

## OVA Employee Abuse Policy

This Oakmont Village Association (OVA) Employee Abuse Policy (“Policy”) is adopted to ensure that all OVA employees, contractors, staff, directors and committee members (collectively referred to as “OVA Personnel”) are treated with respect at all times by all OVA members, residents, guests and invitees. OVA members shall be fully responsible for the acts of their tenants, guests or invitees, and any reference to an act committed by an OVA member shall be deemed to include those acts committed by the member’s tenants, guests or invitees.

The OVA has a duty to ensure that all OVA Personnel are free from a hostile work environment, and OVA is committed to not tolerate abusive conduct toward any OVA Personnel. If any OVA Personnel reasonably believes he or she has been treated with abuse, malice, and/or finds the environment to be hostile, offensive, and unrelated to that OVA Personnel’s legitimate business interests, OVA shall investigate the matter and impose disciplinary action, after a properly noticed hearing, against a member if necessary.

When communicating or engaging with OVA Personnel, no OVA member shall perform the following acts, which shall be deemed a violation of this Policy (the following is not an exhaustive list and other actions may constitute a violation of this Policy):

- Inflict verbal abuse, such as the use of derogatory remarks, insults, profanity, obscenities or epithets
- Engage in verbal or physical conduct that a reasonable person would find hostile, threatening, intimidating, bullying or humiliating
- Gratuitously sabotage or undermine any OVA Personnel’s work performance
- Be disrespectful, impolite or rude
- Issue orders, instructions or directions to OVA Personnel
- Make demands on any OVA Personnel
- Punish, scold or threaten OVA Personnel
- Defame any OVA Personnel
- Sexually, verbally or physically harass OVA Personnel
- Discriminate against OVA Personnel
- Use any other words or actions which create an uncomfortable, unsafe, or hostile work environment for OVA Personnel

Any form of abuse, disrespect, hostility, harassment, or other conduct, as described above or as may otherwise be prohibited, shall constitute a violation of this Policy, a nuisance as set forth in OVA’s governing documents, and shall subject a member to disciplinary action after a thorough investigation is performed by the OVA and a properly noticed hearing before the Board is conducted in accordance with the OVA Hearing Procedure, Enforcement and Fine Policy for Violations of the Governing Document and applicable law.

Additionally, any member shall be responsible to indemnify, defend and hold harmless OVA and its directors, officers, agents, managers, committee members from and against any claims, damages, losses or injuries brought against OVA by any OVA Personnel which arise or result from the actions or conduct of the member toward/against the OVA Personnel.

An investigation into any abusive conduct towards or against any OVA Personnel by an OVA member shall be commenced upon receipt of a complaint/incident report from any OVA Personnel or any other member or party that is reasonably submitted in good faith and which alleges that the OVA Personnel has been the victim of conduct prohibited by this Policy or otherwise. The OVA Personnel who has allegedly been the victim of abusive conduct need not be the person submitting the complaint/incident report. The complaint/incident report shall state, to the extent possible, the details of the incident(s), the names of the individuals or company involved, and names of witnesses (if any).

OVA may maintain the confidentiality of a complaint/incident report on a need to know basis. If the OVA's investigation does not require the disclosure of information to an accused party or witness, such disclosure will be not be made. Notwithstanding the foregoing, OVA is under a legal duty to investigate all such complaints/incident reports, and if required by law, OVA will disclose such information in performing its investigation.

Persons found violating the above listed OVA Employee Abuse Policy shall be subject to fines and/or suspension of their membership or voting privileges after a noticed hearing before the Board in accordance with applicable law and the OVA Hearing Procedure, Enforcement and Fine Policy for Violations of the Governing Documents.