

## ROTARY DISTRICT 9800 CODE OF CONDUCT

### **Four Way Test**

All Rotarians are guided by the Four Way Test in their personal and professional relationships.

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?

### **Rotary International Code of Conduct**

Rotary International has adopted the following Code of Conduct for the use of all Rotarians:

“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 in the world;
4. Avoid behaviour that reflects adversely on Rotary or other Rotarians;
5. Help maintain a harassment-free environment in rotary meetings, events, and activities and report any suspected harassment, and help ensure non-retaliation to those individuals and report harassment.”

### **Rotary International Policy on Adult Harassment**

Rotary International has developed a Policy on Adult Harassment which states that

“Rotary is committed to maintaining an environment that is free of any form of harassment. All members and individuals attending or participating in Rotary meetings, events or activities should expect an environment free of harassment, including unwelcome physical contact, advances, or comments. Members and Rotary participants shall maintain an environment that promotes safety, courtesy, dignity and respect to all. 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, colour, abilities, religion, socioeconomic status, culture, sex, sexual orientations or gender identity).”

## **Rotary District 9800 Code of Conduct**

Rotary District 9800 has many district policies that deal with harassment and protection matters including but not exclusively the:

- Mutual Respect Policy
- Sexual Harassment Policy
- Protection Policy
- Abuse and Harassment Guidelines YEX
- Youth Involvement with Clubs
- Youth Involvement with Individuals
- Social Media Engagement
- Know our Volunteers

This Code of Conduct is intended to be read in conjunction with these District policies not to operate in substitution for the provisions of those district policies.

Rotary District 9800 is committed to upholding Rotary International's Code of Conduct and Policy on Adult Harassment and is governed by Rotary International's Code of Conduct and Policy on Adult Harassment as part of its Code of Conduct in promoting an environment in which Rotary District 9800 Rotarians and non Rotarians including partners/families of Rotarians, their guests and volunteers:

- Will treat fellow Rotarians, their partners/families, guests and volunteers with respect and dignity,
- Will not discriminate against, bully or harass fellow members, partners/families, guests or volunteers on the basis of age, gender, ethnicity, disability, language, national origin, race, religion, sexual orientation, education, political beliefs, marital or family status and socio economic status
- Will respect the knowledge, insight, experience and expertise of fellow members, those with whom Rotary District 9800 has entered into partnerships and other relevant third parties
- Will act with consideration, good judgement and high moral ideals in all interpersonal relationships with fellow Rotarians and those outside Rotary
- Will demonstrate a high degree of personal responsibility and be accountable for their behaviour and actions at all times
- Will not promote their own personal beliefs, behaviours or practices where these are incompatible with the basic Rotary principals
- Will comply with all applicable equal opportunity and human rights laws and any other applicable legislation
- Will act in a manner upholding the name of Rotary at all times.

## **Privacy and Confidentiality**

Members and non members involved in Rotary activities, will respect the absolute right of each individual to personal privacy at all times and maintain confidentiality in compliance with privacy legislation.

## **ROTARY DISTRICT 9800 CODE OF CONDUCT IN WORKING WITH CHILDREN**

Rotary District 9800 is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotary spouses, partners and any 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 District 9800 is also committed to Aboriginal cultural safety, culturally and/or linguistically diverse cultural safety and the safety of children with a disability. The Code of Conduct in these terms adopted by Rotary District 9800 as a result of the obligations imposed on it as an organisation by the Child Safety and Wellbeing Act:

### **Positive Obligations:**

Each of us are responsible for supporting the safety, participation, wellbeing and empowerment of children by:

- taking all reasonable steps to protect children from abuse.
- treating everyone with respect.
- listening and responding to the views and concerns of children, particularly if they are telling you that they or another child has been abused and/or are worried about their safety or the safety of another.
- promoting the cultural safety, participation and empowerment of children with Aboriginal, culturally and/or linguistically diverse backgrounds (for example, by having a zero tolerance of discrimination), in addition to the safety of children with a disability.
- ensuring as far as practicable that adults are not left alone with a child.
- reporting any allegations of child abuse to the Club or District Protection Officer and ensure that any allegation is reported to the police.
- reporting any child safety concerns to the Club or District Protection Officer.
- if an allegation of child abuse is made, ensure as quickly as possible that the child is safe.
- encouraging children to “have a say” and participate in all relevant organisational activities where possible, especially on issues that are important to them.

## **Prohibitions:**

Each of us must not:

- develop a relationship with children that could be interpreted as favouritism.
- exhibit behaviour with children which may be construed as unnecessary physical contact.
- put children at risk of abuse.
- engage in open discussions of a mature or adult nature in the presence of children.
- use inappropriate language in the presence of children.
- express personal views on cultures, race or sexuality in the presence of children.
- discriminate against any child, including because of culture, race, ethnicity or disability.
- ignore or disregard any suspected or disclosed child abuse.

What to do when an allegation of child abuse is made:

Any adult to whom a student reports an allegation of sexual abuse or harassment must follow the reporting guidelines at Appendix 1 of the Rotary District 9800 Youth Abuse and Harassment Prevention Policy (Sexual Abuse and Harassment Allegation Reporting Guidelines).

## **Rotary's expectations of you:**

1. You have and maintain a Working with Children check, even if an exemption under the Act applies to you.
2. You link that WWC to your Rotary Club, so that any change to your WWC status is reported to the Club.
3. You comply with the Code of Conduct.
4. You complete and lodge with us a Rotary Volunteer Information Form (Volunteer Form), previously called a Form 3, recognising that the referees you advise will be contacted.
5. You advise us if any of the information supplied by you on the Rotary Volunteer Information Form (Volunteer Form), previously called a Form 3, is no longer true.

## **Rotary Volunteer Information and Declaration Form (Volunteer Form)**

Is a document devised by Rotary in Australia that is intended to form part of a positive vetting process for volunteers in youth activities. If we all comply with it, Rotary will meet its obligations to Rotary International under the Code of Policies, to the State of Victoria under the Child Safety and Wellbeing Act (particularly the Child Safe Standards) and to our insurers. In a broader sense it is evidence of our commitment to improving the safety of young people in our community. Without a current WWC check and a completed Volunteer Form a person will not be permitted to volunteer in any program or activity involving youth.

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