

Good Samaritan Health & Wellness Center
Policies and Procedures

Subject: Employee Conflict Resolution	Policy #: 1.11
Prepared by:	Revision #:
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1.11 Employee Conflict Resolution

The Center will be a workplace that prides itself on fairness and positive employee relations. Should an employee have a work-related problem or feel that s/he is being treated unfairly; all attempts will be made to resolve the matter.

Any employee or volunteer should first contact their supervisor regarding any work-related problem. After all normal avenues of contact are exhausted and the employee's or volunteer problem is not resolved; the employee or volunteer may then contact the Executive Director. If the Executive Director cannot accomplish a satisfactory solution, the Chairman of the Board of Directors or member of the Personnel Committee may be contacted in person accompanied by a written statement of the problem from the Executive Director.

All documentation related to the problem and resolution will be maintained in a confidential file separate from the employee's personnel file. The use of this process for resolution will be without risk to the present or future employment status.