

**The Rotary Club of Rancho Santa Fe  
and  
Rancho Santa Fe Rotary Foundation**

**Code of Ethics**

Adopted by the Club - June 2018

Adopted by the Foundation - June 2018

1. All Members and staff (if any) of the Rotary Club of Rancho Santa Fe (the Club) and the Rancho Santa Fe Rotary Foundation (the Foundation) will adhere to applicable laws and regulations in the conduct of Rotary business as well as in their personal lives. As a corporate business entity, the Club and the Foundation are subject to the laws of the various jurisdictions in which they conduct business. All Members and staff (if any) of the Club and the Foundation shall adhere to applicable laws in order to protect the assets and mission of the associations. In addition, in conducting their private lives, all Members and staff (if any) of the Club and the Foundation should adhere to applicable laws in order to preserve and protect the positive image of Rotary.
2. All Members and staff (if any) of the Club and Foundation will adhere to the provisions of the Club's and the Foundation's constitutional and bylaw documents and have a legal obligation to follow the provisions of those documents.
3. Club Directors and Foundation Trustees will serve for the benefit of Rotarians and the purposes of the Club and the Foundation. Club Directors and Foundation Trustees will follow the requirements of the Club's Policy on Conflict of Interest. Club Directors and Foundation Trustees have a duty of loyalty to the Club and shall put the interests of the Club and the Foundation first. The Club Board and the Foundation Trustees have adopted a Conflict of Interest Policy that is designed to preclude even the appearance of any impropriety as to Club Board and/or Foundation Trustee action. This assures continued confidence by Rotarians in their Club Board Directors and Foundation Trustees.
4. Club Directors and Foundation Trustees will not utilize their office for personal prestige and /or benefit. With the authority inherent in an office of importance comes access to special privileges not available to other Rotarians. Taking advantage of such privilege distracts from critical responsibilities and calls into question the commitment to the Objectives of Rotary.
5. Club Directors and Foundation Trustees will exercise due care in the diligent

performance of their obligations to the Club and the Foundation. By law, Club Directors and Foundation Trustees have a duty of care to the Club and the Foundation. Club Directors and Foundation Trustees should perform their responsibilities with such care, including reasonable inquiry, as ordinarily prudent persons in like positions would use under similar circumstances. Club Directors and Foundation Trustees should inform themselves, prior to making a business decision, of all material information reasonably available to them. Club Directors and Foundation Trustees will take actions based on an essential fairness to all concerned. Club Directors and Foundation Trustees are often faced with decisions that will significantly impact various Rotarian groups and individuals. So as to maintain the confidence of Rotarians that the Club Board Directors and Foundation Trustees act fairly and in the best interests of the association, in a manner consistent with the Four-Way Test, should weigh the potential impact of their decisions and treat equally all persons who will be affected.

6. Club Directors and Foundation Trustees will promote transparency of important financial information. Club Directors and Foundation Trustees are the stewards of the Club and Foundation acting on behalf of Rotary and Rotarians. Rotarians have a right to access accurate information regarding the financial condition of the Club and the Foundation. Transparency in financial operations encourages ethical behavior.
7. Club Directors and Foundation Trustees will prohibit and restrict the disclosure, communication, and utilization of confidential and proprietary information. In fulfilling their responsibilities as members of the Club Board and Foundation, directors and trustees necessarily have access to confidential and proprietary information. As part of their duty of loyalty, directors and trustees should utilize this information only for intended purposes, never for personal ones, and take precautions against accidental disclosure.
8. All Members and staff (if any) of the Club and the Foundation will comply with expense reimbursement policies. The Club Board and Foundation Trustees have or will be adopting a policy on the procedures for reimbursement of Rotary Club and Rotary Foundation related expenditures. Following these procedures ensures compliance with applicable laws and precludes the appearance of impropriety.
9. All Members will interact with the Club members, and staff (if any) in a professional and respectful manner and shall understand and abide by the Ant-Sexual Harassment policy. Members come into regular contact with Club members and the staff of various venues providing luncheon and/or meeting services to the Club and Foundation. Maintaining a professional and harassment free environment is essential for all too successfully perform their responsibilities in providing service to Rotarians. Moreover, harassment of any kind targeted to anyone can put the assets of the organization at risk.

10. All Members and Staff of the Club and Foundation will adhere to this Code of Ethics, encourage other members to do so as well and report any suspected or potential violations to the Club President or Foundation Chairman. The efficacy of this Code of Ethics is dependent on compliance of the Members of the Club. By self-monitoring and encouraging other members to comply with the Policy, the members can assure that the goals of the Policy will be accomplished.
11. When made aware of a potential or alleged violation of the Code of Ethics, the Club President and/or Foundation Chairman will provide available details to Club Board Directors or Foundation Trustees. The Club Board, Foundation Trustees or designated committee, will then obtain all relevant information and take such action as it deems appropriate.

### **Implementation**

**The Code of Ethics will be made available to all Rotarians upon request and will be published by the Club in order to well-communicate the Code to its members.**

### **Interpretation and Enforcement**