

## **Kwanmukan Foundation Grievance Policy**

This grievance policy applies to behaviors and interpersonal interactions that violate the Kwanmukan Code of Conduct. While every Kwanmukan dojo is self-governed, all Kwanmukan dojos and individual practitioners/members are expected to comply with the Kwanmukan Code of Conduct. All practitioners/members are expected to behave morally and ethically and to comply with local, state, and federal laws.

It is expected before filing an official grievance, attempts should be made to resolve any issues or complaints through open discussion between the relevant parties. The policies and procedures that follow are to be initiated in the event the parties are unable to resolve their differences. In this case, it may be necessary to file a formal grievance with the Kwanmukan.

*For any complaints or grievances made to the Kwanmukan that are related to Safeport policies and procedures, and/or that have to do with suspicion of child abuse, including sexual abuse, the Kwanmukan will contact law enforcement within 24 hours of reporting of such events, in accordance with the Kwanmukan Safeport and Child Abuse and Misconduct Organizational Risk Management Plan.*

### **The Grievance Process**

All grievances may be reported to any member of the Kwanmukan Management Board using the Grievance Form here attached. Upon receipt of a Grievance Form, the Management Board will hand over the complaint to the Shihan Council, which will investigate the grievance, handle all communications and make a decision on how to proceed within 30 days of receipt of the Form by the Management Board (as stated above, grievances related to child abuse or sexual misconduct or abuse will proceed in a manner dictated by law). The Shihan Council will recommend a course of action and communicate its decision to the relevant parties. Recommended actions may include doing nothing (no validity to the grievance), reprimand, suspension, expulsion, and/or revocation of credentials and rank. The recommendation will be submitted to the relevant parties within 7 days of conclusion of the investigation, in accordance with Article VIII of the Kwanmukan Amended Code of Regulations. Any involved party may appeal the decision, which must be done in writing, to the Kwanmukan Management Board within 30 days of the decision.

### **Who May Submit a Grievance?**

Any Kwanmukan dues-paying member may submit a grievance. However, as membership dues are typically paid by Black Belts, this process will also accept a complaint from non-black belt Kwanmukan practitioners who do not pay dues; in this case, the person filing the grievance must be practicing at a Kwanmukan dojo or be participating in an event sponsored by the Kwanmukan. As the intent of the Grievance Policy is to give a voice and pathway for aggrieved parties to report alleged misconduct, the Kwanmukan will individually consider each Grievance Form submitted.

Any grievance should be reported as soon as possible after the incident has occurred so that rapid and constructive action may be taken. Any grievance should be reported by the complainant within one year from the date of the alleged incident. To submit a grievance, the attached form must be completed and sent to any member of the Management Board via email. Parents or legal guardians of any minor children may file a grievance on behalf of the minor child.

**Investigation and Confidentiality**

The Shihan Council which investigates the grievance may engage in interviews with the complainant and the person(s) alleged of misconduct, witnesses, and may consider other pertinent information including supporting documents or other evidence. The SC may discuss the grievance with persons who have relevant information, or a legitimate reason to be part of the process. All grievances will be handled confidentially to the extent possible, being careful to not disclose unnecessarily the identification of the aggrieved or the accused, with the intent to protect the privacy of all involved parties. All parties to this process are expected to maintain the same level of confidentiality.

**Non-retaliation**

When entering into an official Grievance/Misconduct action, all participants, including all members of the Management Board and Shihan Council, agree to not engage in any retaliatory behavior.

**Kwanmukan Foundation Grievance Form**

This form must be completed by the complainant and submitted to any member of the Management Board of the Kwanmukan Foundation.

**Complainant's Information**

**NAME:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**DOJO:** \_\_\_\_\_

**DATE OF SUBMISSION:** \_\_\_\_\_

*Please notify the Management Board if there is any change of contact information after submitting a Grievance.*

**Description of Grievance**

Please describe your grievance, including when the incident(s) occurred, where they occurred, whom may have been involved, and identification of any possible witnesses, and any other relevant information. You may attach up to two additional page to this form.

PLEASE NOTE: A complainant should advise the Management Board if the alleged incident is, or may be, the subject of any pending local, state, or federal investigation or any pending civil or criminal lawsuit, and, if applicable, the outcome of any such investigation or litigation.

Members of the Kwanmukan Management Board:

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