



SUBJECT: Employee Complaints	POLICY NO: HR - 7	LAST REVISED: June 28, 2015
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Policy

The Saskatchewan Polytechnic Students' Association Inc. is committed to dealing with employee complaints in a fair and timely manner. All employees shall be given an opportunity to discuss their complaints with management without a fear or reprisal. Employees and supervisors are expected to make every reasonable effort to work together in resolving problems in a respectful and fair manner.

Procedure

Employees shall informally discuss their complaints with their immediate supervisors. If the complaint is not resolved to the employee's satisfaction, the employee may formally raise the problem with the General Manager.

Should the employee's concern be directed at the General Manager, the employee will raise the issue with the President who will convene a meeting with the General Manager, auditor and legal counsel.