

Wild Oak Saddle Club Code of Conduct Discrimination and Harassment Policy

The Board of Directors, Members, and staff of the Wild Oak Saddle Club (Club) are committed to providing an environment that is free of harassment and discrimination with respect to any employee, member, or guest of the Club. The Club further commits to an environment where everyone is treated with dignity and respect. All Members, the Board of Directors and employees will work jointly to assure that this commitment is met.

Prohibited Discrimination and Harassment means any inappropriate conduct, comment, display, action or gesture by a person that is based on race, color, creed, religion, sex, sexual orientation, gender, gender identity or expression, marital status, family status, disability, medical condition, physical size or weight, age, military or veteran status, nationality, genetic information, ancestry or place of origin, political affiliation., or other protected class. Harassment further includes conduct or comments which are intimidating, threatening, demeaning or abusive and is behavior which is known or ought reasonably to be known as unwelcome. Discrimination and harassment is unlawful and is prohibited at the Club.

Examples of harassment and discrimination can include, but are not limited to:

- Inappropriate touching, suggestive or abusive remarks of a sexual nature, compromising invitations, sexual assault, unwelcome physical contact, coarse language of a sexual nature, displaying pornographic material or seeking sexual favors.
- Unwelcome remarks, jokes, innuendos, or taunts of sexual, racial, religious, or an ethnic nature.
- Displaying materials, pictures or material that degrades one's race, ethnic background, religion, gender or other protected class.
- Refusing to work with a person, or excluding them from work activities because of their race, ethnic background, religion, gender or other protected class.
- Insulting gestures, jokes, disparaging written material based on race, ethnic background, religion, gender or other protected class that causes embarrassment or humiliation.
- Public reprimand, ridicule, sarcasm, or humiliation to the individual or that causes a hostile environment to one or more persons.
- Bullying, which can be defined as offensive, malicious, intimidating, insulting, or humiliating behavior, often associated with the misuse of power or position.
- Treating a person differently based on one of the protected classes.

Some of the examples outlined above may cause mild irritation if occurring only once, but if repeated, become harassment. Other examples are very clearly harassment or discrimination, even if they occur only once; all are inappropriate and unacceptable. Member conduct encompassing any behavior that is divisive or detrimental to the Club's interests and harmony—whether directed toward an employee, member, or guest—is unacceptable.

In order to further our commitment to an environment free of harassment, we encourage Members to express any concern if they are subject to or observe any conduct that the Member considers to be harassment or discrimination, whether by an employee, member, guest or any other person at or related to the Club.

Member Procedures for Complaints of Discrimination or Harassment

The Wild Oak Saddle Club Board of Directors (the "Board") will take complaints of discrimination or harassment seriously from employees, members, and guests. The Board may discipline any member who engages in any violation of this Policy and the Club's adopted Bylaws. The member may also be held responsible for the conduct of their guest(s), accordingly, Members should advise their guests they are expected to comply with the Club's Code of Conduct - Discrimination and Harassment Policy, and other policies applicable to guests. Employees shall contact the General Manager and follow the complaint and reporting procedure outlined in the Employee Handbook.

Complaints of discrimination and/or harassment shall be handled so as to protect the safety and confidentiality of those involved, in accordance with the Club's Bylaws and applicable State and Federal laws.

Complaints of discrimination or harassment may be first attempted to be resolved between the complainant and the respondent/accused, if possible, but it is not required. If complainant does not feel comfortable discussing the matter with the respondent/accused to attempt a resolution, the Member can refer their complaint to the General Manager or directly to a Board Member or Board Officer. If the respondent/accused is a Board Member, the complaint shall be referred to the President, Vice President, the Chair of the Membership Committee, whoever is not involved.

The Board Member who is contacted by complainant may attempt to resolve the matter or, if appropriate, a Board Member, acting as a mediator, may be appointed by the President, Vice President, or the Chair of the Membership Committee, whoever is not involved, to attempt a resolution.

Complaints that cannot be resolved informally will be dealt with in the following manner:

A. The complainant has the right to discontinue contact with the alleged offender (respondent), without incurring any retaliation or penalty, pending determination of the complaint.

B. Complaints under this policy will be handled with all possible confidentiality and dispatch.

1. Complaints will be investigated by a representative appointed by the President or Vice-President, as the case may be, a representative of the Membership Committee, and a representative from the membership of the Club. This three-person committee shall select from amongst themselves a chairperson who will oversee the investigation and prepare a final report to the Board.
2. The Committee referred to in B1 above shall attempt to investigate the complaint and prepare its report, with any recommendation(s) as quickly as possible. The Committee may recommend a hearing before the Board. The Board may impose a disciplinary sanction on the respondent (alleged offender), if warranted, based on the Committee's recommendation or after conducting a Hearing.
3. Disciplinary action may include suspension, expulsion from the Club or any other penalty deemed appropriate. The internal rules and procedures for member suspension or expulsion are posted on the Club's website: www.wildoaksaddleclub.com, Club Business/ Club Bylaws, Article III, Section 3.2. In cases of suspension, the period shall not exceed (6) months. Any penalty imposed shall not be arbitrary or discriminatory. Any member who is suspended will be required to continue to pay dues during the suspension.

C. The Complainant and an alleged offender (respondent) under this policy shall be entitled:

1. Complainant to provide a written complaint stating the specific allegation of discrimination or harassment and cooperate with the Committee's investigation.
2. Respondent to be given written notice of the substance of the complaint under this policy. Respondent to submit a written response to the complaint to the Committee and the Board and to cooperate with the Committee's investigation.
3. Both parties to be given a copy of the Committee's written recommendation for resolution.
4. To request a hearing before the Board, if the matter is not otherwise resolved or if the Member disagrees with the Committee's recommendation.
5. To be given written notice of and to attend, participate in or be accompanied by an advocate, at any hearing before the Board, which is held as a result of a complaint under this policy.

D. The findings and decisions of the Board shall be final and conclusive.