

APPENDIX C

Tacoma Aikikai Code of Conduct GRIEVANCE REPORT

Name of Notifier _____

Date of Notification _____

Verbal or Written Notification?

- **Verbal:**
If verbal complaint/notification, please provide name of Ethics Committee Member completing report on notifier's behalf: _____
- **Written:**
If written complaint/notification, please complete below.

Does Notifier Request Anonymity and/or Confidentiality*?

- Yes
- No

Time and Date of Incident: _____

Location where incident occurred (e.g. at dojo, event outside of dojo)

Description of Incident

Name(s) of Person(s) Involved in Incident

Name(s) of Any Witness(es) to Incident

*Requests for anonymity and/or confidentiality will be respected and provided to the extent practicable, and will be evaluated based on the circumstances of the reported incident.

How to file this form: 1.) Email a copy to tacomaaikikai@gmail.com; 2.) Email a copy to any dojo Ethics Committee member (see addresses posted in dojo); 3.) Submit a verbal or written report to any dojo Ethics Committee member (contact info posted in dojo); 4.) Submit a hard copy by placing it in the dojo cash box; 5.) Submit using the [online google form](#).