

## HDS Grievance and Reconciliation Committee

The Honolulu Diamond Sangha (HDS) intends to provide a community environment for Zen meditation and practice that is pleasant, comfortable, and free from intimidation, hostility, harassment, and other conditions that interfere with Sangha spirit and activities. All Sangha members and participants as well as HDS employees and practice leaders, including the HDS teacher, are responsible for complying with this policy.

The purpose of the HDS Grievance and Reconciliation Committee is to facilitate the resolution or dissolution of serious disagreements, complaints, and grievances regarding perceived discrimination, abuse of power, or harassment, by providing a forum of listening, reflection, and guidance. In general, this process is for the HDS membership. However, any non-member who is active in HDS activities may also participate. Please note that there are many available avenues open for resolving disagreements prior to using this means; and you may ask the temple keeper, administrator, teacher or a practice leader if any of these might be appropriate for you.

Any HDS member or participant who feels that he or she is a victim of discrimination, abuse of power, or harassment may bring the matter to the attention of a member of the HDS Grievance and Reconciliation Committee, consisting of three members, two of whom have been designated by the HDS Board of Directors and one by the Tanto Pool and Teacher, with all confirmed by the Board. Information about the complaint and any subsequent investigation shall remain confidential except on a "need to know" basis.

When a grievance is filed against any HDS employee or leader or fellow practitioner, the matter will first be handled by a member of the HDS Grievance and Reconciliation Committee. If the matter can not be resolved within ten days, it will be taken up by the full Committee. At this time, the grievance should be submitted in written form. Any member of the Committee directly involved in the case, declaring a conflict of interest, or designated by either party as having a past history with them shall be excused from participation; the Committee may replace such excused members subject to HDS Board approval. If an investigation is pursued, both parties will be informed and afforded an opportunity to respond and furnish evidence in support of his or her position.

Before making a final decision, the Committee will review and consider all available evidence and testimony, including both factors supporting the complaint and factors supporting the accused. If either party disagrees with the final decision and recommendations of the Grievance and Reconciliation Committee, an appeal may be made to the Board of Directors, which shall be considered the final voice in the matter.