Rotary
Santa Barbara Sunrise

Rotary Club of Santa Barbara Sunrise
Diversity, Equity, and Inclusion (DEI) Code of Conduct

Purpose

Rotary's core values (service, fellowship, diversity, integrity, and leadership), along with the Four-Way Test, guide how we serve our communities and how we treat one another. This Diversity, Equity, and Inclusion (DEI) Code of Conduct reflects those principles and our club's commitment to fostering a welcoming, respectful, and inclusive environment that values the unique backgrounds, experiences, abilities, and perspectives of every member and ensures that everyone we serve and interact with is treated with dignity and respect.

This Code of Conduct establishes the shared expectations and responsibilities that come with being a Rotarian and provides a process for addressing concerns should they arise. The expectations outlined in this Code of Conduct apply whenever a member is representing Rotary, whether in person or through digital or online interactions.

This document serves as a supplement, not a replacement, for Rotary Club of Santa Barbara Sunrise's Declaration of Traditions, or any relevant codes and policies of Rotary International.

Shared Understanding

As we work together to create an inclusive and respectful club culture, it is helpful to recognize a few concepts that can influence our interactions:

- **Unconscious Bias:** Automatic assumptions or preferences we may hold without realizing it that can influence our decisions and behavior.
- **Prejudice:** A preconceived opinion or judgment about a person or group that is not based on actual experience or facts.
- **Stereotyping**: Assuming that all members of a group share the same characteristics, behaviors, or beliefs.
- **Feeling "Othered"**: Feeling excluded, overlooked, or treated as though you do not belong because of a real or perceived difference.
- **Harassment**: Unwanted or unwelcome behavior that threatens, offends, demeans, or intimidates a person.

Expectations

All members of the Rotary Club of Santa Barbara Sunrise, including honorary and corporate members, are expected to contribute to a collaborative, positive, and healthy environment in which everyone is respected and valued, and in which everyone feels welcome and safe.

The DEI Code of Conduct prohibits the following behaviors:

- **Using offensive or insulting language** directed at someone because of who they are or what they believe.
- **Making unwelcome jokes, comments, or gestures** that are discriminatory, sexual, or otherwise inappropriate.
- **Bullying, intimidating, or threatening** another person either in person or online either directly or indirectly.
- **Treating someone unfairly** because of their race, age, gender, religion, nationality, ethnicity, disability, sexual orientation, or other legally protected status.
- **Displaying or sharing offensive images, videos, or messages**.
- **Making unwanted sexual advances or comments**, or engaging in any other form of sexual harassment.
- **Excluding or isolating someone on purpose** in a way that creates an unfriendly, hostile and/or discriminatory environment.
- **Spreading rumors or making false, harmful statements** about someone that contributes to harassment or discrimination.

This list is not exhaustive. Any conduct that violates the codes of conduct of Rotary International or Rotary Club of Santa Barbara Sunrise or creates an unfriendly, hostile, intimidating, and/or discriminatory environment may result in disciplinary action.

Member Responsibilities

This code applies to and is the responsibility of all Santa Barbara Sunrise Rotary members. All members will follow the intent of these guidelines in a manner that advances the values of our Rotary club and its mission.

All members should promptly report any observed or known violations of this Code to the Club President. Members who are not comfortable reporting concerns to the Club

President may bypass the President and report the matter to the Membership Chair, the Club Service Chair, and/or District Governor.

When appropriate, and if they feel comfortable doing so, a member who observes conduct that may violate this Code is encouraged to speak privately with the individual involved. In a respectful and diplomatic manner, they may bring the behavior to the individual's attention, explain why it may have been perceived as offensive or inconsistent with Rotary's values, and ask that the behavior not be repeated.

Members may also be asked to share information or observations during any review related to an alleged violation of this Code.

Rotary President and Board Responsibility

The Rotary Club President and all Board Members will:

1. Ensure that the membership environment is free from all types of discrimination, intimidation, and harassment.
2. Take prompt, appropriate action to avoid and minimize the incidence of any form of discrimination, intimidation, or harassment.
3. Provide education and awareness for club members on recognizing and preventing conduct that is inconsistent with Rotary's values. This education will be incorporated into new member orientation and reinforced through club-wide presentations, discussions, and/or educational materials at least every two years.
4. Establish and maintain a Four-Way Test Committee consisting of a minimum of 5 Club members, including the Club President, the Membership Chair, and at least three other club members at large appointed by the Club President to respond to violations of this code and member relations concerns.

Resolution of Complaints

The President or Board member receiving information regarding alleged violation(s) of this Policy will, with the permission of the reporting party, convene the Four-Way Test Committee to review and respond to the matter as outlined below.

Pending a meeting of the Four-Way Test Committee, the Club President may, in their sole judgment, take reasonable interim steps to address any ongoing concerns and support the reporting party. Such support may include checking on the individual's well-being, helping ensure they feel safe and respected at Rotary meetings and events,

and taking reasonable steps to prevent further incidents while the matter is under review. These interim measures do not constitute a determination that a violation has occurred.

Informal Resolution

Whenever possible, members who believe they are experiencing discrimination, intimidation, or harassment by club members are encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional, or inappropriate. If this does not resolve the concern or if a member feels uncomfortable, threatened, or has difficulty expressing their concern to the offending member, they can report the behavior to the Club President.

The Club President, or a person designated by the Club President, will seek to resolve the complaint through informal means, and will report the outcome of this informal process to the Four-Way Test Committee and the Club's Board.

Repeated or severe offenses, including any that threaten safety or potentially could impose legal liability on the Club, must be brought to the Four-Way Test Committee who will then follow the formal investigation process described below.

Formal Review and Response

The Club President or other Board member who receives a DEI Code of Conduct related complaint that cannot be satisfactorily resolved informally will bring the concern to the Four-Way Test Committee to initiate a formal review and determine an appropriate response.

The Four-Way Test Committee will initiate a process to gather and review relevant information, consult with the people involved, and propose remediation to the Club's Board. No influence will be used to suppress any complaint, and no member will be subject to retaliation or reprisal for reporting a complaint, encouraging others to file a complaint, or for offering information during a review.

If the alleged offender is a member of the Four-Way Test Committee, they must recuse themself from the review and response process.

If a complaint is substantiated the DEI Code of Conduct, in relation to the member's action, will be presented to the offending member. Appropriate disciplinary action and/or training will be prescribed. Disciplinary action may include counseling, suspension of club membership for a specified period of time, or termination from Rotary membership.

If the Four-Way Test Committee determines that the reporting party maliciously filed the complaint while knowing it was a false accusation at the time of the complaint, the reporting member shall be subject to the disciplinary process up to and including termination of their Rotary membership.

The Club President or their designee will document the resolution of the review and response process and email the outcome to the parties involved.

Document Information

Title: Rotary Club of Santa Barbara Sunrise Diversity, Equity, and Inclusion (DEI) Code of Conduct

Prepared by: Rotary Club of Santa Barbara Sunrise Four-Way Test Committee

Approved by: Rotary Club of Santa Barbara Sunrise 2026-2027 Board of Directors

Effective Date: August 12, 2026

Review Schedule: This Policy will be reviewed annually, or sooner if needed.

References

This Policy was developed using guidance and resources from:

- Rotary International Policies
- Rotary Club of Santa Barbara Sunrise Declaration of Traditions
- Applicable federal and California laws related to discrimination and harassment, as appropriate