

ITF OF B.C. ADULT HARASSMENT POLICY¹

27-Sep-23

1. DEFINITIONS

1.1. Harassment

In this policy, unless the context otherwise requires or stipulates, the term “harassment” is used to refer to objectionable act(s), comment(s) or display(s) by a person that is directed at another person or group, and that is known or ought reasonably to be known by the individual², to be unwelcome, unwanted, annoying, abusive, offensive, embarrassing, humiliating, demeaning, derogatory, discriminatory, disparaging, disturbing, distressing, intimidating, upsetting, perturbing, alarming, tormenting, terrorizing, or harmful to the other person or group.

One single incident can constitute harassment when it is demonstrated that it is severe and has a significant and lasting physical or psychological impact on the individual who was allegedly harassed. Typically, however, more than one act or event is needed to constitute harassment. In such cases, it is the repetition that generates the harassment, regardless of the question whether the allegedly harassed individual expressly objected the event(s) or remained passive and did not object nor reacted. Let it be noted that there are cases where each occurrence of the behaviour viewed individually may seem inoffensive; in these cases, it is the synergy and repetitive characteristic of the behaviours that produce harmful effects. For information concerning the criteria that need to be met to demonstrate that the alleged harassment constitutes harassment, refer to APPENDIX E of this policy.

There are many forms of harassment. Those include, but are not limited to, the following (listed in alphabetical order):

- **Bullying** (intentional and repeated use of physical violence, verbal mockery, threats, and rumors spread either orally or by other means of communication such as the internet, to dominate an individual or a group).
- **Discrimination** (treating unjustly or badly a person or a particular group of persons because of their race, national or ethnic origin, color, religion, age, sex, sexual orientation, gender identity or expression, marital status, family status, genetic characteristics, disability or conviction of an offence for which a pardon has been granted or in respect of which a record suspension has been ordered)³.

¹ This policy is based on the ITF harassment policy for the protection and safety of adult members and staff (https://itftkd.sport/wp-content/uploads/2021/05/Policy_adult_harassment_def._v1.pdf) and uses some of the material presented in the policy. This policy is also directly adapted from the “CTFI ADULT HARASSMENT POLICY 2023-04-20”

² The insertion of the phrase “ought reasonably to be known” in the definition of harassment is important because it introduces an objective element to the test of whether the act constitutes harassment. This means that the person or group conducting the act cannot claim to not have known the conduct was unwelcome or offensive as a defence against an allegation. If a “reasonable” third party (e.g., an investigation and decision authority committee) is able to conclude that the act on its own was unwelcome or offensive, this would mean that harassment has occurred. Let it be noted, however, that determining the point of view of a “reasonable” third party must take into account the perspective of the person or group who is harassed.

³ As defined in the *Canadian Human Rights Act* (<https://laws-lois.justice.gc.ca/eng/acts/h-6/fulltext.html>).

- **Emotional abuse** (any act including confinement, isolation, verbal assault, humiliation, intimidation, infantilization, or any other treatment which may diminish the sense of identity, dignity, and self-worth. Emotional abuse is also known as psychological abuse).
- **Ostracism** (the act of excluding individuals by deliberately ignoring, avoiding, leaving out, paying little or no attention to them).
- **Physical abuse/mistreatment** (imposition of strenuous tasks/exercises/activities that humiliates, degrades, or abuses, or endangers an individual or members of a group or team, regardless of the person's or persons' willingness to participate).
- **Psychological abuse** (see "Emotional abuse")
- **Quid pro quo harassment** (a Latin term which means "this for that" – in harassment cases, it means a benefit for a favour).
- **Sexual assault** a range of criminal acts that are sexual in nature, from unwanted touching and kissing, to rubbing, groping or forcing the victim to touch the perpetrator in sexual ways, includes rape.
- **Sexual harassment** (any conduct, comment, gesture, or contact of a sexual nature that is likely to cause offence or humiliation to an individual or a group). There are many forms of sexual harassment. Scholars⁴ who study sexual harassment distinguish three forms of sexual harassment:
 - One is **sexual coercion** – legally termed "quid pro quo sexual harassment" – referring to implicit or explicit attempts to make a benefit or a favour contingent upon sexual cooperation. Sexual coercion can also happen when someone is in fear of the negative consequences of refusing someone's sexual advances. The classic "sleep with me or you're fired" scenario is a perfect example of sexual coercion. It is the most stereotypical form of sexual harassment, but also the rarest.
 - A second, and more common, form of sexual harassment is **unwanted sexual attention**: unwanted touching, hugging, stroking, grabbing, fondling, kissing; relentless pressure for dates; flirting; leaving unwanted gifts of a sexual or romantic nature. Note that romantic and sexual overtures come in many varieties, not all of them harassing. To constitute unlawful sexual harassment, the sexual advances must be unwelcomed and unpleasant to the recipient. They must be sufficiently severe or pervasive to create an abusive environment. Unwanted sexual attention can include sexual assault.⁵ For example, if a man were to forcibly kiss and grope a woman without her consent, this would be an example of both unwanted sexual attention and sexual assault.
 - The third and most common manifestation of sexual harassment is **gender harassment**, a conduct that disparages people based on gender, but that implies no sexual interest. Gender harassment can include crude sexual terms and images (for example, degrading comments about bodies or sexual activities). It can encompass noncontact acts like catcalls and whistles, which can make people feel objectified and victimized. It also includes non-

⁴ Cook, S. L., Cortina, L. M., Koss, M. P. (2018). What's the difference between sexual abuse, sexual assault, sexual harassment and rape? <https://theconversation.com/whats-the-difference-between-sexual-abuse-sexual-assault-sexual-harassment-and-rape-88218>

⁵ The term "sexual assault" is used to describe a range of criminal acts that are sexual in nature, from unwanted touching and kissing, to rubbing, groping or forcing the victim to touch the perpetrator in sexual ways. It also includes rape. Unlike sexual assault, sexual harassment is a civil matter. However, if the type of sexual harassment someone experiences is particularly aggressive, it may cross the line into sexual assault, depending on the circumstances. Sexual assault, on the other hand, is always a criminal offense.

consensual electronic sharing of explicit images, exposure of genitals and surreptitious viewing of others naked or during sex. More often than not, though, it is purely sexist, such as contemptuous remarks about women being ill-suited for leadership or men having no place in childcare. Such actions constitute “sexual” harassment because they are based on the person’s gender, not because they involve sexuality.

- **Stalking** (the act of following a person, watching or spying on the person, or forcing contact with the person through any means, including social media).

For examples of behaviours that may or may not constitute harassment, refer to APPENDIX E of this policy. Please note that this presentation of examples is not meant to be exhaustive or fully comprehensive, and that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

1.2. Other Key Definitions

In this policy, unless the context otherwise requires or stipulates:

- **“Adult”** means anyone 18 years of age and older.
- **“Board”** means the ITF OF B.C. Board of Directors.
- **“Complaint”** means an incident(s) of alleged harassment reported in accordance to the terms of this policy.
- **“Complainant”** means a person who has submitted a complaint of harassment in accordance to the terms of this policy.
- **“ITF OF B.C.”** means International Taekwon-Do Federation of B.C..
- **“ITF OF B.C. Affiliated School”** means a school, dojang, or club of Taekwon-Do affiliated with the ITF OF B.C..
- **“ITF OF B.C. Board of Directors”** means the ITF OF B.C. governing body which includes the members of the ITF OF B.C. Board of Directors and the ITF OF B.C. Directors from each province or territory called “Directors”.
- **“ITF OF B.C. Disciplinary Committee”** means the body or the individual that is appointed by the ITF OF B.C. Board of Directors to review complaints of harassment against ITF OF B.C. Board Members, make recommendations to the ITF OF B.C. Board of Directors regarding sanctions that require ITF OF B.C. approval to be effective (e.g., suspension of activity within the ITF OF B.C. for a period of time, suspension of ITF OF B.C. membership for a period of time, expulsion from ITF OF B.C.), provide assistance to ITF OF B.C. Instructors and Directors who request help in investigating and resolving a complaint of harassment, and advise the ITF OF B.C. President and Board of Directors regarding matters related to adult harassment. The body may be a disciplinary committee, a sub-committee of a disciplinary committee, or an “ad hoc” committee or panel. This body operates at arm’s length with the Board and, as such, its members cannot be Board Members.
- **“ITF OF B.C. Instructor”** means a ITF OF B.C. Member who also is an instructor and/or an owner of a school of Taekwon-Do affiliated with the ITF OF B.C..
- **“ITF OF B.C. Member”** means any person who is a student, an instructor, or an owner of a school of Taekwon-Do affiliated with the ITF OF B.C..

- **“ITF OF B.C. Affiliated Organizations”** means an organization of Taekwon-Do affiliated with the ITF OF B.C.
- **“ITF OF B.C. Staff”** means employees, contractors, service providers, consultants, volunteers, and any other persons who work part-time or full-time for the ITF OF B.C. (e.g., administration, organization of events or activities) at the local, national or international level.
- **“Directors”** means members of the ITF OF B.C. Board of Directors which include members of the Board of Directors as well as two directors from each province or territory called “Directors.”
- **“Board of Directors”** means elected members of the ITF OF B.C. Board of Directors, which includes the President, Vice-President, Secretary/Treasurer, and Directors.
- **“Gender”** means a person’s gender and refers to where the person sees themselves in the male and female spectrum. A person’s gender identity is not restricted to being either a man or a woman. Some people do not identify with any gender, while others identify with multiple genders. There are many types of gender identities (e.g., agender, bigender, cisgender, gender queer or “nonbinary gender”, gender fluid, gender expansive, omnigender, pangender or polygender, transgender).
- **“Instructor”** means a person who teaches Taekwon-Do, and includes Instructors, Masters, Grand Masters, and all teaching assistants regardless of degree or grade.
- **“Minor”** in the province of British Columbia a minor is defined as a person under 19 years of age.⁶
- **“Respondent”** means a person who is alleged to have harassed another person and who is the subject of a complaint of harassment in accordance to the terms of this policy.

2. POLICY STATEMENT, PURPOSE & SCOPE

- 2.1. The purpose of the ITF OF B.C. policy against harassment is to assist all ITF OF B.C. members and staff in identifying and preventing harassment within the ITF OF B.C., and to provide procedures for reporting, investigating, and resolving incidents and complaints.
- 2.2. This policy expresses the ITF OF B.C.’s commitment to maintain an environment that is free from harassment, abuse, and discrimination so that all its members and staff can feel safe, welcome, and respected, regardless of their gender, sexual orientation, race/ethnicity, nationality, culture, religion, age, physical or mental condition/disability, rank/degree/grade, function, marital/family/social status, and any other such individual or group characteristics.
- 2.3. This Statement of Policy and Procedure outlines the policy and procedures to be followed for reporting, investigating, and resolving incidents and complaints of harassment.
- 2.4. This Statement of Policy and Procedure applies to all ITF OF B.C. Members and Staff without exception.

⁶ Source: <https://www.canada.ca/en/immigration-refugees-citizenship/corporate/publications-manuals/operational-bulletins-manuals/refugee-protection/canada/processing-provincial-definitions-minor.html>

- 2.5. Without derogating from the generality of the personal scope of this policy when referring to “staff” as defined in art. 1.2 above, and in order to be clear and accurate regarding the personal scope of this policy, this ITF OF B.C. anti-harassment policy applies to and must be adopted and complied with by all staff members of the ITF OF B.C. and the ITF OF B.C. Affiliated Schools and Affiliated Organizations without exception.
- 2.6. This Statement of Policy and Procedure applies not only during ITF OF B.C. sanctioned events (e.g. Provincial Championships or B.C. Cup) but also during any other activities or events that are hosted or organized by the ITF OF B.C., the ITF OF B.C. Affiliated Schools, or ITF OF B.C. Affiliated Organizations. (e.g., business meetings, social events).
- 2.7. ITF OF B.C. members and staff who are convicted of violation of this policy can be subject to the following sanctions and/or disciplinary measures:
 - i. Apology (either verbal or written);
 - ii. Education and training;
 - iii. Counselling;
 - iv. Reprimand (verbal or written);
 - v. Suspension of activity within the ITF OF B.C. for a period of time;
 - vi. Suspension of ITF OF B.C. membership for a period of time;
 - vii. Permanent termination of activity within the ITF OF B.C.;
 - viii. Expulsion from the ITF OF B.C.;
 - ix. Any other advisable sanction or measure.

3. RESPONSIBILITY

3.1. ITF OF B.C. Members and Staff

ITF OF B.C. Members and staff have the following responsibilities:

- (a) They must abstain from causing or participating in any form of harassment.
- (b) They are required and expected to comply with the Policy and promote it through exemplary behaviour.

3.2. ITF OF B.C. Instructors

ITF OF B.C. Instructors have the following responsibilities:

- (a) They are responsible for providing a training environment that is free from any form of harassment.
- (b) They are responsible for addressing incidents of harassment that come to their attention.
- (c) Depending on the severity of the incident, they may handle the complaint made by a member or staff within their school or report it to the appropriate ITF OF B.C. authority. (see Section 4.1 and Flowchart in APPENDIX H for further details)

- (d) They are required and expected to comply with the Policy and promote it through exemplary behaviour.

3.3. ITF OF B.C. Organization

The ITF OF B.C. Organization has the following responsibilities:

- (a) Has the duty to enforce and promote this policy.
- (b) Has a responsibility to include this policy as a mandatory policy within its fundamental documents (statutes, regulations, and rules).
- (c) Has a duty to conduct a thorough and appropriate investigation in a timely manner.
- (d) Has a duty to apply corrective actions and /or disciplinary measures as deemed appropriate.
- (e) Has a duty to keep a record of complaints.
- (f) Has the duty to submit an annual report of harassment activity to the Board of Directors of the ITF.

4. PROCEDURES

4.1. Incident Notification

- 4.1.1. Any ITF OF B.C. Member and Staff person who believes to be or to have been the target of harassment is encouraged to report the incident(s) to their ITF OF B.C. Instructor as soon as possible after the incident(s). Please use the Harassment Incident Report Form in APPENDIX A for this purpose.
- 4.1.2. If the ITF OF B.C. Instructor is the alleged harasser identified in the complaint or, for other reasons, it is deemed inappropriate to report to the ITF OF B.C. Instructor, the complaint shall be sent to the ITF OF B.C. President. Upon receipt, the President shall direct two independent ITF OF B.C. Directors to investigate and resolve the complaint.
- 4.1.3. If the alleged harasser identified in the complaint is a member of the ITF OF B.C. Board of Directors other than the President, the complaint shall be sent to the ITF OF B.C. President. Upon receipt, the President shall direct the ITF OF B.C. Disciplinary Committee to investigate and resolve the complaint.
- 4.1.4. If the alleged harasser identified in the complaint is the ITF OF B.C. President, the complaint shall be submitted to the Chair of the ITF OF B.C. Disciplinary Committee who shall proceed with the members of the Committee to investigate and resolve the complaint.
- 4.1.5. The ITF OF B.C. Disciplinary Committee shall normally investigate and resolve a complaint only if the alleged harasser identified in the complaint is a member of the ITF OF B.C. Board of Directors, i.e., one of the members of the ITF OF B.C. Board of Directors or one of the ITF OF B.C. Directors.

- 4.1.6. The ITF OF B.C. Disciplinary Committee may provide assistance to ITF OF B.C. Instructors and Directors who request help in investigating and resolving a complaint of harassment.
- 4.1.7. The Harassment Incident Report Form shown in APPENDIX A to this policy is used for this purpose.
- 4.1.8. APPENDIX H: Harassment Complaint Flow Chart provides an overview of the harassment complaint procedure.

4.2. Time Limit to File a Complaint

- 4.2.1. Ideally, a complaint of harassment should be filed as soon as the alleged harassment or the last event of alleged harassment leading to the complaint has occurred. It makes it easier to conduct a more valid investigation and make a more informed decision. However, it is important to recognize that the difficulty of coming forward with a complaint of harassment can lead to delay in filing a complaint. This is why the ITF OF B.C. encourages complainants to file their complaint whenever possible within a period of twelve months, depending on the circumstances of the event leading to the filing of their complaint.
- 4.2.2. Complaints of alleged harassment can go back further than twelve months in time to describe incidents or events if the complainant can demonstrate and testify that event of alleged harassment that led to the filing of the complaint indeed occurred. This is especially necessary in cases where the complainant intends to demonstrate a pattern of events, and in cases where the complainant was in a position too vulnerable with respect to the alleged harasser to come forward sooner without running the risk of suffering serious harmful consequences, or where the complainant was too overwhelmed by the psychological impact of the event of alleged harassment to file a complaint sooner.

4.3. The Right to Withdraw a Complaint

A complainant who files a formal complaint has the right to withdraw their complaint at any time. However, the authority in charge of reviewing and investigating the complaint (e.g., ITF OF B.C. Instructor, ITF OF B.C. Director, ITF OF B.C. Disciplinary Committee) may continue to act on the issue identified in the complaint in order to comply with its obligation under this policy.

4.4. Incident Investigation and Reports

- 4.4.1. **When an incident of harassment is reported to a ITF OF B.C. Instructor, they shall:**
 - (a) first ensure the safety of students and contact appropriate emergency medical and/or police services, if required;
 - (b) conduct a thorough and appropriate investigation promptly after receiving the complaint;
 - (c) make the appropriate inquiries of the complainant, respondent (a.k.a. harasser) and witnesses (if any);
 - (d) keep detailed notes of facts, times, witnesses and witness accounts - the Harassment Incident Investigation Checklist shown in APPENDIX B to this policy may be used to assist during the investigation;

- (e) subject to the required investigation, determine if mediation is appropriate and, if so, mediate or arrange for mediation of the situation;
- (f) subject to the required investigation, the seriousness of the violation of this policy, the respondent's previous record, and other relevant factors (e.g., the presence of mitigating and/or aggravating factors), determine if corrective actions and/or disciplinary measures are warranted and, if so, determine which one(s) they deem appropriate to apply or recommend to the ITF OF B.C. (e.g., suspension of activity within the ITF OF B.C. for a period of time, suspension of ITF OF B.C. membership for a period of time, expulsion from ITF OF B.C.) and, then, proceed with their application or recommendation to the ITF OF B.C.;
- (g) within **30 days**, submit their investigation report (see APPENDIX C for Harassment Investigation Report Template) to the ITF OF B.C. President.

4.4.2. When a ITF OF B.C. Director is directed by the ITF OF B.C. President to investigate and resolve the complaint, they shall:

- (a) first ensure the safety of students and contact appropriate emergency medical and/or police services, if required;
- (b) conduct a thorough and appropriate investigation promptly after being directed by the ITF OF B.C. Disciplinary Committee to investigate and resolve the complaint;
- (c) make the appropriate inquiries of the complainant, respondent (a.k.a. harasser) and/or witnesses;
- (d) keep detailed notes of facts, times, witnesses and witness accounts – the Harassment Incident Investigation Checklist shown in APPENDIX B to this policy may be used to assist during the investigation;
- (e) subject to the required investigation, determine if mediation is appropriate and, if so, mediate or arrange for mediation of the situation;
- (f) subject to the required investigation, the seriousness of the violation of this policy, and other relevant factors (e.g., mitigating and/or aggravating factors), determine if corrective actions and/or disciplinary measures are warranted and, if so, determine which one(s) they deem appropriate to apply or recommend to the ITF OF B.C. (e.g., suspension of activity within the ITF OF B.C. for a period of time, suspension of ITF OF B.C. membership for a period of time, expulsion from ITF OF B.C.) and, then, proceed with their application or recommendation to the ITF OF B.C.;
- (g) within **30 days**, submit their investigation report (see APPENDIX C for Harassment Investigation Report Template) to the ITF OF B.C. President.

4.4.3. When the ITF OF B.C. Disciplinary Committee is the body responsible for investigating and resolving the complaint as directed under para. 4.1.3 and 4.1.4 of this policy, they shall:

- (a) first ensure the safety of students and contact appropriate emergency medical and/or police services, if required;
- (b) conduct a thorough and appropriate investigation promptly after being directed by the ITF OF B.C. Disciplinary Committee to investigate and resolve the complaint;
- (c) make the appropriate inquiries of the complainant, respondent (a.k.a. harasser) and/or witnesses;

- (d) keep detailed notes of facts, times, witnesses and witness accounts – the Harassment Incident Investigation Checklist shown in APPENDIX B to this policy may be used to assist during the investigation;
- (e) subject to the required investigation, determine if mediation is appropriate and, if so, mediate or arrange for mediation of the situation;
- (f) subject to the required investigation, the seriousness of the violation of this policy, the respondent's previous record, and other relevant factors (e.g., mitigating and/or aggravating factors), determine if corrective actions and/or disciplinary measures are warranted and, if so, determine which one(s) they deem appropriate to apply and, then, proceed with their application.
- (g) within **30 days**, submit their investigation report (see APPENDIX C for Harassment Investigation Report Template) to the ITF OF B.C. President.

4.4.4. When the ITF OF B.C. President receives a recommendation under 4.4.1, 4.4.2, or 4.4.3 to apply a sanction and/or a disciplinary measure falling under the ITF OF B.C.'s jurisdiction (e.g., suspension of activity within the ITF OF B.C. for a certain time, suspension of ITF OF B.C. membership for a period of time, expulsion from ITF OF B.C.), they shall make a decision regarding the recommendation in consultation with the members of the ITF OF B.C. Board of Directors, taking into account the seriousness of the violation of this policy, the facts of the incident, the respondent's (a.k.a. harasser's) previous record, and other relevant factors (e.g., mitigating and/or aggravating factors).

4.5. Sanctions and /or Disciplinary Measures

- 4.5.1. ITF OF B.C. members and staff who, following an investigation, are found guilty of violating this policy are subject to sanctions and/or disciplinary measures. Those include, but are not limited to, the following:
- (a) Apology (either verbal or written);
 - (b) Education and training;
 - (c) Counselling;
 - (d) Reprimand (verbal or written);
 - (e) Suspension of activity within the ITF OF B.C. (e.g., participation in ITF OF B.C. governance, participation in ITF OF B.C. sanctioned events, teaching of Taekwon-Do in a ITF OF B.C. Affiliated School, work as ITF OF B.C. Staff) for a period of time;
 - (f) Suspension of ITF OF B.C. membership for a period of time;
 - (g) Permanent termination of activity within the ITF OF B.C. (e.g., participation in ITF OF B.C. governance, participation in ITF OF B.C. sanctioned events, teaching of Taekwon-Do in a ITF OF B.C. Affiliated School, work as ITF OF B.C. Staff);
 - (h) Expulsion from the ITF OF B.C.;
 - (i) Any other advisable sanction or measure.
- 4.5.2. Recommendations of sanctions and/or disciplinary measures involving termination or suspension of ITF OF B.C. membership or termination or suspension of activity within the ITF OF B.C. shall require the approval of the ITF OF B.C. Board of Directors to become effective.

4.6. Appeals of Decisions

- 4.6.1. Appeals of decisions under this policy may be submitted by a ITF OF B.C. Member or Staff (hereinafter referred to as the “Appellant”) within 30 calendar days of the Appellant being notified of the decision only if a decision contains a sanction of expulsion from the ITF OF B.C. or a suspension of ITF OF B.C. membership for a period of 12 months or more, or permanent termination of activity within the ITF OF B.C. or suspension of activity with the ITF OF B.C. for a period of 12 months or more.
- 4.6.2. Grounds for appeal are limited to:
 - (a) an error in fact that would affect the outcome;
 - (b) an error in interpretation or application of this policy, which would affect the outcome;or
 - (c) an error of procedure or a lack of impartiality with respect to the matter, which affected the reliability or fairness of the final decision (i.e., a failure to provide due process).
- 4.6.3. Appeals are accepted only if they are submitted in writing on the ITF OF B.C.’s Appeal Form to the President of the ITF OF B.C., which may include any documentation that supports the request for the appeal. This Form is available in APPENDIX F of this policy.
- 4.6.4. If the appeal concerns a decision made by the Board of Directors on the basis of a recommendation made by a ITF OF B.C. Instructor under 4.4.1 or a ITF OF B.C. Director under 4.4.2:
 - 4.6.4.1. The President, in consultation with the Chair of the ITF OF B.C. Disciplinary Committee, decides whether the appeal request meets the grounds for appeal and informs the Appellant of the decision. This step normally is completed within 30 calendar days of the Appeal request.
 - 4.6.4.2. If the appeal request meets the grounds, the ITF OF B.C. Disciplinary Committee reviews copies of the documentation considered in making the decision under appeal, including copies of the recommendation and rationale, and any documentation submitted by the Appellant with the appeal.
 - 4.6.4.3. After reviewing this material, the ITF OF B.C. Disciplinary Committee determines whether: (a) the appeal should be dismissed; or (b) the appeal should be granted. If (b), the Appeal Panel may make recommendations as to any further action(s) that should be taken. Further action may include, but is not limited to, re-consideration based on corrected facts or corrected procedure.
 - 4.6.4.4. The Disciplinary Committee’s decision and, if any, the recommendations made by the Committee are communicated by the Chair of the Committee to the ITF OF B.C. President.
 - 4.6.4.5. The Disciplinary Committee’s decision, including the rationale for the decision, is communicated in writing to the Appellant by the President. This normally occurs within 30 calendar days of the Appeal request.

- 4.6.4.6. The decision of the Disciplinary Committee is final and is not open to further question or appeal.
- 4.6.5. If the appeal concerns a decision made by the Board of Directors on the basis of a recommendation made by the ITF OF B.C. Disciplinary Committee under 4.4.3:
 - 4.6.5.1. The President, in consultation with the Chair of the ITF OF B.C. Disciplinary Committee, decides whether the appeal request meets the grounds for appeal and informs the Appellant of the decision. This step normally is completed within 30 calendar days of the Appeal request.
 - 4.6.5.2. If the appeal request meets the grounds, the President, in consultation with the Chair of the ITF OF B.C. Disciplinary Committee, forms an ad hoc Appeal Panel comprising a chair and two members to consider the appeal. The Appeal Panel shall not include any member of the ITF OF B.C. Board of Directors or Disciplinary Committee involved in the decision being appealed.
 - 4.6.5.3. The Appeal Panel reviews copies of the documentation considered in making the decision under appeal, including copies of the recommendation and rationale, and any documentation submitted by the Appellant with the appeal.
 - 4.6.5.4. After reviewing this material, the Appeal Panel determines whether: (a) the appeal should be dismissed; or (b) the appeal should be granted. If (b), the Appeal Panel may make recommendations as to any further action(s) that should be taken. Further action may include, but is not limited to, re-consideration based on corrected facts or corrected procedure.
 - 4.6.5.5. The Appeal Panel's decision and, if any, the recommendations made by the Panel are communicated by the Chair of the Panel to the President.
 - 4.6.5.6. The Appeal Panel's decision, including the rationale for the decision, is communicated in writing to the Appellant by the President. This normally occurs within 30 calendar days of the Appeal request.
 - 4.6.5.7. The decision of the Appeal Panel is final and is not open to further question or appeal.

5. SUPPORT

- 5.1. Upon receipt of a harassment complaint at any level, the complainant may be directed to a list of resources available in APPENDIX G, if appropriate.

6. PROTECTION

6.1. Protection from reprisals, retaliation, threats, and intentional false complaints

- 6.1.1. Any acts of retaliation, including threats, intimidation, reprisals, or hostile action, against a person who has filed a formal complaint, reported, or disclosed an incident, or has participated in any manner in the investigation or resolution of a report of harassment are prohibited.

- 6.1.2. Intentional false accusations of harassment (e.g., reports or complaints that are filed in bad faith) are also prohibited. Such accusations occur when a person purposefully misrepresents the facts or makes accusations maliciously, without regard for the truth. Intentional false accusations do not include reports made in good faith, even if the facts alleged in the report or formal complaint cannot be substantiated by an investigation.
- 6.1.3. Allegations that a complaint has been made in bad faith or that retaliation has occurred may be investigated using the same procedure that is used to investigate complaints or reports of harassment under this policy. Individuals who are found to have engaged in retaliation or made intentionally false accusations may be subject to sanctions and/or disciplinary action following disciplinary proceedings.

6.2. Protection of confidentiality and privacy

- 6.2.1. The ITF OF B.C. understands that it can be extremely difficult for someone to come forward with the complaint of harassment and that it can be devastating for someone to be wrongly convicted of harassment.
- 6.2.2. The ITF OF B.C. recognizes the interests of both the complainant and the respondent (i.e., the person who is identified as the harasser in the complaint) in keeping the matter strictly confidential during all stages of the reporting and investigations and will also be subject to such duty after the termination of the proceedings. The privacy and reputation of all parties must be protected at all times. However, based on legal advice, the ITF OF B.C. may decide to unveil facts related to the case, in full or partially, if the interest of the public and/or of the ITF OF B.C. so requires.
- 6.2.3. Any complaint received pursuant to this policy shall be considered to be strictly confidential, and all persons involved in its handling shall have the duty to take all necessary measures to maintain and protect such confidentiality. They will not disclose the circumstances related to an incident of harassment or the names of the complainant, the individual alleged to have committed the harassment and any witnesses, except (a) where necessary to investigate the incident or to take corrective action, or to inform the parties involved in the incident of the results of the investigation and any corrective action to be taken to address the incident, (b) where necessary to inform members of a specific or general threat of harassment or potential harassment, or (c) as required by law.

7. The use of Informal Process in Complaint Resolution

- 7.1. The resolution of a complaint through an informal resolution process involves seeking a way to resolve a complaint by talking privately with the people involved in the complaint and taking steps with them to resolve the situation without formally investigating the allegation or referring the matter to a disciplinary body.
- 7.2. There are many advantages to dealing with complaints informally rather than formally. The informal process is flexible, meaning it can move forward in many different ways. It involves fewer people. It is often quicker than the formal complaint process. It also is less stressful and less disruptive to the complainant and the respondent. In addition, it may help to preserve the relationship between the parties.

- 7.3. Not all harassment complaints can or should be handled formally. Likewise, not all harassment issues can or should be handled informally. Informal resolution processes are generally not appropriate in cases involving serious or systemic allegations of harassment. However, they are highly recommended as first step in cases involving less serious complaints but only when it is deemed appropriate to proceed informally.
- 7.4. The informal resolution process is a fully voluntary process, meaning:
- 7.4.1. It shall be used only as long as the complainant and the respondent both agree to participate.
 - 7.4.2. Neither party shall ever feel pressured into participating in an informal process.
 - 7.4.3. If the parties agree to participate in an informal resolution process, each party shall have the right to withdraw from the process at any time and request to proceed with an immediate formal process.
- 7.5. When engaged in an informal resolution process, the authority responsible for resolving the complaint shall end the process if the parties are at an impasse, or it becomes evident that the process will not be successful.



APPENDIX A

Harassment Incident Report Form

(Please complete form electronically and print once completed)

1. Complainant:

First Name:Last Name:

Province: City:.....Dojang/School:.....

Address:

E-mail address:

Telephone/mobile number:

If not the same person as above, name of the person who allegedly experienced harassment:

First Name:Last Name:

Province: City.....Dojang/School.....

Address:

E-mail address:

Telephone/mobile number:

2. Alleged harasser:

First Name:Last Name:

Province: City.....Dojang/School.....

Address:

E-mail address:

Telephone/mobile number:

3. Witness(es) (if any):

First Name:Last Name:

Contact information (if known):

First Name:Last Name:

Contact information (if known):



- 5. If you have any documents in your possession that could be relevant to the complaint, please attach them to this report.
- 6. List any documents a witness, another person or the alleged harasser(s) may have in their possession that could be relevant to the complaint:

.....

.....

.....

.....

- 7. All complaints of harassment should be sent to the proper authority as described in Section 4.1 of the *ITF OF B.C. Adult Harassment Policy* (available at <https://www.ITF of B.C..org/>).

This report is submitted to:

Name:

Title:

Organization/School/Dojang:

Address:

E-mail address:

Telephone/mobile number:

Please note that sending e-mail over the internet is not secure in that it can be intercepted, manipulated and retransmitted. This is why you are advised to return the completed form and all attachments to the proper ITF OF B.C. authority by courier or registered mail. However, should you prefer to deliver them electronically, you are advised to use a method that is considered reasonably secure within the context of accepted security practices and by which receipt of the information can be confirmed.

8. Declaration and Signature

I, hereby, declare that all the information provided on this I form is true and complete.

(Signature of COMPLAINANT)

(Date of signature)



PLEASE NOTE:

In case that any part of the requested information is not provided, the complainant shall explain the reasons for the missing information.

The ITF OF B.C. will not accept anonymous complaints.

9. Consent

I, hereby, authorize the ITF OF B.C. to:

- Investigate the issues described on this form.
- Access all information pertaining to the allegation(s) of harassment made in this report.

I understand that the ITF OF B.C. may be unable to investigate the allegation(s) reported on this form if I do not agree with the above and decline to sign this authorization.

(Signature of COMPLAINANT)

(Date of signature)

IMPORTANT

Make sure that you have answered all of the relevant questions correctly and that you have signed and dated your signature as requested on this form. An incomplete form will delay the processing of your complaint while it is returned to you to be completed.

APPENDIX B

Investigation Checklist

Conduct your investigation promptly after learning of the complaint.

- Ensure that the investigation remains confidential, and that all information gathered remains confidential. Information should be shared only where necessary, and with appropriate parties. They must also be informed of the need to remain confidential.
- Investigate all claims seriously.
- Document all information appropriately.
- Contact the authorities where appropriate.

Interviewing the Complainant

- Obtain a full account of the incident, and document all details provided.
- Determine any potential pattern involved, or if the incident was a singular occurrence.
- Obtain a written, signed and dated statement from the claimant (unless they wish to remain anonymous as per the Harassment Policy).
- Ensure that the complainant is free from retaliation as a result of their coming forward.
- Is the complainant interested in receiving a list of their province's sexual abuse/harassment resource list?

Sample Questions to Ask the Complainant:

1. What happened?
2. What was the date, time and duration of the incident or behaviour?
3. How many times did this happen?
4. Where did it happen?
5. How did it happen?
6. Did anyone else see it happen? Who? What did they say? What did they do?
7. Was there physical contact? Describe it. Demonstrate it.
8. What did you do in response to the incident or behaviour?
9. What did you say in response to the incident or behaviour?
10. How did the subject of the allegation react to your response?
11. Did you report this to anyone else within the ITF OF B.C.? Who? What they say and/or do?
12. Did you tell anyone else outside the ITF OF B.C. about the incident or behaviour? Who? What did they say and/or do?
13. Do you know whether the subject of the allegation has been involved in any other incidents?
14. Do you know why the incident or behaviour occurred?
15. Do you know anyone else who can shed light on this incident?
16. Is there anything else you want to tell me that I haven't asked you?

Interview the Alleged Harasser

- Obtain a written, signed and dated statement from the claimant.
- Describe details the accusation, and ask for clarification on any discrepancies between the two stories.
- Determine any potential for retaliation, and inform the accused that this would be unacceptable.
- Document all pertinent details of the interview, including observations of behaviour displayed and their account of the incident.

Sample Questions for the Alleged Harasser:

1. What happened?
 - a. ***If the subject denies that the incident occurred, ask:***
 2. Is there any reason anyone would invent or lie about the incident?
 3. Where were you when the alleged incident occurred?
 4. Do you have any witnesses who can corroborate your whereabouts at the time of the incident?
 - b. ***If the subject doesn't deny that the incident occurred, ask:***
 5. When and where did this happen?
 6. What were the circumstances leading up to the incident?
 7. Who else was involved?
 8. What is your connection to the complainant?
 9. Are you aware of any other complaints by this person?
 10. Recount the dialogue that occurred in order of what was said.
 11. What did the complainant do or say?
 12. Is there any evidence to support your account of what happened?
 13. Is there anyone else we should talk to who had knowledge of the incident or the circumstances surrounding it?
 14. Have you talked to anyone about the incident? Who? What did you tell them?

Interviewing Witnesses

- Obtain written, dated and signed statements from any witnesses.
- Ensure that the witness is free from retaliation as a result of their coming forward.

Sample Questions for Witnesses:

1. What did you witness?
2. What was the date, time and duration of the incident or behaviour you witnessed?
3. Where did it happen?

4. Who was involved?
5. What did each person do and say?
6. Did anyone else see it happen? Who?
7. What did you do after witnessing the incident or behaviour?
8. Did you say anything to the parties involved in response to what you witnessed?
9. How did the complainant and the subject of the allegation react to your response?
10. Did you report this to anyone? To whom? When? What they say and/or do?
11. Did you tell anyone about the incident or behaviour? Who?
12. Do you know why the incident or behaviour occurred?
13. Do you know anyone else who can shed light on this incident?
14. Is there anything else you want to tell me that I haven't asked you?

APPENDIX C

Harassment Investigation Report Template

Date investigation was opened: _____

Name of Investigator(s): _____

Name of complainant(s): _____

Name of respondent (s): _____

Description of the allegation (include names, location of incidents, times, dates and any other relevant information):

Interview timeline (include dates and times of interview, location of interview, names of everyone present).

Summary of evidence that confirms or denies allegation:

Recommended actions:

Actual actions that will be taken & date when actions will be taken:

Date complainant was notified of what actions will be taken and when: _____

Other post-investigation follow-up conversation(s) (include dates, names and topics of discussion).

Date investigation was closed: _____

(Signature of INVESTIGATOR)

(Date of signature)

APPENDIX D

What criteria need to be met to establish whether there was harassment?

Harassment is serious. To substantiate harassment allegations, it must be demonstrated to the satisfaction of the ITF OF B.C. authority reviewing the evidence (be it a ITF OF B.C. Instructor or Director or the ITF OF B.C. Disciplinary Committee) that, according to the balance of probability:

- a) The respondent displayed an **improper and offensive conduct** including objectionable acts, comments or displays, or acts of intimidation or threats, or acts, comments or displays in relation to the ITF policy on harassment.
- b) The behaviour was **directed at** the complainant or at another person and was witnessed by the complainant;
- c) The allegedly harassed person was **offended or harmed**, including the feeling of being demeaned, belittled, personally humiliated or embarrassed, intimidated or threatened Unless this policy otherwise provides or in cases where authority relations exist or the acts were addressed towards minors;
- d) The respondent **knew or reasonably ought to have known** that such behaviour would cause offence or harm; and
- e) There was a **series of incidents or one severe incident** that had a serious impact on the individual.

In order to make a finding of harassment, **each** of the above elements must be present. If even one of these elements cannot be proven, there will not likely be a finding of harassment.

APPENDIX E

Examples of what may or may not constitute harassment

Please note that this presentation of examples is not meant to be exhaustive or fully comprehensive. Other examples of harassment could be provided to help discriminate between behaviours that may constitute harassment, and behaviours that may not.

Please also note that each case is unique and should be examined in its own context and according to the surrounding circumstances as a whole.

Examples of what generally constitute harassment

1. Serious or repeated rude, degrading, or offensive remarks, such as teasing related to a person's physical characteristics or appearance, put-downs, or insults.
2. Displaying sexist, racist or other offensive pictures, posters.
3. Sending sexist, racist or other offensive e-mails or text messages.
4. Repeatedly singling out a person by assigning him/her with demeaning and belittling jobs that are not part of his/her regular duties.
5. Threats, intimidation, or retaliation against a person who has expressed concerns about perceived unethical or illegal behaviours.
6. Unwelcome social invitations, with sexual overtones or flirting, with a colleague or a subordinate (e.g., assistant, lower rank).
7. Unwelcome or unwanted sexual advances which may or may not be accompanied by explicit or implicit threats or promises of rewards in exchange for sexual favours.
8. Commenting on someone's physical appearance (e.g., looks, dress) in a way that is objectifying or makes them uncomfortable.
9. Condescending, paternalistic or patronizing behaviour that undermines self-esteem diminishes performance or negatively affects the work or training environment.
10. Intimidation, threats, verbal abuse, blackmail, yelling or shouting.
11. Caressing, kissing, or fondling someone against their will (could be considered assault if the harassment someone experiences is particularly aggressive).
12. Comments destroying a person's reputation, repeated insinuations, or unfounded accusations.
13. Insults or humiliations, repeated attempts to exclude or isolate a person.
14. Invasion of personal space (getting too close for no reason, brushing against or cornering someone).
15. Persistently asking someone out, despite being turned down.
16. Regularly following or constantly waiting for someone, watching that person's comings and goings.
17. Racist and discriminatory comments or offensive jokes.
18. Inappropriate questions, suggestions, or remarks about a person's sex life.
19. Systematically interfering with normal work or training conditions, sabotaging places or instruments of work or training.

20. Abuse of a situation of formal or informal authority or power to threaten a person's job or undermine his or her performance.
21. Intentionally and repeatedly hurting, frightening, intimidating, or humiliating someone smaller, less powerful, or more vulnerable in public to dominate the person or force the person to do what one wants.
22. Falsely accusing and undermining a person behind closed doors, controlling a person's reputation by spreading rumors controlling the person by withholding resources (time, budget, autonomy, training, promotion) necessary to succeed.
23. Humiliating a person in front of colleagues, smear campaigns.
24. Arbitrarily taking disciplinary action against a person or a group.
25. Preventing a person from expressing himself or herself: shouting or yelling at the person; threatening; constantly interrupting that person; prohibiting the person from speaking to others.
26. Making rude, degrading, or offensive remarks.
27. Making gestures that seek to intimidate.
28. Engaging in reprisals/retaliation for having made a complaint under this policy.
29. Discrediting a person by spreading malicious gossip or rumours.
30. Ridiculing or humiliating a person or a group because of their gender, sexual orientation, race/ethnicity, nationality, culture, religion, age, physical or mental condition/disability, rank/degree/grade, function, status, and any other such individual or group characteristics.
31. Compelling a person to perform tasks that are inferior to their competencies and that demean or belittle them.
32. Setting a person up for failure.
33. Name calling in private or in front of others.
34. Isolating a person by no longer talking to them, denying, or ignoring their presence, distancing them from others.
35. Mocking/making fun of a person' beliefs, values, religion, or disability.
36. Discriminating against a person or a group because of their gender, sexual orientation, race/ethnicity, nationality, culture, religion, age, physical or mental condition/disability, rank/degree/grade, function, status, and any other such individual or group characteristics.
37. Displaying or distributing offensive, derogatory, or sexually explicit pictures, photographs, cartoons, drawings, symbols, and other materials.
38. Unwanted and unnecessary touching, patting, stroking, or other physical contact.
39. Offensive remarks about sexual orientation.
40. Racist language, slurs, derogatory comments, and stereotypes.
41. The telling of racist or ethnic jokes that are by their nature embarrassing or offensive.
42. The display or distribution of racist cartoons, posters, graffiti, books, or pamphlets.
43. Making unwelcome remarks or jokes about someone's race, religion, sex, age, or disability.
44. Regularly making inappropriate comments to someone about their physical appearance.

45. Requiring that a person identifies themselves as either male or female (this may be a case of discrimination based on gender identity or expression).

Examples of what may constitute harassment

1. Criticizing, insulting, blaming, reprimanding, or condemning a person or a group in public.
2. Exclusion from group activities or assignments without valid reason.
3. Statements damaging to a person's reputation.
4. Making sexually suggestive remarks.
5. Removing areas of responsibility for no real reason.
6. Inappropriately giving too little or too much work, responsibility, or visibility.
7. Unjustifiably monitoring everything that is done.
8. Blaming whenever things go wrong without just cause.

Examples of what does not generally constitute harassment

1. Day-to-day management such as allocating work or assigning tasks, setting and requiring performance standards, following-up on absences, reference checks, taking corrective or disciplinary measures when justified (up to and including termination) – While exercising these functions is not harassment, how such functions are exercised can risk giving rise to the potential for harassment or perceptions of harassment.
2. A single or isolated incident such as an inappropriate remark or having an abrupt manner.
3. Exclusion of individuals for a particular job based on specific occupational requirements necessary to accomplish the safe and efficient performance of the job.
4. A social relationship welcomed by both individuals.
5. Friendly gestures among colleagues or friends such as a pat on the back.
6. Faux pas or unintentional mistake.
7. Difficult conditions inherent to work or training.
8. Difficult professional constraints such as a budget reduction exercise.
9. Organizational or operational changes.
10. Conflicts – conflicts in themselves do not constitute harassment but could turn into harassment if no steps are taken to resolve the conflict.
11. Stress or burden on one's emotional or mental well-being created by demands related to work or training – stress related to work and training in themselves do not constitute harassment, but the accumulation of stress factors may increase the risk of harassment.
12. Criticisms – criticism in itself does not constitute harassment if it is constructive criticism but could turn into harassment if it is directed at the person rather than their performance or solely focuses on the negatives.
13. Providing feedback or giving advice to someone on their performance appraisal when done in a respectful non-discriminatory manner.



APPENDIX F
Appeal Form

This form is used to file an appeal with the International Taekwon-Do Federation of B.C. (ITF OF B.C.) after the ITF OF B.C. has given notice of its decision regarding a complaint of harassment against an ITF OF B.C. member or staff.

*An appeal may be filed by a defendant or a complainant. In both instances, the appeal must be set **to the President of the ITF OF B.C. within 30 calendar days** of the Appellant being notified of the ITF OF B.C.'s decision.*

*For assistance in completing the form, and for further information about the appeal process, you are encouraged to consult the **ITF OF B.C. Adult Harassment Policy** on the ITF OF B.C. website at <https://www.ITFofB.C..org/>.*

1. Identification of the person filing the appeal (the “Appellant”)

a) Title: Mr.____Mrs.____Ms.____Miss____Master____Grand Master _____

b) Full Name: _____

c) Address: _____

d) Phone: _____ E-mail: _____

e) Are you a member of ITF OF B.C.? ____ Yes ____ No

f) If yes, provide the following: Rank/Degree _____ ITF Plaque/License No: _____

g) Name of ITF OF B.C. School/Dojang: _____

2. Grounds for the Appeal

Please select the box(es) that best explain why the appeal is being made.

- An error in fact that would affect the outcome.
- An error in interpretation or application of the *ITF OF B.C. Adult Harassment Policy*, which would affect the outcome.
- An error of procedure that would affect the outcome.
- A lack of impartiality with respect to the matter that would affect the fairness of the final decision.
- New evidence that would affect the final decision.
- Other – please explain: _____

3. Details of the Appeal

Please provide a brief outline of your concerns and be as specific as possible. For example, if you believe that the process used by ITF OF B.C. in handling the complaint was flawed, indicate in what way it was flawed. Similarly, if you believe that the decision made by ITF OF B.C. was unreasonable, indicate in what way it was unreasonable. Similarly again, if you provide new information or documentation which you believe is relevant to your appeal and which was not available to the ITF OF B.C. in its initial consideration of the complaint, indicate how it is related to your appeal.

4. Previous Appeals

Please list any previous appeals with the ITF OF B.C. that may relate to this matter.



5. Declaration and Signature

I, hereby, declare that all the information provided on this form is true and complete.

I understand that I must return this Appeal form to the President of the ITF OF B.C. within 30 calendar days of being notified of the ITF OF B.C.'s decision.

(Signature of APPELLANT)

(Date of signature)

6. Consent

I, hereby, authorize the ITF OF B.C. to:

- Investigate the issues described in this appeal.
- Access information related to this appeal.

I understand that the ITF OF B.C. may be unable to process my appeal if I do not agree with the above and decline to sign this authorization.

(Signature of APPELLANT)

(Date of signature)

IMPORTANT

Make sure that you have answered all of the relevant questions correctly and that you have signed and dated your signature as requested on this form. An incomplete form will delay the processing of your appeal while it is returned to you to be completed.

Return the completed form and all attachments by courier or registered mail to:

***The President of the ITF OF B.C.
123-4100 24 Avenue
Vernon, B.C. V1T 3L4
Tel: (250) 306-2285***



APPENDIX G

Provincial and National Resource List for Victims of Sexual Assault and Sexual Abuse

A: NATIONAL RESOURCES

For Canada, the Federal Ombudsman website- <https://victimsfirst.gc.ca/> has a directory for victim service units or call 1-866-4818423

SANE (Sexual Assault Nurse Examiner); open to all genders; several sites and phone numbers by region

B: PROVINCIAL RESOURCES: British Columbia

Info on how to report a sexual assault:

<https://www2.gov.bc.ca/gov/content/justice/criminal-justice/bcs-criminal-justice-system/reporting-a-crime/how-to-report-a-crime>

Youth against violence hotline:

<http://www.youthagainstviolenceline.com/>

VictimLink BC:

<https://www2.gov.bc.ca/gov/content/justice/criminal-justice/victims-of-crime/victimlinkbc>

Third party reporting of a sexual assault:

<https://www2.gov.bc.ca/gov/content/justice/criminal-justice/bcs-criminal-justice-system/reporting-a-crime/victim-or-witness-to-crime/third-party-reporting-for-victims-of-sexual-offences>

Sexual assault support center:

<https://www.amssasc.ca/support/how-do-i-access-support/>

Rape crisis center:

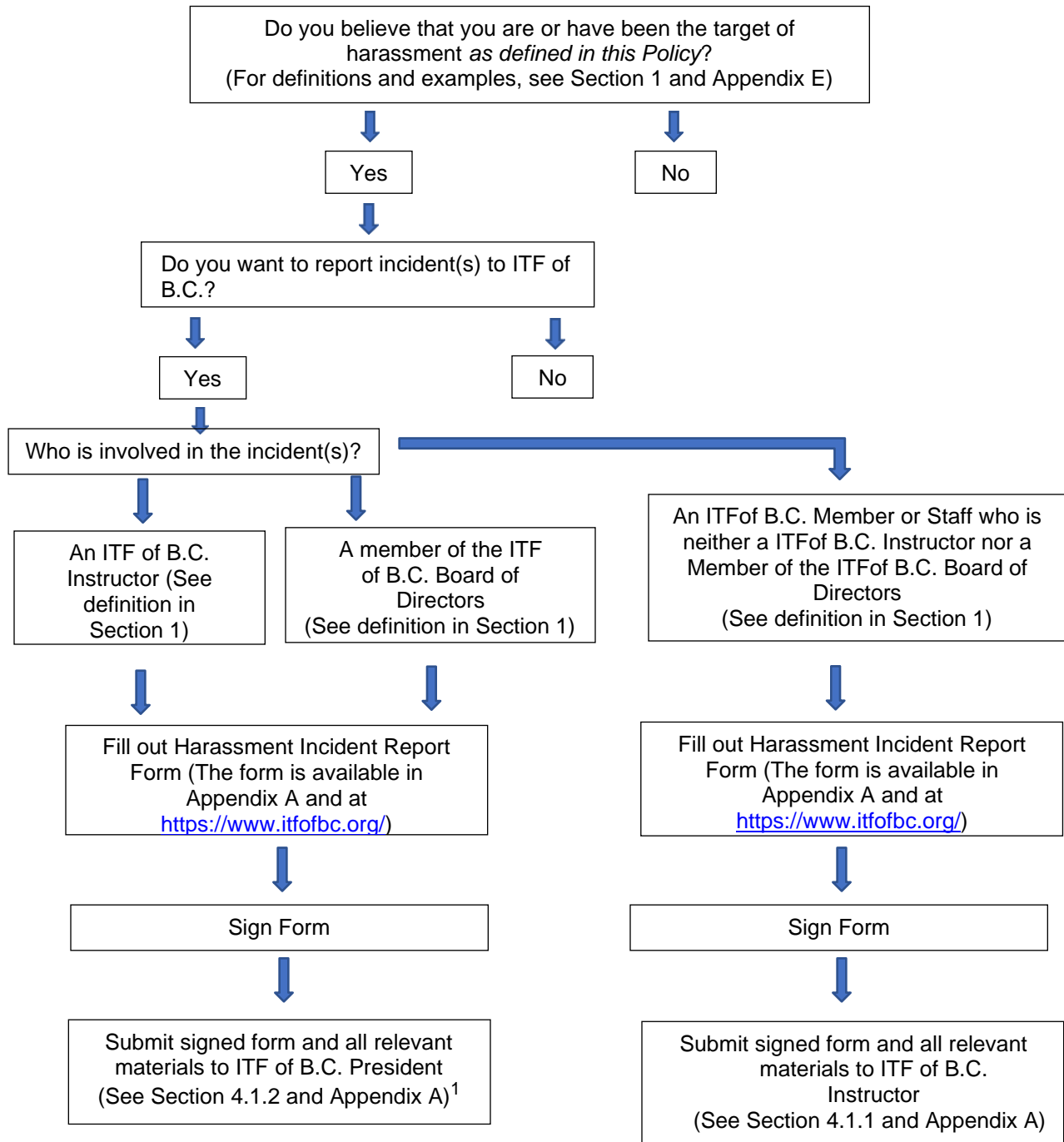
<https://www.wavaw.ca/>

A guide on your legal rights and procedures after you report a sexual assault:

<https://www.wavaw.ca/>

APPENDIX H

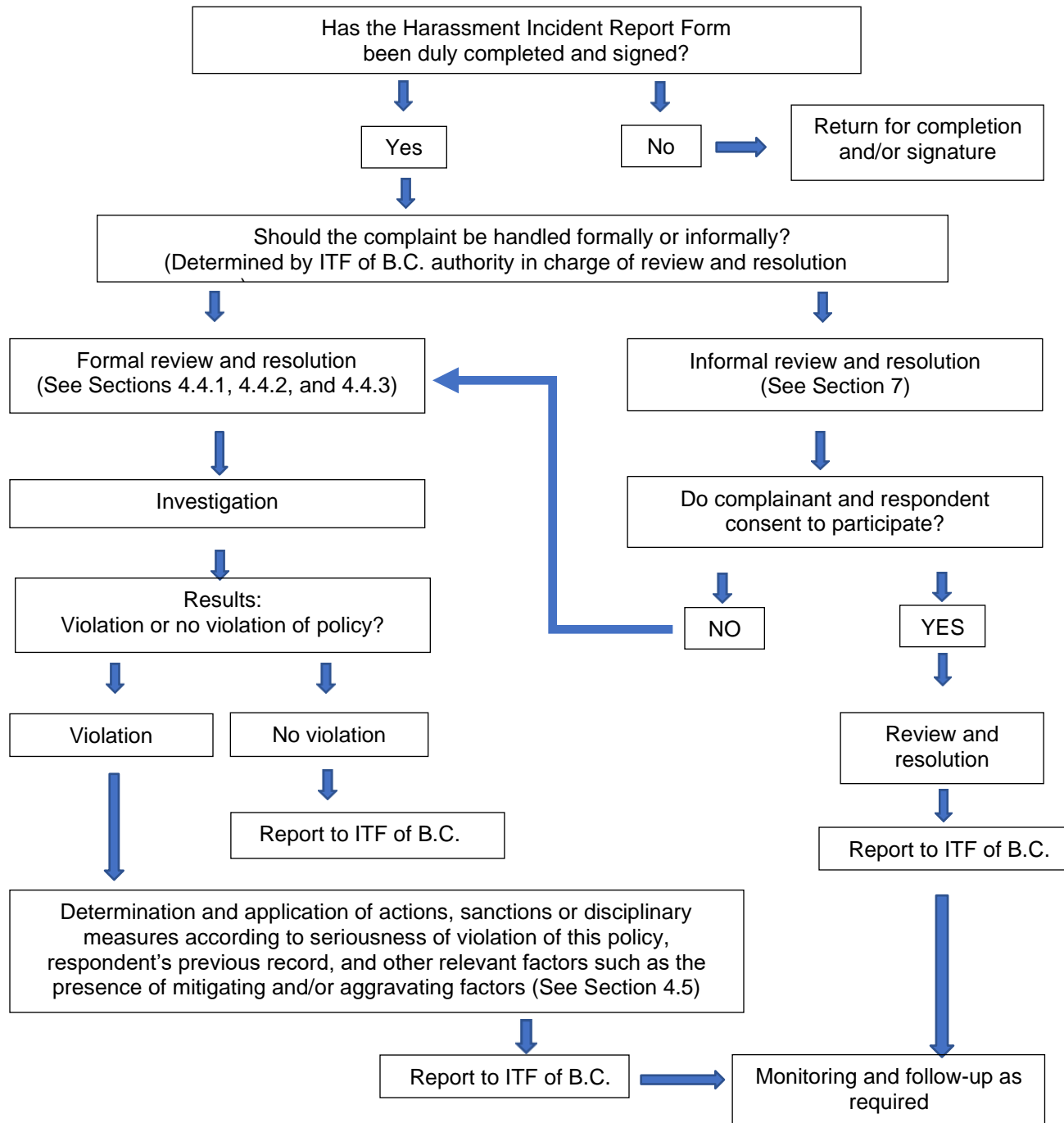
Harassment Allegation Reporting Flow Chart



¹ Upon receipt, the President will forward your complaint to the appropriate ITF OF B.C. Director(s) for review if it involves a ITF OF B.C. Instructor. If it involves a member of the ITF OF B.C. Board of Directors, the President will forward it for review to the ITF OF B.C. Disciplinary Committee.

APPENDIX I

Harassment Allegation Review and Resolution Process Flow Chart¹



¹ Before initiating the review and resolution process, the ITF OF B.C. authority in charge of the process shall ensure the safety of students and contact appropriate emergency medical and/or police services whenever needed.