



Grievance Policy

GRIEVANCE POLICY AND PROCESS

A grievance is considered anything that an employee, volunteer, donor, vendor or other with a relationship with CKCF considers unfair, discriminatory, unlawful, or otherwise is a substantial impediment to them as an employee or other party of the foundation. It must be a matter that is within CKCF authority to resolve.

This internal process has been developed as an initial path to ensure fair and equitable consideration of issues, provide for prompt, thorough, and impartial investigation of complaints and provide for prompt and effective corrective and preventative action when necessary.

It is the understanding that if an employee or other complainant chooses other courses toward personal satisfaction, such as civil action, this procedure is immediately void except where the complainant's action is taken under the U.S. Equal Employment Opportunity Commission (EEOC), Kansas Human Rights Commission, or other State or local human rights/relations agencies.

CKCF will protect the confidentiality of employees and any other complainant who filed a grievance or participate in an investigation to the greatest possible extent. Additionally, the party who files any complaints will be notified about the status of their complaint, the results of the investigation, and any corrective and preventative action(s) being taken.

When there is a belief that a policy or procedure of CKCF is not being fairly applied to them, the party filing the grievance may request a conference with their immediate supervisor in the case of employee complainant (or any supervisor if the immediate supervisor is the subject of the grievance) to discuss the problem within five (5) working days. Depending on the nature of the complaint it may also be taken directly to the Executive Committee of CKCF. The already established Executive Committee will serve in the role of overseeing the Grievance Policy and its process in event of a claim. In the event of the complaint involving anyone then serving on the Executive Committee they will be asked to not participate.

1. I. The complainant shall submit within three (3) days a written statement of the grievance.
II. Executive Committee meeting shall be arranged, and a written decision rendered.
2. The Executive Committee's decision is final.
Note: The Executive Committee shall serve in such capacity of a Grievance Committee.