



CODE OF CONDUCT

Through time the Galilee Beach Club continues to develop significant improvements to our facilities, programs and customer service. We are continuously striving to improve and do better. As we continue the journey the need to outline some expectations we should all have to guide our actions is necessary. A Code of Conduct contains guidelines. It is not intended to be a complete listing of detailed instructions for every conceivable situation. The Code of Conduct embraces a set of core and shared values focusing on our shareholder and seasonal members; our employees and contract staff and our Club. The intent is to help all of us to develop a working knowledge of the practices necessary to promote enjoyment season after season.

A defined Rules Committee with processes will ensure appropriate handling of questions, concerns, or reports of violations or suspected violations. It will ensure all shareholders, seasonal members, guests, employees, and contractual partners are treated professionally, fairly and equally. Members includes all shareholder, associate, seasonal, dining and weekday members, plus any add-on memberships (including, but not limited to significant others and caregivers).

We acknowledge it isn't always easy to define right from wrong. Whenever you have a question or concern, are unsure about what the appropriate course of action is, or if you believe that a violation of the Club code has or may have occurred, speak directly to the Club Manager first. If you are uncomfortable in doing so you may address the Board of Directors' President or the Rules Committee Chair.

CODE OF CONDUCT FOR ALL MEMBERS

Obey all rules and regulations outlined in our Policy and Operations manual and By-laws. The most recent version of these can be found on our website or otherwise supplied.

We treat each other, fellow members, guests, employees, and contractual staff with courtesy, dignity and respect.

We welcome, foster and celebrate our diversity.

We rely on one another's good judgement to uphold a high standard of integrity to our Club.

We protect our buildings, grounds, and natural resources.

We expect all members, as well as guests to abide by both the letter and spirit of our Code of Conduct.

P.O Box 5627 • Wakefield, Rhode Island 02880-5627 • 401-789-9675
www.galileebeachclub.com



CODE OF CONDUCT FOR EMPLOYEES AND CONTRACT STAFF

Obey all rules and regulations outlined in our employee manual and contractual agreement(s).

Our people are one of our most important assets.

Our employees, contract staff and members treat each other with courtesy, dignity and respect.

We emphasize teamwork to produce the best results.

We value our employees' and contract staffs' knowledge, enthusiasm and spirit to serve our members.

CODE OF CONDUCT OUR CLUB

We manage our business with a spirit of ownership and entrepreneurship.

The reputation of our Club is among our most prized assets.

Rules Committee

The Rules Committee consists of 2 Board members to include the Immediate Past President as chair, 1 shareholder and 1 seasonal member. The Club Manager will act as liaison to the committee. All committee members are held to the highest level of integrity as matters are of confidential nature.

Rules Committee Process

At the time of completing membership application all members receive the link to the Club Policy and Operations Manual as well as the By-Laws and Code of Conduct and agree to abide. These are located on the Membership page of the Club website. Hard copies can be provided upon request. Upon receipt of a complaint the Rules committee would follow the Disciplinary Process.

DISCIPLINARY PROCESS

Complaints and Violations

Members, employees and contract staff who observe or are affected by any behavior of a member, guest, employee and contract staff that violates the Code of Conduct and/or Club Policy and By-laws may make a complaint. Members are always responsible for the conduct of their guests. Complaints may be verbal or in writing and can be provided to the Club Manager, President of the Board or Rules Committee Chair. A timely complaint is encouraged and will be held in confidence.

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The Disciplinary Process within the Committee

When a complaint is received or the committee becomes aware of the alleged violation, the typical process is as follows:

- Initial incidents may be handled immediately by the Club Manager, if they appear to be minor in appearance or could be a misunderstanding of the Club rules.
- Incidents related to potential infractions by Club employees will be handled by the Club Manager.
- Incidents related to potential infractions by Contract employees will be referred to the Contract Manager.
- Incidents related to Club or Contract Managers will be handled directly by the Board.
- The Club Manager and members of the Rules Committee will cooperatively, as applicable, investigate the incident/complaint to determine the facts of the case and the concerns of the affected parties.
- The individual(s) accused of the alleged violation may be invited to have a discussion about the incident with the Rules Committee or the Board.
- The individual(s) will have the opportunity to present his or her position to the Rules Committee.
- The Rules Committee chair will review and determine a recommended course of action.
- Incidents that are of the manner described in the by-laws or are a repeat violation will be presented to the board if termination or suspension of membership is recommended. The Board will review the recommendation and make final determination of action.
- The decision will then be communicated in writing to the individual(s).
- Individual(s) have a right to appeal the Rules Committee/Board's decision and have a hearing with the Board regarding the violation. If appealed, the Board's decision after review is final.

The Types of Disciplinary Sanctions

The determination whether to impose a sanction and the severity of the sanction to be imposed is entrusted to the discretion of the Rules Committee and/or the Board.

The individual(s) could be asked to leave the Club premise until investigation is complete or is a disturbance or danger to Club members and guests.

- **Dismissal:** The Club may dismiss the alleged violation and take no action
- **Fines:** When a violation is sustained, an individual(s) may have a fine imposed.



- **Reprimand Letter:** When a violation is sustained, the Club may send a letter of reprimand to the individual and place such letter on file for future reference.
- **Probation:** When a violation is sustained, the Club may place the individual(s) on probation for a specific period of time. During this time if a further incident occurs, an immediate additional penalty (financial and/or up to suspension) may be imposed, the severity of which may be more extensive.
- **Suspension:** When a violation is sustained the Club may suspend the individual(s) for a specific period of time. During the period of suspension, all Club use privileges may be suspended for the individual(s), family and guests. Fiduciary responsibilities continue to apply. Process as outlined in the by-laws will be followed.
- **Termination:** When a violation is sustained, the Board may expel an individual(s) from the Club, permanently forfeiting all their membership privileges and proceed with other remedies provided in the Bylaws.

GBC Mission Statement

To preserve a multi-generational family oriented beach club that provides a quality casual social experience and protects our natural resources.