

OPPORTUNITIES, INC. RSVP
GRIEVANCE & APPEALS PROCEDURE

Any participant or volunteer who believes he/ she has been treated unfairly or discriminated against because of race, color, age, sex, handicap, political affiliation, veteran status, religious belief, or national origin should proceed according to the following guidelines without fear of reprisal.

1. The complainant should discuss his/her grievance with their immediate supervisor.
2. If a satisfactory solution is not reached, the complainant should report the grievance in writing with five (5) days to the Program Director. The Program Director should, within (5) days of notification of the grievance, notify the participant of volunteer in writing as to his/ her disposition of the complainant.
3. If a satisfactory solution is not forthcoming, the complainant should, within three (3) days, make a written report of his/her grievance to the Advisory Council. The Advisory Council shall, within five (5) days, notify the claimant in writing as to their disposition of the grievance.
4. If further appeal is necessary, it may be directed to the Executive Director of Opportunities, Inc. within three (3) days. Any action taken by the Executive Director is **final** and will be reduced in writing and transmitted to complainant within five (5) working days.

I understand my rights as enumerated above and have received a copy.

Signature of Volunteer

Date

Comments: