

## **Nondiscrimination and Anti-Harassment Policy**

**Approved April 20, 2017**

The Rotary Club of Tucson (the “Club”) is committed to providing a membership environment in which all individuals are treated with respect and dignity. Each member should be able to expect a Rotary club atmosphere that promotes goodwill and prohibits discriminatory practices and harassment. The Club expects that all relationships among persons participating in Club activities will be respectful and free of harassment and unjustified bias and prejudice.

### **INDIVIDUALS AND CONDUCT COVERED**

This policy applies to all members and guests participating in Club activities, and it addresses harassment, discrimination and retaliation whether engaged in by members or by someone not directly connected to the Club (e.g., vendor or guest). Conduct outside of Club activities and relationships is not subject to this policy. Conduct prohibited by this policy is unacceptable in all Club activities, including Club trips, Club meetings and Club related social events.

### **PROHIBITED HARASSMENT**

Harassment of any member or guest on the basis of his or her race, religion, color, national origin, age, sex, sexual orientation, marital status and physical or mental disability will not be tolerated.

Prohibited harassment includes unwelcome conduct that demeans, or shows hostility or aversion towards, individuals because of their status as noted above and which has the purpose or effect of creating a hostile, intimidating, or offensive Club environment. Violations of this policy may result in disciplinary action up to and including termination of membership in the Club, exclusion from Club activities for non-members and reporting of conduct that may be illegal to law enforcement.

### **EXAMPLES OF PROHIBITED CONDUCT:**

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome verbal or physical conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment within the Club or at Club activities.
- Unwelcome intentional physical contact.
- Asking unwelcome questions or making unwelcome comments about another person’s sexual activities, dating, personal or intimate relationships, appearance, race, religion, age, or any other status as noted above.
- Unwelcome whistling, staring, gesturing, or leering at another person.
- Unwelcome sexually suggestive or flirtatious gifts, letters, notes, e-mail, or voice mail; unwelcome sexual advances or flirtations.
- Conduct or remarks that are sexually suggestive or that demean or show hostility toward a person because of the person’s gender, age, race or other status as noted above (including jokes, taunts, negative stereotyping, threats and blocking of physical movement).

- Displaying or circulating pictures, objects or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or demeaning or show hostility to a person because of the person's gender, race, age, religion or any other status as noted above.

If you have any questions about what constitutes harassing behavior prohibited under this policy, ask any Club officer or the Executive Director.

## **REPORTING AN INCIDENT OF HARASSMENT, DISCRIMINATION, OR RETALIATION**

Maintaining a harassment-free Club requires the cooperation of all members. It is very important that members report to the Club first-hand knowledge of any conduct they believe is improper under the Club policies prohibiting harassment, discrimination and retaliation, regardless of whether the conduct of concern is directed at that member personally or at someone else.

Any member who believes that he or she has been subjected by anyone to conduct that is contrary to the Club's policies is encouraged – but not required – to tell the person promptly that the conduct is unwelcome and ask the person to stop the conduct. Anyone who receives such a request must immediately comply with it and must not retaliate against the member who made the request.

Any member who believes that he or she has been subjected by anyone to conduct that is contrary to the Club's policies is urged to report the matter immediately to the Club President, President-Elect or Executive Director. The Club urges the prompt reporting of complaints or concerns so that consideration of Club action can begin promptly.

## **THE INVESTIGATION**

After receiving a complaint of conduct covered by this policy, Club representatives will conduct a prompt investigation and make a determination about the validity of the claim and any further action to be undertaken. The investigation will include speaking to the person against whom the complaint is made to get his/her side of the story. If it appears that after investigation some disciplinary action is warranted, then a hearing will be conducted at which time the person against whom the complaint is made is advised of the charges, the proposed discipline, and given an opportunity to be heard. The current President, President-Elect and Executive Director will hear the case and make a decision at this time. Members must cooperate fully with the Club's investigation. Dishonesty during an investigation will be grounds for immediate termination of Club membership.

## **CONFIDENTIALITY**

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action. In a similar respect, the Club may elect, at its discretion, to not disclose to or discuss with members the results of its investigation or the actions taken in response to a complaint. The Club cannot guarantee anonymity to members lodging a complaint. Due process may require revealing the complainant's name to the accused and typically includes an opportunity for the subject of the complaint to be heard before a course of action is chosen.

## **RETALIATION AND FALSE ACCUSATIONS PROHIBITED**

The Club strictly prohibits retaliation against any individual who reports prohibited conduct in good faith or who participates in an investigation of such reports. Such retaliation will be subject to disciplinary action up to and including termination.

**Any member who makes a false report of harassment or discrimination will be subject to disciplinary action, up to and including termination of Club membership.**