



INQUIRY & RESOLUTION PROCESS

OVERVIEW OF INQUIRY PROCESS AND RESOLUTION ACTION

If a report is received of a party allegedly in violation of any policy within this Code of Conduct, they may be subject to the WGI Inquiry Process. Based on the facts and circumstances surrounding each situation and determined responsibility of findings, the resolution determined is at the sole discretion of the WGI Administration.

Overview of the Process

In WGI's commitment to fostering a respectful, inclusive, and safe community, WGI has adopted an Inquiry Process that emphasizes dialogue and restorative action over traditional litigation and legalistic approaches. This process is designed to address misconduct in a manner that promotes healing and reconciliation through accountability. As such, individuals or groups who participate in the process will do so without legal representation as this process is internal for our private members within our private organization and not a criminal or civil proceeding. If reports detail criminal activities those matters will be referred to jurisdictional authorities and would follow those determined protocols, as well as a temporary suspension for the individual or group would be determined by WGI Administration until such matter is resolved.

WGI will only review reports that are submitted through the online reporting form, which can be found here. Once a report is received, it is review by WGI Administration. The review examines if the details in the complaint are within the scope and jurisdiction of WGI, violate a policy within the Code of Conduct, and provide enough information to begin the Inquiry Process. There are separate processes for Independent Groups versus Scholastic Groups.

Scholastic group reports will be referred by WGI to the appropriate district administration for resolution. While follow up on resolution will be requested, employment or privacy policies may not allow such response.

Independent groups are subject to the Inquiry Process of WGI. For reports that do not violate the Code of Conduct or do violate the Code of Conduct but do not pose an immediate threat or harm to a party, a coaching conversation will occur with the reporting party on recommendations for self-directed resolution opportunities.

The Inquiry Process includes notifications to parties involved, meetings with those who have direct knowledge about the reported behavior, and a determined finding on responsibility of violating the Code of Conduct and resolution. Suspension and termination resolutions do allow for the responding party to request a review of the resolution if meeting the review criteria.

Resolution Actions

The type of resolution is grounded by the facts and circumstances surrounding each situation and information gleaned from the Inquiry Process. Please note that the resolutions are not linear or progressive. It's important to note that the type of resolution, as well as any prior resolution, is at WGI's sole discretion. In extreme circumstances, termination of a party's participation in WGI may be considered. WGI will not make employment or casting decisions of a group, WGI will only make resolution actions that may or may not impact an individual or groups participation at WGI sanctioned events. Resolution actions may include the following, but not limited to:

- **Resolution Not Required** – this would be determined if the Inquiry Process does not determine findings of responsibility against the respondent and the charged Code of Conduct violations.
- **Alternative Resolution Process & Resolution Agreement** – in some cases where there are violations of the Code of Conduct but the findings determine there is not a threat of harm to any party but likely a more interpersonal conflict that could be address respectfully and safely by all individuals through self-determination, it may be advised that those individuals come together jointly and discuss their challenges and needs and formulate a resolution agreement. A completed resolution agreement is review and kept on file for WGI Administration and should further issues arise with any party a documented history is on record and more sever resolutions may be determined.
- **Restorative Action Plan** – this resolution includes various exercises, education or upskilling to address the responsible findings against the listed claimed Code of Conduct violations and may or may not also be accompanied by a probationary period as outlined below.

- **Probationary Period** – this resolution notifies the responding party of their increased monitoring of behavior. This timed period would also monitor further reports. If findings of responsibility continue during this probationary period, it may lead to a more severe resolution.
- **Suspension** – this is a timed separation of any individual or group from WGI. The group may still exist but will not be allowed to participate at WGI sanctioned events. For individuals on a suspension, there is likely to be no contact with any group participating in any WGI sanctioned events in an administrative, instructional, consulting or designing capacity. At the conclusion of a suspension, a reinstatement meeting will occur to determine if the party is prepared and able to return to WGI. Individuals or groups who are suspended will not be able to participate in or hold official roles in WGI’s governance structure.
- **Ban** – this is a permanent separation of any individual or group from WGI. The group may still exist but will not be allowed to participate at WGI sanctioned events. For individuals who have been banned from WGI, there is to be no contact with any group participating in any WGI sanctioned events in an administrative, instructional, consulting, or designing capacity. Individuals or groups who have been banned will not be able to participate in or hold official roles in WGI’s governance structure. If an individual is banned and is in the WGI Hall of Fame, they will be stripped of this honor. A reinstatement meeting may be requested one time and is at the sole discretion of the WGI Administration to determine if such a meeting will be granted.

Independent Inquiry Process

REPORT SUBMITTED

REPORT REVIEWED

FORMAL PROCESS

Notice letter to respondent

Inquiry meetings occur

Report completed and findings determined

No Finding of Responsibility – **report closed**

Restorative Action Plan or Probationary Period

Suspension or Ban pending review by the Resolutions Committee

Finding and Resolution Notice delivered to responding party – **report closed**

Finding and Resolution Notice delivered to responding party – **report closed, unless a review is requested**

Review of Resolution requested within five (5) days of Finding and Resolution Notice delivery

If granted, the Resolutions Committee will provide an amended resolution – **report closed**

If not granted, resolution sustains as determined – **report closed**

NO ACTION

Call to complainant(s) detailing rationale for no finding and resource support provided

No Findings of Responsibility can be determined – **report closed**

ALTERNATIVE RESOLUTION

Coaching call set with complainant(s) to review self-determined resolution options

Coaching call set with respondent and unit(s) admin

Submission of resolution agreement

Resolution Agreement reviewed and accepted – **report closed**

Scholastic Inquiry Process

