

WALDEN LAKE COMMUNITY ASSOCIATION

ABUSE/HARASSMENT OF WALDEN LAKE STAFF AND BOARD OF DIRECTORS POLICY POLICY 2014-02

Purpose of this policy:

1. To ensure safe, courteous and respectful behavior from Walden Community residents and their guests to the Walden Lake staff members, Board of Directors and approved contractors supporting the Walden Lake community.
2. To deter actions that would be considered vulgar, threatening, racist or used to incite violence or tumultuous conduct towards any Walden Lake staff member or Board of Director member or authorized contractor(s), including any sexual abuse.
3. To provide an agreed-upon process for dealing with situations where any confrontations do occur.
4. Walden Lake Community Association will ensure Florida Statute 784.048 is used as the legal basis for enforcement.

Abuse/Harassment Defined:

1. The incidents covered by this policy include, but are not exclusively limited to the following listed.
2. Verbal abuse, including screaming, yelling, foul language, emotionally charged language/profanity, threats of any type, physical violence or any action that can cause distress.
3. Non-verbal gestures of a threatening, vulgar, or obscene nature.
4. Any actions either direct in person, via telephone, including all electronic and social media transmissions; including, but not limited to, e-mails, website postings, Facebook, Twitter, etc.

Procedure to Follow:

1. Any Walden Lake staff member, Board of Director's member or any approved

contractor shall notify the Walden Lake Property Manager immediately where a full written report detailing the incident, including the date/time/parties involved and the specific behaviors that were exhibited/reported, and the specific words that were used.

2. In the event the staff member/employee/board member feels threatened or the need for additional safety, the affected person will call 911 to report the matter immediately.
3. A copy of the written report will be forwarded to the Walden Lake Community Association's attorney for review and recommended action(s).
4. The first step when dealing with a harassing situation is to write the offending individual a letter, or have the association's attorney write a letter, describing the behavior, noting that it fully violates the Walden Lake policy and that the individual will be subject to sanctions and possible legal action if the behavior doesn't stop immediately. As an alternate to a letter, a meeting with written documentation with the individual will be acceptable. Letter may be written by Board of Directors or association attorney.
5. The next step if a letter or meeting does not resolve the matter is to seek a civil restraining order in court, the details of which will depend on the nature of the offending actions. Advice and direction from the Walden Lake attorney will be solicited.
6. The last step is filing criminal charges. While this is a difficult process as the court may not assign jail/prison time and the harassment issue will become more intense. But, turning the other cheek is not a good alternative. If something is not done to stop the behavior, it will only continue.
7. Document all calls, threats and conversation as this may be helpful in the event of legal action.
8. The inverse of this applies to all Walden Lake employees, board members, and any contractors as to abuse/harassment to any community member, any board member and any contractor.

Summary:

The Walden Lake Community Association and the Board of Director's does not condone in any way the use of harassment or any related tools of harassment to conjure, belittle, threaten, scare, or intimidate any staff member, employee of Associa, Inc., the Board of Directors or any approved contractor working for Walden Lake.