

Schedule "A"

ROTARY INTERNATIONAL
District 7010

REPORTING GUIDELINES FOR ALLEGATIONS
OF ABUSE OR HARASSMENT

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Introduction

These reporting guidelines should be read and used in conjunction with the Rotary International District 7010 Policy for the Prevention of Abuse and Harassment (the "Policy"). In particular, please refer to the Policy for definition of terms used in these Guidelines.

The Guidelines were initially developed in connection with the Youth Exchange Program, but have been adapted to be of assistance with respect to all those defined as "protected persons" in the Policy.

Scope

Unless specifically adopted by a club, these guidelines are intended to be used in connection with allegations arising in the context of District programs, activities or events. In particular, **these Guidelines must be used for any incident involving Youth Exchange**. However, if adopted for use in connection with club programs, activities or events, references to the District Governor, District Protection Officer and District Committee Chair should be applied, respectively, to the Club President, Club Protection Officer and Club Committee Chair or responsible Director (depending on a club's organization). If no individual in the club is qualified to be a Club Protection Officer, the club's guidelines may continue to refer to the District Protection Officer.

Definitions

In addition to the definitions already set out in the Policy, in these Guidelines:

“Complainant” means the protected person making an allegation of abuse and/or harassment, either directly or through another person.

“Respondent” means the adult against whom a complainant has made an allegation of abuse and/or harassment.

Procedures for Adult Receiving Allegation

Any adult to whom a complainant reports an incident of sexual abuse or harassment should comply with the following guidelines.

1. *Receive Report from Complainant*

(a) Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse. It is appropriate to listen and be encouraging. Do not express shock, horror or disbelief.

(b) Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment to make it stop and to ensure that it does not happen to other protected persons.

(c) Get the facts, but don't interrogate. Ask the complainant questions that establish what was done and who did it. Reassure the complainant that he or she did the right thing in telling you. Avoid asking 'why' questions. Remember your responsibility is to present the complainant's story to the proper authorities.

(d) Be non-judgmental and reassure the complainant. Do not be critical of anything that has happened or anyone who may be involved. It is especially important not to blame or criticize the complainant. Assure the complainant that the situation was not his or her fault and that he or she was brave and mature to come to you.

(e) Record. Keep a written record of the conversation with the complainant as soon after the report as you can, including the date and time of the conversation. Use the complainant's words, and record only what has been told to you.

2. *Protect the Complainant*

Ensure the safety and well-being of the complainant. If you or the complainant have any concerns regarding his or her safety, immediately remove the complainant from the situation and from all contact with respondent. In the case of allegations of sexual abuse or sexual harassment involving a Youth Exchange student, the student must be immediately removed. In any case, reassure the complainant that this is for his or her own safety and is not a punishment. In non-Youth Exchange situations, if there are no safety concerns, determine if the

complainant would nonetheless prefer to be removed from or cease contact with the respondent, and comply with the complainant's wishes.

The respondent may, and **in the case of Youth Exchange matters must**, be immediately removed from all contact with protected persons in any Rotary programs.

3. *Report to District Committee Chair and District Protection Officer*

Immediately upon receiving the complaint, report the allegation to the District Committee Chair responsible for the program, activity or event in which the alleged incident or incidents occurred and to the District Protection Officer. They will keep the District Governor advised and will review the complaint in order to ascertain whether it needs to be referred to an appropriate law enforcement authority or whether it is a matter to be handled using internal policies and guidelines.

In the case of allegations of sexual abuse or sexual harassment involving a Youth Exchange student, immediately report the complaint to the appropriate law enforcement authority, the District Protection Officer, the District Youth Exchange Chair, and the Club Youth Exchange Chair.

4. *Ensure Privacy is Respected*

Avoid gossip and blame. Do not tell anyone about the allegation other than those whom these Guidelines require to be told. Except as required by these Guidelines, all information with respect to the allegation must be kept strictly private and confidential to protect the rights of both the complainant and the respondent.

5. *Follow Up*

Once the case has been reported to the District Protection Officer and the District Committee Chair, your role is complete. You may wish to follow up to ensure that steps are being taken to address the situation. You must not however contact the respondent about the allegation.

Procedures in Response to Allegation

The District Committee Chair who receives the report of an allegation has the primary responsibility for responding to an allegation and should comply with the following guidelines. The District Committee Chair should work with the advice and support of the District Protection Officer, and both should ensure that the District Governor is fully advised of the steps being taken to deal with the allegation. Where appropriate, the District Governor may wish to become directly involved in some or all of the steps set out below.

For Youth Exchange, the District Youth Exchange Chair should keep the complainant's Rotarian counsellor fully advised of all steps being taken.

Unless otherwise specified, these steps must be taken immediately following receipt of a report of an allegation of abuse and/or harassment, and no later than three working days thereafter.

1. Confirm that the complainant has been removed from the situation immediately and from all contact with respondent.
2. The District Governor, District Committee Chair and the District Protection Officer shall, with the assistance of legal counsel if appropriate, immediately determine if the report should be communicated to the appropriate law enforcement agency. If the decision is made to so report the allegation, the responsibility for investigation of the complaint lies with the law enforcement agency, and all District personnel should cooperate with any police investigation. The District Protection Officer should ask the police to keep him or her advised of the progress of the investigation.
3. If a decision is made that the appropriate course of action is to investigate the allegations internally, or if the police decline to investigate, complete an investigation plan in collaboration with the District Protection Officer. Depending on the nature of the complaint, its severity, and the facts surrounding the case, one or more of the following options can be discussed with the complainant (remember that if a youth is involved he or she has the right to have an adult present at all times and to be represented by an adult):
 - pursuing an informal resolution of the complaint;
 - proceeding with a formal investigation;
 - taking advantage of counselling, mediation, and other resources; and/or
 - exploring other possible avenues of recourse including the police, appropriate provincial agencies or the Human Rights Commission.
4. Ensure the complainant receives immediate support services.
5. Offer the complainant an independent, non-Rotarian counsellor to represent his or her interests. Ask the appropriate social service or law enforcement agency to recommend someone who is not a Rotarian nor in any way involved with the program, activity or event in question.
6. For allegations of sexual abuse or sexual harassment involving Youth Exchange, the parents of the Youth Exchange student must be contacted. For all other Youth Exchange incidents determine with the complainant's Rotarian counsellor whether his or her parents should be contacted and whether the complainant should have the option of either staying in country or returning home. For any other situation involving a youth, decide these issues in consultation with an adult (other than the respondent) who is responsible for the complainant.

7. While investigations are being conducted, remove the respondent from any contact in Rotary programs, activities or events with all protected persons including the complainant.
8. For Youth Exchange, the complainant's Rotarian counsellor must inform the District Youth Exchange Chair and District Governor of the allegation. Either the District Governor or the District Youth Exchange Chair must inform Rotary International of the allegation within 72 hours, and provide follow-up reports of steps taken, outcome of all investigations and resulting actions.
9. Complete as quickly as possible the investigation in accordance with the investigation plan and provide a report on the findings made to the respondent, the complainant and the District Governor.

Understanding the Needs of the Complainant

There will need to be a cohesive and managed team approach to supporting the complainant after an allegation is reported. The complainant is likely to feel embarrassed, confused, and may become withdrawn.

For Youth Exchange, the complainant may in addition appear to be avoiding members of the host family or hosting Rotary club. After a report of harassment or abuse, complainants may or may not want to remain on their exchange. If they do, they may or may not want to continue their relationship with their hosting club depending on the circumstances. In some cases, a complainant may wish to remain in country, but change to a different host club if one is available.

It may be difficult for club members, volunteers and host families who become aware of the complaint to understand how the complainant is feeling, but it would be helpful for the complainant to know that the club remains a support for them. Club members, volunteers and host families may experience ambiguity toward their roles and may feel unclear regarding their boundaries. However they need to do whatever is necessary to reassure the complainant of their support at all times.

Appropriate Behaviour for Others Aware of Allegation

When addressing an allegation of abuse or harassment, the most important concern is the safety of a complainant. Club members who become aware of the allegation should not speculate, make editorial comments, or offer personal opinions that could potentially hinder any investigation. Club members who become aware of the allegation should be cautioned about speculating or commenting on the matter during the investigation.

Comments made about a complainant in support of a respondent or about a respondent in support of a complainant are inconsistent with our Rotary ideals. Furthermore, adverse comments made against either a complainant or a respondent could lead to a defamation claim filed against Rotarians or clubs by the person about whom those comments are made.

Sanctions

With respect to sexual abuse or sexual harassment:

- (a) A club must terminate the membership of any Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or sexual harassment;
- (b) A non-Rotarian who admits to, is convicted of, or is otherwise found to have engaged in sexual abuse or sexual harassment must be prohibited from working with protected persons in a Rotary context. A club may not grant membership to a person who is known to have engaged in sexual abuse or sexual harassment; and
- (c) If an investigation into a claim of sexual abuse or sexual harassment is inconclusive, then, for the safety of protected persons and the protection of the respondent, additional safeguards must be put into place to assure the protection of any youth with whom the respondent may have future contact. If there are subsequent claims of sexual abuse or sexual harassment, the respondent shall be permanently prohibited from working with protected persons in a Rotary context. Regardless of criminal or civil guilt, the continued presence of the respondent could be detrimental to the reputation of Rotary and could be harmful to protected persons. It can also benefit the respondent in preventing additional accusations from others. A respondent who is accused but later cleared of charges may apply to be reinstated to participate in programs involving protected persons. Reinstatement is not a right, and no guarantee can be made that he or she will be granted re-instatement.

With respect to other abuse or harassment, if the allegations made against a respondent are found to be true, in addition to and independent from any civil or criminal legal consequences:

- (a) a Rotarian who is found to have abused and/or harassed a protected person will be subject to disciplinary action up to and including a lifetime ban from Rotary International; and
- (b) the participation in District programs, activities and events of any non-Rotarian who is found to have abused and/or harassed a protected person will be curtailed or prohibited as appropriate and any such non-Rotarian will not be invited to join any Rotary club in the District.