

## **Marais des Cygnes District 4-H Grievance Policy**

Members of the Grievance Committee include:

- Program Development Committee Members
- District 4-H Agent
- District Board Chair

Duties of Committee:

- To hear the complaints and/or concerns of any 4-H'er or 4-H Parent
- To hold meetings to discuss concerns or provide guidance on rulings
- To report to the Marais des Cygnes District Board any concerns or illegal activities and the committee's recommendations for the actions.

Grievance Filing and Action Procedures:

1. Any grievance concerning the 4-H Program (breach of code of conduct, club day rule, inappropriate behavior from an adult in charge)...must be brought to the attention of one of the Grievance Committee Members – in writing, within 48 hours of the said violation.
2. The committee would then call a meeting and the violation would be discussed. If necessary, all parties would be called in to allow the committee to hear from all the parties involved.
3. A resolution for the violation would be decided by the committee and given to the parties involved.
4. The Grievance Committee Decision is Final.
5. If a code of conduct breach or a breach of the Volunteer Code of Conduct has been made then the Executive Board will be notified of the violation and the Grievance Committee's recommendation so that appropriate action is taken against the member or leader involved.
6. If there is a conflict of interest (a PDC Member is related to someone in the conflict) that committee member will be excused from the committee for that grievance hearing.

*Approved September 4, 2014 by Marais des Cygnes District Extension Board*