Emerge Academy is committed to creating a safe and positive environment for all, and to ensuring that it promotes an environment free of misconduct. Therefore, the following Policy has been adopted with respect to reporting violations of Emerge Academy policies and suspicions or allegations of abuse.

**Witnessing Misconduct**

If Emerge Academy personnel or volunteers witness any type of misconduct occurring, he/she should interrupt or disrupt the conduct using reasonably necessary action given the circumstances.

**Reporting Misconduct**

**What to Report and When**

All Emerge Academy personnel and volunteers must report:

1. Potential violations of any Emerge Academy policy related to safe environments/athlete protection.

2. Suspicions or allegations of child physical or sexual abuse.

Reports should be made as soon as reasonably possible.

**To Whom Reports Should be Made**

Reports should be made to Spencer Johnson or Katie Johnson . Emerge Academy will follow applicable law in reporting abusive situations to law enforcement authorities. Emerge Academy does not investigate suspicions or allegations of child physical or sexual abuse or attempt to evaluate the credibility or validity of such allegations as a condition for reporting to the appropriate law enforcement authorities. Failure to make a report when the law requires one can be a crime itself, so the gymnastics professional should consult counsel promptly and consider such matters with the utmost seriousness. Emerge Academy personnel or volunteer’s failure to make a report will also be considered grounds for disciplinary action. If, in Emerge Academy’s reasonable and good faith judgment, reporting to the proper authorities is necessary to protect a person from the possibility of further abuse, it may make such report even if not compelled by law to do so. Emerge Academy will consider whether it is appropriate or necessary to make a report to USA Gymnastics pursuant to Article 10 of USA Gymnastics’ Bylaws with respect to such conduct.

**How to Report**

Spencer Johnson or Katie Johnson will take a report in the way that is most comfortable for the person initiating a report, including oral or written, over the phone, via email or in person. It is helpful for reporting individuals to provide, at a minimum, (1) the name of the complainant; (2) the name of the individual alleged to have committed the misconduct; (3) the type of misconduct alleged; (4) when and where the alleged misconduct occurred; (5) the names of other individuals who might have information regarding the alleged misconduct; and (6) a summary statement of the reasons to believe that misconduct has occurred.

Anonymous reporting is permitted. Anonymous reporters should bear in mind that anonymous reporting may make it difficult for Emerge Academy to investigate and properly address allegations.

**How Reports are Handled**

When an allegation of child physical or sexual abuse is made against Emerge Academy personnel or volunteer, Emerge Academy may immediately remove that individual from contact with any children in the program or suspend or change the assignment of that individual, as may be necessary, until the allegation has been investigated (by the proper authorities and/or the Emerge Academy).

With respect to any alleged violation of its safe environment/athlete protection-related policies that do not require reporting to the proper authorities, Emerge Academy will conduct an internal investigation. Each investigation will be driven by the facts of the conduct being investigated, and therefore the steps taken in each investigation may not be alike. Any investigation and action taken with respect thereto will be documented. If a report alleges conduct that requires reporting to the proper authorities, Emerge Academy may consult legal counsel regarding whether Emerge Academy’s conducting a simultaneous internal investigation is appropriate or necessary. In situations where the proper authorities do not press criminal charges or pursue charges to trial, or where the alleged offender is acquitted at trial, Emerge Academy still may investigate the alleged conduct to determine whether there was any violation of Emerge Academy’s safe environment/athlete protection-related policies and take action accordingly. Emerge Academy will consult legal counsel about whether it will notify other parents of athletes when a report has been made against Emerge Academy personnel or volunteers.