

WATERFORD ASSOCIATION, INC.

CODE OF CONDUCT

Adopting a Member Code of Conduct policy is a good opportunity for the Waterford Association Incorporated (WAI) Board of Directors to outline the type of atmosphere our organization is trying to create; especially as our membership grows in size. A Code establishes a baseline expectation of behavior for all members, and it should also outline what members should do if they feel that another member is violating the Association's Code of Conduct policy. It is expected that members of all ages of the WAI community abide by, support, and advocate the highest standards of ethical, moral and legal behavior. Assessment Members, Associate Members, children and guest thereof are expected to show respect and concern for all members of the WAI community. Therefore, the following policies have been adopted by the Board of Directors as of **April 29, 2021**.

In the event that the WAI Board of directors changes any portion of this policy, the Board will immediately notify the WAI membership within 5-business days of such change(s).

CODE OF CONDUCT

Waterford Association Incorporated is a non-profit, non-stock corporation organized under the Connecticut Revised Nonstock Corporation Act (Chapter 602 of the Connecticut General Statutes) as the same may be amended from time to time (the "Act"). The Association purposes and objectives are as follows:

- Maintaining and improving the general welfare and neighborly community spirit of Pleasure Beach, within the Town of Waterford.
- Enhancing and protecting the appearance and value of Association property for the enjoyment of members.
- Stewardship of the Association beach and surrounding areas, to protect the saltwater ecology and natural resources entrusted to the Association for the enjoyment of future generations of members.
- To promote and offer the members a wide range of social benefits and services.
- To promote the Association as a social and friendly organization providing value for money to all those eligible for membership and encouraging them to join the Association.
- To raise, collect, hold and expend monies for the furtherance of any of the Association's objectives.

Waterford Association Incorporated has a **ZERO TOLERANCE POLICY** for inappropriate behavior which may take the form of:

- Racism,
- Sexism,
- Any and ALL harassment, bullying, discrimination,
- Abuse (physical or verbal),
- Intolerance of a person's religion, gender identity, race, or sexual orientation,
- Rude, offensive or obscene language, gestures or actions
- Behaving in a way that disturbs the enjoyment of the Association's property for other people, and
- Any other actions deemed to be intentionally hurtful, harmful, threatening or inappropriate.

The WAI Board aims to enforce the right for all WAI members to enjoy an environment that is safe and without risks to health (mental and physical), violence, and aggression. **All members of the Association shall be bound by this Code of Conduct and will certify annually at the time of membership renewal.**

MEMBERS HAVE THE RIGHT TO:

1. Be treated fairly, equally and with respect by the Association, its Board of Directors and other members.
2. Socialize in an environment free from all forms of harassment, bullying, and discrimination.
3. Privacy and confidentiality concerning records, documentation and any other communication containing a member's personal information, unless consent is otherwise provided.
4. Be informed and actively involved in all Association events and offerings.
5. Respectively voice their opinions, requirements and suggestions to the Board of Directors and other Members without fear of reprisal or derogatory comments.

MEMBERS MUST:

1. Show respect and treat other members, guests, employees and patrons fairly, equally and with respect and courtesy.
2. Always show respect for the volunteers who give their time to help the Association.
3. Never yell, taunt, or threaten physical violence upon another Member of the Association, a volunteer, a member's guest, or employee of WAI.
4. Behave responsibly and ensure they conduct themselves in a manner which will not injure the reputation of the Association, its events, organizers, participants or sponsors.
5. Not physically or verbally harass, abuse, or bully others.
6. Never use abusive, rude, offensive, obscene or vulgar language or gestures, or make racial, sexual orientation, ethnic, gender identity, or gender-related slurs or derogatory comments.
7. Never make unwanted sexual or physical contact with other members [Members found to be listed on a sex offender registry, convicted of a sex crime, or caught having, creating, or distributing child pornography will be immediately barred from membership and all participation in Association activities].
8. Report any inappropriate behavior to a member of the Board of Directors of the Association for action and follow-up.
9. Abide by and uphold the Association's Code of Conduct and other adopted rules and regulations and Association policies.
10. Notify the Association's Board of Directors of any changes to address or contact information via board@pleasurebeachct.org.

MEMBER BREACHES OF THIS CODE OF CONDUCT:

1. Any member not behaving in accordance with the terms of the Code of Conduct at an event of the Association may be asked to leave the function and will not be entitled to a refund of monies paid.
2. The inappropriate behavior of any members will be investigated, discussed, and an appropriate course of action will be taken by the Board of Directors, which may include reprimand, suspension or revocation of membership.

COMPLAINT PROCEDURE

It is not the role of the Board to make sure everyone is friends, but it is the Board's role to ensure a truly hostile environment is not being created that threatens the general well-being of the Association, its Members and their guests. **Members who feel that someone has violated the Association's Code of Conduct should submit a written complaint to the Board of Directors via email at Board@pleasurebeachct.org.**

The Complaint Procedure will address all forms of harassment, bullying and discrimination complaints regarding race, color, religion, age, sex, sexual orientation, gender identity, marital status, physical disability, criminal record, national origin, or ancestry, mental disorder (or history thereof), from both Members and their guests. These individuals have the right to make full utilization of this Complaint Procedure without jeopardizing in any way their current Member or employee status.

The components of the Complaint Procedure are as follows:

1. The Board of Directors of Waterford will receive all written complaints of discrimination, sexual harassment, bullying, etc. These may be direct from the Member or referral who has received a complaint from an Association Member or guest.
2. All discrimination complaints filed under this procedure will be accepted for investigation up to and including thirty (30) days after the date of the alleged discriminatory act.
3. All complaints must be written and signed by the complainant. At this time, the complainant will be counseled as to the other avenues of redress open to him/her, i.e., the complainant procedure of the Commission on Human Rights and Opportunities.
4. All complaints will be investigated and processed by the Board of Directors within thirty (30) days after their receipt. If a complaint is founded the Board reserves the right to consult with a local attorney and/or local law enforcement to determine an appropriate course of action.

If the Code violation appears to be a minor issue such as a complaint of foul language, etc; the Board will reserve the right to follow a plan of action similar to addressing behavior issues in an employment situation. First, the issue will be discussed with the offending member and a verbal warning will be given, and the entire incident and reprimand will be documented in writing,

If the problem persists, the offending Member will be given a written warning that outlines how another complaint will result in loss of membership and that they will be barred from participating in Association activities.

5. The complainant will be notified, in writing regarding the results of the investigation and the final disposition of the complaint, including any proposed remedial action.
6. Should the complainant disagree with the decision, he/she can still avail him/herself of any, or all of the other avenues of redress previously explained (see # 3).

If you want to file a complaint, contact:

Board of Director's
Waterford Association Incorporated
PO Box 51
Waterford, CT 06385
board@pleasurebeachct.org