340: Employee Problems and Grievances

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Section: Human Resources
Subject: Employee Problems and Grievances
Approved by: Eddie Faircloth
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Policy Owner: Director of Human Resources

Policy

Scope: All Employees

It is our policy to treat every employee with fair and individual consideration and to encourage employees to bring their work-related problems to the attention of their immediate Manager.

Management has an open-door philosophy, and our employees are asked to submit complaints, questions or comments to their Manager on any Company-related subject.

Procedure

Normally, the first step in solving any problem is a frank discussion between the employee and immediate supervisor. The next step, if the matter should still be unresolved, is to refer the problem to the next level of management. If there still seems to be no hope of resolving the problem and/or grievance and the employee still feels that the answers are not satisfactory, the employee can make an appointment to meet any Officer of the Company.

Note:

1. The Corporate office will assist at any time during this procedure.
2. Alleged discrimination complaints or problems should be immediately referred to the Regional/Divisional Manager, Executive Vice President, or the President.

3. Written documentation is required for all discrimination complaints or problems.

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