

COMPLIANCE DOCUMENTATION

Compliance relates to Equality and Diversity, Safeguarding of both children and vulnerable adults, and Health and Safety. All the policies relating to these topics can be found on the RIBI website together with the new Compliance Form which covers all of the above three areas of compliance. Various queries have been raised by Clubs and Districts and so there are below some Questions and Answers which I hope you will find helpful.

Q. Where will I find the compliance documents on the RIBI website?

A. Documents and information can be found within the 'For Members' area on the RIBI website, www.rotarygbi.org. Once you have logged in to the Members area, you will find the 'Compliance' section under 'Club and District Support'. [Click here](#) to go direct to the Compliance pages.

Q. What should Clubs and Districts be doing with this documentation?

A. All Clubs and Districts should on an annual basis read the policies, which have been shortened, and then sign the one Compliance Form.

Q. Is it necessary to sign a Compliance Form for each policy?

A. No. The new Compliance Form covers all the policies

Q. What should Clubs do with the signed Compliance Form?

A. Clubs should send a copy of their Compliance Form to their District Secretary who will retain the forms and keep a log of those Clubs in their District that have complied each year.

Q. What should Districts do with their own signed Compliance Form?

A. Districts should send their own Compliance Forms to the Secretariat Office in Alcester (for the attention of Tina Howard, Head of Club & District Support at email: [cgs@ribi.org](mailto:cds@ribi.org)) who will keep a log of Districts that have complied each year.

Q. How long should Districts keep the signed Club Compliance Forms?

A. District Secretaries only need to keep the signed Compliance Forms for the current Rotary year. The electronic annual log of forms returned should be perpetual, should the need arise to refer to any particular year in the future.

Q. Is there a time limit to sign the Compliance Form?

A. No, but the sooner the Form is signed in each Rotary Year the better.

Q. What happens if a Club or District fails to, or refuses to, sign the Compliance Form?

A. If a claim arises against the Club or District, they could find themselves exposed without insurance cover. The policies are only stating the law and there should be no reason why they should not be signed.

Q. Is it necessary to sign the Compliance Form every Rotary Year?

A. Yes, as Club and District officers change every year and it is good practise to remind Rotarians of these policies on an annual basis.

Mike Goodridge
RIBI Compliance Officer 2014/15

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