

GRIEVANCE POLICY

GENERAL

1.01 Purpose. The purpose of this policy is to guide the Board on how to proceed when a director or member of the public has a grievance with a member of the Board.

1.02 Definitions.

- 1. Co-Chair(s):** Co-Chairs of the Institute for International Women's Rights-Mb Board of Directors.
- 2. Director(s):** Members who sit on the Board of Directors that govern the IIWR-MB. Directors are elected for one-year terms at the IIWR-MB's Annual General Meeting or under the special motion of the Board of Directors. All Directors are 18 years of age or older with power under law to contract.
- 3. Governance Committee:** Sub-Committee of IIWR-MB has the responsibility to oversee and refine policy of the organization.
- 4. IIWR-MB:** Abbreviation used throughout this document to reference the Institute for International Women's Rights - Manitoba.
- 5. Member:** A person who had paid the IIWR-MB membership fees, or who has made alternate membership payment as described in the Alternate Membership Payment Policy.

PROCEDURE

2.01 Discussion. If a Director or member has a grievance or problem with another Director, including a Co-Chair, they should discuss it first with the Director in question with the aim of resolving the difficulty.

2.03 Discussion with Co-Chairs. If the member wishing to file the grievance is not comfortable going directly to the Director in question, they may take the matter to the Co-Chairs.

2.04 Resolution not Achieved. If a resolution is not reached between the parties, the griever may file a grievance in writing to the Co-Chairs. If the individual is not comfortable taking the matter to the Co-Chairs, they may file the grievance with any sitting Director.

2.05 Review and Recommend. Once the Board receives a grievance, they will convene to review the grievance and to recommend a course of action for the Governance Committee to undertake.

2.05 Director will be Absent. The Director in question will not be permitted to attend the review and recommendation meeting.

ACTIONS

3.01 Governance Committee to Create Action Plan. Possible actions will be developed by the Governance Committee and brought to the Board.

3.02 Transparency and Accountability. The Governance Committee will follow-up to ensure the proposed actions are taken in order to ensure transparency and accountability.

3.03 Possible actions. The actions taken following a grievance include but are not limited to:

- a. Conducting an investigation
- b. Interviewing the complainant
- c. Interviewing any relevant witnesses
- d. Seeking outside mediation.