



Policy Section 3: BOARD – EXECUTIVE DIRECTOR – EMPLOYEE RELATIONS

Policy: Grievance against the Executive Director

Policy # 3.2

Approval: 27 November 2007

1. Purpose

To detail The Flower Cart Group Board of Directors' policy regarding grievances by a Flower Cart Group employee, participant or volunteer against the Executive Director.

2. Definitions:

- 2.1 Grievance Against the Executive Director – a current Flower Cart Group employee, participant or volunteer's formal expression of dissatisfaction concerning an action or actions, or lack of appropriate action directed at the grieved party by the Executive Director.
- 2.2 Grievance Committee of the Board of Directors – a committee of the Board constituted for the sole purpose of dealing with a grievance directed against the Executive Director. The committee will consist of no fewer than three Board members and will not include the Board Chairperson or Vice-Chair.

3. Detailed Policy Statement:

- 3.1 Flower Cart Group employees, participants and volunteers have the right to grieve actions on the part of the Executive Director when these actions may be perceived by the person concerned to be unfair, improper, unethical or an abuse of authority.
- 3.2 A grievance may also be directed against the Executive Director for a perceived failure to act when he/she was required to do so.
- 3.3 The specific process for dealing with a grievance against the Executive Director is found in the accompanying Board Procedure - Procedure for Handling a Grievance against the Executive Director.

4. Implementation:

- 4.1 A grievance by a Flower Cart Group employee, participant or volunteer directed against the Executive Director will be submitted in writing, to the Grievance Committee of the Board of Directors (see Accompanying Procedure and Addendum).
- 4.2 The Grievance Committee will ensure that the Board of Directors is informed when a grievance has been lodged against the Executive Director. The Executive Director will also be informed.

- 4.3 All reasonable steps will be taken to deal with grievances at the lowest possible level. The Grievance Committee will first investigate if a grievance directed at the Executive Director can be resolved informally (through discussion/agreement, etc.) or if the matter will require formal adjudication.
- 4.4 If the circumstances are such that the Board is unable to appropriately deal with a grievance directed against the Executive Director, an outside Consultant may be hired for that purpose.
- 4.5 A grievance against the Executive Director will be dealt with as quickly as possible and will be considered a matter of high priority by the Board.
- 4.6 The Board recognizes the need for as much confidentiality as possible with respect to grievances and will act appropriately in this regard.
- 4.7 The grieved party may withdraw the grievance at any time.
- 4.8 The Committee will gather all information pertinent to the grievance. The Committee will interview the grieved party, the Executive Director and anyone else who can factually inform the proceedings regarding the reasons/background for the grievance.
- 4.9 If a Participant, the grieved party may be assisted by a friend, co-worker, mentor, etc. in preparation for and when appearing before the Grievance Committee.
- 4.10 The grieved party and the Executive Director may request witnesses to appear before the Committee.
- 4.11 The Committee may suspend proceedings if further investigation of the grievance is required.
- 4.12 The Committee will maintain a record of the grievance proceedings.
- 4.13 Employees/participants/volunteers will not be subject to disciplinary action or other forms of censure for submitting a grievance against the Executive Director unless the grievance is deemed to be frivolous or knowingly untruthful.
- 4.14 Employees/participants/volunteers will not be subject to any form of censure for participating in information gathering or interviews which occur during the resolution of a grievance against the Executive Director unless the information they provide is knowingly untruthful.
- 4.15 The grieved party may appeal the decision of the Grievance Committee if he/she disagrees with the outcome of the proceedings. An appeal will be directed to the Board Chairperson whose ultimate decision in the matter will be final. In the absence of the Board Chairperson, an appeal will be directed to the Vice-Chair. In this circumstance, the decision of the Vice-Chair will be final.
- 4.16 The Board Grievance Committee will ensure its proceedings are handled in accordance with the accompanying Board Procedure.

5. Applicability: Board of Directors, Executive Director, Employees, Volunteers

6. Policy Authority: Board of Directors

7. Related Policies, Procedures and Documents:

Policy 2.1 General Duties of the Board

Accompanying Board Procedure for Handling a Grievance Against the Executive Director

8. Record of Amendments:

<u>Revision #</u>	<u>Summary of Revisions</u>	<u>Date Approved</u>
1.		September 2011
2.	Reformat and Updated	March 2017