



# **Greater Richmond Sailing Association**

## **Code of Conduct Policies for Employees**

November 2023

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# **Code of Conduct Policies**

## **1.0 Welcome Message**

### **1.1 Welcome to the Greater Richmond Sailing Association**

Welcome! You have joined a dedicated organization, and we hope that your employment with the Greater Richmond Sailing Association will be rewarding. For purposes of this document, the Greater Richmond Sailing Association can also be referred to as the "Organization" or "GRSA."

The policies mentioned here are written for everyone's safety, and are applicable to all GRSA employees, board members, guests, members, volunteers, camp participants, and adult participants. For purposes of this document, these individuals can also be referred to as "GRSA affiliates." Please take the time to read carefully and if you have questions about your employment or any provisions in this document, please contact me directly.

We wish you success in your employment here at the Greater Richmond Sailing Association!

*Grant Smith*

Commodore of the Greater Richmond Sailing Association

### **1.2 Overview**

The Greater Richmond Sailing Association created the Code of Conduct Policies for all GRSA affiliates to review and adhere to at all times. Please know these policies cannot anticipate every situation or answer every question, and for that reason, we encourage you to contact the Commodore should you have any questions or need clarification.

## **2.0 Code of Conduct Policies**

### **2.1 Workplace Harassment Prevention**

Harassment on the basis of any protected characteristic is strictly prohibited and includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of their race, color, religion, national origin, sex, gender identity or expression, age, marital status, sexual orientation, disability, political affiliation, personal appearance, pregnancy, family responsibilities, veteran status or any other characteristic protected by applicable law. GRSA will not tolerate actions that:

- Have the purpose or effect of creating an intimidating, hostile, or offensive work environment.
- Have the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affect an individual's employment opportunities.

Examples of inappropriate behavior include, but are not limited to:

- Derogatory comments about an individual's membership in a protected group.
- Visual messages that are degrading to or reflect negatively upon protected groups.

- Jokes that have the purpose or effect of stereotyping, demeaning, or making fun of any protected group.
- Slurs that describe a protected group.
- Derogatory terms/slang that relate to a person's membership in any protected group.
- Verbal or nonverbal innuendos that relate to or reflect negatively upon any protected group (for example, mimicking the walk of an employee who lives with a physical disability).

## **2.2 Sexual Harassment Prevention**

Sexual harassment constitutes discrimination and is illegal under federal and state laws. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature whereby:

- Submission to such conduct or communication is made a term or condition, either explicitly or implicitly, of employment.
- Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting that individual's employment.
- Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, or creating an intimidating, hostile, or offensive employment environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or opposite sex. These behaviors may include, but are not limited to:

- Lingering or intimate contact.
- Flirtation, unwanted sexual advances, or requests for sexual favors.
- Verbal abuse of a sexual nature.
- Sexual jokes and innuendos.
- Graphic comments about a person's physique.
- Sexually suggestive objects or pictures displayed in areas of common viewing, including electronic media and computer graphics.
- Other inappropriate physical or verbal conduct, or offensive visual/audio media.

Third-party sexual harassment is unwelcome sexual or sex-based behavior that is not directed toward the individual but may create a hostile or offensive work environment for the individual.

Sex-based harassment or behavior that ridicules, denigrates, and/or harasses a person because of their sex may not be sexual in nature, but may constitute hostile environment harassment and will not be tolerated.

## **2.3 Bullying Prevention**

GRSA requires that all its affiliates be treated with dignity and respect and therefore will not tolerate bullying of any kind. Bullying is defined as repeated inappropriate behavior, either direct or indirect, verbal, physical or otherwise, conducted by one or more persons against

another, at the place of work and/or in the course of employment or membership. Such behavior does not necessarily rise to the level of harassment but is detrimental to the workplace, nonetheless.

For purposes of this policy and protection for anyone associated with GRSA, examples of bullying include the following:

Type	Description
Verbal	Slandering, ridiculing, or maligning a person; persistent name calling that is hurtful, insulting or humiliating; using that individual as the butt of jokes; abusive and offensive remarks.
Physical	Pushing, shoving, kicking, poking, tripping, assault, or threat of physical assault; damage to a person's work area or property.
Gesture	Nonverbal threatening gestures or glances that convey threatening messages.
Exclusion	Socially or physically excluding or disregarding a person in work-related activities.
Cyber	Use of social media or other technology-based venues as a platform for disparaging, inappropriately monitoring, or threatening a person.

If anyone witnesses workplace bullying they should report the behavior to the Commodore.

## 2.4 Discrimination Prevention

GRSA prohibits discrimination of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, political affiliation, personal appearance, genetic information, veteran status, or any other characteristic protected by law. Employees are selected on the basis of work history, professional and other skills, knowledge, judgment, education, experience, character, motivation, and other work-related individual qualities demonstrated in applications and interviews.

These policies and principles also apply to the selection and treatment of GRSA affiliates working on the premises who are employed by temporary agencies, and any other persons or firms doing business for or with the Greater Richmond Sailing Association.

These policies and principles apply to all aspects of the relationship between GRSA and its affiliates, including:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration

- Employee benefits and application of policies

## **2.5 Retaliation Prevention**

GRSA strictly prohibits any form of retaliatory action against those who raise issues or ask questions, make reports, participate in an investigation, refuse to participate in suspected improper or wrongful activity, or exercise workplace rights protected by law. This includes, but is not limited to:

- Discrimination
- Harassment
- Fraud
- Unethical or unprofessional business conduct
- Real or potential threats to an employee's safety
- Violations of local, state, or federal laws and regulations
- Other illegal or improper practices or policies

Retaliation occurs when the employer takes an adverse action against an individual because they engaged in a protected activity. Adverse action includes, but is not limited to:

- Demotion
- Suspension
- Termination
- Failing to hire or consider for hire or promotion
- Failing to give equal consideration in making employment decisions or to make impartial employment recommendations
- Adversely impacting working conditions or otherwise denying any employment benefit to an employee
- Creating a hostile or intimidating work environment

GRSA prohibits retaliation even if the concerns raised are not confirmed following an investigation. However, this anti-retaliation policy does not exempt employees from the consequences of their own misconduct or inadequate performance. The policy also does not prevent GRSA from managing employee performance and addressing conduct issues even during an active investigation.

Retaliation against an individual for reporting allegations of harassment or discrimination, or for participating in an investigation of a claim of harassment or discrimination, is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action up to and including termination of employment. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

## **2.6 Complaint Procedures**

Anyone who believes that any other GRSA affiliate may have violated any of the Code of Conduct Policies should report the possible violation to the Commodore. In the case where the allegation of harassment, discrimination, or retaliation is against the Commodore, employees should notify one of the board members.

Any reported allegations of harassment, discrimination, or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent possible, consistent with adequate investigation and appropriate corrective action.

In no event will information concerning a complaint of workplace harassment, sexual harassment, discrimination, and retaliation be voluntarily released to third parties or to anyone within the organization not involved directly with the investigation. More specifically, information will not be released to an affected employee's family, the news media, or a prospective employer seeking a reference, unless required by law. The purpose of this provision is to protect the confidentiality of the employee who files a complaint, to encourage the reporting of any incidents of workplace harassment, and to protect the reputation of any individual who may be improperly charged with workplace harassment, discrimination, or retaliation.

## **2.7 Disclaimer**

The Code of Conduct Policies should be used as a general outline and as a reference for employees. GRSA board members, guests, participants, volunteers, and members are also provided with a copy of these policies and are expected to adhere to these guidelines as well.

As with all organizational policies, these may be updated or changed from time to time. Any updates made will be provided to employees and made accessible via the GRSA website.

Nothing in the Code of Conduct Policies should be considered as altering the employment-at-will relationship. GRSA has the right to establish, change, and abolish its policies, practices, and rules and regulations at will, as it sees fit.

## **Acknowledgment of Receipt and Review**

I acknowledge that I have received a copy of the Greater Richmond Sailing Association's Code of Conduct Policies and that I have read it, understand it, and agree to comply with it. I understand that violating these policies can lead to disciplinary action, up to and including termination of my employment.

I understand that neither these policies nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized organization representative, I am employed "at-will" (to the extent permitted by law) and these policies do not modify my "at-will" employment status.

These policies supersede any previous Code of Conduct-type policies or policy statements, whether written or oral, issued by GRSA.

These policies are not intended to violate any local, state, or federal law. No provision or policy applies or will be enforced if it conflicts with or is superseded by any requirement or prohibition contained in federal, state, or local law, or regulation. Furthermore, nothing in these policies prohibit an employee from reporting concerns to, filing a charge or complaint with, making lawful disclosures to, providing documents or other information to, or participating in an investigation or hearing conducted by the Equal Employment Opportunity Commission (EEOC), National Labor Relations Board (NLRB), Securities and Exchange Commission (SEC), or any other federal, state, or local agency charged with the enforcement of any laws.

If I have any questions about the content or interpretation herein, I will contact the Commodore.