



**ROTARY DISTRICT 5360
PROTECTING VULNERABLE PEOPLE
POLICY AND PROCEDURES
September 7, 2020**

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THE ROTARIAN CODE OF CONDUCT

As a Rotarian, I will:

1. Act with integrity and high ethical standards in my personal and professional life;
2. Deal fairly with others and treat them and their occupations with respect;
3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people's quality of life in my community and the world, and
4. Avoid behaviour that reflects adversely on Rotary or other Rotarians.

PART 1

PROTECTING VULNERABLE PEOPLE POLICY THROUGH THE PREVENTION OF BULLYING, HARASSMENT AND ABUSE

Introduction

Rotary International District 5360 Inc. ("D5360") is committed to protecting the safety and well-being of all our program participants and will not tolerate abuse, bullying, exploitation, harassment or neglect.

Our Rotary Clubs must protect the interests of everyone involved and create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events.

Rotarians, their adult family members and non-Rotarian volunteers are to safeguard the welfare of every person with whom they come into contact in connection with any Rotary program, activity or event.

To that end, we have adopted the following Policy and Procedures.

Rotary International District 5360 Inc. Policy Statement

Without limiting the generality of the preceding, it is the responsibility of everyone involved in Club and District programs in Rotary District 5360 to:

- a) Prevent all identified forms of bullying, abuse, harassment, exploitation, discrimination, or neglect;
- b) Safeguard the welfare of everyone who participates in Rotary programs, including vulnerable people;
- c) Ensure that everyone, and particularly vulnerable people, understands their rights and how to protect themselves from bullying, abuse, harassment, exploitation, discrimination or neglect;
- d) Prevent anyone who may put vulnerable people at risk from participating;
- e) Complete all required volunteer screening requirements, as described in the Volunteer Screening Procedure, before interacting with vulnerable people;
- f) Complete the necessary training for the role they accept, and
- g) Report suspicions or allegations of abuse, bullying, exploitation, harassment, discrimination or neglect to the appropriate authorities. ([See incident reporting procedure](#)).

Scope

This Policy applies directly to all Rotarians and volunteers, including adult host family members involved in D5360 or any Rotary Club programs, activities or events involving vulnerable people.

Definitions

Vulnerable Person

A Vulnerable Person means anyone who is or may be unable to take care of or protect themselves, for any reason, against any form of harm, attack, damage, neglect or exploitation, who is involved in a Rotary program, activity or event and to whom Rotary may have a duty of care.

Some examples of a Vulnerable Person might include:

- a) A Child or Children, less than 18 years of age, and
- b) Any individual aged 18 years and above who is or may be unable to take care of themselves, or is unable to protect themselves against harm or exploitation by reason of age, illness, emotional or physical trauma, disability, gender, sexual orientation, language, or any other reason as the circumstances may dictate.

Abuse and Neglect

a) Child Abuse

Our increasing knowledge about the needs of children and the effects of their social environment on their growth and development is changing what we view as child abuse. Some practices that were considered acceptable are now generally believed to be abusive. Alberta and Saskatchewan's Child Welfare Act and Canada's Criminal Code describe what behaviour or conditions might be so harmful that it is necessary to stop or prevent them. The following are the major kinds of child abuse:

i. Emotional Abuse

Any action that causes serious mental or emotional harm to a child. May take the form of chronic exposure to alcohol or drug abuse, verbal attacks on a child's sense of self, repeated humiliation or rejection. Exposure to violence or severe conflict in the home, forced isolation, restraint or causing a child to be afraid much of the time may also cause emotional harm. Emotional abuse rarely happens only once, and it is usually part of a particular way of relating to children.

ii. Physical Abuse

The intentional use of force on any part of a child's body whether they consent or not, which results in injury. It may be a single incident or a series or pattern of incidents.

iii. Sexual Abuse

The improper exposure of a child to sexual contact, activity or behaviour. It includes any sexual touching, intercourse, exploitation, child trafficking or exposure and can be perpetrated by anyone, including a parent, relative, friend, or stranger. Sexual abuse of a child is a criminal offence.

b) Neglect

Any lack of care that causes serious harm to a child's development or endangers the child in any way. Physical neglect is the failure to meet the child's physical needs, including failing to provide adequate nutrition, clothing, shelter, health care and protection from harm. Emotional neglect is the failure to meet the child's emotional needs for affection and a sense of belonging.

c) Elder Abuse

Elder abuse is violence, mistreatment or neglect towards older adults. The abuse often comes from individuals in situations of power or trust (spouse, children, other family members, caregivers, service providers). It can also come from other individuals. Elder abuse can take many forms, including neglect, physical, psychological or financial abuse, violation of rights and abandonment.

Bullying

Bullying is a form of repeated aggression or humiliation perpetrated through the misuse of real or perceived power over a period of time. Bullying is to deliberately hurt or intimidate or exert power, control or influence over someone.

Exploitation

Exploitation is the act of using or treating unfairly those who may be vulnerable, for whatever reason, by another person or group of people, who may or may not be in a position of authority or power. People exploit others to gain an unfair advantage or to benefit from the use or treatment of said individual or group of people.

Harassment

Harassment means any conduct by an individual directed at and offensive to another person or persons and which the individual knew, or ought reasonably to have known, would cause offence or harm. It comprises any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat. Federal and provincial (Alberta and Saskatchewan) legislation prohibits harassment related to race, national or ethnic origin, colour, religion, age, sex, marital status, family status, disability, pardoned conviction or sexual orientation.

Sexual Harassment

Sexual harassment is any unwanted and unsolicited sexual advance or conduct of a sexual nature that makes a person feel offended, humiliated or intimidated. Sexual harassment can take many different forms and may include physical contact, verbal comments, jokes, propositions and the display of offensive material or other behaviour that creates a sexually or emotionally hostile environment. An act, even though not intended to, may still result in offence, humiliation or intimidation. An act may constitute sexual harassment even if it was not intended to offend, humiliate or intimidate. This behaviour may be intentional or unintentional, one incident or a series of incidents. Penalties may apply in certain cases.

Prohibited Person

A prohibited person means anyone who has:

- a) a criminal record as defined by the "Criminal Records Act"; unless the District Governor in consultation with the District Chair of the Protecting Vulnerable People Committee grants an exception;

- b) A record suspension or pardon(s) for a sexual offence as set out in the recent amendments of the "Criminal Records Act";
- c) An outstanding criminal charge(s) including stayed charges unless the District Governor in consultation with the District Chair of the Protecting Vulnerable People Committee grants an exception;
- d) Any order(s) made in the interest of public safety under the criminal code which would restrict the applicant's access to, possess weapons, firearms, ammunition, explosives or other prohibited substances;
- e) Any order limiting contact, access or behaviour restriction(s) with any person; or
- f) Any order(s) made under the child protection legislation that intends to restrict the applicant/member's access to children.

PART 2

VOLUNTEER SCREENING PROCEDURE

All volunteers interested in participating in Rotary Club and D5360 programs, activities and events must complete the screening process before they are eligible to work with vulnerable people.

Volunteer screening includes:

- an application,
- personal interview,
- reference checks,
- Vulnerable Sector Check¹, and
- Vulnerable person protection awareness training.

Rotary volunteers under the age of 18 are not required to provide a Vulnerable Sector Check.

1. **All volunteers**, including Youth Exchange Host Family members eighteen (18) years of age or older, must:
 - a) Complete a ***volunteer or host family application***;
 - b) Provide the District with a current Vulnerable Sector Check that will be stored securely following applicable privacy legislation;
 - c) Undergo a personal interview;
 - d) Provide a list of references for the District to check following the 10 Step Recruitment & Screening process. <https://www.rotary5360.ca/Documents/en-ca/4bdf4346-6c2b-4951-94bc-4faefd0318e3/1> . References may not be family members, and no more than one (1) reference may be a Rotarian;
 - e) Meet RI and D5360 requirements to work with vulnerable people. RI and D5360 do not permit anyone to work with vulnerable people who have:
 - i) A criminal record as defined by the "Criminal Records Act" unless the District Governor in consultation with the District Chair of the Protecting Vulnerable People Committee grants an exception;
 - ii) A record suspension or pardon(s) for a sexual offence as set out in the recent amendments of the "Criminal Records Act";
 - iii) An outstanding criminal charge(s) including stayed charges, unless the District Governor in consultation with the District Chair of the Protecting Vulnerable People Committee grants an exception;
 - iv) Any order(s) made in the interest of public safety under the criminal code which would restrict the applicant's access to, possess weapons, firearms, ammunition, explosives or other prohibited substances;
 - v) Any order limiting contact, access or behaviour restriction(s) with any person, and
 - vi) Any order(s) made under the child protection legislation that intends to restrict the applicant/member's access to children.

¹ A Vulnerable Sector Check is a police information check plus an inquiry if a person has a record suspension (pardon) for sexual offences.

- f) Complete vulnerable person protection awareness training demonstrating they understand and will comply with Rotary International and District 5360 policy, procedures and guidelines for the programs and activities in which they are participating.
2. **Rotary Youth Exchange Host Family members 18 years of age** and older must:
- a) Meet the same screening requirements as any other volunteer;
 - b) Undergo a comprehensive interview that determines their suitability for hosting an exchange student, including:
 - i) Demonstrate commitment to the safety and security of youth in their care.
 - ii) The motivation for hosting a youth participant is consistent with Rotary ideals of international goodwill, understanding and cultural exchange;
 - iii) Financial ability to provide adequate accommodation (room and board) for the youth participant, and
 - iv) Aptitude for providing appropriate supervision and parental responsibility that ensures the youth participant's safety and well-being.
 - c) Home visits must be conducted for each family and should be both announced and drop-in visits, both before and during the placement. Home visits must be completed annually, even for repeat host families, and
 - d) All adult residents of the host home must meet the recruitment and screening requirements for volunteers.
3. **Club Rotary Youth Exchange Chairs and Counsellors** candidates must:
- a) Be current members of a D5360 Rotary Club;
 - b) Meet the criteria for all volunteers;
 - c) **Not** be a member of the student's host family, and
 - d) Be trained in responding to any problems or concerns such as bullying, harassment or abuse as outlined in this Policy.
4. As part of ongoing screening:
- a) A new Vulnerable Sector Check must be submitted every three years. Rotary District 5360 reserves the right to conduct or request a Vulnerable Sector Check for any volunteer at any time and
 - b) Vulnerable people protection training must be completed every three years.

ROTARY DISTRICT 5360
 ROTARY VOLUNTEER AND HOST FAMILY
 Volunteer Screening Requirements

Role A Rotary Volunteer is anyone who wants to work with a club or district program for vulnerable people, including, but not limited to, RYPEN, RYLA, RAYEC and RYE.	Host Family App	Volunteer App	Annual Home Interview	Three References	Police Background Check	Youth Awareness Training
1. We want to be a Rotary Youth Exchange (RYE) Host Family only	X		X	X	X	X
2. I want to be a Rotary Volunteer only, and I am 18+ years of age		X		X	X	X
3. I want to be a Rotary volunteer only, and I am under 18		X		X		X
4. We are an approved RYE Host Family, and I want to be a Rotary Volunteer as well. I am not the RYE (Rotary Youth Exchange) IB or OB Counsellor, RYE Chair or Club Protection Officer	No additional requirements					
5. I am an approved Rotary volunteer, and our family wants to be a RYE Host Family (adults are any individuals in the home 18 + in age)	X		X	X	Any adult family member who is not already an approved Volunteer	Any adult family member who is not already an approved Volunteer
6. I have been appointed the Club Rotary Youth Exchange Chair, Club/District Protection Officer or Outbound Rotary Youth Exchange Counsellor		X		X	X	X

<p style="text-align: center;">Role</p> <p>A Rotary Volunteer is anyone who wants to work with a club or district program for vulnerable people, including, but not limited to, RYPEN, RYLA, RAYEC and RYE.</p>	Host Family App	Volunteer App	Annual Home Interview	Three References	Police Background Check	Youth Awareness Training
<p>7. I am appointed the Club Rotary Youth Exchange Inbound (IB) Counsellor. I understand I must be both an approved volunteer and my family must be an approved host family because we will be the initial host family.</p>	X	X	X	X	Any adult family member who is not already an approved Volunteer	Any adult family member who is not already an approved Volunteer
<p>8. I am appointed the Club Youth Exchange Chair or Vice-Chair. I understand I must be both an approved volunteer, and my family must be an approved host family because we are the backup host family for emergencies.</p>	X	X	X	X	Any adult family member who is not already an approved Volunteer	Any adult family member who is not already an approved Volunteer
<p>9. I want to be a member of a District Committee that works with vulnerable people</p>		X		X	X	X
<p>10. I am/will be the District Governor or a member of the District Board of Directors</p>		X		X	X	X

Volunteer Training Procedure

1. All Rotarians and volunteers working with vulnerable people will:
 - a. Complete vulnerable people protection training before working with Rotary activities and events' and
 - b. Complete the Vulnerable people protection training every three years.
2. District 5360 will:
 - a. Provide training based on the Rotary International *Abuse and Harassment Prevention Training Manual* including relevant information on specific district policies and procedures, local customs, cultural issues and legal requirements.
 - b. Develop a Training Calendar and define the frequency of training required for each volunteer position, including descriptions of who is to participate, when training should occur and how training will be conducted.
 - c. Conduct specialized training sessions for the following:
 - i. District Governor, the District Board of Directors, Assistant Governors;
 - ii. District Youth Service (including Youth Exchange) Committee members;
 - iii. Club Youth Service (including Youth Exchange) Committee members;
 - iv. Club Protecting Vulnerable People Officers;
 - v. Rotary Youth Exchange Counsellors;
 - vi. Other Rotarians, Rotaract Club members, ROTEX alumni and non-Rotarians who participate in activities such as local tours and district events (e.g. Early-Act, Interact, RYLA, RYPEN, RAYEC, Stay-in-School, long-term and short-term Rotary Youth Exchange);
 - vii. Rotary Youth Exchange Host families;
 - viii. Students participating in Club and District Youth Service programs (including outbound and inbound Rotary Youth Exchange students) and;
 - ix. Parents and legal guardians of students.
 - d. Establish District procedures to ensure that all volunteers requiring training have participated.
 - e. Maintain District records of participation to ensure compliance with District Policy.

Preventing and Responding to Bullying and Harassment Procedure

Introduction

Everyone has the right to participate in Rotary free from bullying and harassment.

Bullying is a form of repeated aggression or humiliation that is perpetrated through the misuse of real or perceived power over a period of time. Bullying is meant to deliberately hurt, or intimidate someone, or exert power over them².

Bullying is a behaviour common among, but not limited to, children and youth and is often hidden from adults. Rotary Volunteers are in a unique position to observe all kinds of behaviour.

Harassment is any repeated, unwanted physical, verbal, or written behaviour that offends or humiliates.

The following procedure helps Rotary Volunteers prevent and respond to bullying and harassment.

Procedure

Preventing Bullying and Harassment

1. Everyone is expected to adhere to the Rotarian Code of Conduct.
2. Pursuant to the Rotarian Code of Conduct, everyone has the right to be safe and has the responsibility to treat others with respect. We do not tolerate bullying and harassment at any Rotary activity or online.
3. Parents and guardians must ensure that their child complies with the Rotarian Code of Conduct established for Rotary youth programs and activities. The information to explain the Rotarian Code of Conduct and the consequences for parents of not helping prevent bullying and harassment must be explained before the activity.

Responding to Bullying and Harassment

1. Rotarians are expected to stop bullying behaviour or harassment when either is observed.
2. When bullying behaviour or harassment is suspected or reported to you:
 - a. Stop the behaviour;
 - b. Report specific details of the incident to the Club President or District Committee Chair responsible for the program or activity;
 - c. The Club President or District Committee Chair responsible for the program or activity, in consultation with the District Chair of the Protecting Vulnerable People Committee, will appoint two Rotarians or Rotary volunteers with the appropriate training to meet with the victim of the bullying or harassment to assess what happened and create a plan to build healthy relationships during the activity. When

the victim is a youth, their parents/guardians must be informed and where possible invited to participate in creating the plan;

- d. If the two Rotarians/Rotary volunteers determine that the victim was subject of bullying or harassment, they will discuss the impact of the alleged perpetrator's behaviour with them and schedule regular check-ins to ensure that the behaviour stops. The perpetrator will be held accountable for their actions and the Rotarians/Rotary volunteers will establish appropriate constructive consequences. When the perpetrator is a youth, their parents/guardians will be informed immediately.
 - e. A meeting may be held with the participants in the activity. Everyone must understand that bullying or harassment is serious and has no place in Rotary activities. More information about the behaviour may be required and obtained from the other participants. Everyone will be involved in creating a restorative response³ to deter reoccurrence of the behaviour. This is best done in small groups. The solution is to enhance everyone's ability to have healthy, respectful relationships.
3. If all efforts to prevent and constructively address bullying or harassment have failed:
 - a. The Club President or District Committee Chair responsible for the program or activity may exclude the perpetrator from the remainder of the activity. Exclusion is to secure the welfare and safety of the victim and the positive functioning of the activity, and
 - b. The Club President or District Committee Chair responsible for the program or activity may recommend to the District Governor and District Protecting Vulnerable People Chair that the perpetrator be prohibited from participating in future activities if that person is under criminal investigation or their presence may pose a risk to others.
 4. Except when a perpetrator is prohibited from participating, the Club President or District Committee Chair responsible for the program or activity retains reports for 12 months, then destroys them. Parents are entitled to reports about meetings with their child.

³ Restorative response is derived from restorative justice, which is intended to result in individuals taking responsibility for their own actions and making amends, and for victims to have a voice and a choice in the outcomes of their cases. Unlike traditional forms of justice which are focused on attributing blame and penalties, restorative responses are intended to rehabilitate the community as a whole, and empower victims.

Vulnerable People Protection Reporting Procedure

Introduction

Everyone has a duty to ensure the safety of vulnerable people. To the best of our ability, vulnerable people must be protected from all forms of abuse, including but not limited to physical, sexual, emotional, or exploitation and neglect. Everyone must monitor the welfare of vulnerable people participating in Rotary programs and activities. We must also be alert to inappropriate sexual behaviour between vulnerable people.

This procedure describes how and when Rotarians and other adults act upon and report allegations of abuse, exploitation, neglect, and concerns about the welfare of children and youth. In the event of any doubt or uncertainty, you must contact the authorities and Rotary District 5360. **The safety and protection of vulnerable people must take precedence over all other matters.**

Procedure

1. Anyone has a right to raise concerns or report allegations in confidence without fear of repercussions or other adverse effects;
2. If you are in any doubt, contact the District Protecting Vulnerable People Chair. The team can assist in contacting provincial protective services or police;
3. Any person involved in Rotary against whom an allegation of sexual abuse or harassment is made must be removed from all contact with vulnerable people until the matter resolves;
4. If a vulnerable person discloses abuse, bullying or harassment to you:
 - a. Explain that assistance is available and the incident must be reported to authorities;
 - b. Allow the person to speak freely without interruption and accept what you are told;
 - c. Offer reassurance and understanding. Do not make any judgment or show emotion;
 - d. Ensure the person is safe from harm. If there is immediate risk call 911;
 - e. Make notes of your concerns, persons involved, what you saw, heard, where and when the incident took place. Use the victim's words when possible. Sign and date your notes;
 - f. Ensure that there is no further risk to any person during the Rotary program or activity, and
 - g. Immediately report to:
 - i. Provincial protective services or police, and
 - ii. The District Protecting Vulnerable People Chair or designate who will communicate with the Club President or District Committee Chair responsible for the program or activity and District Governor.
 - h. The District Protecting Vulnerable People Chair will report all allegations of abuse or harassment to Rotary International within 72 hours of learning of the incident.

5. If you are concerned about the welfare of a vulnerable person or their safety (including neglect, self-harm, homelessness):
 - a. Make notes of your concerns, persons involved, what you saw, heard, where and when the incident took place. Use the victim's words when possible. Sign and date your notes;
 - b. Ensure the person is safe from harm. Call 911 if there is an immediate risk;
 - c. Immediately report to:
 - i. Provincial protective services or police, and
 - ii. The District Protecting Vulnerable People Chair or designate who will communicate with the Club President or District Committee Chair responsible for the program or activity and District Governor.
 - d. The District Protecting Vulnerable People Chair will report all allegations of abuse or harassment to Rotary International within 72 hours of learning of the incident.
6. If you receive a complaint or allegation about any Rotarian or Rotary volunteer:
 - a. Immediately inform your Club President or District Committee Chair responsible for the program or activity;
 - b. Make notes of your concerns, persons involved, what you saw, heard, where and when the incident took place. Sign and date your notes, and
 - c. Immediately report to:
 - i. Provincial protective services or police;
 - ii. The District Protecting Vulnerable People Chair or designate.
 - d. The District Protecting Vulnerable People Chair will notify the District Governor and will report all allegations of abuse or harassment to Rotary International within 72 hours of learning of the incident.
7. If a complaint or allegation is made about you, immediately inform your Club President or District Committee Chair responsible for the program or activity.
8. When you notify the District Chair of the Protecting Vulnerable People Committee, you will need to provide all the information you have. Do not withhold any knowledge.
9. The District Chair of the Protecting Vulnerable People Committee will conduct an independent and thorough investigation into any claims of abuse or harassment, including a determination for how to prevent a similar situation in the future.

PART 3

ROTARY YOUTH EXCHANGE

Rotary International Code of Conduct for Working with Youth

Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians' spouses, partners and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.

Rotary Youth Exchange Program Certification Policy

- 1) Rotary International has made it mandatory that all Districts participating in the RI Youth Exchange must be fully certified.
- 2) Annual Certification is contingent on meeting the requirements as outlined in the Protecting Vulnerable People policy and procedures at both the club and district levels.
- 3) All D5360 clubs participating in the Rotary Youth Exchange Program must be certified in order for District 5360 to be certified.
- 4) Procedures and compliance requirements are set out on an annual basis.

Club Certification Procedure

- 1) Rotary Clubs participating in the Rotary Youth Exchange (RYE) are certified annually.
- 2) Clubs must be certified before inbound students arrive or outbound students depart.
- 3) To be certified, clubs will:
 - a) Confirm the appointments of RYE Chair, Inbound Counsellor, Outbound Counsellor and Club Protection Officer have, and they have completed screening according to District Procedure;
 - b) Confirm their first host family selection, and they have completed screening, and
 - c) Verify that they understand and accept all club obligations in the annual club certification checklist.

Participant Selection and Screening Procedure

- 1) All students applying to participate in the District 5360 Youth Exchange Program must:
 - a) Complete a written application;
 - b) Be interviewed for their suitability for participation in the Youth Exchange Program;
 - c) Be recommended by a Rotary Club to participate;
 - d) Be approved by the District Youth Exchange Committee;
 - e) Attend and participate in all district orientation and training sessions, and
 - f) Sign a student exchange contract that defines the student's responsibilities before, during and after the exchange and signifies their acceptance of the terms and conditions of the exchange program.
- 2) All parents or legal guardians of students applying to participate in the District 5360 Youth Exchange Program must:
 - a) Be interviewed to determine the family's suitability for participation in the Youth Exchange

Program, and

- b) Sign a parent /guardian agreement that defines the parent's responsibilities before, during and after the exchange and signifies their acceptance of the terms and conditions of the exchange program.

Appendix 1

2.120.2. Abuse and Harassment Prevention and Reporting Procedures

To uphold the Statement of Conduct for Working with Youth all clubs and districts must follow the abuse and harassment prevention and reporting requirements as established by the general secretary: Rotary Code of Policies 13 September 2020.

1. RI has a zero-tolerance policy against abuse and harassment.
2. All district governors-elect must complete youth protection training before the start of their term as governor, as determined by the general secretary.
3. Districts participating in any youth programs may develop and implement youth protection policies according to local customs. Districts participating in Rotary Youth Exchange must develop and implement youth protection policies as outlined in the *Rotary Code of Policies* section 41.050. Rotary Youth Exchange.
4. Districts participating in any youth program should appoint a youth protection officer. The youth protection officer should advise clubs and the District related to abuse and harassment prevention, assist districts to manage risks and crises that impact the safety of youth, should have professional experience in counseling, social work, law, law enforcement, or child development, and may be a Rotarian or non-Rotarian.
5. All allegations of abuse or harassment shall be reported to RI within 72 hours of learning of the incident. Failure to report incidents to RI within 72 hours may result in suspension of the District's Youth Exchange certification. Where there is sufficient evidence that an individual, club, or District knowingly failed to report as required, the general secretary may determine whether and/or the extent to which involved parties may continue to be eligible to participate in Rotary's youth programs, or whether additional sanctions may be necessary, including but not limited to requiring the club to terminate an individual's membership.
6. Any allegation of abuse must be immediately reported to the appropriate law enforcement agency, in accordance with RI's zero-tolerance Policy. All law enforcement reviews must be conducted by legal authorities that are not affiliated with Rotary.
7. In addition to reporting to law enforcement for investigation, an independent and thorough investigation must be made by the club and District into any claims of abuse or harassment including a determination for how to prevent a similar situation in the future.
8. Any person involved in Rotary against whom an allegation of sexual abuse or harassment is made must be removed from all contact with youth until the matter is resolved.

9. A club must terminate the membership of any individual who admits to, is convicted of or is otherwise known to have engaged in sexual abuse or harassment of youth or youth program participants. A Rotarian or non-Rotary volunteer who admits to, is convicted of, or is otherwise known to have engaged in sexual abuse or sexual harassment or other act of moral turpitude must be prohibited from working with youth in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or harassment. (Upon obtaining information that a club has knowingly failed to terminate the membership of such an individual, the RI Board may terminate the club for failure to comply).

10. If an investigation into a claim of sexual abuse or harassment is inconclusive, then, for the safety of youth participants and the protection of the accused, additional safeguards must be put in place to assure the protection of any youth with whom the individual may have future contact. If there are subsequent claims of sexual abuse or harassment, the individual shall be permanently prohibited from working with youth in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the adult could be detrimental to the reputation of the organization and could be harmful to youth. A person who is accused but later cleared of charges, may apply to be reinstated to participate in youth programs. Reinstatement is not a right, and no guarantee is made that any individual will be reinstated to a former position.
11. Districts must track all individuals prohibited from contact with youth and ensure such prohibitions are implemented consistently throughout the District from year to year.
12. Individuals prohibited from working with youth may not serve as District Interact Chair, Interact Club Adviser, District RYLA Chair, District Youth Exchange Chair, District Youth Protection Officer, or in any other locally-appointed club or district role where there may be contact with youth. *(January 2020 Mtg., Bd. Dec. 85)*

Source: November 2004 Mtg., Bd. Dec. 108; September 2016 Mtg., Bd. Dec. 57; *Amended by* November 2006 Mtg., Bd. Dec. 72; October 2019 Mtg., Bd. Dec. 58; January 2020 Mtg., Bd. Dec. 85

Appendix 2

26.120. Harassment-free Environment at Meetings, Events, or Activities

Rotary is committed to maintaining an environment that is free of harassment. Harassment is broadly defined as any conduct, verbal or physical, that denigrates, insults or offends a person or group based on any characteristic (age, ethnicity, race, color, abilities, religion, socioeconomic status, culture, sex, sexual orientations, or gender identity).

All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment and shall help maintain an environment that promotes safety, courtesy, dignity, and respect to all. Adults who work with youth are subject to policies outlined in Rotary Code of Policies section 2.120.

All allegations of criminal activity should be referred to appropriate local law enforcement authorities.

The club board, District, or zone leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation.

At the club level, allegations of harassment at Rotary events or activities shall be reviewed by the club board and responded to within a reasonable timeframe, typically one month. If the alleged offender is a member of the club board, he or she is expected to recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not Rotary adequately addressed by the club, may be referred with appropriate documentation to the district governor.

At the district level, allegations of harassment at Rotary events or activities shall be reviewed by the governor, or a committee appointed by the governor for this purpose, and responded to within a reasonable time-frame, typically one month. If the district governor is the alleged offender, the immediate past district governor (or most recent past governor), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. The general secretary shall be informed within two weeks of any allegations of harassment by district governors, governors-elect, and governors-nominee. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the District, may be referred with appropriate documentation to the RI director.

District leaders, including governors, assistant governors, and committee chairs are encouraged to work with their clubs to create a harassment-free environment. District leaders should also work with their clubs to establish a code of conduct and policies for how to address and prevent harassment within their clubs, among their membership and with other participants in Rotary.

At the zone level, allegations of harassment at Rotary meetings, events or activities shall be reviewed by the RI Director, or a committee appointed by the RI Director for this purpose, and responded to within a reasonable time-frame, typically one month. If the RI Director is the alleged offender, either

another current or past RI director as appointed by the RI president shall review and respond to the allegation.

The RI president shall be informed within two weeks of any allegations of harassment by RI directors, directors-elect, and directors-nominee. Concerns that allegations of harassment were not adequately addressed by the zone, may be referred with appropriate documentation to the RI president.

As it pertains to Rotary Action Groups and Rotary Fellowships, the Rotary Action Group and Rotary Fellowship leadership shall promptly address allegations of harassment and shall not retaliate against those making the allegation. Allegations of harassment at an Action Group or Fellowship event or activity shall be reviewed by the Action Group or Fellowship, or a committee appointed by the chair of the Action Group or Fellowship for this purpose, and responded to within a reasonable time-frame, typically one month. If the chair or other leaders of the Action Group or Fellowships is/are the alleged offender, the immediate past chair (or most recent chair), directly or by appointment of a committee for this purpose, shall review and respond to the allegation. If the alleged offender is a member of the Action Group or Fellowships' board, he or she is expected to recuse himself or herself from the discussion. The review and/or investigation shall be dependent on the circumstances including the severity and pervasiveness of the behavior. Concerns that allegations of harassment were not adequately addressed by the Action Group or Fellowship may be referred with appropriate documentation to the RI president.

Club, District and Zone leaders must report severe and pervasive harassment and any resulting membership terminations to the general secretary. If a club or District fails to adequately address findings of harassment, the RI director shall notify the RI Board for appropriate action. Such action may include club termination or other appropriate sanctions. Rotary Code of Policies 119 September 2020

Rotary Action Groups and Rotary Fellowships must report allegations of harassment to the alleged offender's club president and district governor. If a Rotary Action Group or a Rotary Fellowship fails to adequately address findings of harassment, the RI president shall notify the RI Board for appropriate action. Such action may include termination or other appropriate sanctions. (*April 2020 Mtg., Bd. Dec. 132*)

Source: January 2019 Mtg., Bd. Dec. 119; *Amended by* October 2019 Mtg., Bd. Dec. 48; April 2020 Mtg., Bd. Dec. 132

26.120.1. Training on Adult Harassment Policies

Incoming and current club presidents, governors, regional leaders, and directors shall be provided annual training on RI's adult harassment policies and procedures at events including, but not limited to, presidents-elect training seminars (PETS) and International Assemblies. (*January 2020 Mtg., Bd. Dec. 85*)

Source: October 2019 Mtg., Bd. Dec. 34; *Amended by* January 2020 Mtg., Bd. Dec. 85