



Members Code of Conduct

One of the goals of our Country Club is to provide a positive environment for all members and staff, free of harassment, discrimination and any other form of uncivil or hostile conduct. Federal Equal Employment Opportunity law requires that certain minimum standards be met for employees and provides for monetary penalties in cases where they are not. Staff of the Club has a specific non-harassment policy to which they must adhere. In addition, Members should be aware that actions tantamount to sexual harassment of staff may subject the Club and individual Members to legal and fiduciary liability.

Irrespective of these legal obligations, it is in the best interests of all Members to conduct themselves towards one another and the staff in a civil manner at all times simply because it is the right thing to do.

Therefore, the Board has adopted the following Members Code of Conduct. This is in addition to the required policies referred to above.

1. Members shall not engage in any behavior, verbal or other otherwise, towards a fellow Member, guest or staff that constitutes unwelcome sexual harassment, intimidation, insult, hostility, language or ridicule. In addition to outright sexual harassment (implicitly or explicitly promising a benefit or threatening a penalty in exchange for a sexual favor) this may include unwelcome touching, gesturing, joking or yelling.
2. This policy also prohibits the circulation of sexually, racially, ethnically-oriented literature, "jokes" and similar material of an offensive nature on Club premises or via the use of Club electronic media, irrespective of whether it is directed at a particular individual or group.
3. Complaints regarding improper behavior or unprofessional conduct given by any staff person should not take the form of direct confrontation. Rather, the issue with the staff person shall be communicated to a manager or put in writing to the Board.
4. The Club is not the proper forum for public disagreements and arguments with other Members or the Board. Pursuing personal disputes inside the Club distracts other Members from their relaxation and enjoyment and causes embarrassment to the Club in front of potential new members.
5. **ENFORCEMENT:** All Board Members witnessing conduct such as described above have the authority to request offenders to immediately cease the conduct in question. Failure to comply shall cause a complaint to be filed under Para. 6. Below.
6. **COMPLAINT PROCEDURE:**
 - An aggrieved party (or witnessing Board Member) may file a written complaint with the Board within ten calendar days of the act (or of becoming aware of the act).
 - Within two weeks of receipt, the Club President shall appoint three Board Members as Panel to investigate the complaint. The President shall ensure that neither he/she nor the appointees are involved in the matter being investigated. (If so, the individual shall excused.)
 - The Panel shall investigate the complaint as fully as possible, to include talking with and/or obtaining statements from the principles and witnesses, and submit a written Report with Findings & Recommendations to the Board.

7. TABLE OF PENALTIES: If the Complaint is found to be sustained, the Board shall impose penalties in accord with the following Table.

First Offense: Written Warning up to 10-Day Suspension of all Club Privileges*

Second Offense: 30-90 Day Suspension of all Club Privileges

Third Offense: Termination of Membership

*includes golf, pool and house use

The Board of Directors of Sussex Pines Country Club, Inc. has a responsibility to insure that the country club experience, and workplace environment, is positive for both members and the staff. With alleged incidents on Club property over the years, which could be construed as various forms of "harassment", the Board decided to promulgate a policy dealing with any potential future incidents. The possibility of legal and/or financial penalties against the club, or its' members, weighed heavily on our decision to set down some rules for behavior. To ignore or condone any form of harassment could put us in an untenable legal position. The proceeding policy was approved by the Board of Directors at the October 11, 2006 Board meeting.