

Appendix G -Rotary International District 5630 Abuse and Harassment Policy

Rotary Clubs place great emphasis on their work in the community with young people, the elderly and those with disabilities. For this good work to continue, it is imperative that Rotary clubs create and maintain safe and respectful environments for all Rotary activity participants. It is the responsibility of all Rotarians, their spouses or partners, and other volunteers to defend the safety and welfare of others and to make every effort to prevent any physical, sexual, or emotional abuse toward children, the elderly and persons with disabilities with whom we come in contact. Fulfilling this duty also safeguards the interests of Rotary Clubs and Rotarians by minimizing their risk of legal liability, should a participant in a Rotary activity become a victim of abuse.

Rotary District 5630 Policy Statement

It is the responsibility of every Rotarian to safeguard the welfare of every person with whom they come into contact during their activities as a Rotarian. Special attention is to be given to children, the elderly, disabled and other vulnerable persons. This includes the prevention of physical, sexual or emotional abuse, harassment and neglect.

Rotary District 5630 Position Statement on the Prevention of Abuse

Rotary District 5630 will, to the best of their ability:

- 1.** Ensure that children, the elderly, and people with disabilities involved in Rotary District 5630 programs, activities and events, are protected from abuse, harassment and neglect.
- 2.** Ensure that Rotary District 5630 programs are provided, to young people, the elderly and persons with disabilities, in a safe and secure environment.
- 3.** Prevent contact with persons who are either prohibited by law from working with children, the elderly or people with disabilities, or who are considered by Rotary District 5630 to be inappropriate persons to be working with children, the elderly or persons with disabilities.
- 4.** Encourage and facilitate the timely reporting of incidents where children, the elderly and persons with disabilities are at risk of harm.
- 5.** Ensure the prompt notification of claims of abuse, harassment or neglect of children, the elderly and persons with disabilities where allegations involve Rotarians or persons involved with Rotary programs.
- 6.** Report any allegations of abuse in accordance with Nebraska law.

Rotary District 5630 will not:

1. Allow a prohibited person to participate in any Rotary sponsored program related to children, the elderly or persons with disabilities.
2. Permit any person to become a mentor or counselor, or host an exchange student in their home without first determining the suitability of that person through the District's screening process. This includes any adult over 18 years living in the home of a hosted student and persons sponsoring or transporting students to Rotary sponsored activities.

Prohibited Person

For the purpose of this policy, a Prohibited Person is anyone who:

1. Has been convicted of an offense, which resulted in harm to an individual, including physical or sexual assault, sexual interference with a minor or failure to provide the necessities of life.
2. Has been convicted of any offense which, in the opinion of the District Abuse Prevention Coordinator, suggests an unacceptable risk of harm to a person in the care of that individual; or;
3. Is subject to a court order or decree prohibiting a person from being in contact with any other individual.

Scope

These policies and procedures apply to all District 5630 Rotarians and volunteers who wish to become Club counselors, mentors, or host families in club-sponsored programs. These policies also apply to all adults over the age of 18 years who reside in the home of a host family or who have direct contact or responsibility for hosted students.

Screening

All adult members of host families must complete the District 5630 Host Family Application Form. This form must be returned to the District Abuse Prevention Coordinator for review.

All Club counselors and adults over the age of 18, who reside in the home of a host family, must provide a Security Clearance form that has been duly processed by the local police service. A Security Clearance form is submitted directly to the District Abuse Prevention Coordinator for his or her assessment.

No Rotarian or other volunteer shall act as a counselor, mentor or host family until the District Volunteer Assessment Form and Security Clearance form have been completed and accepted by the District Abuse Prevention Coordinator.

District Abuse Prevention Coordinator

(1) The District Governor shall appoint a District Abuse Prevention Coordinator (DAPC) who is responsible for implementing and enforcing this policy. The DAPC shall have experience working with people at risk such as children, the elderly, and persons with disabilities either in their professional capacity or as an experienced Rotary Volunteer.

- (2) The appointment of the DAPC will be made annually. It is expected that the DAPC will hold the office for two to three years.
- (3) The DAPC must be familiar with the Rotary International Child Protection System, other relevant Rotary International policies, and the relevant federal and state laws.
- (4) The DAPC will review and maintain an archive of Security Clearance forms and District 5630 Screening forms submitted in accordance with the requirements of this policy.
- (5) The DAPC will maintain strict confidentiality of such forms in compliance with state and federal laws and this policy.
- (6) In the event the DAPC determines that an individual is not acceptable as a Club counselor, mentor or host family due to the results of the DAPC, he or she shall advise the applicant that he/she is not acceptable, but shall not disclose any details of the reason behind the decision in order to ensure the privacy of the applicant.
- (7) The DAPC will coordinate with the Youth Protection Officer (first point of contact) should any Club counselor or other Rotarian receive a complaint of abuse or harassment. The DAPC is responsible for ensuring such complaints are addressed according to applicable law, and protecting the interests of the affected person, to the extent possible.
- (8) The DAPC will work with Clubs to inform all Rotarians of their obligation under this policy and relevant legislation and to ensure that appropriate training is made available.

Rotary District 5630 Position Statement on the Prevention of Harassment and Sexual Harassment

Rotary District 5630 Rotary Club will, to the best of its ability:

1. Ensure that individuals involved in Rotary District 5630 programs are not subject to harassment, which includes conduct that erodes the dignity of the victim, particularly based on the victim's color, race, national origin, ethnic origin, age, sex, gender, physical characteristics, sexual orientation, or physical or mental disability. Types of behavior that constitute harassment include unwelcome remarks and jokes; displaying or distributing racist, pornographic or other offensive material; practical jokes based on race, sex, or other prohibited grounds; verbal abuse or threats; inappropriate or offensive gestures; and physical assault.
2. In accordance with its legal obligations, Rotary District 5630 will ensure that individuals who are involved in Rotary District 5630 activities are protected from sexual harassment. Sexual harassment includes making sexist jokes; leering; displaying sexually offensive material; using sexually degrading words to describe a person; making sexually suggestive or obscene comments or gestures; making unwelcome inquiries or comments about a person's sex life; making unwelcome sexual flirtations, advances or propositions; requests for sexual favors; unwanted touching; verbal abuse or threats; and sexual assault.