

Harassment Prevention Policy

Country Lane Estates ("CLE") believes the prevention of harassment promotes an abuse-free environment in which all people respect one another and work together to achieve common goals. The Board of Directors (the "Board") of CLE is committed to providing an environment in which everyone at CLE is treated with respect and dignity. We are committed to eliminating or, if that is not reasonably practicable, controlling the hazard of harassment. Harassment will not be tolerated from any person at, or on CLE property including Lot Owners, Board members, Employees of CLE, Lot Renters and members of the public.

All instances of harassment, whether committed by or against any worker or member of the Board, will be treated as serious violation and will be investigated. Corrective action will be taken to address the incident. Everyone is encouraged to report any acts of harassment.

Definition: Harassment, means any single incident or repeated incidents of objectionable or unwelcome conduct, comment, bullying, display, gesture or action by a person that the person knows, or ought reasonably to know, will or would cause offence or humiliation or intimidation to anyone.

It includes conduct, comment, bullying or action because of race, religious beliefs, color, physical disability, mental disability, age, ancestry, place or origin, marital status, source of income, family status, gender, gender identity, gender expression and sexual orientation. It also includes sexual solicitation or advance.

Reasonable action taken by CLE relating to the management of the park, is not harassment.

CLE pledges to respect the privacy of all concerned and will not disclose the circumstances related to an incident of harassment or the names of the parties involved (including the complainant, the person alleged to have committed the act and any witnesses) except where necessary to investigate the incident, to take corrective action, to inform the parties involved in the incident of the results of the investigation and corrective action taken, or as required by law.

No one can be penalized, reprimanded or in any way criticized when acting in good faith while following this policy and the supporting procedures for addressing situations involving harassment.

Harassment Prevention Procedure

In support of the Harassment Prevention Policy, we have put in place a Harassment Prevention Procedure. It includes measures and procedures to protect everyone at CLE from the hazard of harassment and a process to report incidents or raise concerns.

Training

CLE will ensure this policy and the supporting procedures are implemented and maintained. All CLE employees and Board members will receive relevant information and instruction on the contents of the policy and associated procedures including how to report incidents of harassment. CLE employees and Board members will be trained during their orientation on CLE's Harassment Prevention Policy and Procedure. Ongoing training will be provided.

Worker training will include:

- How to recognize workplace harassment.
- The policies, procedures and workplace arrangements that effectively eliminate or control harassment.
- The appropriate response to harassment, including procedures for obtaining assistance.
- The procedures for reporting, investigating and documenting incidents of harassment.

All CLE employees and Board members must work in compliance with the Harassment Prevention Policy and Procedure are required to raise any concerns about harassment and to report any incidents to the appropriate person. CLE will investigate and take appropriate corrective actions to address all incidents and complaints of harassment in a fair, respectful and timely manner.

Procedure for Incident Reporting

Use the CLE Formal Harassment Complaint Form to formally document the incident and ensure all relevant information is collected. Information will include:

- Dates
- Frequency
- Locations
- Name(s) of person(s) involved and/or Witness(es) to the incident.
- Any Supporting Documentation.

Submit the completed Form to CLE. CLE will sign and date the form acknowledging that they have received the complaint. An investigation into the incident will occur and the results and corrective actions will be recorded on the Formal Harassment Complaint Form.

Upon completion of the investigation, CLE will be responsible for informing all associated parties (complainant, the person(s) alleged to have committed the harassment) of the results of the investigation. Results of all investigations into harassment complaints will be kept confidential and only those directly affected will be notified of the investigation results. Any corrective actions that are to be taken to address the incident will be communicated to those affected.

We are committed to:

- Investigating reported incidents of harassment in an objective and timely manner.
- Taking necessary action.
- No action shall be taken against an individual for making a complaint unless the complaint is made maliciously or without reasonable and probable grounds.
- No employee of CLE, or any other individual affiliated with CLE shall subject any other person to harassment.