

POLICY
ABUSE, HARASSMENT AND OFFENSIVE BEHAVIOUR

We have based this policy on The Objects of Rotary, The Four Way Test, and the principles of Canadian human rights law.

Policy

We are committed to providing an environment free of abuse, harassment and offensive behaviour. We will investigate all allegations of such behaviour. The behaviour may be a single act or series of acts that cause a lasting, negative impact. If found, we will take appropriate action.

Definitions

“**Abuse**” means the misuse of influence, power or authority to:

- coerce another person to commit an act; or
- commit an act for the person’s own gain at a cost to a less advantaged person.

“**Harassment**” means conduct that:

- is directed at and is offensive to another person;
- the person committing the act ought reasonably to have known may cause offence or harm;
- the person affected considers demeaning, belittling, humiliating, intimidating, threatening or embarrassing; and
- may be based on race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.

“**Offensive behaviour**” means any remark or act that is considered to be in bad taste or mean-spirited or which may impugn the reputation of another person or the Club.

Process for dealing with allegations of abuse

We will forward all allegations of abuse to District 5020 in accordance with District Policy, Article VIII Abuse and Harassment Prevention Policy.

Process for dealing with harassment or offensive behaviour

We encourage anyone who feels that they have been harassed or subjected to offensive behavior to:

- discuss what happened with either the President-elect, the President, or the Club Youth Protection Officer;
- be as specific as possible as to when, where, what happened, and possible witnesses;
- talk with the ‘offending’ member to air the issues and resolve the problem; and
- let the person or persons above who were notified know the outcome.

If either party is not satisfied:

- they may ask any of the persons mentioned above to help;
- they and another Board member will:
 - investigate and attempt to resolve the issue; and
 - take the matter to the Board if unresolved;
- the Board will:
 - ask both parties if they would like to either submit a report or speak to the Board; and
 - hold the discussion *in camera*.

If the Board:

- is satisfied with the outcome, the matter ends; or
- is not satisfied, they can:
 - decide if further action is needed; and
 - resolve the dispute through mediation or arbitration in accordance with the Club bylaws.

November 26, 2019