

HARASSMENT AND DISCRIMINATION POLICY* *

In all organizations, occasions arise when someone feels offended or disrespected. This policy has been developed to help prevent such occasions and suggest a means for resolution.

Guiding Principle

At the core of our Rotary community is a spirit of mutual respect grounded in the 4 Way Test.

Of the things we think, say, or do

1. Is it the TRUTH?
2. Is it FAIR to all concerned?
3. Will it build .GOOD WILL and BEITER FRIENDSHIPS?
4. Will it be BENEFICIAL to all concerned?

We therefore seek to respect the integrity and worth of every individual and his/her individual. viewpoints. Disrespect including harassment and discrimination interferes with relationships and results in a loss of wellbeing and creates a negative image for both the individuals and Rotary. Also, it can potentially cause loss of membership. This policy is meant to encourage mutual respect and discourage activity that would break Rotarians' respectful bonds, if they occur.

District 5960 expects:

- All members to feel physically, intellectually and psychologically safe when in Rotary meetings and functions;
- All members to be respectful at all times to each other and their visitors in all types of communication;
- All members to responsibly communicate any discomfort directly to the disrespectful or harassing person, or, when this is not possible, to the club president..;
- Issues of disrespect/harassment/discrimination involving Rotarians to be dealt with by the appropriate person, club president or... (See below).

Definition

Discrimination and harassment is defined as any behavior or pattern of behavior that creates an intimidating or offensive work or social environment or otherwise restricts opportunities for Rotary service. Discrimination and harassment include, but are not limited to unwelcome acts or language (physical, verbal or written) including threats, physical contact, violence, pranks, jokes, bullying, epithets, derogatory or stereotyping comments, and vandalism directed at an individual because of their race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status, sexual orientation.

Sexual harassment is defined as unwelcome sexual advances, including gender-based or same- sex based comments and conduct, requests for favors or other verbal, nonverbal, or physical conduct of a sexual nature. Examples of such conduct might include, but are not limited to off- color jokes, language, cartoons, nicknames, or propositions; repeated unwanted social invitations; touching or pinching; sexually oriented posters; and suggestive or insulting sounds.

Process and Resolution

Because respect is necessary for sharing ideas, learning and working towards a common goal, Rotary District 5960 is committed to having a process for assuring that its meetings and activities are free from discrimination and harassment based upon race, ethnicity, sex, pregnancy, color, religion, national origin, physical or mental disability, age, marital status protected by district policy or local, state or federal law.

Accordingly, District 5960 Clubs shall seek to prevent harassment and/or discrimination by presenting programs which raise awareness of potentially hurtful attitudes, comments or acts. Members shall be informed of relevant District policies including, but not limited to, the Youth Protection Policy and this Harassment and Discrimination Policy.

When an aggrieved person or someone who has observed harassment or discrimination raises a concern or formal complaint, principles of respectful communication shall govern the interactions of all concerned. The aggrieved person (or observer) will be encouraged to say what happened, how it made him or her feel and what would be helpful to resolve the issue.

Privacy especially of the aggrieved person(s), shall be scrupulously guarded. All communications regarding the matter involved shall be confidential, and nothing shall be transmitted electronically. Any written notes or communications shall be destroyed when the aggrieved person indicates that the matter has been resolved.

Recommended steps to resolve a harassment or discrimination grievance:

1. Individuals resolve it themselves.
2. If this is not effective, refer the concern to the Club President, or, if the President is involved in the matter or cannot be neutral, to a trusted individual in the Club.
3. The President or trusted individual shall speak to all persons involved in the incident and shall determine whether documentation is desirable. If so, he or she shall record the names of the persons involved and summarize the reported problem, including time, date, place, what happened, and outcome of the discussion, i.e. whether there was resolution or further action necessary.
4. If the issue remains unresolved, it shall be referred to the Executive Committee of the club's Board of Directors in closed session. The aggrieved person(s) shall present the complaint to the Executive Committee in closed session. The person(s) against whom the grievance is made shall also present their concerns to the Executive Committee in closed session. The President or the Executive Committee may request consultation with the District Governor.
5. If still unresolved, the Executive Committee shall refer the matter to the District Governor to investigate and mediate. If there is potential legal action, the matter shall be referred to an attorney.

The Club shall strive to resolve the matter in the most respectful and kind manner possible; for example, by apology and acceptance. When that is not possible, the Executive Committee may advise mediation, recommend anger management classes or, in extreme cases, require resignation from the Club, based upon members' responsibility to abide by the Rotary 4-way test and Club By-laws, or may commence or respond to litigation.

* *This policy has been developed subsequent to study and discussion of a few companies', organizations', and academic institutions' Harassment and Discrimination policies and the unique qualities of Rotary.