**Immunize Kansas Coalition, Inc.**

**Grievance Policy**

The Board of Directors expects every staff member to be dealt with fairly and with compassion. In the event that there is a grievance, the following steps should be taken:

1. Any grievance(s) among and between staff should first be addressed by the affected parties.
2. Any grievance(s) between staff and staff’s supervisor should be addressed to the Board Chair or the Executive Committee of the Board of Directors.
3. If the aggrieved party is not satisfied, the party should present the concern to the

Chair. Grievances presented to the Chair must be presented in writing. The document should include the following:

* the staff member's name;
* what the staff member’s job duties are;
* what the nature of the grievance is;
* how it relates to the staff member’s employment;
* how the problem could be resolved;
* if there are other parties, who the other parties are;
* what policy(ies) are involved; and
* what has been done to date to resolve the problem or concern.
1. In the situation that the discussion with the Chair does not resolve the issue to the satisfaction of the aggrieved, the aggrieved may present the matter to the Executive Committee of the Board of Directors for consideration. The Executive Committee will then issue a written response.
2. If the aggrieved has a valid complaint and is dissatisfied with the written response, the aggrieved may request an opportunity to speak to the full Board. The Board may accept the request or deny it, ruling that the Executive Committee's written response is final.
3. The full Board's decision will be made in writing. The decision is final.

It is expressly prohibited for a staff member or employer to retaliate against staff members who bring charges or assist in investigating charges. Retaliation is a violation of this policy and may result in discipline, up to and including termination. No staff member will be discriminated against, or discharged, because of bringing or assisting in the investigation of a complaint.

SECRETARY'S CERTIFICATION

I, the undersigned, certify:

That I am the duly-elected Secretary of Immunize Kansas Coalition, Inc. and that this policy constitutes the Grievance Policy of Immunize Kansas Coalition, Inc., as duly adopted by the Board of Directors on the \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_, \_\_\_\_\_\_.

ACKNOWLEDGEMENT:

I, the undersigned, hereby acknowledge that I have read and understand the preceding Grievance Policy of Immunize Kansas Coalition, Inc.

NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_