

Rotaract
Canada



Multidistrict
Information
Organization

ROTARACT CANADA

CODE OF POLICIES

JUNE 2020

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ARTICLE ONE: THE CODE OF POLICIES

(1) PURPOSE

The purpose of the *Rotaract Canada Code of Policies* is to establish a comprehensive document containing all of the general and permanent policies of Rotaract Canada. All policies of a general and permanent nature adopted by the Executive Office or the Board of Directors will be added to the Code in order for it to remain a single collection of such policies.

(2) CITATION

The policies contained in this *Rotaract Canada Code of Policies* shall constitute and be designated the *Rotaract Canada Code of Policies* and may be so cited. Such policies may not be cited simply as the "Code of Policies" or the "Code" so as to avoid confusion with the *Rotary International Code of Policies*. Revised editions, as prepared and authenticated from time to time in accordance with this article, shall be designated by listing the month and year of the revision and adding the month and the year following the title. For example, a revised edition of *Rotaract Canada Code of Policies* in June 2031 would be designated as the "*Rotaract Canada Code of Policies June 2031*".

(3) CONSTRUCTION

All general provisions, terms, phrases and expressions contained in the *Rotaract Canada Code of Policies* are to be construed in a manner that allows for the implementation of policies. Words and phrases are to be taken in their plain or usual sense, but technical words and phrases having a particular or appropriate meaning in law or in the constitutional documents are to be understood according to their technical import. As used in the *Rotaract Canada Code of Policies*, the words "shall," "is," and "are" are mandatory, and the words "may" and "should" are permissive.

(4) DEFINITIONS

- (1) Board: The Board of Directors of Rotaract Canada Corporation
- (2) Executive Office: The office of the executive secretaries of Rotaract Canada MDIO
- (3) Club: A Rotaract or Rotary club
- (4) District: A Rotary International district
- (5) Member District: A Rotary International district which is a member of Rotaract Canada Multidistrict Information Organization
- (6) Member: To be interpreted as member district unless otherwise stipulated
- (7) Legislative Documents: The Constitution and Bylaws of Rotaract Canada
- (8) General Secretary: The duly elected or acting general secretary of Rotaract Canada
- (9) Deputy General Secretary: A duly appointed deputy general secretary of Rotaract Canada
- (10) Under General Secretary: The duly elected under general secretary of Rotaract Canada
- (11) RI: Rotary International
- (12) DRR: The district Rotaract representative of a particular Rotary International district
- (13) Rotaractor: A member of a Rotaract club
- (14) Rotarian: A member of a Rotary club
- (15) Dual member: A member of both a Rotaract and a Rotary club
- (16) District governor: The district governor of a particular Rotary International district
- (17) Leadership: The executive secretaries of Rotaract Canada
- (18) Secretariat: The branch of Rotaract Canada which contains the Executive Office, Cabinet, Administration, and Auxiliary Roles of Rotaract Canada
- (19) Body of Representatives: The branch of Rotaract Canada which houses the district Rotaract representatives or their appointed proxy from each member district
- (20) Trusteeship Council: The branch of Rotaract Canada which houses Rotaractors and Rotarians who previously served in the Executive Office who maintain their position on the Board of Directors

(5) RELATIONSHIP TO CONSTITUTIONAL DOCUMENTS

The *Rotaract Canada Code of Policies* is supplemental to the constitutional documents and should be constructed in harmony with them. In the event of a conflict between the provisions of the constitutional documents and the provisions of this document, the constitutional documents take precedence and thereby modify the conflicting provisions of the *Rotaract Canada Code of Policies*.

(6) SEVERABILITY

The articles, sections, and subsections of the *Rotaract Canada Code of Policies* are severable. If any article, section, or subsection is declared invalid by the judgement of any court or other agency of competent jurisdiction, such invalidity shall not affect any of the remaining articles, sections, or subsections of the *Rotaract Canada Code of Policies*. If any part of the *Rotaract Canada Code of Policies* is declared invalid by any court or agency of competent jurisdiction, it shall be invalid only within the jurisdiction of such court or agency.

(7) IMPLEMENTATION OF POLICIES

Unless noted to the contrary in a particular provision, the general secretary shall have both the duty and the authority to implement the policies set forth in the *Rotaract Canada Code of Policies*. For that purpose, the general secretary may prepare and approve policies, procedures, guidelines, rules, schedules and other documents to implement the policies. The general secretary also may delegate authority for the implementation of various policies to one or more members of the Secretariat, either by name or title.

(8) AMENDMENTS

Amendments to the *Rotaract Canada Code of Policies* may be made through action of the Executive Office or the Board, in accordance with the constitutional documents. All amendments shall become effective upon their adoption by the adopting body, unless a later date is specified in such action. When appropriate, the effective date of the action will be delayed in order to provide adequate notice of changes or additions to the policies.

(9) REVISED EDITIONS

Revised editions of the *Rotaract Canada Code of Policies* shall be duly prepared and authenticated by the Office of the General Secretary. When a revised edition of the *Rotaract Canada Code of Policies* is prepared and authenticated, the revised edition shall be presented to the Board at a regular meeting, and its receipt shall be noted in the minutes.

ARTICLE TWO: ETHICS AND CONDUCT

POLICY STATEMENT

As an organization, we exist for the public benefit, to develop young leaders for the global good. As members of the Rotary family, we hold ourselves accountable to adding value to Rotary, and further hold ourselves to the highest of ethical standards. Rotaract Canada is committed to these values, and will execute them in all that we do.

(1) CODE OF CONDUCT

As members of the Rotary family, we commit to abiding by the Rotarian Code of Conduct:

“As a Rotarian, I will:

- 1. Act with integrity and high ethical standards in my personal and professional life*
- 2. Deal fairly with others and treat them and their occupations with respect*
- 3. Use my professional skills through Rotary to mentor young people, help those with special needs, and improve people’s quality of life in my community and in the world*
- 4. Avoid behavior that reflects adversely on Rotary or other Rotarians*
- 5. Help maintain a harassment-free environment in Rotary meetings, events, and activities; report any suspected harassment; and help ensure non-retaliation to those individuals that report harassment”*

ROTARIAN CODE OF CONDUCT, APRIL 2020

(2) STATEMENT OF CORE VALUES

Rotaract Canada Multidistrict Information Organization holds the core Canadian values of:

1. Fairness
2. Inclusion
3. Democracy
4. Sustainability
5. Diversity
6. Equity

(3) PROCEDURE AND APPLICATION

General Conduct

Employees, volunteers and delegates are required to:

1. Uphold the core values, and promote and support the work of the MDIO;
2. Respect and promote respect for the MDIO;
3. At all times, act with honesty, integrity, diligence and transparency;
4. Contribute to a positive and healthy environment for employees, volunteers, delegates and clients, including interpersonal respect, appreciation of differences, and, always, respect for one another’s human dignity;

5. At all times, maintain a standard of care which is in keeping with the policies and procedures of the MDIO and the core values;
6. Discharge all duties with integrity, observe all instructions and directions from their assigned supervisor, and strive towards attaining a high standard of professional responsibility and achievement;
7. Respect the confidentiality of all staff, client and third party personal information, disclosed personal health information and/or privileged information in accordance with applicable personal information protection laws and with MDIO policies and procedures;
8. Abide by the laws of Canada, as well as those of the province, territory and country in which they reside and/or operate, and expect no support from the MDIO if they willingly or recklessly contravene such laws;
9. Except with authorization, ensure that actions do not result in financial or other liability for the MDIO;
10. At no time while acting on behalf of the MDIO use or carry arms or ammunition or other objects in circumstances that call into question our core values;
11. Ensure that all commitments are entered into in accordance with MDIO bylaws, policies and practices, including all appropriate consultations, tendering and approvals;
12. Administer with care the funds and supplies entrusted to them and account for such use of funds and supplies;
13. Work collaboratively with employees, volunteers, delegates and MDIO management. This entails taking directions from supervisors/managers and cooperating to achieve the organization's goals;
14. Not give out any information to the media or other external parties, unless within the scope of employment duties or otherwise authorized to do so.

Breaches Regarded as Serious Misconduct

The following behaviour or actions are considered serious acts of misconduct:

1. Action or speech which is humiliating, neglectful, insubordinate, dishonest, threatening, degrading, bullying, exploitive, illegal or racist;
2. Sexual activity with children or other vulnerable persons to whom is owed a duty of care;
3. Sexual relationships which are based on an unequal power dynamic or with a counterpart who can confer benefit. Examples of such misconduct, without limiting the foregoing, include the exchange of money, employment, goods or services for sex;
4. Acceptance of bribes;

5. Breach of applicable Canadian, foreign national or international law intended for the protection of children, the integrity and safety of the person, or property;
6. Exercising any professional activity without valid certification(s);
7. Engaging in, or being associated with, any business or activity which is, or may be, in conflict with the interests of the MDIO, Rotary International, or its affiliates;
8. Disclosing without authorization, directly or indirectly, to any person or organization, the private affairs of the MDIO including, but not limited to, trade secrets, or personal information of members, delegates, volunteers or employees.

ARTICLE THREE: HUMAN RIGHTS, EQUITY, INCLUSION, AND DIVERSITY

POLICY STATEMENT

All are welcome here. Rotaract Canada celebrates the diversity of all people, without distinction of any kind, such as race, colour, language, religion, political affiliation, age, ethnicity, socioeconomic status, culture, sex, sexual orientation, gender identity, gender expression, marital status, family status, disability, or other genetic characteristics. All are welcome here.

(1) OUR COMMITMENT

Rotaract Canada is committed to:

1. Providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully, and have equal opportunities;
2. Ensuring that every person has the right to be free from harassment and discrimination;
3. Ensuring that harassment or discrimination will not be tolerated, condoned, or ignored;
4. Providing training and education to all members of Rotaract Canada to ensure everyone knows their rights and responsibilities;
5. Regularly monitoring organizational systems for barriers;
6. Providing an effective and fair complaints procedure;
7. Promoting appropriate standards of conduct at all times.

(2) PROTECTED GROUNDS

This policy prohibits discrimination or harassment based on the following grounds, and any combination of these grounds:

- (1) Age
- (2) Creed
- (3) Sex
- (4) Sexual orientation
- (5) Gender identity
- (6) Gender expression
- (7) Family status (such as being in a parent-child relationship)
- (8) Marital status
- (9) Disability (including mental, physical, developmental or learning disabilities)
- (10) Race
- (11) Ancestry
- (12) Place of origin
- (13) Ethnic origin
- (14) Citizenship
- (15) Colour
- (16) Perception that one of the above grounds applies.

(3) PROHIBITED BEHAVIOUR

- (1) **Discrimination**, meaning any form of unequal treatment based on a protected ground, whether imposing extra burdens or denying benefits, whether intentional or unintentional. Discrimination may involve direct actions that are discriminatory on their face, or may involve rules, practices, or procedures that appear neutral, but disadvantage certain groups of people. Discrimination may take obvious forms, or it may happen in very subtle ways. Even if there are many factors affecting a decision or action, if discrimination is one factor, that is a violation of this policy.

- (2) **Harassment**, meaning a course of comments or actions that are known, or ought reasonably to be known, to be unwelcome. It can involve words or actions that are known or should be known to be offensive, embarrassing, humiliating, demeaning or unwelcome, based on a ground of discrimination identified by this policy. Harassment can occur based on any of the grounds of discrimination.

Examples of harassment include:

- (1) Epithets, remarks, jokes or innuendos related to a person's race, gender identity, gender expression, sex, disability, sexual orientation, creed, age, or any other protected ground;
 - (2) Posting or circulating offensive pictures, graffiti or materials, whether in print form or via e-mail or other electronic means;
 - (3) Singling out a person for humiliating or demeaning "teasing" or jokes because they are a member of a protected group;
 - (4) Comments ridiculing a person because of characteristics that are related to a ground of discrimination. For example, this could include comments about a person's dress, speech or other practices that may be related to a protected ground.
 - (5) Indirect Harassment, meaning to not explicitly object to harassing behaviour, or appears to be "going along with it" is also considered harassment under this policy.
- (3) **Sexual and gender-based harassment**, which may include:
- (1) Gender-related comments about a person's physical characteristics or mannerisms;
 - (2) Paternalism based on gender which a person feels undermines his or her self respect or position of responsibility;
 - (3) Unwelcome physical contact;
 - (4) Suggestive or offensive remarks or innuendoes about members of a specific gender;
 - (5) Propositions of physical intimacy;
 - (6) Gender-related verbal abuse, threats or taunting;
 - (7) Leering or inappropriate staring;
 - (8) Bragging about sexual prowess or questions or discussions about sexual activities;
 - (9) Offensive jokes or comments of a sexual nature about an employee or client;
 - (10) Rough and vulgar humour or language related to gender;

- (11) Display of sexually offensive pictures, graffiti or other materials including through electronic means;
- (12) Demands for dates or sexual favours;
- (13) Sexual solicitation.

Sexual Solicitation

This policy prohibits sexual solicitations or advances by any person who is in a position to grant or deny a benefit to the recipient of the solicitation or advance. This includes managers and supervisors, as well as co-workers where one person is in a position to grant or deny a benefit to the other. Reprisals for rejecting such advances or solicitations are also not allowed.

Poisoned Environment

A poisoned environment is created by comments or conduct (including comments or conduct that are condoned or allowed to continue when brought to the attention of management) that create a discriminatory work environment. The comments or conduct need not be directed at a specific person, and may be from any person, regardless of position or status. A single comment or action, if sufficiently serious, may create a poisoned environment.

(4) PREVENTING, REVIEWING, AND REMOVING BARRIERS

The Supreme Court of Canada has made it clear that society must be designed to include all people, including members of a protected group. It is no longer acceptable to structure systems in a way that ignores needs or barriers related to protected grounds. Instead, systems should be designed so they do not create physical, attitudinal or systemic barriers. Whenever Rotaract Canada is constructing new buildings, launching new websites, setting up new policies and procedures, offering new services, or buying new equipment, design choices should be made that do not create barriers for persons identified by protected grounds. This means that Rotaract Canada must take a proactive approach and incorporate a human rights mindset into all that we do. Additionally, where systems and structures already exist, Rotaract Canada should be aware of the possibility of systemic barriers, and actively seek to identify and remove them. Where barriers have been identified, Rotaract Canada is obligated and committed to removing them rather than making “one-off” accommodations.

Barrier Review

Rotaract Canada is committed to constant barrier review, as well as to a formal review of barriers by an expert or multiple experts in the field no less than once every three (3) years.

A formal barrier review includes investigating:

- (1) **Physical accessibility:** Review physical premises to identify barriers preventing equal access for persons with disabilities, including persons with sensory, environmental or intellectual disabilities.
- (2) **Organizational policies, practices and decision-making processes:** These may be either formal or informal. For example, in the area of employment, policies and practices on recruitment, selection, compensation, training, promotion and termination may contain barriers to people based on protected grounds.
- (3) **Organizational culture:** Organizational culture includes shared patterns of informal social behaviour, such as communication, decision-making and interpersonal relationships. These practices are the evidence of deeply held and largely unconscious values, assumptions and behavioural norms. An organizational culture that is not inclusive can marginalize or exclude persons identified by protected grounds.

Barrier Removal Plans

Once barriers to inclusion have been identified, Rotaract Canada will develop plans to remove them. Plans should:

- (1) Set specific, measurable goals for removing identified barriers;
- (2) Create clear timelines for achieving these goals;
- (3) Allocate adequate resources to meet these goals;
- (4) Ensure accountability and responsibility for meeting goals;
- (5) Include a mechanism for regularly reviewing and evaluating progress towards the identified goals.

(5) ANTI-HARASSMENT AND ANTI-DISCRIMINATION

Harassment and discrimination in any form will not be tolerated. The above mentioned examples of prohibited behaviour is not exhaustive, and any instances of harassment or discrimination will be handled with the upmost of rigour. It is the responsibility of every individual involved with Rotaract Canada to hold themselves and others accountable to these standards.

(6) REPORTING OF ALLEGATIONS OR CONCERNS

It is the responsibility of every individual engaged with Rotaract Canada to report any and all suspected or known discrimination and/or harassment immediately upon discovery. They may do so to their immediate supervisor, or directly to the general secretary, whichever they feel most comfortable doing. It is critical that the general secretary, or the next highest-ranking individual immediately available be notified as soon as possible.

Reporting Process

Complainants are encouraged to explain to the person who is engaging in the harassment or discrimination against them or another individual that the conduct is unwelcome, but are not obliged to do so. If addressing the person responsible could lead to an escalation of the harassment or discrimination, or to safety risks of any kind, complainants are *not* to directly interact with that person. If a complainant feels they can safely make it known to the person responsible that the behaviour is unwelcome, this may resolve the matter, or may help them later if they make a complaint. However, the complainant should never feel obliged to address their harasser against their better judgement.

If the situation cannot be resolved by speaking to the person responsible, a complaint may be made by speaking to either your immediate supervisor, or directly to the general secretary or the next highest-ranking individual immediately available.

Where possible, the complaint should be made in writing, including details of:

- (1) What happened – a description of the events or situation
- (2) When it happened – dates and times of the events or incidents
- (3) Where it happened
- (4) Who saw it happen – the names of any witnesses, if any.

If necessary, the complainant or the respondent will be placed on a leave of absence, moved to a different location within the organization, or provided with alternative reporting relationships. The decision will be made on a case-by-case basis, and will reflect the principle that the complainant will not be penalized for making the complaint.

Protection from Reprisal

Every person has a right to claim and enforce their right to a workplace free of harassment and discrimination. No person shall be negatively treated for bringing forward a complaint, providing information related to a complaint, or helping to resolve a complaint. It is a violation of Rotaract Canada policy to discipline or punish a person because they brought forward a complaint, provided information related to a complaint, or otherwise been involved in the complaint resolution process. Reprisal may be the subject of a complaint under this procedure, and persons engaging in reprisal are subject to disciplinary measures, up to and including termination.

Protection from reprisal covers:

- (1) Complainants
- (2) Witnesses
- (3) Advisors
- (4) Representatives of complainants and witnesses
- (5) Investigators
- (6) Decision makers/management.

Dispute Resolution

Where appropriate, Rotaract Canada will offer the parties an opportunity to mediate the complaint. No person will be required to undertake mediation. Mediation will be conducted by a neutral and expert third-party mediator. Mediation may take place at any stage during the process. Where mediation is not appropriate or is not successful, Rotaract Canada will refer the complaint to an expert external investigator.

The expert external investigator must be knowledgeable about:

- (1) Human rights issues and principles in general
- (2) The requirements of the Canadian Human Rights Code
- (3) Rotaract Canada's anti-harassment and anti-discrimination policy and procedure
- (4) Methods for conducting investigations.

Complainants and respondents are entitled to seek representation of their choice, including legal counsel, during the complaints process, at their own expense.

Every person who believes they have experienced harassment or discrimination, as well as every person who has been notified of a complaint against them, is advised to create and keep written notes about the events at issue, and to maintain any relevant written documentation.

Confidentiality and Privacy

Rotaract Canada recognizes that it may be very difficult to bring forward a complaint of harassment or discrimination. Protecting confidentiality and privacy is important, both to the person bringing forward the complaint, and the person(s) the complaint is made against. To this end, Rotaract Canada will only share information about the complaint with people who need to know about it. For example, the person the complaint is against will need to know about the particulars of the complaint to respond to it. Witnesses will need some information about the incidents they are said to have been involved in or allegations they have knowledge of.

Investigators, mediators, advisors and any other persons involved with the complaints process are expected to protect confidentiality and privacy, and maintain the security of all documents related to complaints, including contents of meetings, interviews and investigation reports.

Advisors, investigators, mediators and all other persons involved with complaints will, to the extent possible, protect the confidentiality and privacy of persons involved in a complaint, subject to the requirements of a fair investigation and resolution process.

All documents related to a complaint, including the written complaint, witness statements, investigation notes and reports, and documents related to the complaint, will be securely maintained by the Executive Office, separate from personnel files.

Investigation Process

Rotaract Canada is committed to an impartial, timely, and fair investigation that addresses all relevant issues. The investigator is responsible for ensuring a thorough, fair and impartial investigation of the allegations in the complaint. The investigator will interview the complainant, the respondent(s), and relevant witnesses suggested by the complainant or respondent(s), as well as gather documents relevant to the matters in the complaint. All individuals engaged with the organization are required to cooperate with the investigator. The investigator will, wherever possible, complete the investigation within 30 days of receiving the assignment. At the conclusion of the investigation, the investigator will prepare a written report summarizing the allegations and the investigation results, and will forward the report to the general secretary.

Potential Outcomes

Based on the findings of the investigation and human rights law and policy, a decision must be made about whether the complaint is well-founded. If the complaint is well-founded, Rotaract Canada will take steps to address the human rights violations and prevent future occurrences. Further, Rotaract Canada will consider whether the complaint (whether it is determined to be founded or unfounded) reveals any broader issues that the organization should address. The investigation may, for example, point to specific barriers in the workplace, a perception of systemic discrimination, or a need for further training on particular human rights issues. If so, Rotaract Canada will take steps to remedy the problem.

Complainants should not be automatically penalized where a complaint is determined to be unfounded, as this may deter people from making valid complaints. There may be very rare cases, however, where there is objective evidence to show that the complaint was maliciously filed, with deliberate intent to injure or mislead. Only where the evidence of malice in bringing a complaint is compelling and undeniable should disciplinary measures of any sort apply to complainants.

Based on the findings in the investigator's report, the general secretary will decide whether the policy has been violated. If the policy has been violated, the general secretary will determine the appropriate consequences for the person(s) who violated the policy. These may include:

- (1) An apology
- (2) Counselling
- (3) Education and training
- (4) Verbal or written reprimand
- (5) Suspension with or without pay
- (6) Transfer
- (7) Termination.

In determining the appropriate consequences, the general secretary will take into account the nature of the violation of the policy, its severity, and whether the individual has previously violated the policy. Where a violation of the policy is found, the general secretary will also take any steps necessary to repair the effects of the discrimination or harassment on the complainant, and to prevent any further recurrences of harassment or discrimination within the organization.

Communication of Outcome

The complainant and the respondent(s) will each be provided with a copy of the investigator's report, and with the Human Resources Manager's decision regarding outcomes. Where a complainant is dissatisfied with the outcome of the complaint, he or she will be reminded of their rights under the Canadian Human Rights Act or other relevant local legislation.

(7) COMMITMENT TO ACCOMMODATION

Rotaract Canada is committed to providing an environment that is inclusive and that is free of barriers based on age, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy) gender identity, gender expression, sexual orientation, record of offences, marital status, family status and disability. Rotaract Canada commits to provide accommodation for needs related to the grounds of the Canadian Human Rights Act or other relevant local legislation, unless to do so would cause undue hardship. Accommodation will be provided in accordance with the principles of dignity, individualization and inclusion. Rotaract Canada will work cooperatively, and in a spirit of respect, with all partners in the accommodation process.

This policy and procedure applies to all individuals engaged with the organization, including full-time, part-time, temporary, casual and contract staff, as well as people who work to gain experience or for benefits, such as volunteers, co-op students, interns and apprentices. It also applies to people who are applying for employment with the organization.

It applies at all stages and to all aspects of the employment relationship, including recruitment and selection, promotions and transfers, and conditions of work such as hours of work and leaves of absence.

All new and existing volunteers and employees will be provided with access to a copy of this accommodation policy and procedure. All job applicants who are selected for an interview will be notified of the accommodation policy and procedure before the interview.

Accommodation Requests

Make requests for accommodation to your immediate supervisor.

Accommodation requests should, whenever possible, be made in writing. The accommodation request should indicate:

- (1) The protected ground the accommodation is being requested on;
- (2) The reason accommodation is required, including enough information to confirm the existence of a need for accommodation;
- (3) The specific needs related to the protected ground.

All accommodation requests will be taken seriously. No person will be penalized for making an accommodation request.

The immediate supervisor or others in the administration or leadership related to the accommodation may require more information related to the accommodation request, in the following circumstances:

- (1) Where the accommodation request does not clearly indicate a need related to a protected ground;
- (2) Where more information on the individual's limitations or restrictions is needed to determine an appropriate accommodation;
- (3) Where there is a demonstrable objective reason to question the legitimacy of the person's request for accommodation.

Where expert assistance is needed to identify accommodation needs or potential solutions, the accommodation seeker is required to cooperate in obtaining that expert advice. Any costs associated with obtaining such expert advice will be borne by Rotaract Canada.

Failure to respond to such requests for information may delay the provision of accommodation.

The immediate supervisor will maintain information related to:

- (1) The accommodation request
- (2) Any documentation provided by the accommodation seeker or by experts
- (3) Notes from any meetings
- (4) Any accommodation alternatives explored
- (5) Any accommodations provided.

This information will be maintained in a secure location, separate from the accommodation seeker's personnel file, and will be shared only with persons who need the information.

Rotaract Canada will maintain the confidentiality of information related to an accommodation request, and will only disclose this information with the consent of the individual.

Accommodation requests will be dealt with promptly. Where necessary, interim accommodation will be provided while long-term solutions are developed. The immediate supervisor, the person requesting accommodation related to a protected ground and any necessary experts will work together to develop an Accommodation Plan for the individual.

The Accommodation Plan, when agreed on, will be put in writing, and signed by the individual requesting accommodation and the general secretary. It may include:

- (1) A statement of the accommodation seeker's relevant limitations and needs, including any needed assessments and information from experts or specialists, bearing in mind the need to maintain the confidentiality of medical reports;
- (2) Arrangements for needed assessments by experts or professional;
- (3) Identification of the most appropriate accommodation short of undue hardship;
- (4) A statement of annual goals, and specific steps to be taken to meet them;
- (5) Clear timelines for providing the accommodation;

- (6) Criteria for determining the success of the accommodation plan, together with a process for reviewing and reassessing the accommodation plan as needed;
- (7) An accountability mechanism.

The aim of accommodation is to remove barriers and ensure equality. Accommodations will be developed on an individualized basis. The immediate supervisor and the person receiving accommodation will monitor the success of the Accommodation Plan, and promptly address any deficiencies or any relevant changes in the workplace or the employee's needs.

ARTICLE FOUR: PROTECTION OF VULNERABLE PERSONS

POLICY STATEMENT

The protection of children, youth, and vulnerable persons is of utmost importance to The Rotaract Canada Multidistrict Information Organization. The MDIO recognizes their role in safeguarding the welfare of all children, youth, and vulnerable persons participating in Rotaract-affiliated activities, events, and services. The Rotaract Canada Multidistrict Information Organization is dedicated to promoting safe environments and practices to protect children, youth, and vulnerable persons from abuse and exploitation.

(1) DEFINITIONS

- (1) Child – any person who is aged fourteen (14) years or younger.
- (2) Emotional Abuse – any activity that is likely to have ongoing negative impact on the psychological well-being of a person including, but not limited to, chronic exposure to alcohol or drug abuse, verbal attacks on a person's sense of self, repeated rejection or humiliation. It may also include exposure to domestic abuse, isolation or existing in an environment of fear and/or anxiety.
- (3) Harassment – engaging in a course of vexatious comment or conduct related to one or more prohibited grounds which include race, colour, ancestry, place of birth, ethnic or national origin, citizenship, creed, religious or political affiliation or belief, sex, sexual orientation, physical attributes, age, or disability. Harassing behaviours may include, but are not limited to unwelcome remarks and jokes, displaying or distributing offensive material, practical jokes, verbal abuse or threats, inappropriate or offensive gestures or engaging in or threatening physical assault.
- (4) Physical Abuse – the intentional use of force to the body such that injury results. It may be a single incident or a series or pattern of incidents.
- (5) Sexual Abuse – Sexual abuse refers to engaging in explicit or implicit sexual acts with a student, or forcing or encouraging a student to engage in explicit or implicit sexual acts, alone or with another person of any age of the same sex or the opposite sex.
- (6) Some additional examples of sexual abuse could include, but are not limited to:
 - (a) Non-touching offences
 - (b) Indecent exposure
 - (c) Exposing a student to sexual or pornographic material.
- (7) Some examples of sexual harassment could include, but are not limited to:
 - (a) Sexual advances
 - (b) Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's own sex life, and comments about an individual's sexual activity, deficiencies, or prowess

- (c) Verbal abuse of a sexual nature
 - (d) Displaying sexually suggestive objects, pictures, or drawings
 - (e) Sexual leering or whistling, any inappropriate physical contact, such as brushing or touching, obscene language or gestures, and suggestive or insulting comments.
- (6) Student – child or youth involved in or with Rotaract youth activities, regardless of whether they are of the age of majority.
- (7) Vulnerable Person – a person who, because of their age, a disability or other circumstances, whether temporary or permanent, are (a) in a position of dependence on others; or (b) are otherwise at a greater risk than the general population of being harmed by a person in a position of authority or trust relative to them, pursuant to the Criminal Records Act.
- (8) Volunteer – Any adult involved with Rotaract child or youth activities having direct interaction with students. This includes, but is not limited to, club and district Youth Exchange officers, counsellors and committee members, Rotarians and non-Rotarians, Rotaractors and non-Rotaractors, their spouses and partners who interact with students in a Rotaract program, exchange program host parents and other adult residents of the host home (including adult siblings and other adult family members).
- (9) Volunteers with Significant Interaction with youth – The term “Volunteers with Significant Interaction with Youth” includes any Rotaractor or individual volunteering on behalf of Rotaract that will have significant interaction with children or youth based on factors which include, but are not limited to:
- (a) the amount of time and nature of involvement;
 - (b) the location and surrounding of the activity;
 - (c) the presence of other individuals (screened volunteers, adults, other participants) - whether or not an overnight stay is involved; and
 - (d) the involvement of the parent or parents of any such youth.
- (10) Youth – any person aged fifteen (15) to seventeen (17) inclusive and any participant in the Youth Exchange or Interact program aged eighteen (18) to twenty (20) inclusive.
- (11) Vulnerable Persons Protection Officer (VPPO) – Known in other Rotary entities as a “Youth Protection Officer”, a Rotaractor designated by the MDIO to undertake responsibility for ensuring compliance with this policy.

(2) STATEMENT OF CONDUCT FOR WORKING WITH VULNERABLE PERSONS

Rotaract Canada echoes the *Rotary International Statement of Conduct for Working with Youth* and extends the same commitment to all vulnerable persons:

“Rotary International is committed to creating and maintaining the safest possible environment for all participants in Rotary activities. It is the duty of all Rotarians, Rotarians’ spouses, partners, and other volunteers to safeguard to the best of their ability the welfare of and to prevent the physical, sexual, or emotional abuse of children and young people with whom they come into contact.”

RI BOARD OF DIRECTORS, NOVEMBER 2002

(3) ROTARACT CANADA’S COMMITMENTS

The Rotaract Canada Multidistrict Information Organization is committed to supporting the protection of children and youth engaged in Rotaract activities by:

- (1) Appointing a Vulnerable Persons Protection Officer (VPPO) with responsibility to ensure compliance with all organization and Rotary International policies, procedures, and Bylaws, as well as provincial and federal regulations pertinent to the protection of children, youth, and vulnerable persons;
- (2) Establishing and maintaining procedures for reporting, investigating, and proper management of allegations, including non-criminal offences or allegations that law enforcement declines to investigate;
- (3) Reporting all serious accidents or incidents or allegations (including but not limited to, harassment, abuse, crime, injury, death), to the Rotary International within 72 hours of the time the MDIO becomes aware of the matter;
- (4) Maintaining a list of youth protection services in the MDIO’s area (rape and suicide hotline, alcohol and drug awareness programs, local law enforcement agencies, community services, private services) used for dissemination in accordance with this policy;
- (5) Develop and maintain a MDIO abuse and harassment prevention training program which is mandatory for all MDIO directors, officers, and volunteers with Significant Interaction with Youth; and available to all members.

(4) PROTECTION MEASURES

Where a volunteer may or will have unsupervised contact with vulnerable persons, the MDIO will require an organization-specific Police Vulnerable Sector Check. All members of the MDIO are asked to exercise their prudent discretion in determining which protection measures to require, bearing in mind the ultimate goal of vulnerable person protection, the risks involved in the specific situation, the level of supervision by multiple Rotaractors, and the nature and duration of the event. When uncertain, the Rotaract Canada vulnerable persons protection officer will be consulted.

(5) VULNERABLE PERSONS PROTECTION OFFICER

The Rotaract Canada vulnerable persons protection officer must:

- (1) Have a “clean” Vulnerable Sector Check in accordance with Rotary International requirements (typically a national search relevant to interactions with youth or vulnerable persons);
- (2) Be trained in responding to any problems or concerns which may arise during a child, youth, or vulnerable person’s participation in a Rotaract program, service, or event, including instances of physical, sexual, or emotional abuse or harassment;
- (3) Read and acknowledge this policy and commit to following it in a written acknowledgement;
- (4) Ensure each volunteer has completed a volunteer application;
- (5) Conduct and/or collect Police Vulnerable Sector Checks, when appropriate as per the guidelines, requirements, and recommendations of this policy;
- (6) Maintain records of all screening activities conducted by the MDIO for a minimum of six years, including but not limited to Police Vulnerable Sector Checks, waivers, etc.

(6) ADDITIONAL PROTECTIVE MEASURES

In addition to diligent screening and selection precautions, it is important to provide the students engaging in Rotaract activities with appropriate resources enabling them to recognize and respond to abuse or harassment. To support this, The Rotaract Canada Multidistrict Information Organization will:

- (1) Require all members of the Board of Directors and Executive Office to provide a “clean” or “negative” Vulnerable Sector Check prior to taking office;
- (2) Identify the vulnerable persons protection officer and an alternate who are responsible for handling allegations or disclosures, and distribute their contact information to all members and volunteers;
- (3) Plan all MDIO activities so as to minimize situations where abuse or harassment may be more likely to occur;
- (4) Organize resources so that children, youth, and vulnerable persons have the safety of several people around them and where possible have a supervisor of the same gender, also avoiding situations where one adult supervises one vulnerable person;
- (5) Make available diversity training as a means of educating members to be accepting and respectful of people from all different backgrounds;
- (6) Make available guidelines to all volunteers on how to deal with the disclosure or discovery of abuse or harassment;
- (7) Promote an attitude that reporting suspicions is the right thing to do;
- (8) Facilitate a debriefing session including the entire Board of Directors following a reported incident or disclosure.

(7) ALLEGATION REPORTING

Rotaract Canada is committed to protecting the safety and well-being of all program participants and will not tolerate their abuse or harassment. All allegations of abuse or harassment will be taken seriously and must be handled within the following guidelines. The safety and well-being of all people must always be the first priority.

Determination of Abuse or Harassment

Upon hearing allegations, adults should not determine whether the alleged conduct constitutes sexual abuse or sexual harassment. Instead, after ensuring the safety of the student, the adult should immediately report all allegations to appropriate child protection or law enforcement authorities, as required by law.

Allegation Reporting Guidelines

Any adult to whom a Rotary youth program participant reports an allegation of sexual abuse or harassment must follow these reporting guidelines:

(1) Receive the report

- Listen attentively and stay calm. Acknowledge that it takes a lot of courage to report abuse or harassment. Be encouraging; do not express shock, horror, or disbelief.
- Assure privacy but not confidentiality. Explain that you will have to tell someone about the abuse/harassment in order to make it stop and ensure that it doesn't happen to others.
- Get the facts, but don't interrogate. Ask questions that establish facts: who, what, when, where, and how. Reassure the young person that they did the right thing in telling you. Avoid asking "why" questions, which may be interpreted as questioning the young person's motives. Remember that your responsibility is to present the story to the proper authorities.
- Be nonjudgmental and reassure. Avoid criticizing anything that has happened or anyone who may be involved. It's especially important not to blame or criticize the young person. Emphasize that the situation was not their fault and that it was brave and mature to come to you.
- Document the allegation. Make a written record of the conversation, including the date and time, as soon after the report as you can. Try to use the young person's words and record only what they told you.

(2) Protect the vulnerable person

- Ensure the safety and well-being of the youth program participant by removing him or her from the situation immediately and preventing all contact with the alleged abuser or harasser. Reassure the youth that this is being done for his or her safety and is not a punishment.

- (3) Report the allegation to appropriate authorities
 - Immediately report all cases of sexual abuse or harassment to the vulnerable persons protection officer and your immediate supervisor for follow-through.
 - The vulnerable persons protection officer will immediately report the allegation to the Executive Office, and then to the appropriate law enforcement agency.
 - If the allegation involves the conduct of the vulnerable persons protection officer, the general secretary will be notified.
 - Rotaract Canada will cooperate with police or legal investigations. All allegations of abuse and criminal activity will be reported to the police in the jurisdiction in which the incident occurred.
- (4) Avoid gossip and blame
 - Do not tell anyone about the report other than those required by the guidelines. Be careful to protect the rights of both the victim and the accused during the investigation. Rotaract Canada maintains the privacy (as distinct from confidentiality) of any accused person by enforcing the following procedures:
 - Incidents will be reported to the MDIO leadership, to those who “need to know” to keep the vulnerable person safe, and to those who are required to participate in an investigation.
 - Privacy will be maintained through limited reporting to those who “need to know” as determined by law and by the vulnerable persons protection officer, and this policy.
- (5) Do not challenge the alleged offender
 - Do not contact the alleged offender. In cases of abuse, interrogation must be left entirely to law enforcement authorities. In cases of noncriminal harassment, the general secretary is responsible for follow-through and will contact the alleged offender after the vulnerable person has been removed to a safe environment. The general secretary may designate this task to the vulnerable persons protection officer.

(8) FOLLOW-THROUGH PROCEDURES

Either the general secretary or the vulnerable persons protection officer must ensure that the following steps are taken immediately after an abuse allegation is reported:

- (1) Confirm that the vulnerable person has been removed from the situation immediately and has no contact with the alleged abuser or harasser.
- (2) If law enforcement agencies will not investigate, the general secretary or vulnerable persons protection officer should coordinate an independent review of the allegations.
- (3) Ensure that the reporting person receives immediate support services.
- (4) Offer the reporting person an independent, non-Rotarian counsellor to represent their interests. Ask social services or law enforcement to recommend someone who is not a Rotarian or in any way involved with the organization.

- (5) Contact the vulnerable persons' parents or legal guardian if the individual is a minor.
- (6) Remove alleged abuser or harasser from all contact with any other participants in Rotaract Canada programs and activities while investigations are conducted.
- (7) Cooperate with the police or legal investigation.
- (8) Inform the Rotary International zone director of the allegation. Either the general secretary or the vulnerable persons protection officer must inform Rotary International of the allegation within 72 hours and provide follow-up reports of steps taken and the status of the investigations.
- (9) After the authorities have completed their investigation, Rotaract Canada must follow through to make sure the situation is being addressed. Specifically, Rotaract Canada will conduct an independent and thorough review of any allegations of sexual abuse or harassment.

(9) CONFIDENTIALITY

Because of the reporting requirements above, confidentiality cannot be promised to an individual reporting an incident of abuse or harassment. However, the individual can be assured that the matter will be kept private, that is to say that no one who does not "need to know" will be told about the incident.

It is important that volunteers who become aware of an incident (including the MDIO leadership) do not discuss the incident with anyone other than those required by this policy or the guidelines, those who need to be involved in assuring the safety of the youth, and those who are participating in the investigation. Care must be taken to protect the rights of both the victim and the accused during the investigation.

Before an investigation is complete, allegations are unproven and inappropriate discussion of allegations can have devastating impact on the victim and accused. The vulnerable persons protection officer will maintain and retain a file on each reported incident.

(10) INVESTIGATION GUIDELINES

The Rotaract Canada Multidistrict Information Organization takes all allegations of abuse and harassment seriously and will ensure that each allegation is investigated thoroughly. The organization will cooperate with all law enforcement, child protective services, legal investigations, and district, and zone-level investigations.

(11) REINSTATEMENT OF VOLUNTEER PRIVILEGES

Rotary International requires that any volunteer who has admitted to, been convicted of, or otherwise found to have engaged in sexual abuse or harassment be prohibited from working with children or youth in a Rotary context. If an individual has been accused of sexual abuse or harassment, and the investigation into the claim is/was inconclusive, then, for the safety of all

vulnerable persons, additional safeguards must be put in place to assure the protection of any vulnerable persons with whom the individual may have future contact. A person later cleared on charges may apply to be reinstated to participate in programs involving vulnerable persons. Reinstatement is not a right, and no guarantee is made that they will be reinstated to their former position.

ARTICLE FIVE: INFORMATION PROTECTION AND SECURITY

POLICY STATEMENT

Rotaract Canada is dedicated to protecting the information that we collect, maintain, and distribute. To this end, protection measures are outlined in this policy which must be strictly adhered to at all times.

(1) PROTECTED INFORMATION

Protected Information refers to information that, if disclosed without authorization, could be prejudicial to the interests of Rotaract Canada and/or individual(s) in or associated with the organization. Confidential information includes but is not limited to the following:

- (1) Any document which identifies the personal contact information or other information which could reasonably be expected to be considered private of an individual external to Rotaract Canada;
- (2) Any document which contains personal delegate, employee, or volunteer information beyond their name, title, business address, business e-mail and business phone number(s) as applicable;
- (3) Meeting minutes marked "Protected," resulting from Board, Executive Office, or Cabinet meetings and/or their meetings of their committees;
- (4) Incoming and outgoing e-mails, hard-copy mail, and faxed document marked "Private," "Protected," or "Confidential," including copies.
- (5) Documents that contain trade secrets or proprietary information such that the sharing of said documents may assist a competitor(s);
- (6) Any other document marked protected by the sender. The sender will use discretion to identify what should be designated protected in addition to the documents listed.

(2) LEVELS OF INFORMATION PROTECTION

Rotaract Canada has created levels of protected information to better allow for the access and protection of information to our various levels of volunteers:

Protected A (Low Sensitive protected information): designates low sensitivity information that should not be disclosed to the public without authorization and could reasonably be expected to cause injury or embarrassment outside the organization's interest.

Protected B (Particularly Sensitive protected information): designates information that could reasonably be expected to cause injury or damage to the people or group referenced or indicated in the information, or to Rotaract Canada and its interests if it was released.

Protected C (Extremely Sensitive protected information): designates extremely sensitive information, which if compromised, could reasonably be expected to cause severe injury to the people or group referenced or indicated in the information, or to Rotaract Canada and its interests if it was released.

Designated Eyes Only: designates information that is intended to only be seen by the recipient of that information, as determined by the sender, which could reasonably be expected to cause personal injury or embarrassment, or to be a disservice to the organization if obtained by anyone other than the intended recipient.

Executive Eyes Only: designates information that any executive secretary in their sole discretion should only be seen by the Executive Secretaries of Rotaract Canada.

(3) STANDARD PROTECTIONS

Executive Office

Information or documents generated by the Executive Office of Rotaract Canada Multidistrict Information Organization are automatically designated Executive Eyes Only unless re-classified. To this end, attendance at any and all meetings of the executive secretaries are strictly restricted to executive secretaries unless invited by the general secretary, in which case the invited individual will only be present for the portion of the meeting pertaining to them. At the end of each meeting, any executive secretary may make a motion to re-classify the minutes of the meeting to a different level of protection.

(4) PROCEDURE AND APPLICATION

Acknowledgement of Policy

Before or upon assuming their official duties, all individuals will sign a *Rotaract Canada Volunteer Confidentiality Agreement* certifying that they have been provided access to and agree to abide by the standards as defined in this policy.

(5) HANDLING OF PROTECTED INFORMATION

Individuals employed by or engaged with the organization may, through the normal day-to-day provision of services, be entrusted with protected information. Individuals are responsible for ensuring the privacy of protected information and for exercising discretion in the handling of such information.

- (1) Individuals will not knowingly, or willfully, directly or indirectly, misuse, disclose or disseminate to any third party any protected information belonging to the organization which the individual acquired in connection with or as a result of their employment or engagement with the organization;
- (2) All records containing protected information created or received by individuals must be protected against unauthorized access, collection, use, disclosure, retention or disposal through the use of reasonable security measures and effective records management;
- (3) All delegate, employee and volunteer personnel information will remain protected except by written release or where the release is required by law.

(6) DISCLOSURE OF PROTECTED INFORMATION

Employees, volunteers,, students, third party service providers, members, and donors will be made aware that no information beyond that which is included on their business card (name, title, business address, business email, business phone number) will be disclosed to anyone outside the organization unless specific written authorization is given by the individual, or as required by law.

At all times, judgment and discretion must be used when asked to disclose protected information. Unless required in the fulfillment of duties or with prior authorization, disclosure of protected information (see definition above) to individuals outside the organization who are not authorized to receive such information, is strictly prohibited unless required by law.

(7) SCRUBBING OF DOCUMENTS FOR RE-CLASSIFICATION

The Executive Office, or others as designated by the Executive Office, may choose to remove or redact information from a document or other piece of information in order to reduce the protection level to facilitate its publication, disclosure, or distribution. If this is done, the action must be clearly indicated on the scrubbed document.

(8) DOCUMENT RETENTION

All business records must be retained by Rotaract Canada for a minimum of 72 months (six years), after which time they may be securely destroyed. Business records include include the whole or any part of any book, document, paper, card, tape or other thing on or in which information is written, recorded, stored or reproduced related to any activity or operation carried on or performed in Canada or elsewhere in the name or service of Rotaract Canada.

(9) BREACH OF CONFIDENTIALITY

All individuals must comply with the following standards. Failure to do so will be considered a breach of confidentiality:

- (1) Individuals must not place themselves in a position of obligation to persons who might benefit or appear to benefit from disclosure of confidential information;
- (2) Individuals must not benefit or appear to benefit from the use of information not generally available to the public and which was acquired during the course of their official Rotaract Canada duties;
- (3) Individuals must consult with their supervisor when they are requested to provide any information which may breach the confidentiality standards defined in this policy;
- (4) Individuals who receive unsolicited information, misdirected mail, or who have access to protected information without authorization must notify their supervisor immediately;
- (5) Any person working for/engaged with the organization, who for any reason, deliberately accesses or misuses protected information not required in the performance of their duties is in breach of confidentiality, whether or not the information is disclosed to another person(s).

(10) TERMINATION OF EMPLOYMENT / ENGAGEMENT / CONTRACT

At the conclusion of their services, individuals must return all intellectual property, such as documents, papers, computer files and other materials in their possession or control that relates to the organization. Ownership of all documents, computer files and all other electronic or hard-copy material, will remain the property of the organization. Individuals are not permitted to make copies, in part or in whole, manually or electronically, of any protected or proprietary information belonging to the organization.

The duty to respect the directives as defined within this policy continues after the individual's termination of employment, engagement, or contract with the organization. The organization shall have the right to enforce its lawful rights and seek legal remedies against any offending individual(s) who fail to comply with the directives as defined within the policy following termination of employment, engagement, or contract with the organization.

ARTICLE SIX: MEDIA AND PUBLIC IMAGE

POLICY STATEMENT

This policy outlines the standards for communication and promotion as well as who has the authority to speak to members of the media, Rotarians, Rotary International and other parties on behalf of the organization.

(1) ROTARACT CANADA'S PUBLIC IMAGE

We take our public image very seriously, making it central to our operations. Rotaract Canada communicates and brands itself in a professional manner, under one unified voice, striving for the gold standard in marketing and promotion of Rotaract. Rotaract Canada's institutional communications and communications made by representatives on behalf of the organization must be conducted in accordance to both Rotary International and the MDIO's public image and messaging guidelines as detailed on the "Rotaract Canada Voice, Visual Identity and Style Guide" and other supporting document as determined by the Executive Office and the Office of the Secretary of Communications.

(2) SPEAKING TO TRADITIONAL MEDIA

Only the executive secretaries and the secretary of communications have the authority to speak and give interviews to traditional media on behalf of Rotaract Canada Multidistrict Information Organization as a spokesperson. Permission to speak to the media on specific matters can be given to other individuals and designated influencers by the Executive Office on a need basis.

If a journalist or media professional contacts you and you have not been granted such authority, direct them to press@rotaractcanada.org and communicate with your immediate supervisor.

(3) PROMOTING THE MDIO

Rotaract Canada volunteers, representatives and member districts are urged to raise awareness help Rotaract and Rotary to become more identifiable in their communities. Rotaract Canada volunteers and officers are expected to act as influencers, sharing the MDIO's activities and public distribution content to their own audiences and circles.

(4) APPROPRIATE CONDUCT

Volunteers and officers are encouraged to share their passion and enthusiasm for Rotaract Canada and its activities on social media and other mediums, while being open whether or not they are an official spokesperson for the organization. Individuals must be respectful towards others, keeping in mind Rotary's is a global community and things may be offensive or unacceptable in other places and what is posted on the internet can create a life of its own and can't always be deleted or erased.

Rotaract Canada officers must take positive precautions to prevent or correct any attitudes within its volunteers and communities that may harm the organizations reputation or Rotary's reputation as a whole. If negative public opinion is caused by misconceptions of Rotaract and Rotary's purpose or activities, Rotaract Canada and its spokespeople must counter such misconceptions with well-directed information and strategic community relations efforts.

Concerns or complaints regarding Rotaract Canada are best resolved when addressed by authorized representatives rather than distributed on social media. Should an issue or concern arise, do not hesitate to flag the situation with a Rotaract Canada official to minimize damage or misinformation by reporting to your supervisor or to the Office of Communications at press@rotaractcanada.org.

(5) INAPPROPRIATE CONDUCT

Volunteers and officers must not appropriate Rotaract Canada's promotional and institutional content as their own unless they are the creators themselves, using the content for personal professional portfolio purposes. Never share or publicize confidential or non-public material or information about future activities and promotions, internal reports, organizational secrets and sensitive information. Further detail can be found on this in Article Five. Do not share or distribute private or sensitive information about other volunteers, districts, clubs, fellow members of the Rotary family or other individuals without consent.

All those engaged with the organization are expected to comply with the Rotarian Code of Conduct, outlined in Article Two. Malicious, obscene, threatening or discriminatory remarks publicized on any volunteer's personal social media accounts will not be tolerated.

ARTICLE SEVEN: ELECTRONIC ACCOUNT USE

POLICY STATEMENT

Electronic communication is a critical mechanism for communications for the Rotaract Canada Multidistrict Information Organization. Use of the MDIO's electronic communication systems and services are a privilege and therefore must be used with respect and in accordance with the goals of the MDIO.

The purpose of this policy is to ensure the proper use of the MDIO's electronic communication systems and to make the users aware of what the MDIO deems as acceptable and unacceptable use of its systems. This policy also outlines the rights of the user as well as the MDIO and its administration.

APPLICABILITY

This policy is applicable to any and all individuals (hereinafter referred to as user(s)) who are granted the use of an electronic communications account of any kind which is operated or maintained by the MDIO.

(1) GENERAL EXPECTATIONS OF USERS

- (1) Important official communications are often delivered via electronic communication; as a result, those holding accounts issued by the MDIO are expected to check their electronic messages in a consistent and timely manner so that they are aware of important announcements and updates, as well as for fulfilling role-oriented tasks.
- (2) Users must not utilize the communications services and equipment issued by the MDIO in any way that may be seen as insulting, disruptive, or offensive to other persons or parties, or harmful to morale.

Examples of forbidden transmissions include sexually-explicit messages, cartoons, or jokes; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on their sex, race, sexual orientation, age, national origin, religious beliefs, or other personal characteristics or circumstances.

(2) APPROPRIATE USE

Individuals at the MDIO are encouraged to use electronic communications to further the goals and objectives of the MDIO. The types of activities that are encouraged include:

- (1) Communicating with members, donors, MDIO business partners, and clients within the context of the user's assigned responsibilities;
- (2) Acquiring or sharing information necessary or related to the performance of the user's assigned responsibilities;
- (3) Promoting the MDIO and its goals, as related to the user's assigned responsibilities;
- (4) Participating in educational or professional development activities that are related to Rotaract Canada.

(3) INAPPROPRIATE USE

MDIO electronic communication systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems. Individual account use will not interfere with others' use and enjoyment of MDIO electronic communication systems and services. Electronic communication use at MDIO will comply with all applicable laws, all MDIO policies, and all MDIO contracts. The following activities are deemed inappropriate uses of MDIO systems and services and are strictly prohibited:

- (1) Use of email for illegal or unlawful purposes, including copyright infringement, obscenity, libel, slander, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation, and computer tampering.
- (2) Use of email that in any way violates the MDIOs, Rotaract's, or Rotary International policies, rules, or administrative orders.
- (3) Excessive personal use of MDIO email resources. The MDIO allows limited personal use for communication with family and friends, professional development, independent learning, and community service- but this use is to be limited.
- (4) Use of email which could reasonably be expected to negatively impact the perception of the MDIO or any of its members.

(4) MONITORING OF ACCOUNT USE

The electronic communication systems used by the MDIO are owned by the organization, and are therefore its property. This gives the MDIO the right and responsibility to monitor any and all traffic passing through its electronic communication systems.

- (1) If the MDIO discovers or has good reason to suspect that the user may be in violation of the law or any MDIO policy applicable to that user, the MDIO may access and retrieve the user's electronic communication activity without notice.

- (2) If the user is no longer a member of the MDIO, the MDIO maintains the right to access the former user's electronic communication activity if doing so is beneficial to business continuity or the operation of the MDIO.
- (3) In the event that the MDIO wishes to access a user's electronic communication account, the general secretary plus one other executive secretary must sign off on the action and the MDIO privacy officer must be notified.

(5) FAILURE TO COMPLY

Violations of this policy will be treated like other wrongdoings within the MDIO. Repercussions for inappropriate use of MDIO electronic account systems and services may include, but are not limited to the following:

- (1) Temporary or permanent revocation of electronic account access;
- (2) Disciplinary action according to applicable MDIO policies;
- (3) Termination from the MDIO; and/or
- (4) Legal action according to applicable laws and contractual agreements.