

## ROTARY CLUB OF SANTA MONICA

### POLICY AGAINST UNLAWFUL SEXUAL HARASSMENT, HARASSMENT, DISCRIMINATION, RETALIATION OR BULLYING

The Rotary Club of Santa Monica (hereinafter the “Club”) is committed to providing an environment that is free of unlawful sexual harassment, harassment, discrimination, retaliation or bullying. In furtherance of that commitment, the Club strictly prohibits all forms of unlawful discrimination, sexual harassment, harassment, retaliation and bullying, including discrimination, harassment, retaliation or bullying on the basis of race, religion, color, sex, gender, gender identity or expression, sexual orientation, national origin, ancestry, citizenship status, service member or veteran status, marital status, pregnancy (including childbirth, breast feeding and related medical conditions), age, protected medical condition, genetic information, physical or mental disability or any other category protected by applicable state or federal law.

The Club’s policy prohibits unlawful sexual harassment, harassment, discrimination, retaliation or bullying against members, guests, employees, spouses of members, students, apprentices or volunteers by any person including members, guests, employees, spouses of members, students, apprentices, volunteers, independent contractors, vendors, suppliers and other third parties with whom members, guests, employees, spouses of members, students or volunteers come into contact.

The Club’s policy also prohibits unlawful sexual harassment, harassment, discrimination, retaliation or bullying against independent contractors, customers, vendors, suppliers and other third parties by members, guests, employees, spouses of members, students or volunteers.

Violation of this policy will subject a member to disciplinary action up to, and including, termination of the member’s membership in the Club. All members will be given due process under Section 12.3 of the club's bylaws. Additionally, under California law, violators may be held personally liable for harassing conduct that violates the California Fair Employment and Housing Act.

Examples of Prohibited Sexual Harassment: Sexual harassment includes a broad spectrum of conduct including harassment based on sex, gender, gender identity or expression, and sexual orientation. By way of illustration only, and not limitation, some examples of unlawful and unacceptable behavior include:

- unwanted sexual advances;
- offering a benefit (or some other consideration or promise) in exchange for sexual favors, or threatening adverse action for a person’s failure to engage in sexual activity;
- visual conduct, such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
- verbal sexual advances, propositions, requests or comments;
- verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
- physical conduct, such as touching, assault, impeding or blocking movement;
- physical or verbal abuse concerning an individual’s actual sex or the actor’s perception of the individual’s sex; and
- verbal abuse concerning a person’s characteristics such as vocal pitch, facial hair or the size or shape of a person’s body, including remarks that a male is too feminine or a woman is too masculine.

Examples of What Constitutes Prohibited Harassment: In addition to the above listed conduct, the Club strictly prohibits harassment concerning any other protected characteristic. By way of illustration only, and not limitation, such prohibited conduct includes:

- racial or ethnic slurs, epithets, and any other offensive remarks;
- lewd, sexist, racist and other patently offensive jokes, whether written, verbal, or electronic;
- threats, intimidation, and other menacing behavior;
- inappropriate verbal, graphic, or physical conduct;
- sending or posting harassing messages, videos or messages via text, instant messaging, or social media; and
- other harassing conduct predicated upon one or more of the protected categories identified in this policy.

If you have any questions about what constitutes harassing behavior, ask the Club's President, or if that person is unavailable or involved in what may be classified as the harassing behavior, then ask any member of the Club's board of directors.

Examples of Prohibited Retaliation: The Club is committed to prohibiting adverse action against Club members or its employees who themselves, or whose family members, report, oppose, or participate in an investigation of alleged unlawful sexual harassment, harassment, discrimination, bullying or other wrongdoing, or due to individuals engaging in protected activity under the California Fair Employment and Housing Act. By way of example only, participating in such an investigation includes, but is not limited to:

- Filing a complaint with the Club's President or any member of the Club's board of directors or any federal or state enforcement or administrative agency regarding alleged unlawful activity or other improper conduct;
- Participating in or cooperating with any investigation of any member of the Club regarding alleged unlawful activity or other improper conduct;
- Testifying as a party, witness, or accused regarding alleged unlawful activity or other improper conduct;
- Assisting another person who is engaged in any of the above-described activities;
- Making or filing an internal complaint with the Club or with any governmental authority regarding alleged unlawful activity or other improper conduct; and
- Providing notice to the Club regarding alleged unlawful activity or other improper conduct.

**What You Should Do If You Feel You or Someone Else Is Being  
Or Has Been Sexually Harassed, Harassed, Discriminated,  
Or Retaliated Against Or Bullied**

If you feel that you are being sexually harassed, harassed, discriminated or retaliated against or bullied in violation of this policy, you must immediately report it either verbally or in writing. The complaint should be provided to the Club President, or if that person is unavailable or involved in what may be classified as alleged unlawful activity or other

improper conduct, then provide the complaint to any member of the Club's board of directors. Upon receipt of such complaint, the Club shall maintain a written record thereof. A sample complaint form is attached to this policy to assist in creating a written record thereof.

An employee of the Club may also report the complaint to the California Department of Fair Employment and Housing ([www.dfeh.ca.gov/](http://www.dfeh.ca.gov/)). In addition, if you observe sexual harassment, harassment, discrimination, retaliation or bullying of another Club member, employee or third-party, please report the incident immediately to the Club President, or if that person is unavailable or involved in what may be classified as alleged unlawful activity or other improper conduct, then provide the complaint to any member of the Club's board of directors. If the incident involves an employee of the Club, you may also report the matter to the California Department of Fair Employment and Housing ([www.dfeh.ca.gov/](http://www.dfeh.ca.gov/)). Appropriate action will also be taken in response to a violation of this policy.

Club members who receive or otherwise become aware of any complaint of sexual harassment, harassment, discrimination, retaliation or bullying must promptly report such complaint to the Club's board of directors so the Club has an opportunity to attempt to resolve the complaint internally. The Club will take all reasonable steps to prevent and, where necessary, promptly correct, sexual harassment, harassment, discrimination, retaliation or bullying.

Your notification of a problem is essential to the Club. We cannot help resolve a sexual harassment, harassment, discrimination, retaliation or bullying problem unless we know about it. Therefore, it is your responsibility to bring your concerns and problems to the Club's attention so that we can take whatever steps are necessary to address the situation. The Club takes all complaints of unlawful sexual harassment, harassment, discrimination, retaliation or bullying seriously and will not penalize or retaliate against any person who makes a complaint in any way for reporting such a problem in good faith or participating in a resulting investigation.

All complaints of unlawful sexual harassment, harassment, discrimination, retaliation or bullying which are reported will be investigated in a fair, timely and thorough manner by impartial and qualified personnel which provides all parties due process and enables the Club to reach reasonable conclusions, to the extent possible, based on the information obtained from the investigation.

Material aspects of the investigation and information obtained during the investigation will be documented to help ensure a timely, thorough and good faith investigation of the complaint and to identify options for appropriate remedial or corrective actions if misconduct is found.

The Club prohibits members or employees from hindering or interfering with internal investigations or the internal complaint procedure. All complaints of unlawful sexual harassment, harassment, discrimination or retaliation which are reported will be treated with as much confidentiality as possible, consistent with the need to conduct a thorough and adequate investigation.

Violation of this policy will subject a Club member or employee to disciplinary action, up to and including termination of the member's membership in the Club or the employee's employment. Moreover, any Club member or employee who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination of the member's membership in the Club or the employee's employment. Any suspension or termination shall be subject to notice, process and right to appeal, mediate or arbitrate as provided in the Club's Bylaws (Article XII) and Constitution (Article 12).

THERE WILL BE NO RETALIATION OF ANY KIND AGAINST ANY PERSON WHO REPORTS DISCRIMINATION, HARASSMENT OR RETALIATION, OR AGAINST ANYONE WHO COOPERATES IN THE INVESTIGATION OF SUCH A COMPLAINT. A SAMPLE COMPLAINT FORM FOLLOWS ON THE NEXT PAGE WHICH CAN ALSO BE USED TO INITIATE AN INFORMAL PROCESS IF NO FORMAL REMEDY IS BEING SOUGHT.

**ROTARY CLUB OF SANTA MONICA  
IMPROPER CONDUCT DOCUMENTATION FORM**

**Complaint Description**

This form is to be completed by the person who is reporting incidents of unlawful sexual harassment, harassment, discrimination, retaliation, bullying or other improper conduct or the person who received an oral report or complaint of any such conduct. This form can also be used to initiate an informal process if no formal remedy is sought.

Person Completing this Form:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

List all parties involved: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time(s) and Date(s) of occurrence(s):

Time:

\_\_\_\_\_  
\_\_\_\_\_

Date:

\_\_\_\_\_  
\_\_\_\_\_

Occurrence:

\_\_\_\_\_  
\_\_\_\_\_

Use back of form or additional sheets of paper if necessary.

Description of Occurrence(s) Including Any Actions Taken and Type of Remedy Sought:

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Indicate Names of Witnesses, if Any:

\_\_\_\_\_  
\_\_\_\_\_

Summary of Any Such Previous Improper Conduct:

\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ (print name) declare under penalty of perjury the foregoing information is true and correct. I have chosen to provide this information to help resolve the matter.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_