



## Rotary Club of Morro Bay Conduct Policy

### 100.1 PURPOSE AND SCOPE

Rotary Clubs place great emphasis on their good work in their communities. For this good work to continue, it is imperative that Rotary Clubs create and maintain safe and respectful environments for all participants in Rotary activities. It is the responsibility of all Rotarians to defend the safety and welfare of others and to make every effort to prevent any physical, sexual, or emotional abuse of others with whom we come into contact. Fulfilling this duty also safeguards the interests of Rotary Clubs and Rotarians by minimizing their risk of legal liability.

### 100.2 POLICY

The Four Way Test is the fundamental policy of Rotary International, and of the Rotary Club of Morro Bay:

"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?

In keeping with the Four Way Test, The Rotary Club of Morro Bay is committed to creating and maintaining a positive environment that is respectful of every member, guest and others who take part in Rotary activities, and that is free from all forms of discrimination, intimidation, and harassment. It is the responsibility of every Rotarian to safeguard the welfare of every person with whom they come into contact during their activities as a Rotarian. The Rotary Club will take preventive, corrective and disciplinary action for any behavior that violates this policy or the rights and privileges it is designed to protect.

### 100.3 RESPONSIBILITIES

This policy applies to and is the responsibility of all Morro Bay Rotary members. All members shall follow the intent of these guidelines in a manner that reflects Rotary policy,<sup>1</sup> professional standards and the best interest of the Rotary Club and its mission.

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<sup>1</sup> The Rotary International Code of Policies, article 7.020.1. Decorum of Club Meetings, states:

"No story, stunt, joke or entertainment is proper or fit to be placed before any Rotarian or any gathering of Rotarians which *would not be perfectly proper and fit to place before such Rotarians if each one were accompanied by one's parents, spouse or children.* No story or joke is fit to be told or repeated by any individual Rotarian unless such joke or story might properly be repeated before such Rotarian's family. (June 1998 Mtg., Bd. Dec. 348) (Emphasis added.)

All members should promptly report any observed or known violations of this policy to the Club President. Members not comfortable with reporting violations of this policy to the President may bypass the President and report it to the Rotary Board and/or the District Governor.

The President or Board receiving information regarding violation(s) of this policy shall determine if there is any basis for the allegation and shall proceed to resolve the matter as stated in § 100.4.

### **100.3.1 ROTARY PRESIDENT AND BOARD RESPONSIBILITY**

The Rotary President and all Board Members shall:

- (a) Ensure that the membership environment is free from all types of discrimination, intimidation and harassment.
- (b) Take prompt, appropriate action to avoid and minimize the incidence of any form of discrimination, intimidation or harassment.
- (c) Train club members as to what constitutes discrimination, intimidation and harassment.

### **100.4 RESOLUTION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the Rotary President should take reasonable steps to mitigate or eliminate any continuing hostile environment.

#### **100.4.1 INFORMAL RESOLUTION**

Whenever possible, members who believe they are experiencing discrimination, intimidation or harassment are encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or highly inappropriate. If this does not resolve the concern or if a member feels uncomfortable, threatened, or has difficulty expressing his/her concern, assistance should be sought from the President. The President, or a person designated by the President, shall seek to resolve the complaint through informal means, and shall report the outcome of this informal process to the Board.

#### **100.4.2 FORMAL INVESTIGATION**

Upon being notified of any complaint that cannot be satisfactorily resolved through the informal means cited above, the President or his or her designee shall initiate a formal investigation.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. The investigative authority includes accessibility to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in an investigation.

The formal investigation of the complaint will be confidential and will include, but not be limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. The investigator shall recommend a disposition of the complaint.

### **100.4.3 DISPOSITION**

The Board of Directors, or a committee of the Board of Directors shall determine the disposition of the complaint:

- (a) Sustained - If the complaint is substantiated, this policy prohibiting discrimination, intimidation harassment will be reviewed with the offender. Appropriate disciplinary action and/or training, will be taken. Discipline may range from counseling to suspension or termination from Rotary.
- (b) Not Sustained - If there is insufficient evidence to either prove or disprove the allegation(s), both parties to the complaint will be informed of the reason(s) for this disposition.
- (c) Unfounded - If it is determined that an act reported pursuant to this policy did not in fact occur, a finding of unfounded shall be made.
- (d) Exonerated Complaints - If it is determined that an act reported pursuant to this policy/procedure did in fact occur, but was proper within the guidelines established herein, a finding of exonerated shall be made.

Should it be determined that the reporting party maliciously filed the complaint, knowing that it was false or frivolous at the time of the complaint, that member shall be subject to the disciplinary process up to, and including termination from Rotary.

### **100.5 NOTIFICATION OF DISPOSITION**

Complainant and/or victim will be notified in writing of the disposition of the investigation and action(s) taken to remedy the complaint.

Adopted: July 5, 2008