

Rules of Conduct

Adopted at the Board of Directors Meeting: May 17, 2023

Author

Jennifer Throssell

Rules of Conduct

Redwood Estates Services Association (RESA) Board of Directors hereby adopts the following Rules of Conduct (Rules). These Rules apply to RESA Directors, Officers, Employees and Members and to business representatives (Agents, vendors and contract workers). These Rules apply at all RESA meetings and events, as well as while on RESA common property including its Pavilion and grounds, swimming pool, parks and playgrounds, and during all correspondence (in person, written or verbally by phone and online) with RESA staff and Board of Directors.

1. Act with integrity, be honest and straightforward while maintaining respect.
2. Refrain from engaging in personal attacks.
3. Behave with common courtesy and civility, and refrain from the use of abusive, rude, threatening, or crude language (verbal or written). At no time should any Director, Officer, Agent, Employee or Member, engage in physical contact or threaten physical contact.
4. Avoid discrimination. This includes offensive or derogatory jokes or comments (explicit or by innuendo) of a protected characteristic. Protected characteristics are race, color, sex, sexual orientation or gender identity, age, religion and disability or medical condition.
5. Abide by County Health Department guidelines and mandates, including but not limited to COVID-19 or any other pandemic, while attending in person to any RESA meeting, event or on community property. Do not appear in person at a meeting, event or on common property if you knowingly or suspect you may be contagious with communicable disease or are under quarantine.
6. RESA monthly Board of Directors meetings and Annual Meeting of the Members meetings may only be attended by Members. Members shall not record or share recordings of any portion of board meetings or member meetings, including audio, video, or via any other medium.

The RESA Board of Directors, Officers, or Employees, at its discretion, may ask anyone violating these rules or otherwise disrupting a meeting, event or common property to immediately leave the meeting, event or common property. Failure of a business representative (Agent, vendors and contract workers) to comply with the Rules may

result in termination of their relationship with RESA. Failure of a RESA Director, Officer, Employee or Member to comply will be reviewed by the RESA Board of Directors and after proper notice and hearing may additionally impose disciplinary action, pursuant to RESA's Amended and Restated Bylaws and Amended and Restated Articles of Incorporation, and/or applicable law.

Misconduct

Furthermore, RESA upholds zero tolerance for misconduct towards RESA Directors, Officers, Agents, or Employees, or towards RESA common property. Misconduct in any form as outlined below will be subject to disciplinary action, pursuant to the RESA's Amended and Restated Bylaws and Amended and Restated Articles of Incorporation, and/or applicable law.

- **Obstruction of safety.** This includes interfering with or preventing others from safely accessing RESA owned roads and common properties.
- **Abuse or assault.** This includes verbal or physical abuse or threats.
- **Harassment.** This includes unwelcome remarks, gestures or physical contact. Also includes the display or circulation of offensive or defamatory pictures or other materials, including by email and on the Internet. Also includes harassment towards a Director, Officer, Agent, or Employee on private property or in public spaces, when such harassment is related to RESA business.
- **Destruction of RESA common property.** This includes vandalism, graffiti, damage or destruction of property with malicious intent.
- **Illegal activity.** This includes unauthorized use of the RESA Pavilion and grounds or common properties.
- **Falsely reporting misconduct.** This includes knowingly false reporting of misconduct to cause harm or disciplinary or legal action to another individual.

Reports can be made to RESApresident@comcast.net or to any RESA staff or Board Member.