

# CODE OF CONDUCT & ANTI-HARASSMENT POLICY



## COMMITMENT

The Memphis Area Association of REALTORS® (MAAR) is committed to providing a productive and welcoming environment that is free from discrimination and harassment. Members, volunteer leadership and staff are expected to act with courtesy and mutual respect toward each other, service providers, speakers, instructors and event participants.

This policy applies to all Memphis Area Association of REALTORS®-related meetings or events, whether held in public or private facilities, including meetings or events sponsored by organizations affiliated with the Memphis Area Association of REALTORS® (MAAR Affiliate Council, Benevolent Fund, Commercial Council, Education Foundation, Multi Million Dollar Club) other than the Memphis Area Association of REALTORS® and held in conjunction with Memphis Area Association of REALTORS® meetings or events, and any Memphis Area Association of REALTORS® member communications related to Memphis Area Association of REALTORS® business or with Memphis Area Association of REALTORS® staff.

## HARASSMENT

Harassment, in any form, is strictly prohibited. Harassment includes inappropriate conduct, comment, display, action or gesture based on another person's sex, color, race, religion, national origin, age, disability, sexual orientation, gender identity and any other protected characteristic.

Examples of harassment include, but are not limited to: epithets, slurs or negative stereotyping; threatening, intimidating, obscene or hostile language or acts; denigrating jokes; the display or circulation of written or graphic material that denigrates or shows hostility toward an individual or group based on a protected characteristic; unreasonably interfering with a member's ability to serve by creating a hostile, intimidating or offensive volunteer service environment; and unreasonably interfering with an individual's work performance by creating a hostile, intimidating or offensive work environment.

## SEXUAL HARASSMENT

Sexual Harassment is one form of harassment. Sexual harassment may involve individuals of the same or different gender. Like all harassment, sexual harassment is strictly prohibited. Sexual harassment can be:

- Verbal: Sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, unwelcome sexual advances, or threats.

- Non-Verbal: Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, or obscene gestures.
- Physical: Unwanted physical contact, including touching, pinching, coerced sexual intercourse, stalking or assault.

## **REPORTING**

Any member, volunteer leader or staff person who believes they experienced or witnessed harassment or other inappropriate behavior in violation of this policy should promptly report the incident to one of the following:

- Association CEO
- Association Accounting & Operations Director
- Association General Counsel, or
- Current Association President

## **INVESTIGATION & DISCIPLINE**

Upon receipt of a member, volunteer or staff person's report of possible harassment or inappropriate behavior in violation of this Policy, the Memphis Area Association of REALTORS® will promptly conduct an investigation at the direction of Memphis Area Association of REALTORS®'s General Counsel. During the investigation, the Memphis Area Association of REALTORS® will involve only those deemed necessary to the investigation, and disclosures will only be made on an as-needed basis. If it is determined that the investigation substantiates that a violation of this policy has occurred, Memphis Area Association of REALTORS®'s 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, in consultation with Memphis Area Association of REALTORS®'s General Counsel, will determine any disciplinary action. If one or more of the foregoing officers are named in the complaint of harassment for inappropriate behavior, they may not participate in the proceedings and the Memphis Area Association of REALTORS®'s highest-ranking officer not named in the complaint, in consultation with the Memphis Area Association of REALTORS®'s General Counsel, will identify a substitute or substitutes such as the Immediate Past President or, alternatively, another member of the Board of Directors.

If the complainant is a staff person, or if the report of a possible violation of this policy was by a staff person, and it is determined that the investigation substantiates that a violation of this policy has occurred, Memphis Area Association of REALTORS®'s CEO, 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, in consultation with Memphis Area Association of REALTORS®'s General Counsel, will determine any disciplinary action. If the CEO is named in the complaint of harassment for inappropriate behavior, Memphis Area Association of REALTORS®'s General Counsel will identify a substitute or substitutes to be selected from the Board of Directors.

The Memphis Area Association of REALTORS® reserves the right to take any necessary and appropriate action against a member who engages in any form of harassment or inappropriate behavior in violation of this Policy. Such actions may include, but are not limited to, prohibition from attendance at future Memphis Area Association of REALTORS® meetings or events; removal from a committee appointment, leadership from an organization affiliated with the Memphis Area Association of REALTORS® or the Board of Directors; placed on probation, suspension or expulsion from membership or any other action deemed appropriate by the Memphis Area Association of REALTORS®. Disciplinary action may include any sanction authorized in the Association's *Code of Ethics and Arbitration Manual*.