

# Rotex Code of Conduct for dealing with exchange students (inbounds/future outbounds)

## 1. general rules of behaviour

### 1.1 Basic ethics

All exchange students, regardless of their origin, are treated with respect and ethically correct. This applies to conversations, behaviour and physical proximity.

### 1.2 Role model function

Rotex members are always role models for the inbounds. Their behaviour must be professional<sup>1</sup> and responsible at all times. As Rotex members, we embody persons of trust. We are always aware of the responsibility of this trust. For this reason, we have special standards for dealing with exchange students.<sup>2</sup>

### 1.3 Relationship between Rotex and exchange student

The relationship between Rotex members and exchange students is a benevolent one, but first and foremost a professional one. We see our role as a liaison between Rotary and the exchange students. It is therefore important to always maintain an appropriate professional distance so as not to jeopardise our helping or guiding role. Physical proximity should always be avoided. This means that private contact between exchange students and Rotex members that goes beyond the friendly interests of the association (e.g. conversations or similar interactions of an intimate nature) must be avoided. It is also prohibited to enter into relationships with exchange students. This applies to the entire period and the official programme as long as the exchange is still running.

### 1.4 General

As a general rule, the well-being of the in- and outbounds comes first. In the event of problems or difficult situations, Rotex members are obliged to report these immediately to the Board of Directors or the responsible person at the office.

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<sup>1</sup> We do not want to contribute to any negative attention or even an "early return". At this point, we remind ourselves of our mission as RYE Ambassadors and behave accordingly.

<sup>2</sup> Swiss case law assumes that higher standards of criminal liability apply in the case of a special position of trust (coach and athlete, leader and cadre, teacher and pupil, etc.). This is because the potential victim is particularly at the mercy of or dependent on the offender

## 2. enforce the rules as Rotex (concrete)

### 2.1 Room access

If, for example, the night's rest is not being observed, Rotex members should never knock on the door alone. At least two Rotex members should go together. In addition, whenever possible, girls should knock on girls' doors and boys on boys' doors. This creates trust and avoids misunderstandings. If possible, let the exchange students open the door and announce their arrival loudly enough: "I'm coming in!") Meetings behind closed doors should be the absolute exception. They must be discussed and announced in advance.

Rotex staff do not open room doors without knocking first, which means that the exchange student has no reason for locked doors. If doors are locked, it is assumed that the rules have been broken.<sup>3</sup>

### 2.2 Breaches of rules

Addressing rule violations: Exchange students who break the rules<sup>4</sup> are addressed calmly and firmly. The problem is clearly stated and the person concerned is asked politely but firmly to stop the misbehaviour.

If the behaviour does not improve after the speech, an official warning will follow.<sup>5</sup> This warning must be documented in writing and forwarded to the Executive Board if not present and then immediately to the office.

Important: Misbehaviour must be dealt with immediately. It is important to address the problem directly and not put it off in order to send a clear message to the other people present that these rules are taken seriously.

Inbounds who break the rules or repeatedly violate them are separated immediately. This means that they are taken out of the group and isolated to prevent misbehaviour from escalating. A Rotex is never present alone during this action. There are always at least two "adults" (Rotexers) present. Preferably two of the same party (8 eyes principle, no apportioning of blame).

## 3. gross breaches of the rules

### 3.1 Documentation

In the event of gross misconduct, the exchange students are encouraged to record their behaviour and the incident in writing. They are asked to respond to specific questions in order to reflect on what happened and why their behaviour was inappropriate. This written reflection serves as documentation and should help the exchange students to reflect on their misbehaviour and avoid it in the future. In addition, the written record ensures that the story can no longer be "twisted" after the event. Rotex students write down their own version ("second side of the story"). Show clear consistency. Caution: Do not put pressure on them and do not make any threats. The whole thing must happen immediately and on the spot. If the exchange student resists the

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<sup>3</sup> Locked doors pose a risk in the event of an evacuation. The safety of the exchange students serves as the basis for this regulation

<sup>4</sup> Defined rules

<sup>5</sup> An official warning must be declared as such. It is issued by the Executive Board and is recorded in writing.

documentation or is unable to do so, this will also be noted and the Rotexler will document "one side of the story".

Documented incidents and the behaviour of the inbounds are forwarded to the head office and noted in the official documents. The aim is to be able to present the situation as accurately and truthfully as possible in future in the event of legally critical cases. ("That's exactly how it was, we documented the situation on site")

## 4. communication

### 4.1 Listening

If young people are not listening, the behaviour should be pointed out calmly and firmly. It is clearly communicated that listening is an act of respect.

### 4.2 Eye contact

Eye contact and clear instructions: Maintain eye contact and give clear, brief instructions. If necessary, separate individuals, have one-to-one conversations to ensure that the problem is understood and can be solved.

### 4.3 Conflict between inbounds

In conflict situations between inbounds, it is crucial to remain calm and act in a de-escalating manner. Aggressive or confrontational tones should be avoided at all costs.

Rotex members should remain neutral and help the exchange students to resolve conflicts peacefully through dialogue. (Role model function)

### 4.4 Responsibility

All Rotex members are always responsible for ensuring that all activities are carried out safely and that the exchange students are in a safe environment.

## 5. addictive substances

As Rotex, we refrain from using alcohol and other addictive substances at official events and in the presence of exchange students. Exchange students must also comply with these rules, and any violations will be reported to the Executive Board and the office. At this point, we once again appeal to our role model function and to the well-being of the inbounds. (see footnote 1)

## 6. contact details

The personal information of exchange students (such as contact details or other sensitive information) must be treated confidentially and may not be passed on without the consent of the person concerned. We are aware of our obligations regarding data protection and respect our relevant laws.

## 7. Executive Board

### 7.1 Task

The board sees itself as a link between exchange students - Rotary, the office and Rotex members. In addition, the board is always aware of its role as a role model and "leader": this means that board members always act as representatives of the jointly determined association rules and philosophy<sup>6</sup> and of the youth exchange itself. The well-being of the student and the success of the youth exchange are always at the centre of this. A clear attitude on the part of the board and the accompanying Rotex students makes it easier for the young exchange students to abide by the rules and thus complete the exchange year successfully.

### 7.2 Liability

Rotex members outside of the Executive Board respect the Executive Board's guidelines regarding the handling of exchange students and the organisation of events. They acknowledge that in case of doubt, the Executive Board will be held responsible for wrong decisions during events and accept the Executive Board's instructions as binding. If necessary, the Executive Board will exercise its right to exclude members from the Rotex Switzerland association in the event of a gross violation of our association philosophy, in order to protect our reputation and credibility, and at the same time promises to deal with this responsibility in a proportionate manner. Exclusions will only be decided as a last resort, involuntarily and as a whole board.

**This document serves as a supplement to our statutes, for a better understanding of our association philosophy and for the protection of all exchange students and Rotex members as well as our good reputation. The statutes of the Rotex Association and those of the Rotary Youth Exchange Switzerland/Liechtenstein continue to apply.**

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<sup>6</sup> For more detailed explanations, see Articles of Association