Avalon Management
Excellence in Association Management

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September 20, 2024

Villa Avanti Homeowners Association

NOTICE OF OPEN MEETING
OF THE BOARD OF DIRECTORS
November 13, 2024, at 9;30 a.m.

To be held at: Avalon Management Group, Inc.
43529 Ridge Park Drive, Temecula, California, 92590 and by zoom

At the Open Meeting of the Board of Directors scheduled for November 13, 2024, at 9;30 a.m. at the address noted above, the Board of Directors will formally adopt the proposed Harassment and Discrimination Policy. As required per Civil Code Section 4360, this notice is posted on the Association website to provide the membership with 28 days' notice of the proposed revision. Homeowners have the opportunity to make comments by submitting them in writing to Avalon Management, or during the Open Forum portion of the meeting.

Purpose: The purpose of the Harassment and Discrimination Policy is to assist the Board of Directors on behalf of the Association with enforcement matters; violations of the governing documents.

Effect: The effect of the Board's policy will be to encourage members to comply with the Use Restrictions, and Rules & Regulations of the Rancho Serrano Homeowners Association.

Copy attached hereto; existing and proposed Harassment and Discrimination Policy. Attached draft for members to review and provide written comment prior to the meeting. If you wish to make comments in writing, please submit them no later than November 11, 2024.

HARASSMENT POLICY

Effective Date: , 20____

The Villa Avanti Association ("Villa Avanti") is committed to providing a work environment free from harassment of any kind. We believe that everyone deserves to work in a respectful and inclusive workplace that fosters growth and productivity. Villa Avanti will not allow unlawful discrimination or harassment of any owner, resident, tenant, guest, committee member, Board of Director member, management staff, vendor, or association representative by any other person. To that end, Villa Avanti has developed this Harassment Policy ("Policy") to outline the behavior that it expects from all persons.

This Policy covers all persons who are expected to comply with this Policy and ensure that prohibited conduct does not occur. Appropriate disciplinary action in accordance with Villa Avanti's governing documents and applicable local, state and Federal law will be taken against violators of the Policy.

Definitions of Harassment and Discrimination

Villa Avanti, in compliance with all applicable Federal, state, and local anti-discrimination and anti-harassment laws, utilizes these definitions and guidelines in enforcing this Policy:

1. Discrimination

Discrimination means treating another individual less favorably for reasons based on race, color, gender, religion, or other protected status. Discrimination can include, but is not limited to:

- Limiting job opportunities, privileges, or benefits
- Unequal working conditions
- Evaluations based on characteristics unrelated to work
- Harassment or permitting harassment
- Discrimination based on race, gender, disability, or other characteristics is a violation of federal law.
- Discrimination in violation of this policy will be subject to disciplinary action up to and including judicial action.

2. Harassment

Villa Avanti prohibits harassment of any kind, including sexual harassment, bullying, hazing, and stalking. Villa Avanti will take immediate and appropriate action in response to complaints or knowledge of violations of this Policy.

For purposes of this Policy, harassment is any verbal or physical conduct intended to, or which causes despite lack of intent, threaten, intimidate, coerce, or demean another person affiliated with Villa Avanti.

Harassment is any unwelcome behavior that creates a hostile or offensive work environment for another person or employee. Behavior becomes harassment when it is severe enough that a reasonable person

would consider it intimidating, hostile, or abusive. The victim does not need to be the target of the harassment.

Anyone who is affected by the conduct can be a victim of harassment. Harassing behavior can include, but is not limited to:

- Verbal harassment, such as offensive or unwelcome comments regarding a person's national origin, race, color, religion, gender, gender preference, disability, or other characteristics.
- Physical harassment includes any unwanted or unasked physical contact, such as hugging, touching, kissing, shoving, or pushing.
- Nonverbal harassment may include distribution or display of images belittling a protected class, intentional display of graphic or obscene material, staring or "staring down" a victim, and similar conduct.
- Bullying can include any or all these behaviors when taken beyond harassing and used to threaten or intimidate the victim or to coerce them into acting in a certain way.
- Sexual harassment may include any of these behaviors, and especially when used to threaten, intimidate or coerce the victim into performing sexual favors or sexual acts for the harasser.
- Sexual harassment becomes sexual assault when the victim is forced into performing sexual acts.

3. Reporting Harassment.

Persons who experience or witness any behavior that they believe constitutes harassment or discrimination are encouraged to report it immediately. Persons who feel safe enough to do so should inform the harasser directly that the conduct is unwelcome and must stop. Employees can report harassment to their supervisors, a human resources representative, or any member of management. Persons may also report harassment anonymously if they prefer to [ADD EMAIL ADDRESS]

4. Investigation and Response.

All reports of harassment will be taken seriously and investigated promptly. If it is determined that harassment has occurred, Villa Avanti will take appropriate action to address the situation, which may include disciplinary action in accordance with Villa Avanti's governing documents and applicable law.

All complaints are fully treated as confidential, and information disclosed on a strictly "need to know" basis. Although the identity of the complainant may be revealed to the parties during the investigation, Villa Avanti will take reasonable steps to ensure the complainant is protected from retaliation during and after the investigation. All information pertaining to the complaint and investigation will remain confidential unless required to be made known by court order following the investigation's completion.

5. Protection for Harassment Reporting

Villa Avanti encourages any person who has suffered discrimination or harassment to report such behavior immediately. Retaliation against any person reporting harassment is prohibited by Villa Avanti. Any retaliation against a person who reports harassment or discrimination will not be tolerated and will be investigated and appropriate action in accordance with Villa Avanti's governing documents and applicable law..

Villa Avanti understands that miscommunication happens and that comments can be misconstrued or misunderstood. Villa Avanti will investigate all complaints as bona fide complaints, and a bona fide complaint or a complaint reasonably believed to be genuine shall not be used against the reporting person. However, a baseless complaint (or a complaint filed with knowledge that the behavior was not intended to be discriminatory or harassing) will be considered a violation of this Policy and malicious reporters will be subject to disciplinary action. Reporters may be protected by state and Federal laws under whistleblowers protection acts.

Villa Avanti is committed to maintaining a harassment-free community and workplace for all vendors. Villa Avanti expects all persons to always act with respect and professionalism. Together, we can create a positive and inclusive environment for everyone.