

# 1 International Horn Society Harassment Policy and Procedure

## 3 1. Policy Context

4 1.1. The International Horn Society (IHS) is the world's leading horn society dedicated to  
5 performance, teaching, compositions, research and the preservation and promotion of the  
6 horn as a musical instrument.

8 1.2. The IHS is dedicated to harassment-free experiences for everyone, regardless of  
9 gender, gender identity and expression, sexual orientation, disability, physical appearance,  
10 body size, race, age, religion, nationality, or any other categories protected by the law.

12 1.3. The IHS will not tolerate harassment in any form by employees, board members, and  
13 anyone acting on behalf of the society, including, but not limited to volunteers and  
14 vendors. Allegations of harassment that are reported will be taken seriously and will be  
15 pursued to the full legal extent required. Any representatives of the society found to have  
16 harassed others while representing the society, whether as part of conducting society  
17 business or at an IHS event or IHS-sponsored event, will be removed from their position.

19 1.4. This Harassment Policy and Procedure (the policy) provides a framework for the IHS  
20 behavior, activities, recording, and reporting. These include public statements and  
21 documents that are aligned and provide guidelines and procedures for Advisory Council  
22 members, staff, representatives, and hosts of events sponsored by the IHS so they do not  
23 place themselves in situations which might result in misunderstandings or allegations of  
24 harassment or abuse.

### 26 1.5 Host Institutions

27 In cases where events are hosted by other institutions, the IHS will follow the host venue's  
28 harassment policies and procedures. IHS will not enter into contractual agreements with  
29 institutions who do not have harassment policies in place, all subject to IHS Advisory  
30 Council review.

### 32 1.6. Definitions:

33 1.6.1. Harassment generally is unwelcome conduct that unreasonably interferes with an  
34 individual's ability to carry out IHS business or to attend, enjoy or perform at our  
35 symposia by creating an intimidating, threatening, unsafe, hostile or abusive environment.  
36 Harassment includes but is not limited to:

- 37 • Verbal comments that reinforce social structures of domination related to gender,  
38 gender identity and expression, sexual orientation, disability, physical appearance,  
39 body size, race, age, religion, nationality, and additional categories protected by law
- 40 • Deliberate intimidation, stalking, or following
- 41 • Harassing photography or recording
- 42 • Sustained disruption of talks or other events
- 43 • Advocating for, or encouraging, any of the above behavior
- 44 • Inappropriate physical contact
- 45 • Unwelcome sexual attention
- 46 • Requests for sexual favors
- 47 • Sexual images or jokes in public spaces

48 • Bullying of any sort (See Appendix 4)

49 1.6.2. The Harasser is anyone whose behavior is considered harassment as defined in the  
50 above-mentioned Clause 1.6.1.

51 1.6.3. The Harassee is anyone who considers themselves to have been threatened,  
52 intimidated, alarmed or is in fear of their own safety as described in the above-mentioned  
53 Clauses 1.6.1. and 1.6.2.

54 1.6.4. The Harasser and Harassee can be of the same or different genders.

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56 1.7. **Participants** include anyone attending the symposia, including, but not limited to:  
57 Members of the IHS Advisory Council, IHS Staff, Featured Artists, Participating Artists,  
58 Support Artists, Exhibitors, IHS Staff, Host Staff, Venue Staff including cleaners and  
59 caterers, participants and volunteers.

60 1.7.1. Participant Code of conduct

61 1.7.1.1. All Participants must commit to follow the guidelines and procedures outlined in  
62 this policy, especially Appendix 3 (Awareness) Appendix 4 (Recognizing Bullying) and  
63 Appendix 5 (Code of Conduct).

64 1.7.1.2. All Participants will be subject to the terms of this policy when attending IHS  
65 sponsored events. The terms of the current IHS anti-harassment policy can be found at:

66 [www.hornsociety.org/harassment](http://www.hornsociety.org/harassment)

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68 1.8. This policy has regard to relevant legislation on harassment and safeguarding and is  
69 available on the IHS website.

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## 71 **2. Statement of Policy**

72 The IHS recognizes that participants of all races, religions and cultures, with or without  
73 disabilities, from any model of family life have an equal right to protection from abuse,  
74 threatening or hostile behavior, and enjoy a safe, protective environment.

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## 76 **3. Implementing the policy to create a safe and protective environment**

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78 3.1. Reporting and recording of incidents

79 3.1.1. Any reporting or complaints will be received by all members of the Executive  
80 Committee of the IHS, referred to henceforth as the “Designated Contacts.” See Appendix  
81 1.

82 3.1.2. Should an incident and/or allegation occur it should be reported to and managed by  
83 the Designated Contacts; or if unavailable, an Advisory Council member as soon as  
84 possible or on the same day of the incident. The report will be followed as soon as  
85 possible by a meeting or discussion with the Designated Contacts; in accordance with the  
86 Management of Allegations. See Appendix 2

87 3.1.3. A report template is included in Appendix 6

88 3.1.4. Written records must be kept for any reported incidents. Records will be  
89 confidentially and securely stored by the Executive Director in accordance with current  
90 Data Protection Laws and Regulations.

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## 92 **4. Annual Review**

93 The members of the Advisory Council of the IHS will undertake an annual review of this  
94 Harassment Policy and Procedure. All Advisory Council members will receive a copy of

95 the policy. With each review, necessary changes and/or training for IHS representatives  
96 will be considered.

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98 **Appendix 1 – Designated Contacts details**

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100 **1.1 Designated Contacts** for this process will be the Current IHS Executive Director,  
101 President, Vice-President, and Secretary-Treasurer: [https://hornsociety.org/ihs-](https://hornsociety.org/ihs-people/officers)  
102 [people/officers](https://hornsociety.org/ihs-people/officers)

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104 **1.2 Secondary Contacts** – Advisory Council Members as per the IHS website.  
105 <https://www.hornsociety.org/home/advisory-council-members-and-officers>

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107 **Appendix 2 - The Management of Allegations**

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109 2.1. The Designated Contacts shall receive the initial reports of inappropriate behavior or  
110 abuse (whether physical, sexual, emotional abuse). It is in everyone’s interest for cases to  
111 be dealt with expeditiously, fairly and thoroughly and for unnecessary delays to be  
112 avoided.

113  
114 **2.2. General considerations relating to allegations and concerns of abuse**

115 It is understood that failure on the part of Designated Contacts to report an allegation or  
116 concern in accordance with these procedures is serious and a potential disciplinary matter.  
117 The person(s) to whom an allegation or concern is first reported should treat the matter  
118 seriously and keep an open mind. Upon receiving this report, they should NOT:

119 2.2.1. Investigate or ask leading questions, but only seek clarification of the  
120 allegation/concern.

121 2.2.2. Make assumptions or offer alternative explanations.

122 2.2.3. Promise confidentiality, but give assurance that the information will only be shared  
123 on a ‘need to know’ basis.

124  
125 **2.3. Contact with the Harassee**

126 Once the report has been received and discussed by the Designated Contacts, one of the  
127 Designated Contacts will be selected to make contact with the individual who has filed the  
128 report. When contact is made, this person as well as a second person per Section 2.8  
129 below, will follow the following procedure:

130 **2.3.1. Listening to the Harassee**

131 Whenever someone has suffered harassment, the initial response from the Designated  
132 Contact should be limited to listening carefully to what person is saying in order to:

133 2.3.1.1. Clarify the concerns.

134 2.3.1.2. Explain what action will be taken.

135 2.3.1.3. The Harassee must not be pressed for information, led or cross-examined or given  
136 false assurances of absolute confidentiality.

137 2.3.1.4. The Harassee will have the right to bring a support person to any meeting  
138 regarding the incident.

139 2.3.1.5. Per Section 2.8 below, the person designated for record-keeping must also be  
140 present at any meeting.

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142 2.4. Reports made by third parties about others

143 Where a report is made by a third party who witnessed an incident, the same principles of  
144 listening to the person making the report and carefully recording the concerns must be  
145 followed.

146

147 2.5 Once the report of the incident has been completed, the Designated Contacts will meet  
148 to discuss the next step. These include, but are not limited to:

- 149 • Determine how to inform the reported Harasser of the report, and who will make  
150 contact with them
- 151 • Determine whether to recommend further action by the Harassee, including  
152 contacting law enforcement, if deemed appropriate
- 153 • In the case of third party reports, determine the next steps in contacting the  
154 Harassee, if known, and then the reported Harasser

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156 2.6. Contact with the reported Harasser

157 2.6.1 Subject to restrictions on the information that can be shared, the reported Harasser  
158 will be informed as soon as possible about the nature of the report, how enquiries will be  
159 conducted, and the possible outcomes (e.g. disciplinary action, dismissal or referral to a  
160 barring list or regulatory body).

161 2.6.2 In any meeting with a reported Harasser, the information presented by the  
162 Designated Contact should be limited to the information received. After this, any response  
163 should be limited to listening to the reported Harasser who should be treated fairly and  
164 honestly and helped to understand the concerns expressed and processes involved.

165 2.6.2. The reported Harasser will have the right to bring a support person to any meeting  
166 regarding the incident.

167 2.6.3. Per Section 2.8 below, the person designated for record-keeping must also be  
168 present at any meeting.

169 2.6.4 Subsequent to this meeting, the reported Harasser will be:

170 2.6.4.1.kept informed of the progress and outcome of any investigation and the  
171 implications for them.

172 2.6.4.2.informed about the results of the investigation, including any disciplinary or  
173 related process.

174 2.6.4.3. assured that every effort will be made to maintain confidentiality while an  
175 allegation is being investigated and considered.

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177 2.7 Once reports of all meetings about the incident have been completed, the Designated  
178 Contacts will again meet to discuss the next step. These include, but are not limited to:

- 179 • Disciplinary action of the reported Harasser
- 180 • Reporting results of the enquiry to all appropriate parties
- 181 • In the case of third party reports, to inform the person making the report of the  
182 results of the enquiry.

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184 2.8. Documentation Procedures

185 For all reports of harassment, the Executive Director will be responsible for ensuring that  
186 documentation of the incident and subsequent actions are complete. If the Executive  
187 Director is one of the parties involved in the incident, the group of Designated Contacts  
188 will choose a person to fulfill this record-keeping role. The Executive Director, or

189 Designated Contact in the preceding instance, will be present at any meeting to record the  
190 details of that meeting. Written documentation of the incident should include:  
191 2.8.1. written details of the concern / allegation, signed and dated by the person making  
192 the allegation(s) and the person recording them.  
193 2.8.2. any information about times, dates and location of incident(s) and names of any  
194 potential witnesses.  
195 2.8.3. Records of discussions about the Harassee and/or reported Harasser, any decisions  
196 made and the reasons for those decisions.

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198 2.9 If the Harassee pursues legal action against the reported Harasser, the IHS will  
199 cooperate accordingly with legal authorities.  
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#### 201 2.10. Confidentiality

202 Apart from keeping the Harassee and the accused Harasser up to date with progress of the  
203 case, information should be restricted to those who ‘need to know’ in order to protect the  
204 Harassee and reported Harasser, facilitate enquiries, manage related disciplinary or  
205 suitability processes.  
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#### 207 2.11. Preventive or Disciplinary Action

208 Preventive or disciplinary action will be considered based on:

- 209 • The seriousness of the incident
  - 210 • The legal ramifications of the incident and the necessity for legal authorities/law  
211 enforcement
  - 212 • The safety of individuals, current and future
  - 213 • The reputation of the IHS
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### 215 **Appendix 3. Awareness**

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217 3.1. Harassment exists and can present itself in any of the forms defined in the above-  
218 mentioned Clause 1.6. or in combination.

219 3.2. Abuse may be perpetrated by individuals, groups, or networks of individuals.

220 3.3. Harassers may be children under 18 years, in which case extreme sensitivity is  
221 required in the reporting, recording, and confidentiality procedures. Where possible, the  
222 minor’s parent(s) need to be present at all stages of the procedures. If this is not possible  
223 then at all stages of the reporting and recording of the incident, there should be at least two  
224 members of the Advisory Council present including the Executive Director.  
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### 226 **Appendix 4 - Recognizing Bullying**

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228 Bullying is deliberately hurtful behavior, usually repeated over a period of time, where it  
229 is difficult for the victims to defend themselves. Bullying can rapidly escalate into sexual  
230 or serious physical or emotional abuse. The three main types of bullying are:

231 4.1. Physical abuse (e.g. hitting, kicking, stabbing and setting alight), including such abuse  
232 when filmed with mobile telephones.

233 4.2. Verbal abuse such as name-calling or threats – this type of non-physical bullying may  
234 include sexual harassment.

235 4.3. Emotional abuse (e.g. isolating an individual from the group or emotional blackmail).

- 236 4.4. Bullying can also include:  
237 4.4.1. Theft, commonly of personal items.  
238 4.4.2. Information and communication technology-based forms of abuse including mobile  
239 telephone/online (internet) message abuse (e.g. racist, sexist or homophobic).  
240 4.4.3. Mobile telephone or online (internet) visual image abuse – these can include real or  
241 manipulated images.

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## 244 **Appendix 5 – Code of Conduct**

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- 246 5.1. Participants and Representatives of the society shall:  
247 5.1.1. Ensure that physical contact is appropriate and kept to a minimum.  
248 5.1.2. Always maintain a professional relationship.  
249 5.2. Use of phones, electronic communications and e-media. Where any correspondence  
250 via text or email is exchanged this should always be professional.  
251 5.3. Good practice in working with photographs.  
252 5.3.1. It is essential that good practice is followed in respect of working with photographs  
253 especially when relating to children. No photography or filming is carried out without  
254 parental permission.  
255 5.3.1. The following good practice should be followed:  
256 Where promotional pictures are taken at IHS symposiums everyone should be asked to fill  
257 out a photo permission form clearly stating that they give their permission for any images  
258 to be used in documentation and publicity in print, in film or on the website by the IHS.  
259 5.3.2. Photo permission forms are logged and securely stored for future reference.  
260 5.3.3. It is essential that no child under 18 is named in photographs or films in the public  
261 domain and members of the press should be briefed accordingly. Amateur photographers  
262 and film-makers, including parents and carers, may take images of their own child but not  
263 of other children.  
264 5.4. Any incidents which could be misinterpreted should be reported to a Designated  
265 Contact or a member of the Advisory Council as soon as possible.

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## 268 **Appendix 6 – Reporting of Incident - Disclosure form**

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270 Reporting of Incident by Harasseee:

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- 272 1. Make a written record of the information including the time, date and place of the  
273 incident(s), persons present and what was said or done.  
274 2. Sign and date the written record.  
275 3. Immediately report the matter to the IHS Designated Contact or in his/her absence a  
276 member of the Advisory Council of the IHS. The disclosure form template below may be  
277 used. See **Appendix 1**

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Name of Person reporting Incident: \_\_\_\_\_

Contact telephone number: \_\_\_\_\_

Date of birth, if under age 18: \_\_\_\_\_

Parent/Legal Guardian contact details, if applicable:

\_\_\_\_\_

Address/Location of the Incident

\_\_\_\_\_

Note the reason(s) for recording the incident. Provide the following factual information:  
Who? What? When? Where?

\_\_\_\_\_

Offer an opinion where relevant (how and why might this have happened?) Substantiate  
the opinion. Attach a body map or other information, if appropriate:

\_\_\_\_\_

Names of anyone your information was passed to:

\_\_\_\_\_

Check to make sure your report is clear now – and will be clear to a new reader in the  
future.

Signature (electronic or print): \_\_\_\_\_

**Please sign and submit this form to the Designated Contact of the IHS (SUBMIT  
BUTTON)**

**ADDED BY CONTACT/RECIPIENT:**

Name of the Designated Contact (Executive Director or Advisory Council Member)  
receiving this form: (printed) \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_