

WASHINGTON REALTOR® HARASSMENT POLICY

Any member of the Association may be reprimanded, placed on probation, suspended or expelled for harassment of an Association or MLS employee or Association Officer or Director after an investigation in accordance with the procedures of the Association. As used in this section, harassment means any verbal or physical conduct including threatening or obscene language, unwelcome sexual advances, stalking, actions including strikes, shoves, kicks, or other similar physical contacts, or threats to do the same, or any other conduct with the purpose or effect of unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment. The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, President-elect and/or Vice President and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint involves the President, President-Elect or Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

Complaint Procedure

Any Association or MLS employee or Association Officer or Director who believes that he/she has suffered harassment by any member of the Washington REALTORS® must bring the problem to the attention of the President or Chief Executive Officer. If the complaint involves either the President or the Chief Executive Officer, it may be brought to the President-elect or Treasurer. The complaint does not have to be in writing; however, it is helpful if details of dates, times, places and witnesses, if any, to the harassment alleged can be provided. The person receiving the complaint shall promptly bring it to the attention of the investigative team described below.

The decision of the appropriate disciplinary action to be taken shall be made by the investigatory team comprised of the President, President-elect and/or Vice President and one member of the Board of Directors selected by the highest ranking officer not named in the complaint, upon consultation with legal counsel for the Association. If the complaint involves the President, President-Elect or Vice President, they may not participate in the proceedings and shall be replaced by the Immediate Past President or, alternatively, by another member of the Board of Directors selected by the highest ranking officer not named in the complaint.

The investigation will be confidential except to the extent that disclosure is necessary for a thorough investigation or the implementation of remedial action.

Documents and records collected or prepared in the investigation shall be used to further the legitimate objectives of the investigation and/or to respond to any claims, lawsuits or legal challenges and shall not be used for other purposes. Such documents or records shall be stored in locked files maintained by the CEO when not in use.

Disciplinary action may consist of any sanction authorized in the Association's Code of Ethics and Arbitration Manual.

It is contrary to the policy of WR to retaliate against any employee or member who files a charge of harassment. All possible steps will be taken to eliminate the possibility of retaliation resulting from the filing of a complaint. Any member of the Washington REALTORS® found to have engaged in retaliation will be subject to appropriate disciplinary action.