American Legion Newport Harbor Post 291
Harassment & Respectful Conduct Policy

1) Purpose:

a) The purpose of this policy is to establish the standards of respectful conduct expected of members and affiliates of Newport Harbor Post 291 and to provide a clear process for reporting and addressing harassment, threats, intimidation, and other inappropriate conduct associated with Post activities.

b) The Post seeks to maintain a safe, respectful, and welcoming environment for members, guests, employees, and other individuals who participate in Post activities.

2) Governing Authority:

a) Post 291 Bylaws Dec 2025.

(i) Preamble to the American Legion Constitution – "To promote Peace and Goodwill on Earth"

(ii) Article XIII – Administrative Hearings

3) Scope:

a) This policy applies to:

i) All Newport Harbor Post 291 members.

ii) All Newport Harbor Squadron 291 (SAL) members.

iii) All Newport Harbor Unit 291 (Auxiliary) members.

iv) All American Legion Yacht Club (ALYC) members.

v) All Post 291 Staff / Vendors.

vi) All guests and other individuals who participate in Post activities.

b) This policy applies whether conduct occurs inside or outside the Post facility when the conduct is sufficiently connected to Post membership, Post activities, or the individual's role with the Post.

4) Expectation of respectful conduct:

a) Members are expected to conduct themselves in a manner consistent with the traditions and values of The American Legion and Newport Harbor Post 291.

b) Expectations:

i) Treat fellow members, guests, employees and other individuals with courtesy and respect

ii) Allow others to express differing opinions without personal attacks.

iii) Address disagreements professionally and through appropriate Post procedures.

iv) Respect the authority and responsibilities of elected Post Officers and committee members.

v) Follow Post rules and meeting procedures.

vi) Refrain from behavior intended to intimidate, embarrass, humiliate, threaten, or personally demean another individual.

vii) Raise legitimate complaints through appropriate channels rather than through personal confrontation or public harassment.

c) Disagreements and differences of opinion are a normal part of membership and Post operations. Members may express disagreement, criticism, concerns, or differing opinions regarding Post business and decisions. Such conduct is not, by itself, harassment or a violation of this policy. However, disagreements must be expressed respectfully and may not involve threats, intimidation, personal attacks, abusive conduct, or other prohibited behavior.

5) Prohibited Harassment:

a) Harassment is unwelcome conduct directed toward another person that is sufficiently severe, persistent, threatening, abusive, or disruptive that interferes with the person's participation in Post activities or creates an intimidating, hostile, or abusive environment.
b) Examples may include, but are not limited to:
   i) Repeated unwanted verbal abuse or personal attacks
   ii) Threatening, intimidating, or coercive behavior.
   iii) Repeated unwanted contact after being asked to stop.
   iv) Deliberately humiliating or degrading another member.
   v) Repeated insulting, abusive, or demeaning communications.
   vi) Spreading knowingly false allegations about another member for the purpose of harming that person's reputation or participation in the Post.
   vii) Sexual harassment or unwelcome sexual conduct.
   viii) Unwanted sexual comments, advances, propositions, or sexually explicit communications.
   ix) Displaying or distributing sexually explicit, threatening, or otherwise abusive material in connection with Post activities.
   x) Retaliating against an individual because they made a good-faith complaint or participated in an investigation.
   xi) Using a position within the Post to intimidate, threaten, or improperly pressure another member.
c) A single incident may constitute prohibited conduct when it involves a threat, physical intimidation, sexual misconduct, serious abuse, or other conduct that warrants immediate action.
d) Not every disagreement, argument, rude comment, or unpleasant interaction constitutes harassment. The circumstances, nature, seriousness, and frequency of the conduct should be considered when determining whether conduct violates this policy.

6) Threats and Physical Conduct:

a) Threats of violence, physical intimidation, assault, fighting, unwanted physical contact, or other conduct creating an immediate safety concern are strictly prohibited.
b) The Post may take immediate steps to protect members, employees, guests, and the facility while an allegation is being reviewed.
c) Nothing in this policy prevents the Post from contacting law enforcement or emergency services when circumstances warrant.
d) Conduct involving an immediate threat to the safety of an individual or the Post facility may be addressed immediately and does not require completion of the normal complaint process before appropriate safety measures are taken.

7) Sexual Harassment:

a) Sexual Harassment is strictly prohibited.
b) Examples may include, but are not limited to:
   i) Unwelcome sexual advances or propositions.
   ii) Unwanted touching or physical contact of a sexual nature.
   iii) Sexual comments, jokes, gestures, or propositions.
   iv) Repeated comments about an individual's body, appearance, or sexual activity.
   v) Displaying or distributing sexually explicit material.

vi) Repeated unwanted requests for dates or sexual relationships.
vii) Other unwelcome conduct of a sexual nature.

c) The fact that individuals have previously participated in consensual social, romantic, or sexual interactions does not establish consent to subsequent conduct.

8) Reporting a concern:

a) A member who believes they have experienced or witnessed harassment should report the concern to an appropriate Post Officer or official Post representative.
b) All concerns reported under this policy should be submitted in writing using the Post 291 approved Incident Report form, in accordance with the Post 291 Bylaws.
c) Incident Report forms can be requested through the front office.
d) A person experiencing an immediate safety concern should first seek appropriate assistance from Post personnel, a Post Officer, law enforcement, or emergency services, as appropriate. A written Incident Report may be completed afterward.
e) All incident reports submitted will be processed in accordance with the Judicial procedures addressed in the Post 291 Bylaws.

9) Review and Handling of Complaints:

a) Reported concerns will be reviewed by the appropriate Post authority in accordance with the Post 291 Bylaws and applicable Post procedures.
b) The Post will make reasonable efforts to handle reported concerns fairly, respectfully, and as promptly as circumstances permit.
c) Nothing in this section prevents the Post from taking immediate action when necessary to address a safety concern or protect members, guests, employees, or the Post facility.

10) Retaliation:

a) Retaliation against an individual for making a good-faith complaint, reporting a concern, providing information, or participating in a Post review or investigation is prohibited.
b) Retaliation may include threats, intimidation, harassment, unwanted contact, or other conduct intended to discourage or punish an individual for participating in a Post complaint or review process.
c) This provision does not prohibit appropriate action taken in accordance with the Post 291 Bylaws when a complaint is determined through the applicable Post procedures to have been knowingly false or intentionally misleading.

11) Good-Faith Complaints:

a) Members are encouraged to report legitimate concerns regarding harassment, threats, intimidation, or other inappropriate conduct.
b) A complaint made in good faith will not constitute a violation of this policy merely because the complaint is not ultimately substantiated.
c) Knowingly making a false allegation, knowingly providing false information, or intentionally using the complaint process to harass or harm another member may itself constitute a violation of this policy and may be addressed under the Post 291 Bylaws.

12) Post Authority and Disciplinary Action:

a) The Post may take appropriate action when conduct is determined to violate this policy.
b) Any disciplinary action involving a Post member shall be handled in accordance with the Post 291 Bylaws and applicable Post judicial procedures.
c) Depending upon the circumstances and authority provided by the Bylaws, action may include corrective measures, restrictions on participation in Post activities, or disciplinary action.
d) Nothing in this policy limits the authority of Post Officers, committee members, management, or other designated Post representatives to address inappropriate conduct within their respective areas of responsibility.

----------End of Policy----------