



Code of Conduct

August 2022



Message from the Club President

The Rotary club of Elizabeth Quay (RotaryEQ) Code of Conduct sets out the standard of behaviour that is required of us as club members and as representatives of Rotary International. It is an official, mandatory publicly published record that outlines the minimum standards of conduct and integrity that members must abide by.

All members of RotaryEQ are bound by the Code, irrespective of our position in the club. It applies to the Board of Directors, regular members, honorary members, and corporate members.

A breach of the Code of Conduct may result in intervention, suspension, expulsion or permanent ban from membership to the club.

It is critical that everyone knows and follows our Code. There may well be situations where the right course of action is not immediately obvious, so it is important that you share your concerns with the RotaryEQ Board of Directors, or at the Rotary District Board of Governors, if you see or suspect a breach of our Code.

We expect and count on you to act with the highest standards of integrity by complying with the Code of Conduct and highly encourage you to complete the Rotary Leadership Institute training, which is available annually. This is to ensure you understand how to carry out your volunteer work in line with our values so we can create a better future for everyone, especially those most in need.

Most people volunteer to do the right thing. The Code reflects this in the behaviours that are expected of us and helps us put the “*Rotary Four Way Test*” values into practice every day, in every action and interaction.

We are all responsible and accountable for building and maintaining the integrity and good reputation of Rotary by adhering to our Code of Conduct.

Together, we will demonstrate through our collective actions that integrity sits at the heart of everything we do.

Melissa Dor

Club President

August 2022

1. Overview

RotaryEQ's Code of Conduct (the Code) is the overarching framework that sets out the standards of behaviour expected from all members. The Code based on the Rotary Four Way Test and the Rotary Guiding Principles.

The Board of Directors is responsible for providing advice on the Code and ensuring that it is updated following risk assessment activities to reflect relevant integrity, fraud and corruption risks.

Board meetings are to be held on a monthly basis, with a minimum of 12 meetings being held each year. Board members are appointed by election at the annual general meeting.

1.1 Purpose

RotaryEQ supports and is committed to the equitable and timely resolution of grievances and breaches of the Code of Conduct. This Code of Conduct includes policies which provide club leaders with a framework to ensure these matters are dealt with in a prompt, support, and consistent manner while providing for procedural transparency and protecting individual privacy.

This will be achieved with commitment to appropriate responses to grievances, complaints, and allegations and by adherence to processed consistent with procedural fairness principles.

1.2 Compliance with Code of Conduct

The Code applies to all RotaryEQ members, including the Club President and Board of Directors. The Code applies to regular members, honorary members, and corporate members. It also applies to others representing RotaryEQ such as student interns, and external volunteers (where they specifically join a RotaryEQ project team).

For the purposes of this document, the term "member" has been used to refer to all these people representing RotaryEQ.

All members are highly encouraged to expand on their awareness of the Code of Conduct, by completing the Rotary Leadership Institute Training (RLIT) which is available annually.

RLIT can be accessed via this [link](#).

2. Definitions

Term	Definition
Safety	Any reference to safety in this document encompasses all forms of safety including physical, psychological, mental, and emotional.
Member Grievance	<p>Is any type of problem, concern or complaint arising from, or related to members of RotaryEQ in relation to interpersonal issues, club decisions and club processes. A grievance may relate to:</p> <ul style="list-style-type: none">• any general club problem or concern• safety and health (bullying)• an equal opportunity issue (discrimination and/or harassment)• victimisation.
Bullying	<p>Repeated, unreasonable or inappropriate behaviour directed towards or perpetrated by a member, or group of members that creates a risk to health and safety.</p> <p>Bullying may include, but is not limited to:</p> <ul style="list-style-type: none">• abusive, insulting or offensive language or behaviours that frighten, humiliate, belittle or degrade,• regularly making someone the brunt of practical jokes,• behaviour that undermines, treats less favourably or disempowers others.
Discrimination	Discrimination is the unfavourable treatment of a person based on their age, gender history, sexual orientation, physical or mental disability, marital status, religious or political conviction, pregnancy, race, sex, family responsibility or status and spent convictions.
Racial Harassment	Racial harassment is an incident, or a series of incidents intended or likely to intimidate, offend or harm an individual or group because of their ethnic origin, colour, race, religion or nationality.
Sexual Harassment	Sexual harassment is an unwelcome sexual advance, unwelcome request for sexual favours or other unwelcome conduct of a sexual nature which makes a person feel offended, humiliated and/or intimidated, where a reasonable person would anticipate that reaction in the circumstances.
Victimisation	Includes threatening, harassing, or punishing a person in any way because they have objected to the way they have been treated. This definition applies to anyone who has lodged, or who is a party to a grievance or other formal complaint.

3. What the Code means for you

All members behaviours and actions must comply with this Code. The Code builds on Rotary International's minimum standards and requires all RotaryEQ members to uphold the standards of behaviour as set out in the following sections.

3.1 Uphold our principles

The Rotary Guiding Principles establishes the following minimum standards of conduct and integrity to be complied with by all members:

- **Personal integrity** - We act with care and diligence and make decisions that are honest, fair, impartial, and timely, and consider all relevant information.
- **Relationships with others** - We treat people with respect, courtesy and sensitivity and recognise their interests, rights, safety and welfare.
- **Accountability** - We use the resources of the state in a responsible and accountable manner that ensures the efficient, effective and appropriate use of human, natural, financial and physical resources, property and information.

3.2 Uphold our standards

Personal behaviour

We are committed to behave with integrity and accountability, and treat others with respect, fairness and empathy.

Communication, official information and recordkeeping

We keep and use official information in a secure, accountable manner and as required or enabled by law. We ensure that decision making is ethical and transparent.

We treat personal information in a manner consistent with RotaryEQ policies and an individual's right to privacy. We ensure our communications do not conflict or are perceived to conflict with our role as custodians of the reputation of Rotary.

Fraudulent or corrupt behaviour

We will not engage in behaviour that is fraudulent or corrupt, and immediately report information about actual or potentially fraudulent or corrupt activities.

Use of club resources

We are responsible and accountable for the use of club resources, including but not limited to; donations of money (both in cash and electronically donated funds), donations of goods (including food and drink), and equipment purchased and owned by the club.

Conflicts of interests, gifts and benefits

We are responsible and accountable for declaring and managing actual, potential or perceived conflicts of interest. This may include but is not limited to current association, or offer of personal gains such as gifts, financial value, job opportunities or other benefits.

Reporting suspected breaches of the Code

We are committed to identifying and reporting suspected breaches of the Code.

3.3 Procedural Fairness

Member grievances are assessed based on a proper consideration of the facts and circumstances prevailing at the time of the grievance. Grievances will be dealt with promptly and at the lowest possible level. Addressing a potential grievance in a timely manner may prevent issues from becoming more serious. Each party to a grievance must genuinely participate in the resolution of the grievance.

Decision making is impartial, transparent and capable of review and each party to a grievance is informed of their rights and responsibilities in the grievance process. Welfare and confidentiality will be paramount, including people being advised of appropriate supports.

3.4 Member responsibilities

All members have a responsibility for the standard of their personal behaviour and respect for others. Members are obliged to be factual, maintain confidentiality and understand their rights and responsibilities in relation to the grievance process.

A member with a grievance (complainant) should be able to clearly identify the reasons for the grievance and have realistic expectations regarding options for a resolution. It is important to be mindful of what the grievance process can and cannot deliver and may be escalated to authorities where appropriate. The process aims to restore healthy and positive relationships.

All members are expected to actively participate in the resolution of a grievance with a view to minimising the detrimental impact on relationships.

3.5 Club Leader responsibilities

Club Leaders are best placed to identify and to address potential grievances prior to a breakdown in relationships. Club Leaders must ensure that grievances are addressed in a confidential and sensitive manner, and that the principles of procedural fairness are applied.

Club Leaders have an obligation to:

- ensure all members receive information regarding this policy;
- treat all grievances seriously and take action promptly to facilitate resolution;
- refer members, where appropriate, to the various supports available i.e. Counselling or therapy; and
- actively manage any conflicts of interest that may arise.

3.6 Seek guidance

The Code does not describe every possible situation you might encounter. If you find yourself in a situation where you are unsure of what to do, you should reflect on RotaryEQ's values and purpose, and ask these questions:

- Am I doing the right thing?
- How would others judge my actions?
- How could my actions impact on others?
- Should I discuss this with someone else?

If you are unsure, ask for guidance from a member of the Board or a District Representative.

4. Personal behaviour

Our personal behaviour influences RotaryEQ's relationships with our internal and external stakeholders, which in turn can positively or negatively impact on our ability to deliver on our strategic direction. Modeling high standards of behaviour promotes positive environments in which our beneficiaries, colleagues and communities can thrive.

It is expected that you:

- understand and comply with this Code, which governs your personal and professional conduct as a custodian of the good reputation of Rotary
- act honestly and with integrity in the performance of your duties and when engaging other people in the course of your membership
- do not engage in harassment, bullying or unlawful discrimination against any person or group of people
- maintain and contribute to a harmonious, productive, and psychologically and physically safe club environment
- treat all people with respect, courtesy and fairness, having proper regard for their interests, rights, consent, safety and welfare
- make decisions fairly, impartially and promptly, and consider all available information, legislation, policies and procedures
- display commitment to the club, and recipients of our volunteer services, by building and maintaining genuine and kind relationships
- carry out any lawful and reasonable direction from a club leader or someone who has authority to give such a direction
- carry out your duties to the best of your ability
- attend volunteering opportunities fit to perform your duties, unimpaired by drugs or alcohol
- do not push unsolicited criticism regarding appearances including but not limited to matters of attire, cosmetics, body image, and body modifications, unless it is strictly to address safety concerns
- report any criminal charges, convictions or serious offences committed during the term of your membership
- not cause reputational damage to RotaryEQ in any capacity, including in private life affairs
- ensure the interests and wellbeing of vulnerable people is your primary focus.

5. Communication, club info and record keeping

During our membership, we are entrusted with sensitive and confidential information. It is important that we use that information in an appropriate manner.

Confidential information means information that is not publicly available.

The integrity and accuracy of our records is extremely important. Complete, accurate and secure records are relied upon for our decision making, and they promote organisational efficiency that will benefit recipients of our services and the community.

5.1 Communication and public comment

It is expected that you:

- understand the branding and tone to use on social media in an official capacity representing Rotary, and if you are unsure then first ask your fellow members
- not commit other club resources unless prior approval has been obtained
- not disclose, comment or post inappropriate material about recipients of our volunteer services, fellow members or Rotary on personal social media sites
- refer all media enquiries to the Board of Directors unless you are authorised to respond directly.

Positive feedback and comments regarding our club events is always encouraged.

5.2 Club information and use of information

Club information means non-public information that comes into your knowledge or possession because of your membership.

It is expected that you:

- not make an unauthorised disclosure
- seek advice about the appropriate release of information if you are unsure
- maintain confidentiality and not disclose any official information or documents acquired in your daily duties, other than for the purposes of your duties or as required or enabled by law
- not access RotaryEQ databases or information without a legitimate volunteer work-related purpose, and be able to demonstrate why it was accessed if required
- not make improper use of official information to do harm to others
- share information with fellow members to support the achievement of RotaryEQ's strategic initiatives or where there is a benefit to do so.

5.3 Recordkeeping

It is expected that you:

- properly document actions, decisions and work practices
- securely store sensitive, confidential information and personal information
- not falsify, destroy, alter or damage important and relevant club records
- ensure personal information about you is accurate, complete, and not misleading.

6. Fraudulent or corrupt behaviour

Fraud and Corruption are criminal offences and harm not only the club and its reputation but also the recipients of our volunteer services and the communities in which we work.

Fraud when a person deceitfully seeks to defraud a person, with intent to defraud, obtains property from any person (e.g. the club), induces a person to deliver property to another person, gains a benefit for a person, causes a detriment to a person, induces any person to do any act that the person is lawfully entitled to abstain from doing or induces any person to abstain from doing any act that the person is lawfully entitled to do.

Corruption occurs when a member dishonestly uses or attempts to use their position for unfair personal advantage, or to provide an unfair advantage to others or to cause detriment to others.

It is expected that you:

- make ethical decisions
- not engage in any fraudulent or corrupt behaviour
- not use your position or authority to cause a detriment, or to gain an unfair personal benefit for yourself or others
- report any information about actual or potentially fraudulent, corrupt or illegal activities to the appropriate Board member or authority

7. Use of club resources

We are entrusted to use club resources to deliver outcomes for our members and the communities we serve.

Club resources include office facilities, club credit cards, other equipment & volunteer time.

It is expected that you:

- use club resources carefully and efficiently
- are accountable for all expenditure, including the use of club funds for hospitality and travel
- not use club credit cards to incur personal, non-club-related expenditure (including travel and other purchases)
- purchase goods and services for the club and its activities, only with Board approval
- report any damage to, or loss of, club equipment immediately to the Board

8. Reporting suspected breaches of the Code

Reporting suspected breaches of the Code contributes to the integrity of RotaryEQ and the wellbeing of our members and the communities we serve.

You can report suspected breaches of the Code to:

- your Squad Leader
- any member of the Board of Directors
- any District representative

It is expected that you:

- promptly report allegations or legitimate suspicions regarding suspected breaches of the Code
- use the appropriate avenue to raise concerns
- maintain confidentiality when involved in a disciplinary process.

9. Breaches of the Code

RotaryEQ will address breaches of the Code of Conduct in a professional and appropriate manner, according to the circumstances of each case. This could include an improvement action or disciplinary action, which can range from a warning to termination of membership. In certain cases, matters may be referred to the District, Rotary International or the WA Police.

10. Respect for reports made

RotaryEQ will investigate all reports of breaches. Any report made in good faith is to be respected and no negative repercussions are to occur for the reporter.

11. Document control

Publication date	August 2022
Review date	August 2024
Owner	Rotary club of Elizabeth Quay inc.
Custodian	Club President

Feedback and enquiries relating to this policy may be directed to president@rotaryeq.org

12. Amendments

Version	Date	Author	Description
1	February 2018	Unknown	First Version
2	August 2022	Melissa Dor	Not based on first version

13. Rotary Guiding Principles

Integrity – We show a consistent and uncompromising adherence to honesty and strong ethical principles consistent with the high expectations of the people we serve. We are individually accountable and collectively responsible. We say what we mean and act accordingly. We are honest in our dealings and use of resources. We keep our promises and act with integrity. We seek truth in all that we know.

Leadership – We understand that what is right is not always easy. To achieve something new we must be willing to operate in the learning zone and be vulnerable to build trust based on authenticity. We lead ourselves first with resilience and courage, then empower our fellow members to do the same.

Fellowship – We treat everyone fairly with respect, dignity, and kindness. We recognise contributions and celebrate successes in the spirit of inspiring and facilitating generosity. We help our fellow members, volunteers, and the community to be the best they can be. We act in goodwill.

Service – We own our actions and see them through for the best possible outcomes. We give what we can, when we can, with generosity in our hearts. We serve with kindness, ensuring our endeavors are beneficial to all concerned.

Diversity – We are inclusive of people from all walks of life who share our values. We protect the rights and safety of members to live and express themselves freely. We do not condone or ignore discrimination, harassment or bullying.

14. Examples

Scenario 1) The partner of a long-standing member reaches out to you to report allegations of ongoing emotional and psychological abuse that spans a period of 6 months. Although they are not a member themselves, you are the first person they are reporting this to because they don't feel safe asking their family or partner's family for help. They have shown you a history of abusive text messages from the long-standing member.

Response 1) You arrange to meet the person making the allegations as soon as possible, to listen with empathy and with their permission you write a report of the matters which will be used as the basis of intervention or possible referral to authorities. You verify the evidence presented by cross referencing the phone number which sent the text messages, to the phone number listed for the member in our club database. The evidence seems strong, and you believe the allegations are true.

To the meeting, you have brought with you; resources regarding domestic violence and a copy of the club Code of Conduct which shows that this behaviour is not acceptable. You gently talk through the issues with them and encourage them to accept intervention by the club leadership team. You discuss if extra measures should be taken to ensure their physical safety during the intervention period, such as living separately if possible. You gain their agreement that the club may lodge the report with the Police, if the member is unwilling to engage with intervention.

Immediately after the meeting (and with their permission) you lodge the report with the club leadership team so that an intervention plan can be formulated and executed with urgency. Club leaders arrange to meet with the long-standing member and provide them with the opportunity to respond to the allegations.

Two leaders must attend the meeting, for safety and corroboration purposes. They speak with the member in a calm but assertive way, remind the member of their obligations under the club's Code of Conduct, and inform them of their options to either:

- graciously accept and engage with an intervention plan, including enrolment and participation in psychological therapy or,
- if they are unwilling to do so then the matter will be escalated, which will result in immediate termination from club membership and the report being lodged with the Police.

The member's response is recorded in the report, and one of the above options is implemented accordingly. The person who made the report is kept informed of the process each step of the way, and any practical help the club can offer is offered to them (such as help moving to safety).

Scenario 2) A member reports to you that another member is intending to sign up to host a Rotary Exchange Student, but they do not have Working with Children check (WWCC) and don't believe they are required to get one because their co-habituating partner has a valid WWCC.

Response 2) You inform the Board about the situation. Two Directors on the Board will formally advise the member both verbally and in writing of their obligations under the Rotary Exchange Student program and under the lawful requirements of the National Framework for Working with Children, especially the National Principles for Child Safe Organisations.

The member is instructed that they may not participate in the Rotary Exchange Student Program without all adult members of the household having valid WWCCs. All relevant policies should be referenced, linked and copies provided to the member to keep a digital paper trail of the instruction given.

Note 2) RotaryEQ requires valid WWCCs from all volunteers, for all activities involving children (persons under 18 years of age) covered by the National Framework for Working with Children. When the activity is hosted by RotaryEQ, the project lead must check for any updates on the WWCCs.

Scenario 3) A complaint is made that a member is publicly outlining highly controversial opinions online and at RotaryEQ, risking reputational damage to the club and potentially attracting expressions of interest from people who do not align with the club values.

Response 3) An investigation is opened by the Board, under the principles of natural justice. The member is given the opportunity to respond to the complaint and explain their conduct. If the member remains unapologetic, will not retract the statements and is unable to justify their conduct and public opinions, aligned with this Code of Conduct and the club values, then their membership may be suspended with a majority vote of Board members.

Regardless of whether their membership is suspended or not, if the public statements of this member are deemed detrimental under this Code of Conduct, then a Website / Social media release will be posted noting that the opinions of the member are not backed or endorsed by the club. If the member is suspended, that will be added to the notice.

Note 3) The investigation and decision by the Board should be conducted swiftly and without delay.

Scenario 4) A suspicion is reported that Club Funds are being misused.

If a member suspects club funds are being misused, they should approach the Treasurer, President or Vice President and explain their concerns. They are the Board members who have access to examine the club bank account.

Response 4) Should the person of suspicion be one of these individuals, it is recommended they not be informed until such time that the club accounts can be examined by another authorised signatory of the club bank account.

Should a transaction be identified that raises any degree of suspicion or otherwise be for an unknown reason, the Treasurer should be questioned about it. Club account documents and

Rotary club of Elizabeth Quay - Code of Conduct

receipts should be kept for all transactions. Receipts and a short justification for the suspicious transactions must be provided to the Board, they may request further information and where possible this should be done in writing.

Possible outcomes may include but are not limited to:

- a) Locking the accounts from all or one person.
- b) Reporting the misuse of funds to the appropriate law enforcement bodies.
- c) Removing the person from the Board.
- d) Removing the person from the Club.
- e) Other.

Note 4) The person reporting did the correct thing if they acted in good faith, even if the suspicious is not substantiated. Accidental use of club debit cards can be identified by self-reporting of your own accidental misuse and repaying the club ASAP, which is not covered by this scenario.