

## **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)**

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**Description of Incident**

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

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

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\*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 [tacomaaiikikai@gmail.com](mailto:tacomaaiikikai@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](#).