International Horn Society Harassment Policy and Procedure

1. Policy Context
1.1. The International Horn Society (IHS) is the world’s leading horn society dedicated to performance, teaching, compositions, research and the preservation and promotion of the horn as a musical instrument.

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

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

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

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

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

- Verbal comments that reinforce social structures of domination related to gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion, nationality, and additional categories protected by law
- Deliberate intimidation, stalking, or following
- Harassing photography or recording
- Sustained disruption of talks or other events
- Advocating for, or encouraging, any of the above behavior
- Inappropriate physical contact
- Unwelcome sexual attention
- Requests for sexual favors
- Sexual images or jokes in public spaces
• Bullying of any sort (See Appendix 4)

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

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

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

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

1.7.1. Participant Code of conduct

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

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

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

2. Statement of Policy

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

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

3.1. Reporting and recording of incidents

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

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

3.1.3. A report template is included in Appendix 6

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

4. Annual Review

The members of the Advisory Council of the IHS will undertake an annual review of this Harassment Policy and Procedure. All Advisory Council members will receive a copy of
the policy. With each review, necessary changes and/or training for IHS representatives will be considered.

Appendix 1 – Designated Contacts details

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

1.2 Secondary Contacts – Advisory Council Members as per the IHS website. [https://www.hornsociety.org/home/advisory-council-members-and-officers](https://www.hornsociety.org/home/advisory-council-members-and-officers)

Appendix 2 - The Management of Allegations

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

2.2. General considerations relating to allegations and concerns of abuse

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

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

2.2.2. Make assumptions or offer alternative explanations.

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

2.3. Contact with the Harassee

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

2.3.1. Listening to the Harassee

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

2.3.1.1. Clarify the concerns.

2.3.1.2. Explain what action will be taken.

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

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

2.3.1.5. Per Section 2.8 below, the person designated for record-keeping must also be present at any meeting.
2.4. Reports made by third parties about others
Where a report is made by a third party who witnessed an incident, the same principles of listening to the person making the report and carefully recording the concerns must be followed.

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

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

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

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

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

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

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

- kept informed of the progress and outcome of any investigation and the implications for them.
- informed about the results of the investigation, including any disciplinary or related process.
- assured that every effort will be made to maintain confidentiality while an allegation is being investigated and considered.

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

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

2.8. Documentation Procedures
For all reports of harassment, the Executive Director will be responsible for ensuring that documentation of the incident and subsequent actions are complete. If the Executive Director is one of the parties involved in the incident, the group of Designated Contacts will choose a person to fulfill this record-keeping role. The Executive Director, or
Designated Contact in the preceding instance, will be present at any meeting to record the details of that meeting. Written documentation of the incident should include:

2.8.1. written details of the concern / allegation, signed and dated by the person making the allegation(s) and the person recording them.

2.8.2. any information about times, dates and location of incident(s) and names of any potential witnesses.

2.8.3. Records of discussions about the Harassee and/or reported Harasser, any decisions made and the reasons for those decisions.

2.9 If the Harassee pursues legal action against the reported Harasser, the IHS will cooperate accordingly with legal authorities.

2.10. Confidentiality
Apart from keeping the Harassee and the accused Harasser up to date with progress of the case, information should be restricted to those who ‘need to know’ in order to protect the Harassee and reported Harasser, facilitate enquiries, manage related disciplinary or suitability processes.

2.11. Preventive or Disciplinary Action
Preventive or disciplinary action will be considered based on:

- The seriousness of the incident
- The legal ramifications of the incident and the necessity for legal authorities/law enforcement
- The safety of individuals, current and future
- The reputation of the IHS

Appendix 3. Awareness

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

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

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

Appendix 4 - Recognizing Bullying

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

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

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

4.3. Emotional abuse (e.g. isolating an individual from the group or emotional blackmail).
4.4. Bullying can also include:

4.4.1. Theft, commonly of personal items.

4.4.2. Information and communication technology-based forms of abuse including mobile telephone/online (internet) message abuse (e.g. racist, sexist or homophobic).

4.4.3. Mobile telephone or online (internet) visual image abuse – these can include real or manipulated images.

Appendix 5 – Code of Conduct

5.1. Participants and Representatives of the society shall:

5.1.1. Ensure that physical contact is appropriate and kept to a minimum.

5.1.2. Always maintain a professional relationship.

5.2. Use of phones, electronic communications and e-media. Where any correspondence via text or email is exchanged this should always be professional.

5.3. Good practice in working with photographs.

5.3.1. It is essential that good practice is followed in respect of working with photographs especially when relating to children. No photography or filming is carried out without parental permission.

5.3.1. The following good practice should be followed:
Where promotional pictures are taken at IHS symposiums everyone should be asked to fill out a photo permission form clearly stating that they give their permission for any images to be used in documentation and publicity in print, in film or on the website by the IHS.

5.3.2. Photo permission forms are logged and securely stored for future reference.

5.3.3. It is essential that no child under 18 is named in photographs or films in the public domain and members of the press should be briefed accordingly. Amateur photographers and film-makers, including parents and carers, may take images of their own child but not of other children.

5.4. Any incidents which could be misinterpreted should be reported to a Designated Contact or a member of the Advisory Council as soon as possible.

Appendix 6 – Reporting of Incident - Disclosure form

Reporting of Incident by Harassee:

1. Make a written record of the information including the time, date and place of the incident(s), persons present and what was said or done.

2. Sign and date the written record.

3. Immediately report the matter to the IHS Designated Contact or in his/her absence a member of the Advisory Council of the IHS. The disclosure form template below may be used. See Appendix 1
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: _______________