

INTERNATIONAL KWANMUKAN
Policy on Sexual and Other Prohibited Forms of Harassment

Purpose

The Kwanmukan Foundation, also known as the International Kwanmukan, (the “Kwanmukan”) promotes an organizational environment free of actions or behaviors which are illegal and/or which contribute to interpersonal conflicts, poor morale or poor performance at all organizational activities. This Policy applies to all activities that take place at or around any Kwanmukan functions or Kwanmukan events (collectively, “Activities”, and each an “Activity”), and to members and volunteers at all levels and positions within the Kwanmukan and to participants in all Activities, whether or not members. This Policy not only prohibits sexual harassment, but discriminatory harassment based on race, color, gender, national origin, religion, age (40 or over), physical or mental disability, sexual orientation or veteran’s status. Further, the Kwanmukan condemns any such conduct and affirms that it will take appropriate action to eliminate such conduct from the organization.

Policy

The Policy of the Kwanmukan is that all members, Activity participants and volunteers shall enjoy an environment free from all forms of sexual harassment and discriminatory harassment. All members, Activity participants and volunteers will be subject to disciplinary action, up to and including sanction or expulsion from the Activity or the Kwanmukan, for sexual harassment or any other form of discriminatory harassment described in this Policy.

Definition of Sexual Harassment

The Kwanmukan prohibits sexual harassment of members, participants in Activities, or volunteers. Sexual harassment (as defined below) is prohibited, whether it be in the form of physical, verbal, or written harassment (e.g., e-mail, text or social media), and regardless of whether committed by trustees, officers, directors, members, participants in Activities, or volunteers.

Sexual harassment as referred to in this Policy means: unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- submission to such conduct is made either explicitly or implicitly a condition of an individual's participation or membership in the Kwanmukan or in any Activity;
- submission to or rejection of such conduct by an individual is used as the basis for decisions affecting such individual; or
- such conduct has the purpose or effect of unreasonably creating an intimidating, hostile, or offensive environment for that individual in an Activity.

These are some non-exclusive examples of behaviors that could be defined as sexual harassment:

- pressure for sexual activity;
- asking about a person's sexual fantasies, sexual preferences, or sexual activities;
- unwelcome patting, hugging, or touching of a person's body, hair, or clothing;
- repeatedly asking for a date after the person has expressed disinterest; or
- sexual innuendoes, jokes, or comments.

Whether these or other behaviors constitute sexual harassment depends upon the totality of the circumstances,

considering the seriousness, frequency and pervasiveness of the actions, as well as whether the conduct is unwelcome or objectionable to any member of the Kwanmukan or the general population at large.

Definition of Other Prohibited Forms of Discriminatory Harassment

The Kwanmukan also prohibits (i) verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, gender, national origin, religion, age (40 or over), physical or mental disability, sexual orientation, veteran's status or because of his or her opposition to discrimination or his or her participation in the discrimination complaint process if it creates an intimidating, hostile, or offensive environment, or when it interferes with an individual's performance and (ii) derogatory racial, ethnic, religious, age, or other inappropriate remarks, slurs or jokes that have a tendency to offend or intimidate members or volunteers and/or interfere with any Activities. Such conduct is prohibited, whether it be in the form of physical, verbal, or written discriminatory harassment, and regardless of whether committed by trustees, officers, directors, members, participants in Activities, or volunteers.

These are some non-exclusive examples of behaviors that could be defined as discriminatory harassment:

- Use of derogatory terms that denote a particular racial, ethnic, religious or age group;
- Jokes, slurs or other remarks that disparage racial, ethnic, religious or age groups; or
- Verbal abuse or insults of a racial, ethnic, religious or age-related nature.

Procedures

Any person who believes that they have been subjected to sexual harassment or any other form of discriminatory harassment should immediately report the incident or alleged occurrence either to their Shihan or to the Director of the Kwanmukan, except as set forth below. In order for the Kwanmukan to take appropriate actions, the Kwanmukan must be notified about the incident.

The person receiving the report of the incident shall promptly investigate the matter; provided, however, that the person receiving the report is not the subject of or alleged to have condoned or participated in the actions giving rise to the report. In the latter event, the investigation will be handled by the next highest position within the Kwanmukan (if the Director is involved, the Management Board). Every effort will be made to handle all such complaints in a fair, impartial, and efficient manner. In order to protect both the person making the complaint and the person or persons against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner. If the complainant is not satisfied with the way a complaint is handled, he or she should bring this to the attention of the Director of the Kwanmukan or, if he is already aware of the investigation, the Management Board of the Kwanmukan Foundation. In all cases, the complainant will be advised of the conclusion of the investigation.

No member or participant in any Activities shall willfully bring forth or threaten to bring forth a false accusation of sexual harassment or any other form of discriminatory harassment contemplated solely to damage, harm, "get even with," or otherwise intimidate another member or participant in any Activity. False accusations will result in disciplinary action up to and including sanction or expulsion from the Activity or the Kwanmukan. In addition, failure to notify the Kwanmukan of a complaint of sexual harassment or any other form of discriminatory harassment, and then subsequently bringing suit against the Kwanmukan, will result in disciplinary action up to and including sanction or expulsion from the Kwanmukan.

Retaliatory action or conduct of any kind taken by any member of the Kwanmukan against a person who makes a complaint of sexual harassment or any other form of discriminatory harassment and/or a person who is a witness to the alleged conduct is strictly prohibited. Retaliatory action shall be regarded as a separate and

distinct violation of this Policy. Any person who violates the foregoing is subject to disciplinary action, up to and including sanction or expulsion from the Kwanmukan.

I acknowledge that I have received, read, and understand the Policy on Sexual and Other Prohibited Forms of Harassment Policy of the Kwanmukan Foundation aka International Kwanmukan. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of membership and positions held within this organization.

Name (please print)

Signature

Date