

*Code of Conduct*  
*For Members & Volunteers*  
*2020*

# Rotary District 9455 Code of Conduct

## 1.1 Purpose

The Purpose of this Code is:

- to provide members of Rotary District 9455 – Western Australia with guidance on the standards of behaviour that are expected of them when they are participating in Rotary organised activities (projects, programs and/or events) and when they are dealing with fellow Rotarians, partners/families, the public, children, young persons and vulnerable adults and;
- to provide non-members (including guests, visitors and volunteers) with guidance on their involvement in Rotary activities.

## 2.0 Commitment

This code demonstrates the shared commitment by the Board and members, guests, visitors and volunteers to work together in a manner consistent with the Rotary Principles and Ideals in achieving the goals of Rotary.

## 3.0 Application

It is expected that this Code of Conduct will be strictly observed by all Rotary members at all times and by non- members when participating in Rotary organized activities.

## 4.0 Principles

### 4.1 RESPECT, FAIRNESS AND PROFESSIONALISM

#### 4.1.1 Members of Rotary Clubs in District 9455 – Western Australia

Rotary Clubs in District 9455 – Western Australia are committed to maintaining and promoting a professional environment within which their members:

- will treat fellow members, their partners/families, guests, volunteers and the general public with respect and dignity
- will not discriminate against, bully or harass fellow members, partners/families, guests, volunteers and the general public on the basis of age, gender, ethnicity, disability, language, national origin, race, religion, sexual orientation, education, political beliefs, marital or family status and socio- economic status (see Appendix 1 for further details)

- will respect the knowledge, insight, experience and expertise of fellow members, those with whom a Rotary Club has entered into partnerships and other relevant third parties
- will act with consideration, good judgement and high moral ideals in all interpersonal relationships with fellow Rotary members and with those outside of Rotary
- will demonstrate a high degree of personal responsibility and be accountable for their behavior and actions at all times
- will not, while involved in any Rotary organised activity, promote their own personal beliefs, behaviours or practices where these are incompatible with the basic Rotary principles
- will act in a manner upholding the name of Rotary at all times.

#### 4.1.2 Non-Members

Rotary Clubs in District 9455 in Western Australia are committed to maintaining and promoting a professional and safe environment within which all non-members (including partners/families of members, Rotary guests and volunteers), participating in any Rotary organized activities:

- will treat Rotary members and their partners/families, other guests and volunteers with respect and dignity
- will not discriminate against, bully or harass Rotary members, their partners/families, Rotary guests or volunteers on the basis of age, gender, ethnicity, disability, language, national origin, race, religion, sexual orientation, education, political beliefs, marital or family status and socio- economic status. (See Appendix 1 for further details)
- will respect the knowledge, insight, experience and expertise of Rotary members and other Rotary guests and volunteers
- will act with consideration, good judgement and high moral ideals in all interpersonal relationships with members of Rotary and other Rotary volunteers and guests participating in Rotary activities
- will demonstrate a high degree of personal responsibility and be accountable for their behavior and actions at all times
- will not, while involved with any Rotary organised activities, promote their own personal beliefs, behaviours or practices where these are incompatible with the basic Rotary principles
- will act in a manner upholding the name of Rotary at all times.

## 5.0 Privacy and Confidentiality

Members, and non-members involved in Rotary activities, will respect the absolute right of each individual to personal privacy at all times and maintain confidentiality in compliance with privacy legislation.

## 6.0 Working with Children, Young People & Vulnerable Adults – (See Appendix 2) *(to be read in conjunction with Rotary Protection Policy and Procedures)*

6.1.1 Rotarians and/or volunteers participating in Rotary organized activities that involve interaction or **working with children will:**

- maintain a current Working with Children card
- ensure as far as practicable that an adult is not left alone with a child
- take all reasonable steps to protect children from abuse
- promote the cultural safety, participation and empowerment of children with Aboriginal, culturally and/or linguistically diverse backgrounds
- report any allegations of child abuse to the Rotary Club Protection Officer and ensure that any allegation is reported to the police
- report any child safety concerns to the relevant Rotary Club Protection Officer, or the Rotary District 9455 Protection Officer
- if an allegation of child abuse is made, ensure as quickly as possible that the child is safe
- encourage children to “have a say” and participate in all relevant organisational activities where possible, especially on issues that are important to them

Rotarians and/or volunteers participating in Rotary organized activities that involve interaction or **working with children will not:**

- develop a relationship with children that could be interpreted as favoritism
- exhibit behaviour with children which may be construed as unnecessary physical contact.
- put children at risk of abuse.
- engage in open discussions of a mature or adult nature in the presence of children
- use inappropriate language in the presence of children
- express personal views on cultures, race or sexuality in the presence of children
- discriminate against any child, including because of culture, race, ethnicity or disability
- ignore or disregard any suspected or disclosed child abuse.
- abide by the Rotary International Protection Policy, District 9455 Protection Policy adopted by Resolution by Rotary District 9455 safeguarding children, young persons and vulnerable adults in Rotary

6.2 Rotarians and/or volunteers participating in Rotary organized activities that involve interaction/**working with young people or vulnerable adults will:**

- treat all young people and vulnerable adults with respect and dignity
- be courteous to all young people and vulnerable adults treating them as individuals
- respect the rights and worth of every person regardless of their age, race, gender, ability, cultural or linguistic background, sexuality or religion
- oppose at all times any form of discrimination, oppression or exploitation of young people and vulnerable adults, and preserve their rights;
- ensure that all activities are conducted in a safe environment
- report any safety concerns to the relevant Rotary Club Protection Officer or the Rotary District 9455 Protection Officer

## **7.1 Collaboration/Collegiality**

All members of Rotary Clubs in District 9455 – Western Australia will be expected to:

- work/collaborate with District 9455, Rotary International and other Rotary Clubs on relevant programs and activities
- assist in the transfer and sharing of knowledge to help disseminate learning and good practice across Rotary and provide relevant and effective services to those most in need in our community.

## **8.1 Complaints/Grievance Procedure**

This Code of Conduct establishes the principles for all Rotary members, guests, visitors and volunteers to adhere to. It encourages trust and respect from its members and non-members involved in its activities. However, it may not cover every issue that may arise.

Rotary District 9455 has therefore established a complaints/grievance procedure for members and non-members to follow should they experience or be a witness to a breach of this Code of Conduct.

A separate procedure exists in the Rotary District 9455 Protection Policy and Procedures when dealing with issues concerning children, young people, and vulnerable adults.

## Appendix 1

### **Respect and Fairness**

Rotary recognizes **bullying** as behaviour that may be characterised as offensive, intimidating, malicious or insulting, an abuse or misuse of power through means intended to undermine, humiliate, denigrate or injure the recipient. Bullying does not need to be deliberate; someone may demonstrate bullying behaviour, which falls within the above definition, without intending to. Whichever form it takes, it is unwarranted and unwelcome to the individual and will often cause embarrassment, fear, humiliation or distress to an individual or group of individuals. Bullying often results from a misuse of individual power derived from status/position, physical strength or force of personality. It can also arise from collective power arising out of strength of numbers.

Rotary recognises as **harassment** any unwelcome verbal or physical behaviour, including sexual advances, when the unwanted conduct has the purpose or effect of either violating another person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person. Harassment does not need to be deliberate; someone may harass another person without intending to. In some situations, where the unwanted conduct is serious, a single incident may constitute harassment. In other situations, conduct may become harassment if it is repeated or sustained.

The following list provides examples of the types of behaviour which can amount to harassment, although the list is, by no means, exhaustive:

- **Unwelcome physical contact or physical interaction:** This may range from unnecessary touching or brushing against another's body, physical assault/threats, insulting or abusive behaviours or gestures. This may also encompass invading someone's 'personal space' by standing very close to him/her where this is unnecessary.
- **Unwelcome verbal conduct:** This may include the making of remarks and comments about appearance, lewd comments, sexual advances, innuendo and banter, the making or repetition of offensive or stereotyped comments, jokes or songs, the making of threats or the making of patronising comments.
- **Unwelcome written or visual interaction:** This may include sending unwelcome emails, notes or pictures, displaying or sending offensive material via email/social-media/websites/blogs etc.

### ***Harassment, bullying and victimisation of members, or by members by electronic methods***

Given the degree of current reliance upon electronic means of communication it should be specifically noted that harassment, bullying and victimisation by members by electronic means is also unacceptable. For example, this might involve:

- Sending e-mails (with or without attachments) which breach the terms of this Code of Conduct
- Inappropriate copying of e-mails to parties not seen as relevant to the discussion, as a way of intimidating or inappropriately gaining leverage over fellow members, their partners/families, guests and volunteers.

## Appendix 2

### **Definition of Child, Young Person, Vulnerable Adult**

#### **Child**

a person under the age of 18 years

#### **Young Person**

is a person between the ages of 18 and 26 years and who is in full time study or not living independently.

#### **Vulnerable Adult**

Young Person or an adult person who is or may be—

- (a) a beneficiary of distributions from the relevant Rotary Club's Community program
- (b) in need of community care services by reason of poverty, disability, age or illness, and is or may be unable to protect themselves against harm or exploitation.