

STATEMENT of POLICY and PROCEDURE			
Section	3.0 Operational	Original Effective Date	Sept. 25, 2006
Sub-Section	3.2 Human Resources	Date of Last Amendment	June 27, 2016
Subject	3.2.8 Dispute Resolution		
Topics	Discrimination		
	Harassment		
Attachments			
Reference			

Purpose

The organization requires a process for resolving grievances and disputes that is clear and fair to all parties.

Policy

The ESCC will have a dispute resolution process for employees.

- **Discrimination**

The ESCC agrees that there shall be no discrimination. Discrimination may include but not be limited to interference, restriction or coercion exercised or practiced with respect to any employee.

- **Harassment**

The ESCC is committed to protecting its employees and volunteers from harassment and encouraging a healthy, positive and team orientated work environment.

The ESCC promotes a work place free from harassment where all members of the staff, including volunteers, are treated with dignity and respect.

ESCC expects that all communication, behavior and use of language will be maintained at a professional level and that any conflicts will be resolved through respectful conversation or through the use of a resolution process.

Responsibilities

The Board is responsible for the dispute resolution process if the dispute originates with the Executive Director.

The Executive Director is initially responsible if the dispute originates with a staff member.

Procedures

Grievances/Dispute Resolution

- a) An employee who has a dispute arising under the Personnel Policies will attempt to resolve the dispute through discussions with his/her immediate supervisor.
- b) If the employee does not feel the dispute is satisfactorily resolved through discussion with his/her immediate supervisor, he/she may request a meeting with the Executive Director.
- c) If the matter is resolved at this level, it is mutually acknowledged in writing, and no further action is required.
- d) If the meeting with the Executive Director has failed to resolve the matter, the employee may apply in writing to the Co-chairs for the dispute to be heard by a committee consisting of two members of the Executive Committee.
- e) If the matter is resolved at this level, it is mutually acknowledged in writing, and no further action is required.
- f) In the event that the dispute is not resolved by the above process, the employee may request and, at the discretion of the Board, may be provided with the opportunity for the dispute to be mediated by a professional mediator.
In the event that the matter is referred to a professional mediator, the employer will pay the cost of the mediator.
- g) Timeframe for response by ED or Exec Committee will be two weeks.