



HARASSMENT PREVENTION & SAFETY POLICY

Sexual & General Harassment Prevention and Safety Agreement
for BarHaven Players, Staff, Spectators, and General Members

Updated August 2024

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i. Purpose

Consistent with federal, state and local laws, this policy, including its reporting and investigatory processes, reaffirms the Circle of BarHaven's commitment to an environment free from harassment, discrimination, and retaliation for all members of the BarHaven community, including in the online and in-person, in the broader event space, and during all game-related activities. This policy outlines:

1. The General Policy BarHaven stands with;
2. Definitions and Examples of Unwarranted Actions;
3. To whom this policy applies;
4. The situations in which this policy applies and levels of severity;
5. The procedures to investigate reports made pursuant to this policy;
6. The right to file complaints with external government agencies and agreement to data storing.

ii. General Policy

Discrimination and harassment, including sexual harassment, are prohibited by BarHaven because they violate the values and are unacceptable in our community. BarHaven is a diverse community guided by the values of responsibility, integrity, community, service, and excellence. These values can only thrive in an environment that is free from discrimination and harassment.

This policy applies to harassment and discrimination on the basis of actual or perceived sex, gender, race, color, national origin, alienage or citizenship status, ancestry, religion, creed, pregnancy, age, sexual orientation, disability, marital status, gender identity/expression (including sex stereotyping, gender expression, and perceived identity), status as a victim of domestic violence, military status, veteran status, caregiver or parental status, arrest records, genetic information, weight and height, or any other category protected by federal, state, or local laws (collectively, "protected categories"). It also applies to retaliation for reporting an actual or perceived violation of this policy, opposing practices prohibited by this policy, or participating in the reporting and investigation process.

Any individual affiliated with BarHaven (general member, spectator, online member, active participant or player, employee, contractor, and Staff) who engages in discrimination or harassment, or who retaliates against anyone who complains of harassment or discrimination or participates as a witness in an investigation, will be subjected to disciplinary action, up to and including community removal or termination of their work contract if applicable. Additional

actions related to this policy are listed in Section VI. Others covered by this policy also will be subject to sanctions and penalties for violating the policy. Nothing contained in this policy is intended or shall be construed to alter the status of any at-will BarHaven contractor, employee, or owner.

iii. Definitions and Examples of Unwarranted Actions

For this policy and the diverse actions of the community, these actions are separated into three levels of severity.

- a. 'Complainant' – Any person who believes that they have experienced or witnessed harassment or discrimination and who seeks recourse pursuant to this policy. The BarHaven LLC may also be a complainant.
- b. 'Complaint' – A statement of facts alleged by a complainant seeking recourse pursuant to this policy. BarHaven has an individualized Complaint Form publicly available on the BarHaven website that is focused on the Complainant's description and opinion of level of severity.
- c. 'Contractor' - An individual that has gone through the Vetting process, as described in the Contractor SOP and has signed the COnttractor Agreement, to run BarHaven supported games, meet-ups, and events who is on file and annually goes through supported training resources. These individuals are also known as 'Game Masters', Dungeon Masters™, or 'Game Hosts'.
- d. 'Discrimination' – includes harassment and discrimination as defined by Title 42 U.S. Code Chapter 21. Currently, the grounds of discrimination prohibited by the EEOC Title VII of the Civil Rights Act of 1964 cover protected class status. The term "protected class status" refers to groups of people who are shielded from unfair treatment or discrimination because of their personal characteristics or beliefs. Such defining factors can be rooted in race, color, gender, age, religion, national origin, pregnancy, disability, sexual orientation, or gender identity. Please note, while Title VII and other listed federal and state coverage are aimed to cover employment, BarHaven extends these protections to its employees, contractors, general members, and overall customers.
- e. 'General Council' - The BarHaven General Council may include Staff, select Contractors or employees on file, the investment groups voting member, community liaisons, online moderators, and other select

individuals that have made an impact on the community. The General Council must always have an odd number of members and votes and should consist of 15 members or less. Not all members are required to participate at all times, but must maintain an odd number of votes for inquiries or decisions. To inquire about joining the General Council, please see Staff for documentation on that process.

- f. 'Harassment' - As defined by the U.S. Equal Employment Opportunity Commission: "Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, (ADEA), and the Americans with Disabilities Act of 1990, (ADA)" as well as any behavior that satisfies one or more of the following definitions of harassment:
1. Harassment based on a prohibited ground of discrimination. Behavior directed towards another person or persons that:
 - i. is abusive or demeaning; and
 - ii. includes a direct or indirect reference to a prohibited ground of discrimination under the US EEOC; and
 - iii. would be viewed by a reasonable person experiencing the behavior as an interference with their participation in a BarHaven-related activity.
 2. Sexual harassment, as defined by the US EEOC, or behavior characterized by the making of unwelcome and inappropriate sexual remarks or physical advances in a community meet space, online, or social situation. Behavior of a sexual nature by a person:
 - i. who knows or ought reasonably to know that the behavior is unwanted or unwelcome. For example, not following the basic laws of consent; and
 - ii. which interferes with another person's participation in a BarHaven-related activity; or
 3. Personal harassment or behavior directed towards a specific person or persons that:
 - i. serves no legitimate purpose; and
 - ii. would be considered by a reasonable person to create an intimidating, humiliating, or hostile work, social, or community environment.
 4. Community/workplace bullying and harassment or inappropriate conduct or comment by a person towards an individual, as defined by the Texas Penal Code §42.07, that the person knew or reasonably ought to have known would cause that individual to be

humiliated, intimidated, tormented, or continuously annoyed, but excludes any reasonable action taken by the BarHaven LLC or Staff relating to the management, direction of workers, or action taken in response to community complaints.

Behaviors that could support a finding of harassment, if pervasive or severe, may include, but are not limited to: epithets or slurs, negative stereotyping, threatening, intimidating or hostile acts, stalking, bullying, denigrating jokes, and display or circulation (including through online communications such as social sites, communications sites such as e-mail or private message platforms, and forums) of written or graphic materials, including hate speech, that are based on protected class and occurring within the community, living, or working environments. Additional examples that may be covered by the BarHaven complaint processes are listed in Section VI.

- g. 'Other Responsible Parties' - In addition to the Staff, also known as the organizers or owners, there are other parties that may have a say in the decisions, outcomes, and actions for complaints. These include the BarHaven General Council, investors group on vote, legal entities supporting BarHaven, and third party human resource teams on BarHaven's network.

iv. Who This Policy Applies To

This policy, as well as all other BarHaven policies currently, applies to current and past members participating in BarHaven settings, spectators watching or participating in BarHaven settings, contractors often labeled as BarHaven Vetted Game Masters or Game Hosts, prospective contractors, online or in-person moderators, community liaisons, volunteers, event vendors, employees, staff members, owners, investors, and investor speakers.

v. Policy Application, Complaint Systems, and Levels of Severity

- a. Policy Application - As said in Section iv, this policy covers individuals participating in BarHaven settings. BarHaven settings include but are not limited to in-person meet-ups, events, and social gatherings, and online activities ranging from member-to-member messages, social sites, communications sites such as e-mail or other private message platforms, and BarHaven owned forums. In some situations, depending on the level of severity and legitimate concern of safety for an individual, additional settings such as one-on-one private conversations outside of BarHaven meet-ups, events, social gatherings, and

online activities may be covered by this policy. These situations may include but are not limited to notions listed in the levels of severity in Section VD.

- b. Complaint Form Availability - As stated previously, BarHaven has an individualized Complaint Form publicly listed on the BarHaven website. This Complaint Form includes the following Complainant filed options: Full Name, Email or Phone, Involved Persons or Accused, Complainant's view of Level of Severity, Complaint Description, Date of Happening, Location of Happening, Complainant's Consent of Contact. Please note, this Complaint Form is subject to change based on the needs of the community. The community will be informed of these changes via the website blog and Discord forum announcements.
- c. Individual Responsibility to Report - In addition to adopting high standards for our own conduct, when members of the BarHaven community observe, or have knowledge of, behavior that violates this policy, they all have a responsibility to report such behavior to the BarHaven Staff (via the Complaint Form, one-on-one messages, and/or verbal communications) or the correct and related authorities.

All Contractors or Staff who receive information, directly or indirectly, that they reasonably believe constitutes harassment, sexual harassment, sexual assault, general or situational violence, or stalking by or against a policy listed individual must promptly report the incident. Generally, reports should be made within 24 hours of receiving the information, however complaints may be filed at any time. When filing a complaint, the Complainant should communicate all relevant information, including whether they consent to contact or express a desire for confidentiality.

Policy listed individuals making such complaints in good faith are protected from retaliation. Failure by contractors of staff to promptly comply with their reporting obligations may itself be a basis for disciplinary action, up to and including termination of their contract or employment.

- d. Levels of Severity - In cases of complaints in the BarHaven community, we ask Complainants and Staff to evaluate the complaint and list it under one of three levels of severity. The actions and procedures for each level are listed in Section VI. Please note that in the publically available Complaint Form, we ask the Complainant for their opinion on what level they believe the complaint to be. The Complainant should be aware that depending on Staff review and investigation, the overall level decided may change. These levels are as follows and are listed in the perspective of the Complainant:

- i. **LOW:** Just wanting to give staff a heads up, room for improvement, Discord server formatting complaint, venue parking or issues, levels of attendance, stranger danger, etc. Low levels of severity may not always relate to an individual and can cover non-person complaints.
- ii. **MEDIUM:** This needs correction, I don't want to be at a table with this person, strange or rude comments but no action on their part including name calling or cursing, comments/topics/PC action during games, not following the basic rules labeled in the Discord rules channel, etc.
- iii. **HIGH:** This person needs to be removed from the community, verbal or textual harassment in and out of games, sexual harassment in and out of games, stalking, etc.

Please note: If there has been an incident of physical or sexual assault, damage to personal belongings, or physical violence of any kind, we recommend you contact the correct authorities and notify BarHaven of the situation as soon as possible. While BarHaven can take action within community settings, actions listed in Section (???), BarHaven can not restrain, arrest, or make forced actions against accused individuals or provide medical advice or actions for any party.

vi. BarHaven Complaint Procedures

- a. How does the Complaint Form and Process work? Process Steps include but are not limited to the following in order:
 - (1a)** When received, the Staff member will read and discuss your complaint.
 - (1b)** If verbally or textually discussed, the Staff contacted will open a written report with the information discussed with the complainant. This report will include the conversation had, any evidence provided, notice of date/time/location, and the level of severity to the verbal complaint. The Staff will then urge the complainant to fill out this form in their own words. Once received, the Staff will read to discuss both the report written and the complaint. Additional information as to what the report should contain is included in the Harassment Prevention & Safety policy located on the BarHaven website.
 - (2)** The Staff will then look into the complaint, contacting related parties as needed, to review the level of severity, as well as the level of legitimacy. The levels of severity are defined in the above text boxes and will be available in the Harassment Prevention & Safety Policy. If deemed necessary, additional contacts will be made including but not limited to a legal team and a third-party human resources team to accurately and efficiently cover a situation. If the Complainant consents to contact, they will be informed of that action.

(3a) If the level is low, the accused will be met with and given a warning. If continued, Staff will take additional measures and/or actions, defined in step 4, to prevent others from having the same complaint. If non member related, Staff will raise the complaint to the appropriate person - Discord changes, parking notifications, providing more Game Hosts, etc.

(3b) If the level is medium, the accused will be asked to step back, to not participate in BarHaven settings, while the staff look into the matter as well as receive additional education depending on the nature of the complaint as appropriate.

(3c) If the level is high, both the complainant and the accused will be asked for a direct meeting separately to discuss the allegations and heavily investigated with detailed written reporting on all Staff's parts. When reviewed, the Staff will take appropriate measures and/or action, defined in step 4.

(4) These actions include but are not limited to: mediation discussion, signed write ups, asking the person to remove themselves from specific games or areas, removing the person from a venue, online removal, member suspension, member banning, Partner Venue ownership conversation, elevating the situation to a legal team or third-party human resources team, and contacting the correct authorities.

(5) It is important to note, the more details a complainant can provide, the more accurate the level of severity will be. BarHaven will take all action they can to cover the situation, actions defined in step 4. If an accused refuses to comply and poses a threat to members, Staff, Partner Venues Staff, and the general public, the correct authorities will be called. BarHaven reserves the right to contact the authorities if deemed unsafe and necessary using the information provided in this form.

vii. The Right to File, Confidentiality, & Data Storage

- a. The Right to File - Any individual listed in Section iv who believed that they have experienced or witnessed discrimination or harassment is expected to report or discuss the matter with BarHaven Staff or directly with the legal or third party human resources team on network, contact to be provided publicly to the BarHaven community. If one of the Staff is the individual alleged to have engaged in discrimination or harassment, then the conduct in question may be reported and filed to the other members of Staff directly, an investment group contact, or to the legal or third party human resources team.
 - i. Complainants are asked to file a complaint to the Staff or other related parties within six months of the last alleged incident. While Complainants may file reports at any time, regardless of time, if the

incident is past the six month time frame, BarHaven as a legal organization cannot promise action taken.

- ii. All complaints must be submitted in writing. While verbal discussion will be taken into Staff reports, Staff or other responsible parties will ask the Complainant to file the complaint in writing using their own words and details for accurate incident coverage.
 - iii. Staff or other responsible parties may reject a complaint on super majority vote on the grounds that it is frivolous, vexatious, malicious, lies outside of the jurisdiction of this Policy, or is beyond the limits for laying a complaint. The decision to reject a complaint must include the reasons for the decision and may be appealed to other responsible parties such as the investors group for voting or to the legal or third party human resource team. Once a decision is made by these other responsible parties, the decision is final and cannot be appealed.
- b. Confidentiality - Allegations of discrimination and harassment, particularly of sexual harassment, often involve the collection, use, and disclosure of sensitive personal information. Confidentiality is required so that those who may have experienced discrimination and harassment will feel free to come forward. Confidentiality is also required so that the reputations and interests of those accused of discrimination or harassment are protected until proven guilty on any topic. However, either party may discuss the case in confidence with BarHaven Staff, BarHaven legal or human resources teams and/or representatives, or personal legal counsel. The policy asks Complainants to refrain from discussing sensitive information with outside members until action is taken post detailed investigation. If additional information is found on the Complainants part, we ask them to relay in detail this information to assist in an accurate and thorough investigation.

Subject to any limits or disclosure requirements imposed by law or required by this policy, any and all information, oral and written, created, gathered, received or compiled through the course of a complaint is to be treated as confidential by both the respondent and complainant, their representatives, witnesses, and the officials designated by this policy.

- c. Data Storage -

ii. Policy Interpretation**ix. Policy Review**

This policy will be reviewed by both Staff, Investing parties, and any third party human resource teams under network annually with the deadline of review being August of every year.