

**KFAI Fresh Air Inc.
Grievance Procedure**

- A. If an employee (or volunteer) has a grievance, the aggrieved party should bring the matter to the General Manager. If the grievance is unable to be resolved by discussion with the General Manager, the aggrieved party may request that the Leadership Committee resolve the matter. The decision of the Leadership Committee may be appealed to the Board of Directors by any person involved in the process. Such an appeal must be made in writing within ten days of the Leadership Committee's decision. It shall be addressed to the President of Fresh Air.
- B. If the grievance involves alleged inappropriate harassment or discrimination by the General Manager, the aggrieved person may request that the Leadership Committee resolve the matter without the person having first discussed the matter with the General Manager.
- C. The Leadership Committee shall, within ten days of receipt of the grievance if practicable, meet with the parties involved. They shall resolve the grievance within 30 days following the receipt of the grievance if practicable. When the decision is appealed to the Board of Directors, it shall be considered within ten days following the receipt of the appeal and resolved within 30 days following the appeal, if practicable.
- D. All requests for resolution of a grievance by the Leadership Committee or Board of Directors shall be made in writing. A written record shall be made of the response to such requests. Copies of such materials shall be placed in the employee's personnel file.
- E. Filing a grievance shall not delay termination or other disciplinary action.