



Swift River Sportsman's Club  
350 Cold Spring Street,  
Belchertown, Ma 01007  
413-323-9387

## Harassment Policy

The Board of Directors (BOD) of the Swift River Sportsman's Club is committed to providing an environment that is free of harassment with respect to any member or guest of the Club.

The Board of Directors recognizes the rights of members to participate in an environment free of harassment, and the members and the BOD will work jointly to achieve that goal. The BOD may discipline any member, guest, vendor or contractor who engages in any form of harassment.

### **Definition of Harassment:**

Harassment means any inappropriate conduct, comment, display, action or gesture by a person that is either based on race, creed, religion, color, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

Examples of harassment that may manifest itself by:

- Inappropriate touching, suggestive or abusive remarks of a sexual nature, compromising invitations, sexual assault, coarse language of a sexual nature, displaying pornographic material or seeking sexual favors.
- Unwelcome remarks, jokes, innuendos or taunts of sexual, racial or an ethnic nature.
- Displaying materials, pictures or graffiti that degrades one's race, ethnic background or gender.
- Refusing to work with a person, or excluding them from activities because of their race, ethnic background or gender.
- Insulting gestures, jokes, disparaging written material based on race, ethnic background or gender that causes embarrassment or humiliation.

Personal harassment is conduct or comments which are intimidating, threatening, demeaning or abusive and is behavior which is known or ought reasonably to be known as unwelcome.

Personal harassment takes many forms and can be a source of great anxiety to an individual. It may be so serious and unrelenting that the person who is being or has been harassed feels it necessary to leave the club. Harassment has the impact of creating an environment that is



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hostile and affects the integrity and dignity of and limits individuals in their involvement with the Club.

Examples of personal harassment can include, but is not limited to:

- Ostracism.
- Public reprimand, ridicule, sarcasm or humiliation.
- Constant criticism or trivializing of achievements.
- Bullying, which can be defined as offensive, malicious, intimidating, insulting or humiliating behavior, often associated with the misuse of power or position.

The Swift River Sportsman's Clubs Board of Directors will take complaints of harassment seriously regarding its members and guests.

### **Procedures for Harassment Complaints**

Complaints of harassment should be first attempted to be resolved between the complainant and the respondent / accused.

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

A. Members can refer the complaint directly to the BOD.

B. In the case of harassment, the member being harassed has the right to discontinue contact with the alleged harasser, without incurring any penalty, pending determination of the complaint.

C. Complaints under this policy will be handled with all possible confidentiality.

1. Complaints will be investigated by the President or Vice-President or BOD.
2. The BOD will investigate the complaint and prepare its recommendation(s) as quickly as possible. The Board may refer the complaint to outside counsel for advice.
3. Disciplinary action may include suspension, expulsion from the Club or any other penalty deemed appropriate.

D. An alleged offender(respondent) under this policy shall be entitled:



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1. To be given notice, verbal or written, of the substance of a complaint.
2. To be given notice of and to attend a meeting with the BOD.
3. In the event of a disciplinary action being imposed, the BOD will provide verbal & written outcome within seven (7) days from the date of such meeting.

#### E. Filing a Complaint:

Members may initiate a complaint verbally, but must follow-up submitting a written complaint which shall include the following information:

1. The identity of the complainant and respondent.
2. A detailed description of the occurrence(s) including the time, date and location of the incident(s) along with the names of any other persons involved and witnesses (name, contact number, relationship to individual filing the complaint)
3. The complainant's signature, date and the name of the person receiving the complaint.