



Policy No. 2025 -10 - 21 - 2

October 21, 2025

Reference: Harassment / Disrespect/Bullying of RGC's Employees Policy

Purpose: To promote respect for the RGC's employees, including Marshalls/Starters, and permit our employees to execute their RGC's assigned mandate without fear of harassment of any type or bodily/verbal bullying by a member, guest or other employee on our property.

1. It is the duty & responsibility of the RGC as employer that:

- (a) The RGC's employees, know that their employer requires that members, guests, as well as other employees including the RGC's Board of Directors treat them with respect that they deserve as employees and their employer, will act, when appropriate, against anyone under its authority, whenever disciplinary actions are justified.
- (b) The RGC's Marshalls/Starters' mandate is to assist all players (as a whole) in having an enjoyable golf experience whenever they are golfing at our club and for that purpose may be called, when necessary, to suggest whatever they feel necessary to remind golfers of the club's policies or whatever other recommendation they feel best for the good of all golfers on the course, including what they consider "slow play". Any form of bullying, disrespect or any form of harassment towards them, is a disrespect to other golfers and the RGC's policies and **WILL NOT BE TOLERATED.**

2. Employee reporting of incident:

- (a) Any employee, including Marshall/Starter that is subject to any form of disrespect, bullying or form of harassment as identified in above paragraph "1 -a or b"; that they feel justified, MUST report, in writing (with details of the incident) that incident to her/his immediate superior.
- (b) The superior in question, must then provide a written report of the reported incident, signed by the employee in question to the General Manager.
Note: If employee incident related to said employee's superior, the employee will provide a written statement to either, the General Manager or member of the Board of Directors.

(c) The General Manager and/or the Board of Director will review the said report (with the employee if required) and then take whatever action it feels appropriate to validate the incident, depending on the circumstances.

3. In the event that disciplinary action(s) are required:

(a) Regardless of whether disciplinary action (s) are taken by the General Manager (with pre-established guidelines by the Board of Directors) or by the Board of Directors, the “alleged faulty” individual in the employee report, MUST be provided an opportunity to provide his/her comments on the said employee report.

(b) The disciplinary action (s) recommended/imposed would be subject to the gravity of the issue and may be one or more but not limited to the following:

- i) A clear and sincere apology by the “alleged faulty” individual named in the report to the said employee within a prescribed timeline (usually prior his/her next golf outing if appropriate if complaint in reference to a member).
 - If the disciplinary option given is pursuant to above (i) or part of, and the named individual does not abide by the prescribed timeline; if a member, playing privileges will be suspended till he/she abides by it and if not a member, he/she should be banned indefinitely from the RGC property.
- ii) A suspension of playing privileges
- iii) A ban from the RGC property
- iv) A monetary compensation: (strictly in event of and limited to the amount of material damage (s) or stolen item) should this be part of the employee complaint)

(c) Disciplinary committee (if required):

- In event the Board of Directors feel that an “Ad Hoc Disciplinary Committee” is more appropriate to deal with a specific matter – such committee (including Board members or individual (s) designated by it) may be required to address the said issue.

4. Any exception/deviation to this policy requires RGC Board of Director’s approval.