



# APPENDIX D

## DISTRICT 7780

### Requirements of Clubs

### Regarding Abuse and Harassment Prevention

#### **Introduction**

District 7780 has adopted the Rotary District 7780 Policy for the Prevention of Abuse and Harassment (the “District Policy”) and the Rotary District 7780 Reporting Guidelines for Allegations of Abuse and Harassment (the “District Guidelines”) in an effort to enhance existing protections at both a Club and District level for protected persons who are involved in Rotary programs, activities or events. *Please refer to the District Policy for definition of terms used here.*

The District requires that the clubs adopt the District Policy modified to apply to the Club (or approved alternative policy) and apply the District Guidelines (*Appendix A*) in order to participate in Rotary sponsored programs that deal with protected persons. This includes all programs such as RYLA, Interact, Rotaract, and other club activities involving vulnerable individuals.\*

In all instances, it should be the action of the club to assure that any protected person is afforded a safe and healthy environment. If there is any doubt, as Rotarians, we err on the side of protection of vulnerable persons.

#### **Requirements for Rotary Clubs:**

- Each club must have a written policy on abuse and harassment prevention. This may be an adoption of the District policy noted above, or specific to the club. In either case, it must also include the delineated details following, and be approved by the DPO.
- Each club must issue guidelines on how to deal with the disclosure or discovery of abuse or harassment. It is recommended that they adopt or adapt the District Guidelines (*Appendix A*).
- Each club will designate a CPO responsible for the protection of youth and other protected individuals.
- Annually Club Protection Officer, along with the Club President, will complete and return a signed statement that the club is operating their programs for protected persons in compliance with District 7780 and RI policy.

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\* District 7780’s Guidelines Regarding Abuse and Harassment apply to Youth Exchange volunteers; however, the Youth Exchange program has a more specific and detailed policy. Please refer to Appendix D when needing Youth Exchange information.

- The DPO will assure that all volunteers complete and sign the District 7780 Volunteer Application (*Appendix H*).
- The CPO will provide the DPO copies of all materials provided by the club regarding protection services in area (rape and suicide crisis hotline, alcohol and drug awareness programs, proper law enforcement agencies, community and private services, and details of the Club abuse and harassment training program.
- The CPO is responsible for dealing with allegations or disclosures and should designate at least one alternate to do so when he or she is not available. Members and volunteers should know how to contact the CPO or the alternate quickly.
- The CPO is responsible for raising awareness and training all members of the club for the procedures they should follow when concerned with matters of harassment or abuse.
- If a club cannot find a volunteer to serve as its Abuse and Harassment Protection Officer, it may incorporate the duties of the PO into the duties of the Club President or President-elect.
- Each club will prepare Rotarians and volunteers to work effectively with all protected persons. Training on abuse and harassment prevention is to be provided for all volunteers. A copy of the club's policy to prevent abuse or harassment and instructions on what to do if abuse or harassment is discovered or suspected should be provided to each Rotarian and volunteer.
- Each club will have policies for reporting all suspected cases of abuse or harassment. Reports to proper law enforcement agencies are covered in *Schedule A*.
- In addition to the foregoing, all Rotarians should always let the Four Way Test be the guide for their ethical and moral behavior.

**The Rotary Four Way Test**

Is it the **Truth**?

Is it **Fair** to all concerned?

Will it build **Goodwill** and **Better Friendships**?

Will it be **Beneficial** to all concerned?