

Grievance & Dispute Resolution Policy

1. Rationale or background to policy:

This policy outlines the procedures involved when an employee/contractor has a grievance and the process involved to come to a resolution.

2. Policy Statement:

Calgary Progressive Lifestyles Foundation (CPLF) feels it is the utmost importance for the employees/contractors to openly discuss their concerns and for a timely resolution.

2. Policy Statement:

1. Parties to the dispute are to attempt a resolution amongst themselves if possible.
2. If resolution still hasn't been reached, the grievance is to be communicated to the supervisor. The supervisor is to utilize the Dispute Resolution form to document efforts in resolving the dispute/grievance.
3. If the supervisor can't resolve the situation, the supervisor will have the HR Generalist try to resolve the dispute/grievance.
4. If the HR Generalist can't resolve the situation, then the C.O.O will attempt to resolve the situation.
5. If the C.O.O. can't resolve the situation then the unresolved disputes/grievance will be forwarded to the CEO. If the CEO can't resolve the situation than a 3rd party mediator may be considered to help in resolution.

CPLF feels that employees and contractors shall be aware of the following:

- that they have the right to be heard and their problems or concerns addressed in a timely manner;
- that they are to be free of any reprisal or retaliation of any kind taken against them for filing a grievance;
- all staff involved in the dispute resolution process shall be maintained in strict confidentiality;
- should any staff have a conflict of interest at any level in the grievance process, an alternate will be appointed by the Supervisor to address the concern; 3rd party mediators may be utilized.



Dispute Resolution Form

Dispute brought forth by Employee/Contractor

Date

Concern:

Negotiation:

Action	Parties involved	Resolution

Concern Resolved: Yes No

Mediation:

Action	Parties involved	Resolution

Concern Resolved: Yes No

Arbitration:

Action	Parties involved	Resolution

Concern Resolved: Yes No

Court:

Action	Parties involved	Resolution

Signature of Employee/Contractor

Date

Signature of CPLF Representative

Date