



NEWPORT YACHT CLUB DISCIPLINARY POLICY

Our **Disciplinary Action club policy** explains how we address misconduct or inadequate behavior at Newport Yacht Club. Members must be aware of the consequences of their actions. We use this policy to outline our disciplinary procedure. We want to give everyone a chance to correct their behavior when possible and assist them in the process if we can. We want to ensure that serious offences are thoroughly investigated and dealt with.

Scope

This policy applies to all our members, volunteers, guests, staff, and subcontractors (referred to as individual).

Policy elements

The stages that may be followed when discipline is deemed necessary include the following:

1. Verbal warning of the action that is deemed inappropriate and why. Corrective Actions/Counseling via informal meeting in a private setting. Individual should receive actionable feedback on how to deal with the unintentional violation.
2. Official written warning which reviews the inappropriate action that has not been corrected. Disciplinary meeting with Board Members and Commodore. The individual will have a chance to explain their side and an investigation will take place.

3. Final written warning if the individual does not correct their behavior Termination of Membership and/or removal from property. This will be for any individual who continues to violate our policies, either voluntarily or involuntarily.

The nature of the offense must be explained to the individual from the beginning of the procedure. The verbal warning may take the form of a simple oral reprimand but also a full discussion if that is necessary.

The individual must read and sign the written reprimand and final written warning. These documents include the time limit in which an individual must correct their conduct before we take further disciplinary action.

The following scenarios indicate where the disciplinary procedure starts depending on the violation:

Performance issues. Disciplinary procedure starts at stage 1. It includes but is not limited to:

- Ignoring club policies
- Attendance issues (staff)
- Ignoring club safety protocols

Misdemeanors/One-time minor offense. Disciplinary procedure starts at stage 1. It includes but is not limited to:

- Rude behavior to other members, Board members, staff, subcontractors
- Breach of smoking policy
- On-the-job minor mistakes
- Breach of dress code
- Involuntary Discrimination.
- Unwillingness to follow club rules and policies

Misconduct/Frequent offender. Disciplinary procedure starts at stage 2. It includes but is not limited to:

- Lack of response to counseling and corrective actions.
- Lost temper in front of members, staff, subcontractors

- On-the-job major mistakes
- Unwillingness to follow health and safety standards.

Severe offensive behavior/Felony. Disciplinary procedure starts at stage 3. It includes but is not limited to:

- Offensive behavior
- Corruption/ Bribery.
- Breach of member agreement.
- Harassment/ Voluntary discrimination.
- Workplace Violence.
- Embezzlement/Fraud
- Substance Abuse.
- Allegations of causing harm to wildlife on our property

The Board of Directors may choose to repeat stages of our disciplinary procedure as appropriate. This decision depends on reaction to our disciplinary procedure, whether the person repents their behavior and the nature of their offense.

Our disciplinary procedure begins when there is sufficient evidence to justify it. When there is suspicion or hints of misconduct, the Board of Directors must investigate the matter first.

Appeals are allowed and must be filed to Board of Directors as soon as possible.

Directors/Officers should document every stage of our disciplinary procedure including the verbal warning. If appropriate, include necessary information like evidence, testimonies, etc.

We are obliged to refrain from disciplinary actions that may constitute retaliatory behavior.

We have the right to modify this policy or act in any other legal or reasonable way as each case demands. But we will always enforce discipline in a fair and lawful manner.

Approved by the Board of Directors, Newport Yacht Club

Date: March 1, 2023