

Metro South Association of REALTORS®
Anti-Harassment Policy – BOD Approved 11/20/2025

Harassment Prohibited

The Association prohibits and will not tolerate harassment of any kind by Association staff, Association volunteer leaders, or Association members on the basis of race, color, physical, or mental disability, religion, creed, national origin, ancestry, sex (including pregnancy), sexual orientation, gender/gender identity, age, citizenship, genetic information, past, current, or prospective service in the uniformed services, or any other characteristic protected under applicable federal, state, or local law. Harassment is prohibited on Association property and at all Association-related or Association sponsored events. This policy further extends to harassment on social media platforms.

All Association staff, Association volunteer leaders, and Association members are expected to behave accordingly and take appropriate measures to ensure that the conduct described herein does not occur. Appropriate disciplinary action will be taken against any Association staff, Association volunteer leader, or Association member who violates this policy. The Association is committed to enforcing this policy against all forms of harassment.

Harassment Defined

Sexual harassment means any harassment based on someone's sex or gender. It is not limited to interactions between members of the opposite sex. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature.

Sexual harassment includes:

- Verbal (for example: epithets, derogatory statements, threatening or obscene language, slurs, sexually-related comments or jokes, sexual innuendos, unwelcome sexual advances, or requests for sexual favors.)
- Non-Verbal (for example: suggestive or insulting sounds or whistles.)
- Physical (for example: assault or inappropriate or unwanted physical contact, such as touching, pinching, or brushing the body.)
- Visual (for example: displaying sexually suggestive posters, cartoons, drawings, sending inappropriate adult-themed gifts, leering, or making obscene or sexual gestures.)
- Online (for example: derogatory statements, threatening or obscene language, sexually suggestive postings on any social media platform, including Facebook, X, Instagram, Snapchat, TikTok, etc.)

Other types of harassment often take a similar form to sexual harassment and may include:

- Verbal (for example: epithets, derogatory statements, threatening or obscene language, slurs, derogatory comments or jokes.)
- Physical (for example: assault or inappropriate physical contact.)
- Visual (for example: displaying derogatory or violent posters, cartoons, or drawings, or making derogatory gestures.)
- Online (for example: derogatory or violent statements, threatening or obscene language, or any inappropriate postings on any social media platform including Facebook, X, Snapchat, TikTok, etc.)

This list is illustrative only, and not exhaustive. It is impossible to list every type of behavior that can be considered harassment. Any conduct that could create an offensive environment will be considered harassment and in violation of this policy.

Reporting Harassment

The Association will take each complaint seriously and conduct a thorough and impartial investigation. The Association will maintain a complete written record of each complaint and will maintain communication with the alleged harasser and the victim throughout the proceedings. Confidentiality will be maintained throughout the process to the extent practical and appropriate under the circumstances. The Association will take prompt and proportionate action when a violation of this policy occurs.

Association Staff:

If you are Association staff and are subjected to any conduct that you believe violates this policy or witness any such conduct, you are encouraged to speak to, write, or otherwise contact the Chief Executive Officer or, if the conduct involves the Chief Executive Officer, the Association President. Although not mandatory, a complaint form will be made available upon request if you wish to use it.

Once a report has been received, a prompt and thorough investigation will be conducted by the Chief Executive Officer, with legal consultation, as necessary.

Association Volunteer Leaders and Members:

If you are an Association volunteer leader or member and are subjected to any conduct that you believe violates this policy or witness any such conduct, you may speak to, write, or otherwise contact the Association President. Although not mandatory, a complaint form is available upon request if you wish to use it.

Once a complaint has been received, a prompt and thorough investigation will be conducted by the President. The President may consult with Legal Counsel, if necessary. If the complaint names the President, that individual is precluded from participating in the

investigation and disciplinary action and shall be replaced by the Association's President-Elect or Chief Executive Officer.

No Retaliation

No one will be subject to, and the Association prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations.

Violations

Any Association staff, Association volunteer leader, or Association member, regardless of position or title, who has subjected an individual to harassment or retaliation in violation of this policy, will be subject to discipline, up to and including termination of employment (for Association staff) or removal from any office or committee position that the Association volunteer leader holds. A violation of this policy may be a factor in determining an Association member's fitness for future Association volunteer leadership positions.

Appeal Process

Association staff found in violation will have a right to appeal the decision to the Association's Chief Executive Officer. Any Association volunteer leader or Association member found in violation will have a right to appeal the decision the Association's Board of Directors. A written request for appeal must be submitted no more than thirty (30) days after the individual receives notice of a violation of this policy.

Acknowledgement of Receipt and Review

Exhibit D (Continued)

I, _____ (name), acknowledge that on _____ (date), I read and received a copy of the Association's Anti-Harassment Policy, and understand that it is my responsibility to be familiar with and abide by its terms. This policy is not promissory and does not set terms or conditions of employment or create an employment contract.

Signature