

INDIAN CREEK COUNTRY CLUB
Marion, Iowa

Anti-Harassment Policy and Procedures

One of the goals of the Club is to maintain a social and work environment free from unlawful harassment that in any form or fashion violates federal or state law. "Harassment" includes (but is not limited to) unwelcome intimidation, insult, comment, or offensive physical conduct, etc. Harassment is unlawful when, for example, the offensive conduct becomes a condition of continued employment or the conduct is so severe or pervasive that a reasonable person might feel intimidated. Of course, the Club and the Board cannot address harassment if the conduct is not reported. Therefore, when an employee or member feels s/he has been harassed, the Club encourages the employee or member to report to the Club Manager.

The Club Manager will exercise reasonable care to prevent and promptly correct any prohibited conduct. The Club's Manager who receives a report of harassment or offensive conduct will report to the Board of Directors. The Board will then implement corrective action as needed. The appropriate corrective action will depend on the severity or pervasiveness of the conduct, the response required to end such conduct and deter its re-occurrence, the offender's disciplinary/conduct history, and the surrounding circumstances. Corrective action may include suspension or expulsion. Of course, retaliation is prohibited against an employee based on any report of harassment. Be assured that information reporting relating to reports of harassment, hostile, or abusive conduct will be maintained on a confidential basis to the extent possible, consistent with an appropriate, thorough, and impartial investigation. A record of the report and investigation and subsequent corrective measures will be kept in the records of the Club.

All Club members and guests should bear in mind the Board has adopted this policy. Thank you.