

# **GRIEVANCE POLICY AND PROCEDURES**

## **Policy**

Kickin' Rhythm Cloggers is an organization that promotes the instruction and enjoyment of clog dancing, and we want every member to be able to participate without fear or intimidation.

Inappropriate or offensive behavior (verbal or physical) that is severe enough, or happens often enough, to alter an individual's enjoyment of clogging is unacceptable to the organization.

What should you do if you feel demeaned or uncomfortable because of someone else's inappropriate behavior? You may choose to address the problem in two ways: informally or formally.

## **Informal Procedures**

- Keep a written record of dates, places, times, witnesses, and the nature of the inappropriate behavior. In other words, document everything.
- Confront the wrongdoer. Tell him or her that you find the behavior disturbing and ask that it stop. Sometimes people do not know their behavior or remarks affect someone else or they believe that you welcome the behavior or remark.
- If you are the wrongdoer, listen carefully and try to understand the other person's point of view. The problem often can be resolved quickly this way.
- Seek emotional support. Take the written documentation to a member of the Grievance Committee or someone you trust. The Grievance Committee member will talk to all parties concerned, individually and collectively, to try to resolve the problem. Meetings will be as confidential as possible.
- If the issue is not resolved, you may have to file a formal grievance.

## **Formal Procedures**

- Keep a written record of dates, places, times, witnesses, and the nature of the inappropriate behavior. In other words, document everything.
- File a formal complaint using the attached grievance form.
- Only Grievance Committee members will be told about the complaint.

## **Disciplinary Action**

In most cases, the resolution will be simply to stop the offensive behavior, without additional sanctions. However, in more serious instances if you are found guilty of wrongdoing by the Grievance Committee, the following disciplinary action will be taken:

- First, you will be given a verbal warning by the Chair of the Grievance Committee and asked to stop the offensive behavior immediately.
- If wrongdoing does not cease, you will be placed on one-month probation on the first incident after the verbal warning. This means that you will be watched very carefully for one month to ensure the inappropriate behavior has stopped.

- On the second incident, you will be suspended for one month. That means you cannot come to instruction or demo practice for one full month.
- After you return, if behavior continues, you will be permanently expelled from the group. Expulsion requires Board approval.

### **Third Party Involvement**

Often a “third party” instigates or stirs up trouble between two individuals. The “third party” will be subject to the above disciplinary action also.

### **Some Simple Rules to Follow**

Excerpted from Robert Fulghum’s *All I Really Need to Know I Learned in Kindergarten*:

*Share everything.*

*Play fair.*

*Don’t hit people.*

*Put things back where you found them.*

*Clean up your own mess.*

*Don’t take things that aren’t yours.*

*Say you’re sorry when you hurt somebody.*

*Wash your hands before you eat.*

*Flush.*

*Warm cookies and cold milk are good for you.*

*Live a balanced life—learn some and think some and draw and paint and sing and dance and play and work every day some.*

*Take a nap every afternoon.*

*When you go out into the world, watch out for traffic, hold hands and stick together.*

*Be aware of wonder.*

### **Members of Grievance Committee:**

Diane Egressy, Chair

Elaine Brock

Renée Cichocki

Theresa Dispenza

Donna Fronczak

Edna Jakubowski

Diane Poslinski

Billie Voit

Cretia Wolski

