

Respectful Workplace Policy

COMPLAINT RESOLUTION PROCESSES

STEP 1

Individuals who believe that they have experienced disrespectful conduct by an employee are encouraged to have a **COOPERATIVE CONVERSATION** as soon as possible.



STEP 2

If there is no resolution achieved through a cooperative conversation, the complainant may approach a supervisor, coordinator, department chair, HR consultant, union steward, or another appropriate individual with their concern and attempt to reach **INFORMAL RESOLUTION**.



STEP 3

If a resolution of the concern is not achieved informally, the complainant may proceed to reach a **FORMAL RESOLUTION**.

