

# Salmagundi Club

## Member Code of Conduct

Salmagundi is committed to fostering a welcoming and inclusive environment that may be enjoyed by all Members and guests, and one which supports a positive and healthy workplace for staff. To that end, the Club has established this Member Code of Conduct policy to promote and preserve a mutually respectful Club climate.

This policy applies to all interactions while on Club premises, and similarly, to actions taken in the Club's name, on its behalf, or in its interest.

### Guidelines & Applicability:

- Club Members, their families, and guests are required to abide by this policy, which may be amended from time to time.
- Club staff (and their designated agents) are imbued with the authority to enforce this policy and are encouraged to report to the Board of Directors, Audit Committee, and/or Club management any violations thereof.

### Member Conduct:

- Members are required to treat all fellow Members, their family, guests, and all staff with consideration, courtesy, and respect at all times.
- Members must not interfere with the staff's ability to do their job.
- Under no circumstances may Members use offensive language, derogatory comments or engage in any form of verbal, physical, or digital abuse with other Members, Club Guests or Staff.
- Willful destruction of Club property is not permitted under any circumstances, including but not limited to:
  - property owned, leased, or rented to the Club
  - property owned, leased, or rented to another Member, Member guest, or family member
  - property owned, leased, or rented to Club staff
  - property owned, leased, or rented to any client, customer, consultant, contractor or intern
- Members are not permitted to engage in conduct that might reasonably be understood to negatively impact the health, reputation, safety, or harmony of other Members or staff.

- Members must not, in any way, engage in any conduct toward other Members, their guests or family members, or Club staff that may be construed or interpreted as a violation of local, state, or federal discrimination, harassment, or bullying laws.
- Members are not permitted to request, demand, or expect “special treatment”, “policy exceptions,” or any kind of “favours” from Club staff in connection to or as a result of the staff member's work, which might result in unequal treatment than that which would be received by any other Member.
- Members are not permitted to make recommendations, suggestions, or offer or solicit other commentary on the performance of Club staff, except in the most egregious violation of policies or the law. “Staff” is defined as employees of the Club.
- Members are not permitted to threaten or undermine the current or future employment (at Salmagundi, its reciprocal clubs, or any other organization) of Club staff.
- Members must not maliciously spread gossip or false information about other Members (including members of the Board of Directors, Member guests, and family members) or staff in any way (verbal, written, tangible, or electronic).
- Members must not, in any capacity, spread misinformation about the Club, its governing documents, by-laws, operations, policies, processes, or procedures in any way (verbal, written, tangible, or electronic).
- Members must not (nor purport to) act on the Club's behalf without prior written authorization by the Board of Directors, and must be limited in scope with clear parameters, oversight, and accountability.
- Members must abide by the policies, procedures, and processes that the Club staff uses for its functional and business operations, and may not interfere with those policies, procedures and processes for any reason.
- Members are required to attend anti-harassment, anti-discrimination, and anti-bullying training when requested, directed by the Board of Directors or Audit Committee
- Members are solely responsible for the timely payment of any and all dues, fees, or charges incurred on their Member accounts, in accordance with all other Club policies.

## Violations and Investigation

In the event that a Code of Conduct violation is brought to the attention of Club staff, its Audit Committee, the Board of Directors, or its authorized representatives, the Club will immediately initiate a process of investigation. All parties will be granted the utmost confidentiality as is possible without unreasonably interfering with an investigation. Any Member who has engaged in behavior that violates this policy may be reprimanded, formally censured, suspended, or expelled from the Club (along with all associated rights and privileges).

This process may include, but is not limited to:

**Interviews with Club staff:** Club staff members directly or indirectly involved in the incidents reported (or named as witnesses by the reporter) will be interviewed by the Audit Committee or their designee in order to fully understand what they've experienced. At that time, notes will be taken and verified with the reporter to ensure an accurate understanding of events.

**Review of Evidence:** Evidence is not required in order to report a violation of this policy, but any that has been provided will be thoroughly and objectively reviewed immediately following the report.

**Interview with violating Club Member:** When requested, or when substantial evidence of the Reporter's claim is not available, the individual conducting the investigation process may contact the violating Club Member for more information, or to gain more insight into the alleged violation.

**Remedial Action Recommendation:** Based on the information provided, an outcome recommendation will be made for the Club Member to the Audit Committee. This recommendation will be made within 30 days of the receipt of the report.

**Decision of the Audit Committee:** The Audit Committee will make a decision and take action on such decision within 30 days of the Recommendations having been submitted. The Audit Committee will equitably enforce this policy, and exceptions will not be made on the basis of any relationship between the violating Member and any Committee member, Club staff member, or Director. The decision by the Audit Committee will be final.

**Referral to Law Enforcement:** In the case that any conduct is (or is reasonably believed to be) violent, criminal, or in violation of the law, a referral may be made to the appropriate government authorities.

## Special Considerations:

In the case that the violating Member is currently serving on the Audit Committee, the violating Committee member must recuse themselves from any discussion or vote on the matter.