**ROTARY CLUB OF CHARLOTTE – SOUTH, NORTH CAROLINA, INCORPORATED
(Club #21570)**

**Nondiscrimination and Anti-Harassment Policy**

Rotary Club of Charlotte – South, North Carolina, Incorporated (the “**Club**”) is committed to providing a membership environment in which all individuals are treated with respect and dignity.  Each member has the right to participate in a Rotary club atmosphere that promotes goodwill and prohibits discriminatory practices, including harassment.  The Club expects that all relationships among persons participating in Club activities will be respectful and free of bias, prejudice, and harassment.

# **Individuals and Conduct Covered**

This policy applies to all members and guests participating in Club activities, and it prohibits harassment, discrimination, and retaliation whether engaged in by members or by someone not directly connected to the Club (e.g., vendor or guest).

Conduct prohibited by this policy is unacceptable in all Club activities, including Club trips, Club meetings, and Club related social events.

All members have a responsibility to maintain a Club free of any form of harassment and discrimination.  This responsibility includes not only refraining from engaging in harassing or inappropriate behavior, but also immediately reporting conduct by anyone – member, guest, staff, or vendor – that may constitute harassment under this policy, even if the conduct was sanctioned and regardless of how you may have learned of the conduct.  This responsibility exists even when it appears that others are not offended or intimidated by the inappropriate behavior.

# **Prohibited Harassment**

Harassment of any member or guest on the basis of his or her race, religion, color, national origin, age, sex, sexual orientation, marital status, physical or mental disability will not be tolerated.  This form of misconduct undermines morale and the integrity of the Club.

Prohibited harassment includes unwelcome conduct that demeans or shows hostility or aversion towards an individual because of their status as noted above and which has the purpose or effect of creating a hostile, intimidating, or offensive Club environment.**Violations of this policy may result in disciplinary action up to and including termination of membership in the Club or exclusion from Club activities for non-members**.

# **Examples of Prohibited Conduct**

All members are expected to cooperate fully in carrying out this policy and to avoid acts of discrimination, harassment, or intimidation on the basis of race, religion, color, national origin, age, sex, sexual orientation, marital status, physical or mental disability.  Examples of conduct prohibited by this policy, whether sexual or non-sexual in nature, include but are not limited to:

* Unwelcome verbal or physical conduct that denigrates or shows hostility toward a person because of his or her gender when the conduct has the purpose or effect of creating an intimidating, hostile, or offensive environment within the Club or at Club activities.
* Unwelcome intentional touching of another person or other unwanted intentional physical contact (including patting, pinching, or brushing against another person’s body).
* Asking unwelcome questions or making unwelcome comments about another person’s sexual activities, dating, personal or intimate relationships, appearance, race, religion, age, or any other status as noted above.
* Unwelcome whistling, staring, or leering at another person.
* Unwelcome sexually suggestive or flirtatious gifts, letters, notes, e-mail, or voice mail; unwelcome sexual advances or flirtations.
* Conduct or remarks that are sexually suggestive or that demean or show hostility to a person because of the person’s gender, age, race, or other status as noted above (including jokes, taunts, negative stereotyping, threats, and blocking of physical movement).
* Unwelcome gestures or symbols relating to any protected status as noted above; displaying or circulating pictures, objects, or written materials (including graffiti, cartoons, photographs, pinups, calendars, magazines, figurines, novelty items) that are sexually suggestive or demeaning or show hostility to a person because of the person’s gender, race, age, religion, or any other status as noted above.

If you have any questions about what constitutes harassing behavior prohibited under this policy, ask any Club officer.

# **Reporting an Incident of Harassment, Discrimination, or Retaliation**

Maintaining a harassment-free Club requires the cooperation of all members. It is very important that members report to the Club any conduct they believe is improper under the Club policies prohibiting harassment, discrimination, and retaliation, regardless of whether the conduct of concern is directed at that member personally or at someone else. This procedure is meant to provide the most comfortable means of reporting prohibited discrimination and harassment regardless of the offender’s identity or position.

Any member who believes that he or she has been subjected by anyone to harassment or conduct that is contrary to the Club’s policies is encouraged – but not required – to tell the person promptly that the conduct is unwelcome and ask the person to stop the conduct.  Anyone who receives such a request must immediately comply with it and must not retaliate against the member who made the request.

Any member who believes that he or she has been subjected by anyone to harassment or conduct that is contrary to the Club’s policies is urged to report the matter immediately to a Club officer.  A member is encouraged to bring these issues to the Club’s attention even if the member has already asked the other person to discontinue the inappropriate behavior.

Early reporting and intervention have proven to be the most effective way of resolving actual or perceived incidents of harassment, discrimination and retaliation.  Therefore, while no fixed reporting period has been established, the Club strongly urges the prompt reporting of complaints or concerns so that rapid and constructive action can be taken.

# **The Investigation**

After receiving a complaint of harassment, discrimination, or retaliation, the Club will conduct a prompt and impartial investigation.  Members must cooperate fully with the Club’s investigation.  Dishonesty during an investigation will be grounds for immediate termination of Club membership.  The Club will make a determination once it has completed its investigation.  If warranted, disciplinary action up to and including termination of Club membership will be imposed.  Other appropriate actions will also be taken as the Club, in its sole discretion, deems necessary to correct and address problems caused by the conduct.

# **Confidentiality**

Confidentiality will be maintained throughout the investigatory process to the extent consistent with an adequate investigation and appropriate corrective action.  In a similar respect, the Club may elect, at its discretion, to not disclose to or discuss with members the results of its investigation or the actions taken in response to a complaint.

# **Retaliation Prohibited**

The Club strictly prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.  Retaliation against an individual for reporting harassment or discrimination will be subject to disciplinary action up to and including termination.

Similarly, these policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender or any other status noted above, from participating in Club social activities, meetings or discussions in order to avoid allegations of harassment.  The policies of the Club prohibit disparate treatment on the basis of sex or any other status noted above, with regard to the terms, conditions, and benefits of employment.

Members who believe they have suffered or witnessed retaliation are urged to report the matter immediately to a Club officer.  **Any member who engages in retaliation or knowingly makes a false report of harassment or discrimination will be subject to disciplinary action, up to and including immediate termination** **of Club membership.**