



## **HARASSMENT POLICY**

### **VIOLATION OF THIS POLICY WILL SUBJECT AN EMPLOYEE TO DISCIPLINARY ACTION, UPTO AND INCLUDING IMMEDIATE DISMISSAL**

Royal Ashburn will not tolerate harassment of its employees or guests. Any form of harassment related to an employee or guest's race, color, sex, religion, national origin or age is a violation of this policy and will be treated as a disciplinary matter.

Sexual harassment may include any attempt to coerce a person, male or female, into a sexual relationship, to subject a person to unwanted sexual attention, to threaten or punish someone for refusal to comply with sexual demands or to create a sexually intimidating, hostile or offensive work environment. Sexual harassment includes a wide range of behaviors from the actual coercing of sexual relations to the forcing of sexual attention, such as sexist comments or jokes – both verbal and physical – on any employee or guest. Physical harassment, of any kind, will be cause for immediate dismissal.

Harassment on the basis of natural origin, race, religion or age may include ethnic, religious or racial slurs, jokes, and/or other verbal or physical conduct relating to an individual's national origin, race or age when this conduct:

- 1) Has the purpose or effect of creating an intimidating, hostile or offensive working environment
- 2) Has the purpose or effect of unreasonably interfering with an individual's work performance
- 3) Otherwise adversely affects an individual's employment opportunities

If you feel an employee or guest is harassing you, you should notify your Supervisor immediately. The Supervisor will notify the Manager immediately who will see that the matter is investigated and appropriate, disciplinary action will be taken. If you do not feel that the matter can be discussed with your Manager/Supervisor or your Manager/Supervisor is the alleged harasser, then notify the Director of Operations, Dave Paterson directly.



Harassment of employees in connection with their work by non-employees may also be in violation of this policy. An employee who becomes aware of any harassment of any employee by a non-employee should report such harassment to his/her Supervisor.

Please do not assume that the Club is aware of the problem. It is your responsibility to bring your complaints and/or concerns to our attention so that we can quickly help you to resolve them.