



INVESTIGATION PROCEDURES FOR ETHICAL CONCERNS

If any individual, be it student, teacher, or supporter of New York Budo Association (NYBA) has a concern that there has been a breach of moral or ethical standards and makes a complaint, the following procedure is to be carried out.

1. The complainant should direct their concern to one or more of the following individuals:
 - Tatiana Hanazaki
 - Michael Rabin
 - Sumie Nakaya
 - Jeemin Kim
2. The individual in part 1, who has received the complaint will then inform the Board of Directors of NYBA in writing within 24 hours.
3. An investigation will then be conducted by the ethics committee. The investigation will consist of, but not be limited to, conversations with the complainant, alleged violator, and potential witnesses.
4. Within 72 hours, the ethics committee will discuss its findings with the Board of Directors. At that time, the Board of Directors will determine appropriate action to be taken in response to the complaint. If the complaint is against a teacher at NYBA, is true, and is deemed egregious by the Board, termination of the teacher will result. If the complaint is not egregious, but is true, appropriate action will be taken to remedy the situation and ensure integration of moral and ethical principles with educational and proprietary practices.
5. The Board of Directors of NYBA will determine appropriate action to be taken within 72 hours of receiving the ethic committee results, unless more information is needed before taking action. In such a case, an appropriate extension of time will be allotted to gather information.
6. Within 48 hours of a decision being made by the board, the complainant will be notified in writing of the decision.

