



# Four Streams Coaching

## **Four Streams Coaching Grievance and Complaint Policy**

### Grievance/Harrassment:

Four Streams strives to create and maintain a work environment in which employees and students are treated with dignity, decency and respect. The environment of Four Streams Coaching should be characterized by mutual trust and the absence of intimidation, oppression and exploitation of any kind. Four Streams has a zero tolerance policy for harassment of any kind. Through enforcement of this policy, Four Streams will seek to prevent, correct and discipline behavior that violates this policy.

All employees, regardless of their positions, are protected by and expected to comply with this policy. Appropriate disciplinary action will be taken against any employee who violates this policy. Based on the seriousness of the offense, disciplinary action may include verbal or written reprimand, suspension, or termination of employment. Anyone at Four Streams who tolerates discrimination, harassment or retaliation, including the failure to immediately report such misconduct to Charla Christy, PCC, and the International Coaching Federation are in violation of this policy and subject to discipline.

Four Streams prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce an employee or student. Courteous, mutually respectful, pleasant, noncoercive interactions between employees that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Four Streams Coaching strictly prohibits any romantic or sexual relationships between a supervisor and employee and any employee and student.

All complaints and investigations are treated confidentially to the extent possible, and information is disclosed strictly on a need-to-know basis. The identity of the complainant is usually revealed to the parties involved during the investigation. Adequate steps to ensure that the complainant is protected from retaliation during and after the investigation will be taken. Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.