

ROTARY INTERNATIONAL DISTRICT 5550  
MANUAL OF POLICY and PROCEDURE

Revised: May 27, 2018

**Subject: Harassment Prevention and Procedures**  
**Document Number: 7.4**

**Policy A:**

The volunteer work Rotarians do with young people, the elderly and people with disabilities is vital to the quality of life in our communities and to the good reputation of Rotary and Rotarians. To allow this good work to continue it is important that D5550 Rotary Clubs do everything possible to protect the interests of everyone involved in our clubs, our projects and in our events. Any incident or harassment by member(s) of a Rotary Club would seriously damage that reputation.

**Definitions:**

*Harassment* is any improper conduct by an individual that is directed at and offensive to another person or persons and which the individual knew, or ought reasonably to know, would cause offence or harm. It comprises of:

- Any objectionable act, comment or display that belittles, demeans or causes personal humiliation or embarrassment or any act of intimidation or threat.
- Any conduct, gesture or contact of a sexual nature that is likely to cause offence or humiliation to any person or that might, on reasonable grounds, be perceived by that person as a condition or threat respecting any opportunity within Rotary.
- Any conduct involving the proper exercise of responsibilities or authority related to the provision of advice, counseling, discipline and other supervisory/leadership functions does not constitute harassment.

*Harassment* may include, but is not limited to:

- Suggestive or other unwelcome remarks including sexual remarks, jokes, innuendos, gestures about a person's body or sexual activity.
- Demeaning or objectionable remarks, jokes, innuendos about race, religion, age, national origin, marital status, color or handicap.
- Leering, pinching, patting or inappropriate touching
- Inappropriate use of written material of racist, derogatory, offensive or pornographic nature.
- Inappropriate demands accompanied by implied or overt threats concerning one's membership or participation in any activity in Rotary.

Depending on the age of the person being harassed, harassment may involve abuse under the various provincial acts that guarantee the welfare of children in the provinces within District 5550. In D5550, any of the behaviors described above, if directed against a child or other vulnerable person will be treated as abuse and will be acted upon in accordance with the policy described herein.

**Policy B :**

1. Every person, including Rotarians, Exchange Students and any other persons associated with Rotary, has the right to be protected under Human Rights statutes in Canada applicable within District 5550.
2. Every Rotarian in District 5550 has the obligation, when aware of harassment, to report all such situations to an appropriate person in authority.
3. Rotarians shall make every effort to ensure that no person associated with Rotary is subjected to harassment.

4. All persons 18 or older in a home hosting a Rotary Exchange Student or other students participating in a Rotary sponsored event are required to have a Criminal Record Check obtained from the local Police Service. Rotarians/partners who have contact with youth or vulnerable persons are required to have Criminal Records Vulnerable Persons check. The Club Privacy/Harassment Officer will keep this record check confirmation on file. Keep in mind that these checks generally report convictions for criminal offence. They do not include charges that did not result in conviction, nor do they disclose personal behaviours that may put children and others at risk.
5. Any Rotarian or volunteer, who wishes to accompany a Rotary Youth Exchange Student to an event or participate in an activity and will be one on one with the student, must have first obtained a satisfactory Criminal Record Check and a Child Abuse Registry Check.
6. Any Rotarian or volunteer, who wishes to accompany a vulnerable person (children, senior citizens or a mentally challenged person) to a Rotary event or participate in a Rotary activity and will be one on one with the vulnerable person, must have first obtained a satisfactory Criminal Record Check and a Child Abuse Registry Check and file the report with the Club Privacy/ Harassment Officer.
7. All persons in Manitoba, 18 or older in a home hosting a Rotary Exchange Student or other students participating in a Rotary sponsored event are required to have a Manitoba child Abuse registry self check or a volunteer check by a designated club Rotarian or the District Youth Exchange Harassment liaison Officer who is registered with the Manitoba Child Abuse Protection Branch pursuant to the particular statute in the jurisdiction confirming that none of the said applicants are listed on the Manitoba Child Abuse Registry. All Rotarians/partners having contact with youth or vulnerable persons shall file a Child Abuse Registry report with the Club Privacy/Harassment Officer, who will keep this record of confirmation on file.
8. All Rotarians/partners who complete the Criminal Record/Vulnerable Persons check and where required the Child Abuse Registry check and file with their Club Privacy/ Harassment Officer will not be required to renew checks while a member of that club. Rotarians who leave their club and join another club or re join their original club will be required to file new Criminal Record/Vulnerable Persons and where required Child Abuse Registry checks with their Club Privacy/ Harassment Officer.
9. Those Rotarians or persons over the age of 18 in the home who do not provide the required checks will not be permitted to host or have unsupervised contact with students or vulnerable persons.
10. It is the duty of the Club Privacy/Harassment Officer to keep an updated list of club members/partners and those over the age of 18 in the home. This list is to be made available to the District Governor when a complaint is filed.
11. Harassment, physical assaults, and battery but also involving threats, including but not limited to, threats of assault, sexual impropriety or sexual favors are criminal offenses. Such shall be reported to the appropriate law authority.
12. District 5550 shall take appropriate administrative or disciplinary action against any Rotarian or person under District or Club authority who is the Respondent in a founded harassment complaint.
13. Complaints of harassment shall be brought to the attention of the District Governor or designate unless the District Governor is the Respondent, in which case the complaint shall be brought to the attention of Rotary International.
14. The District Governor or designate or the Rotary International designate shall not disclose the name of the Complainant or the circumstances of the complaint to anyone other than the Respondent, unless disclosure is necessary for the purposes of investigation or resolution of the complaint.
15. Each club in District 5550 shall develop a pro-active, prevention-oriented program and ensure Rotarians and those who work with Rotary in any way are aware of and accept said program.