



Policy Regarding Harassment and Discrimination

Adopted by the Board of Directors February 28, 2018. (Revision of the December 2011 policy.)

Guiding Principles

At the core of our Rotary community is a spirit of mutual respect grounded in the Rotary Code of Conduct and the Four-Way Test.

Of the things we think, say, or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build GOODWILL and BETTER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

We seek to respect the integrity and worth of every individual and his or her individual viewpoints. Disrespect, including harassment and discrimination, adversely affects relationships and results in a loss of well-being, and a negative image for both the individuals involved and Rotary. It can also cause loss of membership. The purpose of this policy is to encourage mutually respectful behavior.

District 5960 expects:

- All members to feel physically, intellectually and psychologically safe when in Rotary meetings and functions
- All members to be respectful at all times to and in all types of communication
- All members to respectfully communicate discomfort directly to the disrespectful or harassing person when possible, and, if not possible, then to the Club President or a Club board member
- Harassment or discrimination by a Rotarian to be addressed by the Club President or another board member, or as needed, district leadership, as noted in the section on Procedures and Resolution below

Definitions

Harassment and discrimination are behaviors or patterns of behavior that create an intimidating or offensive work or social environment or otherwise restrict opportunities for Rotary service. Harassment and discrimination include, but are not limited to, unwelcome acts or language (physical, verbal or written) including threats, physical contact, violence, pranks, bullying, epithets, stereotypical or inappropriate jokes or comments, or vandalism directed at an individual because of their race, ethnicity, sex, pregnancy, skin color, religion, national origin, physical or mental disability, age, marital status, sexual orientation, or gender identification.

Sexual harassment is defined as unwelcome sexual advances, including gender-based or same-sex based comments and conduct, requests for favors or other verbal, nonverbal or

physical conduct of a sexual nature. Examples of such conduct include, but are not limited to, stereotypical or inappropriate jokes, language, cartoons, nicknames or propositions; repeated unwanted social invitations; unwanted touching; sexually objectifying media; and, suggestive or insulting sounds.

Procedures and Resolution

Because respect is necessary for sharing ideas, learning and working towards a common goal, Rotary District 5960 is committed to having a process for assuring that its meetings and activities are free from harassment and discrimination.

Accordingly, District 5960 Clubs shall act to prevent harassment and discrimination by presenting programs which raise awareness of potentially harassing or discriminatory behavior. Members shall be informed of relevant District policies including, but not limited to, the Youth Protection Policy and this policy.

When a person experiences, or a bystander observes, harassment or discrimination and raises a concern or formal complaint, principles of respectful communication shall govern the interactions of all concerned. The reporting individual will be encouraged to share what he or she experienced, saw or heard, the impact of the behavior, and what would be helpful to resolve the issue

Privacy shall be scrupulously guarded. All communications regarding the matter involved shall be confidential, and should be documented contemporaneously. Any written notes or communications shall be kept with confidential Club records for six years.

Recommended steps to resolve a harassment or discrimination grievance:

1. Individuals involved should attempt to resolve it themselves when possible.
2. If this is not possible or realistic, refer the concern to the Club President or if the President is involved in the matter or cannot be neutral, to a trusted Club board member.
3. The Club President or trusted Club board member shall gather information about the alleged incident(s) from all persons involved in the incident(s). He or she shall record the names of the persons involved and summarize the reported problem, including time, date, place, what happened, and outcome of the discussion, i.e. whether there was resolution or if further action is necessary.
4. If the issue remains unresolved, it should be referred to the Executive Committee of the Club's Board of Directors in closed session. The aggrieved person(s) or their representative shall present the complaint to the Executive Committee in closed session. The person(s) about whom the grievance is made or their representative shall also present their concerns to the Executive Committee in closed session. The President or the Executive Committee may request consultation with the District Governor.
5. If still unresolved, the Executive Committee shall refer the matter to the District Governor to investigate and mediate. If there is potential legal action, the matter shall be referred to an attorney.

Club leaders shall strive to resolve the matter in the most respectful and kind manner possible. The Executive Committee may advise mediation, recommend anger management classes, or in extreme cases, require resignation from the Club, based upon each member's responsibility to abide by the Rotary Four-Way Test, the Rotary Code of Conduct, Rotary International Bylaws, the Club's Constitution, the Club Bylaws, and this policy, or may commence or respond to litigation.