

ROTARY CLUB OF LINDSAY

POLICY FOR PREVENTION OF ABUSE AND HARASSMENT

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Introduction

Rotary Clubs place great emphasis on their work with people in the community, including children, young people, and other vulnerable persons through Rotary's many programs including Rotary Youth Leadership Awards ("RYLA"), Interact clubs, mentoring programs and Rotary International Youth Exchange ("Youth Exchange"). This volunteer effort is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. For this exemplary work to continue, it is important that our Rotary Clubs protect the interests of everyone involved, and create and maintain a safe and respectful environment for all participants in Rotary programs, activities or events.

Special emphasis is placed on the prevention of sexual abuse and harassment of participants in Youth Exchange, and the policy has been amended to comply with Rotary International requirements in that regard.

Rotarians, their families, and non-Rotarian volunteers are expected to use their best efforts to safeguard the welfare and prevent the physical or emotional abuse or harassment, or sexual abuse or harassment of every young or vulnerable person with whom they come into contact in connection with any Rotary program, activity or event.

Rotary Club of Lindsay (“the Club”) is committed to protecting the safety and well being of all our program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled in accordance with the Rotary Club of Lindsay Abuse and Harassment Reporting Guidelines (the “Guidelines”) that are attached as Schedule “A” to this Policy. The Guidelines will also assist in ensuring that an adult against whom an allegation is made is treated fairly, since an allegation of abuse or harassment does not necessarily mean that abuse or harassment actually occurred. *Nonetheless, whenever an allegation is made, the safety and well-being of youth or vulnerable persons should always be the first priority.*

Scope

This Policy applies directly to all Rotarians and volunteers in The Club programs, activities or events involving youth or vulnerable persons, including all host families and Club counsellors in Youth Exchange programs and leaders in RYLA or Interact clubs. This Policy also applies to all adults over the age of 18 years who are ordinarily resident in homes in which a Youth Exchange student is residing.

Furthermore, each club that belongs to the Club is asked to follow the “Recommendations to Clubs” that are attached as Schedule “B” to this Policy. This includes adopting this Policy, either directly or by incorporating it into the club’s own written policy for the prevention of abuse and harassment.

Definitions

In this Policy and in the Guidelines:

“Abuse” means physical or emotional abuse;

“Physical abuse” means the intentional use of force to the body that results in injury. It may be a single incident or a series or pattern of incidents; and

“Emotional abuse” means chronic exposure to alcohol or drug abuse, verbal attacks on a person’s sense of self, repeated rejection or humiliation. It also means exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety.

“Harassment” means any conduct by an individual that is 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 of any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat.

Harassment may include, but is not limited to:

- Conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, ethnic origin, age, gender, physical characteristics, or physical or mental disability;
- Unwelcome and demeaning remarks, jokes, and innuendos about race, religion, age, national origin, marital status, colour or disability;
- Use, display, or distribution of racist, derogatory, or other offensive written material;
- Practical jokes based on race or other discriminatory grounds;
- Verbal abuse or threats; and
- Inappropriate or offensive gestures.

“Sexual abuse” means engaging in implicit or explicit sexual acts with a protected person, or forcing or encouraging a protected person to engage in implicit or explicit sexual acts, alone or with another person of any age of the same sex or the opposite sex.

Sexual abuse may include, but is not limited to:

- Non-touching offences;
- Indecent exposure; and
- Exposing a protected person to sexual or pornographic material.

“Sexual harassment” means sexual advances, requests for sexual favours, or verbal or physical conduct of a sexual nature. In some cases, sexual harassment precedes sexual abuse and is a technique used by sexual predators to desensitize or “groom” their victims.

Sexual harassment may include, but is not limited to:

- Sexual advances;

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, and comments about an individual's sexual activity, deficiencies, or prowess;
- Verbal abuse of a sexual nature;
- Displaying sexually suggestive objects, pictures, or drawings; and
- Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.

"Protected person" means a youth or other vulnerable person, and

"Youth" means any student involved with the Youth Exchange, regardless of age, and any person less than 18 years of age involved in another Rotary program (such as RYLA, Interact or any other community or youth service project), activity or event and to whom Rotary may have a duty of care, and specifically includes children; and

"Vulnerable person" means anyone who is elderly, physically or mentally disabled or infirm, or suffering from any sort of disability that might render him or her in need of protection or care, who is involved in a Rotary program, activity or event and to whom Rotary may have a duty of care.

"Prohibited person" means anyone who

- (a) Has been convicted of an offence which resulted in harm to an individual, including assault, sexual assault, sexual interference with a minor or failure to provide the necessities of life;
- (b) Has been convicted of any offence which, in the opinion of the Club Protection Officer, suggests an unacceptable risk of harm to a person in the care of that individual; or
- (c) Is subject to a court order prohibiting that person from being in contact with any other individual.

Policy Statement

It is the responsibility of every Rotarian and every volunteer in Rotary programs to safeguard the welfare of every person with whom they come into contact during Rotary activities. Special attention is to be given to protected persons. This includes the prevention of abuse and harassment.

Rotarians and volunteers should always:

- Treat protected persons with respect;
- Provide a model of good and appropriate behaviour;
- Respect protected persons' right to privacy;
- Be aware that behaviour can be misinterpreted even when well intentioned; and
- Challenge unacceptable behaviour.

The Club's Commitments

In accordance with its moral, ethical and legal obligations, insofar as possible the Club:

1. Will ensure that protected persons who are involved in Youth Exchange and in other The Club programs, activities or events are protected from abuse, harassment, sexual abuse or sexual harassment;
2. Will ensure that The Club programs for protected persons are provided in a safe and caring environment;
3. Will prevent contact between protected persons and individuals who are either prohibited by law from working with protected persons, or who are considered by the Club to be inappropriate individuals to be working with protected persons;
4. Will NOT permit a prohibited person to participate in any program related to protected persons;
5. Will NOT permit any person to host or become a counsellor or a mentor to a Youth Exchange student, whether as a home-stay parent or as an adult living in the same home in which the Youth Exchange student will live, without first determining the suitability of the person through the Club's Youth Exchange screening process;
6. Will designate each year a The Club Protection Officer whose duties will include maintaining and raising awareness of this Policy and advising the Club Governor with respect to matters of harassment or abuse;
7. Will encourage and facilitate the timely reporting of incidents where protected persons are at risk of harm;
8. Will ensure prompt notification of allegations of abuse or harassment made by protected persons where allegations involve Rotarians or persons involved with Rotary programs, activities or events; and
9. Will report any allegations of abuse of protected persons in compliance with provincial legislation and as outlined in the Guidelines.

Screening and Selection of Rotarians and Volunteers

In connection with the Youth Exchange:

- a) Host families will be screened by means of:
 - i) A written application that includes programs rules and requirements, a signed compliance statement, and authorization for a reference check and criminal background check for all adult residents of the host home;
 - ii) Interviews in which all family members who live in the home are present to determine suitability for hosting exchange students;
 - iii) Announced and unannounced visits prior to and during the exchange;
 - iv) Reference checks;
 - v) Criminal Record Check for working with youth, which also includes Vulnerable Sector Screening (these are available through your local police force for a nominal fee, and should be kept on file by the club);
- b) Youth Exchange volunteers will be screened by means of:
 - i) A signed compliance statement that includes authorization for a reference check and criminal background check;
 - ii) Interviews to determine suitability of volunteer to work with youth;
 - iii) Reference checks; and
 - iv) For those adult participants in the Youth Exchange who have direct unsupervised contact with one or more Youth Exchange students, a Criminal Record Check for working with youth, which also includes Vulnerable Sector Screening.

For all other Club programs, events and activities involving protected persons, Rotarians and volunteers who will be involved on a regular or continuing basis with protected persons will provide to the Club Committee chair responsible for the program, event or activity a completed Criminal Record Check for youth or otherwise as appropriate.

Statement 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.

Adopted by the RI Board of Directors, November 2002

Schedule "A"

ROTARY INTERNATIONAL
District 7010

REPORTING GUIDELINES FOR ALLEGATIONS
OF ABUSE OR HARASSMENT

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Introduction

These reporting guidelines should be read and used in conjunction with the Rotary International District 7010 Policy for the Prevention of Abuse and Harassment (the "Policy"). In particular, please refer to the Policy for definition of terms used in these Guidelines.

The Guidelines were initially developed in connection with the Youth Exchange Program, but have been adapted to be of assistance with respect to all those defined as "protected persons" in the Policy.

Scope

Unless specifically adopted by a club, these guidelines are intended to be used in connection with allegations arising in the context of District programs, activities or events. In particular, **these Guidelines must be used for any incident involving Youth Exchange**. However, if adopted for use in connection with club programs, activities or events, references to the District Governor, District Protection Officer and District Committee Chair should be applied, respectively, to the Club President, Club Protection Officer and Club Committee Chair or responsible Director (depending on a club's organization). If no individual in the club is qualified to be a Club Protection Officer, the club's guidelines may continue to refer to the District Protection Officer.

Definitions

In addition to the definitions already set out in the Policy, in these Guidelines:

“Complainant” means the protected person making an allegation of abuse and/or harassment, either directly or through another person.

“Respondent” means the adult against whom a complainant has made an allegation of abuse and/or harassment.

Procedures for Adult Receiving Allegation

Any adult to whom a complainant reports an incident of sexual abuse or harassment should comply with the following guidelines.

1. *Receive Report from Complainant*

(a) **Listen attentively and stay calm.** Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.

(b) **Assure privacy but not confidentiality.** Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it does not happen to other protected persons.

(c) **Get the facts, but don't interrogate.** Ask the complainant questions that establish what was done and who did it. Reassure the complainant that he or she did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the complainant's story to the proper authorities.

(d) **Be non-judgmental and reassure the complainant.** Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the complainant. Assure the complainant that the situation was not his or her fault and that he or she was brave and mature to come to you.

(e) **Record.** Keep a written record of the conversation with the complainant as soon after the report as you can, including the date and time of the conversation. Use the complainant's words, and record only what has been told to you.

2. *Protect the Complainant*

Ensure the safety and well-being of the complainant. If you or the complainant have any concerns regarding his or her safety, immediately remove the complainant from the situation and from all contact with respondent. In the case of allegations of sexual abuse or sexual harassment involving a Youth Exchange student, the student must be immediately removed. In any case, reassure the complainant that this is for his or her own safety and is not a punishment. In non-Youth Exchange situations, if there are no safety concerns, determine if the

complainant would nonetheless prefer to be removed from or cease contact with the respondent, and comply with the complainant's wishes.

The respondent may, and **in the case of Youth Exchange matters must**, be immediately removed from all contact with protected persons in any Rotary programs.

3. *Report to District Committee Chair and District Protection Officer*

Immediately upon receiving the complaint, report the allegation to the District Committee Chair responsible for the program, activity or event in which the alleged incident or incidents occurred and to the District Protection Officer. They will keep the District Governor advised and will review the complaint in order to ascertain whether it needs to be referred to an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

In the case of allegations of sexual abuse or sexual harassment involving a Youth Exchange student, immediately report the complaint to the appropriate law enforcement authority, the District Protection Officer, the District Youth Exchange Chair, and the Club Youth Exchange Chair.

4. *Ensure Privacy is Respected*

Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the complainant and the respondent.

5. *Follow Up*

Once the case has been reported to the District Protection Officer and the District Committee Chair, your role is complete. You may wish to follow up to ensure that steps are being taken to address the situation. You must not however contact the respondent about the allegation.

Procedures in Response to Allegation

The District Committee Chair who receives the report of an allegation has the primary responsibility for responding to an allegation and should comply with the following guidelines. The District Committee Chair should work with the advice and support of the District Protection Officer, and both should ensure that the District Governor is fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all of the steps set out below.

For Youth Exchange, the District Youth Exchange Chair should keep the complainant's Rotarian counsellor fully advised of all steps being taken.

Unless otherwise specified, these steps must be taken immediately following receipt of a report of an allegation of abuse and/or harassment, and no later than three working days thereafter.

1. Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.
2. The District Governor, District Committee Chair and the District Protection Officer shall, with the assistance of legal counsel if appropriate, immediately determine if the report should be communicated to the appropriate law enforcement agency. If the decision is made to so report the allegation, the responsibility for investigation of the complaint lies with the law enforcement agency, and all District personnel should cooperate with any police investigation. The District Protection Officer should ask the police to keep him or her advised of the progress of the investigation.
3. If a decision is made that the appropriate course of action is to investigate the allegations internally, or if the police decline to investigate, complete an investigation plan in collaboration with the District Protection Officer. Depending on the nature of the complaint, its severity, and the facts surrounding the case, one or more of the following options can be discussed with the complainant (remember that if a youth is involved he or she has the right to have an adult present at all times and to be represented by an adult):
 - pursuing an informal resolution of the complaint;
 - proceeding with a formal investigation;
 - taking advantage of counselling, mediation, and other resources; and/or
 - exploring other possible avenues of recourse including the police, appropriate provincial agencies or the Human Rights Commission.
4. Ensure the complainant receives immediate support services.
5. Offer the complainant an independent, non-Rotarian counsellor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity or event in question.
6. For allegations of sexual abuse or sexual harassment involving Youth Exchange, the parents of the Youth Exchange student must be contacted. For all other Youth Exchange incidents determine with the complainant's Rotarian counsellor whether his or her parents should be contacted and whether the complainant should have the option of either staying in country or returning home. For any other situation involving a youth, decide these issues in consultation with an adult (other than the respondent) who is responsible for the complainant.

7. While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all protected persons including the complainant.
8. For Youth Exchange, the complainant's Rotarian counsellor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.
9. Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant and the District Governor.

Understanding the Needs of the Complainant

There will need to be a cohesive and managed team approach to supporting the complainant after an allegation is reported. The complainant is likely to feel embarrassed, confused, and may become withdrawn.

For Youth Exchange, the complainant may in addition appear to be avoiding members of the host family or hosting Rotary club. After a report of harassment or abuse, complainants may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting club depending on the circumstances. In some cases, a complainant may wish to remain in country, but change to a different host club if one is available.

It may be difficult for club members, volunteers and host families who become aware of the complaint to understand how the complainant is feeling, but it would be helpful for the complainant to know that the club remains a support for them. Club members, volunteers and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the complainant of their support at all times.

Appropriate Behaviour for Others Aware of Allegation

When addressing an allegation of abuse or harassment, the most important concern is the safety of a complainant. Club members who become aware of the allegation should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any investigation. Club members who become aware of the allegation should be cautioned about speculating or commenting on the matter during the investigation.

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

Sanctions

With respect to sexual abuse or sexual harassment:

- (a) A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or sexual harassment;
- (b) A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or sexual harassment must be prohibited from working with protected persons in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or sexual harassment; and
- (c) If an investigation into a claim of sexual abuse or sexual harassment is inconclusive, then, for the safety of protected persons and the protection of the respondent, additional safeguards must be put into place to assure the protection of any youth with whom the respondent may have future contact. If there are subsequent claims of sexual abuse or sexual harassment, the respondent shall be permanently prohibited from working with protected persons in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the respondent could be detrimental to the reputation of Rotary and could be harmful to protected persons. It can also benefit the respondent in preventing additional accusations from others. A respondent who is accused but later cleared of charges may apply to be reinstated to participate in programs involving protected persons. Reinstatement is not a right, and no guarantee can be made that he or she will be granted re-instatement.

With respect to other abuse or harassment, if the allegations made against a respondent are found to be true, in addition to and independent from any civil or criminal legal consequences:

- (a) a Rotarian who is found to have abused and/or harassed a protected person will be subject to disciplinary action up to and including a lifetime ban from Rotary International; and
- (b) the participation in District programs, activities and events of any non-Rotarian who is found to have abused and/or harassed a protected person will be curtailed or prohibited as appropriate and any such non-Rotarian will not be invited to join any Rotary club in the District.

Schedule "B"

ROTARY INTERNATIONAL
District 7010

RECOMMENDATIONS TO CLUBS
REGARDING PREVENTION OF ABUSE AND HARASSMENT

Introduction

District 7010 has adopted the Rotary District 7010 Policy for the Prevention of Abuse and Harassment (the "District Policy") and the Rotary District 7010 Reporting Guidelines for Allegations of Abuse and Harassment (the "District Guidelines") in an effort to enhance existing protections at both a club and District level for youth and vulnerable persons who are involved in Rotary programs, activities or events. Please refer to the District Policy for definition of terms used here such as "abuse", "harassment" and "protected person". It is important to note that in all matters involving Youth Exchange, the District Policy applies and the District Guidelines must be followed.

The District recommends that your club adopt the District Policy and apply the District Guidelines so that there is a consistent approach to these issues throughout our District. The specific recommendations below will assist you in that process. Do not hesitate to consult with the District Protection Officer (appointed in accordance with the District Policy) for support and assistance. Whenever abuse or harassment is specifically alleged, you must apply your own club's policy and guidelines. If your club has not developed its own policy and guidelines, the District Policy and Guidelines should be applied with the necessary modifications.

Indeed, even if no allegation is made, but you become aware of conduct to which the District Policy and Guidelines might apply, refer to these helpful documents to see if they are in fact applicable. Use common sense to determine if the situation requires taking the steps that are explained, but if there is any doubt, always err on the side of protection of youth and vulnerable persons.

Recommendations for Rotary Clubs:

1. Establish a club policy on the prevention of abuse and harassment.

We suggest your club either specifically adopt the District Policy which is attached, or draft its own policy which includes the District Policy by reference. If your club is simply adopting the District Policy, the resolution doing so should make clear that the references to District or District personnel should be taken to mean instead your club or club personnel (for example references to the District Governor will apply to your Club President and so on). If you do not have a person in your club who is qualified to deal with abuse and harassment issues, you can leave all references to the District Protection Officer intact and rely on her or him for guidance with respect to situations limited to your club.

2. Issue guidelines on how to deal with the disclosure or discovery of abuse or harassment.

Adopt or adapt the District Guidelines that are attached as schedule "B" to the District Policy.

Rotarians and volunteers should know they have a legal, ethical and moral responsibility to report abuse and/or harassment to the appropriate authorities.

Clubs should promote an attitude that reporting suspicions and/or taking action are the right things to do.

Individual Rotarians should not attempt to deal with a problem alone. For all Rotary programs, activities or events involving youth or vulnerable persons, the Club Protection Officer (or District Protection Officer if there is no Club Protection Officer) should be advised and reporting must adhere to the club or District Guidelines. In addition, for Youth Exchange all complaints, allegations or suspicions should be reported immediately to the student's Rotarian counsellor and they in turn must report to the District Protection Officer and District Youth Exchange Chair. If sexual abuse or sexual harassment is alleged against a Youth Exchange Student, the complaint must in addition be immediately reported to law enforcement authorities.

Debriefing sessions following a reported incident are excellent for improving procedures and identifying new training requirements. Such sessions also provide an opportunity to establish a written record of the incident.

3. Designate a Club Protection Officer responsible for the protection of youth and vulnerable persons.

Designate one member as the Club Protection Officer. This individual should have a copy of and be very familiar with the District Policy and Guidelines, and know how to contact the District Protection Officer for assistance and support.

The Club Protection Officer is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the Club Protection Officer or the alternate quickly.

The Club Protection Officer is also responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with matters of harassment or abuse.

Some clubs may wish to use the District Protection Officer for these duties instead of appointing a Club Protection Officer. In that case, however, some other individual in the club must be responsible for raising awareness and training.

If your club participates in the Youth Exchange you may wish to designate the Youth Exchange Chair as separately responsible for training and awareness regarding student protection matters.

4. Introduce a process where protected persons can talk in confidence and safely with an independent person.

Ensure that youth and vulnerable persons are aware they have the right to talk privately to someone responsible for their overall safety and welfare. It is important that protected persons know who this individual (usually the Club Protection Officer or alternate) is and how to contact him or her.

With respect to the Youth Exchange, this person would be the student's Rotarian counsellor. The Rotarian counsellor cannot be a member of the student's host family.

5. Prepare Rotarians and volunteers to work effectively with all protected persons.

Make club policies clear and explain effective procedures for various programs, activities and events. A copy of the club's policy to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer at each such program, activity or event. If there is no such club policy, the District Policy and Guidelines should be provided instead.

6. Plan club activities so as to minimize situations where abuse or harassment may occur.

Resources should be organized in such a way so protected persons have a supervisor of the same gender. Avoid situations where one adult supervises one youth or vulnerable person. For example, another adult should accompany a Rotarian providing transportation to one child.

7. Ensure all Rotarians and other volunteers have clear roles.

Depending on the nature of the program, activity or event and the extent of involvement, clubs should consider giving everyone involved a written description of their role and the tasks involved. This can be a simple document, and preparing it will help to make clear the priorities, the risks, and how the risks might be minimized.

8. Ensure supervision as a means of protecting youth and vulnerable persons.

An individual should be designated in each Rotary program, activity or event who is responsible for protecting youth and vulnerable persons from abuse or harassment. The Club Protection Officer should provide that individual with the club policy and guidelines or the District Policy and Guidelines, and ensure that he or she understands the material.

9. Reinforce our ethical, moral and legal responsibilities in everything we do.

All Rotary clubs, individual Rotarians, and volunteers are responsible for protecting the safety and security of everyone encountered in the provision of

services to our community. We have a special obligation to youth and vulnerable persons. Rotarians are obliged to intervene if they become aware of information about abuse and/or harassment of a person through their involvement with a Rotary club program, activity or event.

Rotarians are obliged to do those things that protect and reinforce the physical and emotional safety and security of themselves and others. This includes operating a motor vehicle safely, ensuring the proper use of safety equipment, avoiding the use of illegal drugs, and avoiding the consumption of alcohol while providing service to others.

Rotarians are obliged to take appropriate action when they observe other Rotarians or volunteers behaving in ways that contradict the values contained in our District and club policies.