



# SHINTANI WADO KAI KARATE FEDERATION

## Harassment and Discrimination Policy

The **Shintani Wado Kai Karate Federation** is committed to fostering a harassment-free organization where all members are treated with respect and dignity.

This Harassment and Discrimination Policy is intended to make SWKKF inclusive, safe, and non-discriminatory for everyone by setting out expectations and standards of conduct.

### PRINCIPLES

#### 1. **Respectful Environment:**

- We are committed to maintaining a positive atmosphere where every individual is treated with respect and dignity.

#### 2. **Equal Opportunities:**

- Everyone has the right to reasonable participation that promotes equal opportunities and strictly prohibits discriminatory practices, including sexual harassment.

#### 3. **Zero Tolerance:**

- The Shintani Wado Kai Karate Federation has a strict zero-tolerance policy for any form of abuse or harassment.

#### 4. **Reporting Obligation:**

- Individuals are obligated to promptly report any instances of harassment or suspected harassment to the Shintani Wado Kai Karate Federation for immediate action under the **Discipline and Complaints Policy and Procedure**.

#### 5. **Serious Handling:**

- All reports will be treated seriously and addressed objectively, appropriately, and promptly.
- There will be no reprisals against individuals who report an incident or are involved in the review or investigation.
- Members who are found to have harassed another individual will be subject to corrective actions. This includes any member who: interferes with the resolution of a harassment complaint; retaliates against an individual for filing a harassment complaint; or files an unfounded harassment complaint intended to cause harm.



## Application of the Policy

This policy applies to **all members and guests of the Shintani Wado Kai Karate Federation**.

In situations where harassment complaints are made the guidelines outlined in the **Discipline and Complaints Policy and Procedure** will be followed.

## Confidentiality

Ensuring confidentiality is paramount to safeguard the reputation of all parties involved - complainant, respondent, and the organization.

### 1. Confidential Handling:

- Reports of harassment will be kept confidential, with disclosure limited to what is necessary for investigation and legal/administrative proceedings.

### 2. Strict Confidentiality:

- All individuals involved in handling harassment complaints are bound by strict confidentiality, as outlined in the Discipline and Complaints Policy.

## Definitions

Harassment is any unwelcome conduct that creates an intimidating hostile environment. The following examples illustrate behaviours that constitute harassment. This list is not exhaustive.

- **Harassment:** Any action, conduct, or comment - including of a sexual nature - that can reasonably be expected to cause harm to a person.
- **Sexual Harassment:** Conduct (verbal, visual, or physical) including making sexual solicitations or advances where the person making the solicitation or advance is able to confer, grant, or deny a benefit or advancement and knows or ought reasonably to know that the solicitation or advance is unwelcome or inappropriate.

## Examples of Harassment

### Discriminatory and Offensive Behaviour

- **Verbal or written abuse**, including bigoted comments related to race, national or ethnic origin, colour, religion, age, sex, sexual orientation, marital status, family status, disability, or pardoned conviction.
- **Discriminatory conduct.**
- **Harassment based on socioeconomic status**, including discrimination or exclusion due to financial background or class.



### Physical and Psychological Harassment

- **Physical threats, assault, or violence**, outside of the norms of karate and shindo.
- **Sexual harassment**, including unwanted advances, inappropriate touching, coercion, or verbal sexual remarks.
- **Psychological harassment**, including persistent intimidation, manipulation, or humiliation.
- **Bullying, intimidation, or threats**, whether physical, verbal, emotional, or digital.

### Social and Digital Harassment

- **Cyberbullying and online harassment**, including harmful behaviour via social media, emails, messaging apps, or other digital platforms.
- **Spreading malicious rumours**, intended to discredit or harm an individual's reputation.
- **Hazing**, any humiliating, degrading, abusive conduct, or dangerous activities imposed on a junior-ranking individual by a more senior individual.
- **Distributing inappropriate or discriminatory material**, including photos, videos, or online postings that promote harassment or discrimination.

### Sexual Harassment Examples

- **Unwanted sexual advances** or repeated flirtations.
- **Uninvited touching, pinching, fondling, hugging, kissing, patting, etc.**
- **Demands for sexual favours** in exchange for favourable treatment or continued participation/advancement.
- **Verbal abuse of a sexual nature.**
- **Graphic, verbal commentary about an individual's body.**
- **Leering, whistling, or suggestive gestures.**
- **Assault or coerced sexual acts.**
- **Displaying sexually suggestive objects or pictures** in the workplace or on related social media.

### Retaliation and Protection



- **Retaliation against individuals who report harassment** is strictly prohibited. All reports of harassment will be taken seriously, and individuals who come forward will be protected from reprisals.

### **Scope and Enforcement**

- Harassment can be a single incident, repeated incidents, or patterned behaviour.
- It can occur through direct or indirect interactions, including in print or digital media.
- Sexual harassment is unacceptable in the dojo and related settings, including travel and social events.
- In cases of physical assault, contact the police immediately

***Note: Sexual harassment compromises the dignity and well-being of individuals and will not be tolerated within our karate community.***

### **Responsibilities**

The **Senate** is responsible for:

- Being familiar with the procedures on this policy;
- Not engaging in behaviour that constitutes harassment as defined in the policy;
- The administration and enforcement of this policy;
- Encouraging the informal resolution and/or mediation of differences wherever appropriate;
- Informing members of their rights and obligations under the policy and its authorities;
- Supporting measures to eliminate harassment within SWKKF;
- Ensuring that this policy is applied in a timely, consistent and confidential manner;
- Determining whether or not allegations of harassment are substantiated based on the Ethics and Conduct Committee report;
- Determining what corrective action is appropriate where a harassment complaint has been substantiated; and
- Reviewing and updating the Harassment and Discrimination Policy as needed.

The **SWKKF Ethics and Conduct Committee** is responsible for:

- Being familiar with the procedures on this policy and investigation procedures;



- Investigating complaints and reporting found facts to the senate.
- Following the appropriate procedures and processes while reviewing the complaint;
- Reviewing this policy as requested by the senate and making necessary recommendations to ensure that the policy meets the needs of the SWKKF.

**SWKKF Instructors and Members** are responsible for:

- agreeing when joining and on subsequent renewal to adhere to the SWKKF Harassment and Discrimination Policy;
- treating others with respect within the organization;
- not engaging in behaviour that constitutes harassment as defined in the policy;
- participate in education and training programs, when required, in order to respond suitably to any incident of harassment in order to eliminate harassment within SWKKF;
- reporting harassment to an Instructor, Head Instructor, or Senate member in accordance with the Discipline and Complaints Procedure
- cooperating with a harassment investigation when required and respecting the confidentiality of the investigation process.

**All SWKKF Members** can expect:

- to be treated with respect;
- that reported harassment will be dealt with in a timely, confidential and effective manner;
- to have their rights to a fair process and to confidentiality respected during a harassment investigation; and
- to be protected against retaliation for reporting harassment or cooperating with a harassment investigation.

Harassment is unacceptable at any member-related settings, such as SWKKF-related travel, SWKKF-related social events and online or remote interactions. Consenting romantic relationships between adult members and/or guests are not considered to be acts of sexual harassment.

**Proactive Personal Response**

Individuals who believe they are being harassed are encouraged to:

- Firmly and promptly notify the offender either verbally or in writing that their behaviour is unwelcome



- Be specific in communicating as many offenders do not realize that their actions are considered offensive
- Report the incident and the action, risk-free, within 48 hours to the Head Instructor or to the Senate

There are valid reasons that may make a direct discussion impossible, therefore individuals who believe they are being harassed are encouraged to report all incidents.

### **Situations Requiring Reporting Through Discipline and Complaints Process**

SWKKF recognizes that there are valid reasons that may make direct confrontation impossible, such as the seriousness of the situation, power and status disparities, or ongoing harassment. In these cases, using the Proactive Personal Response may not be appropriate. Therefore, we encourage individuals who believe they are being harassed to report these incidents using the **SWKKF Discipline and Complaints Procedure**.

Specific guidelines for addressing complaints are outlined in the **Discipline and Complaints Policy and Procedure**.

SWKKF has developed this policy to ensure that all its members and guests can participate in an environment free from harassment. SWKKF remains an organization bound by our principles of ethical conduct.

### **Education and Communication**

The SWKKF will provide members with access to information about the prevention of misconduct. This Harassment and Discrimination Policy and all related policies will be posted on the SWKKF website.

### **Review**

The SWKKF will review this policy and procedures as required and will make necessary adjustments to ensure that it meets the needs of the organization.