4 of the CTTA Bylaws.

HARASSMENT PROHIBITED

We will provide a safe and pleasant environment where everyone is treated with fairness and respect. It is against CTTA policy for any employee, board member, committee member, volunteer, member, committee member, family member, or guest to verbally or physically harass or discriminate against one another. Harassment of employees in the CTTA workplace by any third party will not be tolerated, either. Any employee or member who violates this policy against harassment will be subject to corrective action, up to and including termination of employment or membership, as applicable under Article 4 of the CTTA Bylaws. Any individual who believes a violation of this general harassment policy has occurred should follow the grievance procedure described below.

The conduct prohibited by this policy, whether verbal, physical, written, visual, or in electronic form, includes any discriminatory employment action and any welcome or unwelcome conduct that is inflicted on someone because of that protected or non-protected status. Among the types of conduct prohibited by this policy are epithets, slurs, jokes, negative stereotyping, intimidating acts, and the circulation or posting of written or graphic materials that show hostility toward individuals. CTTA prohibits such conduct on CTTA property, even if the conduct is not severe or pervasive enough to constitute unlawful harassment.

SEXUAL HARASSMENT POLICY

Our sexual harassment policy focuses on prevention, encourages individuals to report prohibited behavior, includes multiple access points to the grievance procedure, and ensures a commitment to take prompt and effective disciplinary action against any individual who violates it.

Our policy includes a statement prohibiting sexual harassment, a legal definition of sexual harassment, examples of prohibited conduct, a complaint and resolution procedure, and reassurances that retaliation for such complaints will not be tolerated.

CTTA is proud of its environment in which all individuals are treated with respect and dignity. It is our policy to promote and ensure the safety and quality of life of the members and their guests while at CTTA, in an atmosphere which promotes equal opportunities and prohibits discriminatory practices, including sexual harassment.

CTTA maintains a work environment free of sexual harassment. Sexual harassment of employees or applicants for employment by any employee, representative, manager, member, board member, committee member, supervisor, client, customer, independent contractor, vendor, visitor or other nonemployee who conducts business with CTTA is strictly prohibited and not tolerated in any form on CTTA property.

LEGAL DEFINITION

Unwelcome or unsolicited sexual advances, requests for sexual favors, and verbal, visual, or physical conduct of a sexual nature constitute sexual harassment when any of the following conditions occurs:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- (b) Submission to or rejection of that conduct by an individual is used as the basis for employment decisions affecting that individual;
- (c) The conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (d) The conduct has the purpose or effect of creating an intimidating, hostile, or offensive work environment.

This policy forbids harassment based on gender regardless of whether the offensive conduct is sexual in nature and regardless of whether it rises to the level of unlawful harassment. Any unwelcome conduct based on gender is also forbidden by this policy, regardless of whether the individual engaged in harassment and the individual being harassed are of the same or are of different genders.

PROHIBITED CONDUCT

Sexual harassment also includes the following conduct:

- (a) Repeated unwelcome sexual flirtations, advances or propositions;
- (b) Sexually suggestive, graphic, degrading, or offensive comments or personal references about an individual, their appearance, or their sexual activity;
- (c) Unwelcomed pressure or requests for dates or sexual activities;
- (d) Unwanted physical conduct or contact, including touching, patting, grabbing, pinching, or brushing another's body, or impeding or blocking one's movement;
- (e) Written, recorded, or electronically transmitted messages, letters, notes, or invitations of a sexual or offensively suggestive or obscene nature;
- (f) Sexually explicit or offensive jokes, kidding, teasing, or references;
- (g) Offensive visual conduct, including making sexual gestures or the display of offensive, sexually suggestive objects, photographs, cartoons, or posters;
- (h) Unwelcome verbal comments of a sexual nature;
- (i) Leering or whistling.

The foregoing list of prohibited behaviors is only illustrative and is not all-inclusive.

GRIEVANCE PROCEDURE

CTTA encourages the prompt reporting of any harassment complaints so a quick response and appropriate action may be taken. This policy aids the complainant and helps to maintain an environment free from harassment for all. This Grievance Procedure supplements the disciplinary, appeals, and corrective processes and procedures provided for in Article IV of the CTTA Bylaws.

Any employee, board member, representative, committee member, supervisor, volunteer, member, or committee member who believes he or she has experienced or witnessed any conduct which is in violation of this policy should immediately report that concern to his or her immediate supervisor, a representative, or a board member. CTTA encourages reporting all incidents of harassment, regardless of who the offender may be, or of the offender's relationship to CTTA. If an individual is uncomfortable with discussing violations of this policy with the individual(s) designated, he or she may bypass said individual(s) and report the matter directly to a director/representative. This policy does not require reporting harassment to any individual who is creating harassment.

Complaints may be made orally or in writing. If a complaint is made orally, the complainant may be asked for a written statement during the investigation. All complaints, to the extent possible, should include dates, times, location, details of the incident(s), names of the individuals involved, and the names of witnesses to the incident(s). All complaints will be forwarded immediately to a supervisor, representative, or the Board of Directors. Any supervisor who is aware of conduct inconsistent with this policy or who receives or learns of a report of conduct inconsistent with this policy must report such conduct immediately to a representative of the Board of Directors.

INVESTIGATION

CTTA will undertake an appropriate investigation when it is informed that harassment may have occurred on its property. All reports describing conduct which is inconsistent with this policy will be investigated promptly, objectively, and thoroughly. Employees or members are required to cooperate in investigations. CTTA is committed to maintaining confidentiality throughout the investigation to the extent practical and appropriate under the circumstances. CTTA will take all reasonable measures to ensure that an investigation is divulged only to those with a need to know.

Investigations will be conducted in a timely manner. The findings and intended actions will be communicated to the complainant and alleged harasser.

REMEDIAL ACTION

We will not tolerate any harassment or discrimination in violation of this policy. If an investigation reveals that a violation of this policy or other inappropriate conduct has occurred, then the CTTA Board of Directors will take corrective action, including discipline as provided for in Article IV of the CTTA Bylaws, up to and including termination of membership or employment, as is appropriate under the circumstances, regardless of the job position or seniority of the member or employee involved. The CTTA Board of Directors may discipline an individual for any inappropriate conduct discovered in investigating reports made under this policy, regardless of whether the conduct amounts to a violation of the law. However, an individual in violation of the policy may also be subject to personal, legal, and/or financial liability.

Although CTTA's ability to discipline an individual who is not an employee or member may be limited by the degree of control that it has over that person, any individual who has been subjected to sexual harassment by a non-employee should file a complaint. In these circumstances, appropriate action designed to protect individuals from future violations of this policy will be taken. If the person who engaged in conduct in violation of this policy is not a member or

employee but a guest or family member of one, then the CTTA Board of Directors will take corrective action against the member or employee as is reasonable and appropriate under the circumstances.

CTTA will attempt to take appropriate remedial action that is reasonably calculated to prevent future incidents of sexual harassment. All disciplinary measures will be administered in an objective, consistent, and constructive manner with the intention of motivating employees and members towards proper conduct in the future. Any employee, supervisor, representative, or manager found to have engaged in behavior in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment, at CTTA's sole discretion as it considers necessary in individual circumstances.

Retaliation, in any form, against any employee, applicant for employment, or member who exercises his or her right to make a complaint under this policy by reporting discrimination, harassment, or other prohibited behavior, or who cooperates in the investigation of any such complaint, is strictly forbidden. All employees or members who experience or witness any conduct they believe to be retaliatory should immediately report such conduct to a supervisor or board member, or representative. Any individual who is found to have engaged in harassment or retaliation against an employee, applicant for employment, or member for exercising his or her rights under this policy will be subject to appropriate disciplinary action, up to and including termination of membership or employment.

Any questions regarding this sexual harassment policy should be addressed to the Board of Directors (collectively or an individual Director) and/or to CTTA's Human Resources Manager.

ACKNOWLEDGEMENT

I acknowledge receipt of the Cowlitz Timber Trails Association Non-Discrimination and Anti-Harassment Policy. I have read and understand the information outlined and agree to comply with such policy.

Name (Please Print): _____

Signature: _____

Date Signed: _____

Spouse Name (Please Print): _____

Signature: _____

Date Signed: _____