

River Valley Child Development Services

HARRASSMENT PROCEDURE

Effective: December 1, 2010

Program directors and/or human resources, hereinafter referred to as HR, will take immediate steps to investigate any claim of harassment and take appropriate corrective action when it is determined that harassment has occurred. This policy includes the right to appeal if the claimant disagrees with the original determination. Employees who make a complaint of harassment or provide information related to such complaint will be protected against retaliation. Harassment complaints and the terms of resolution are to be kept confidential to the fullest extent practical.

All claims of harassment will be referred to Mediation committee (see Mediation Policy).