

THE LINK PUBLICATION SOCIETY INC.

GRIEVANCE POLICY

Revised December 2014

OVERVIEW

1. This policy defines the composition of the Grievance Committee (s.3), the procedure for resolving grievances within The Link Publication Society (s.4) and the appeals process for decisions by the Committee.

- a. The purpose of this policy is to resolve conflicts arising between two or more members of The Link Publication Society.

DEFINITIONS

2. In this policy the following words may be defined as such:

- a. Committee: The Grievance Committee
- b. Board: The Link Publication Society's Board of Directors

THE COMMITTEE

3. A Grievance Committee shall be appointed annually immediately following the election of *The Link's* Board of Directors.

- a. The Grievance Committee shall be appointed by the Board and will be composed of three (3) members:

- i. Two (2) members who sit on the Board.
- ii. One (1) member recommended by the Editor-In-Chief, on behalf of masthead.

b. All members of the Committee are required to sign a confidentiality agreement.

c. Members of the Grievance Committee shall hold their position until a new Board is elected or until one or more of the following circumstances arise:

- i. A member chooses to resign his or her position.
- ii. A member is deemed by the Board to be unfit to carry out their duties properly, which shall be determined by a simple majority vote.
- iii. In circumstances wherein Sections 3.c.i or 3.c.ii are applicable the Board must appoint a new member as soon as reasonably possible.
- iv. A member deems themselves to be involved a conflict of interest with a grievance brought forth to the Committee at which point the member will be exempted from their duties pertaining to the grievance.
- v. A member is found by the Board to be involved in a conflict of interest with a grievance brought forth to the Committee, which shall be determined by a simple majority vote. A grievance is brought to the Committee involving two (2) or more masthead members on opposing sides of the grievance whereupon any members of the Committee who also serve on masthead will be deemed to be in a conflict of interest.
- vi. In circumstances wherein Sections 3.c.iv, 3.c.v and 3.c.vi are applicable the Board must appoint by vote a temporary member to carry out the duties of the exempted member for the duration required to resolve the grievance in question.

GRIEVANCES

4. Wherein a conflict between two (2) or more members of The Link Publication Society arises, the parties involved can refer to Section 8 of The Link Publication Society Code of Conduct. If the conflict remains unresolved after exhausting all other avenues of resolution provided, the parties involved may make a formal grievance to the Committee.

- a. Grievances must be in the form of a written report and must include a complete description of the conflict, omitting no details that may prove to be of any importance to the conflict.
- b. Grievances may be emailed or given by hand to any member of the Committee, the president of the Board or the Editor-in-Chief.
 - i. The Committee must issue a written response to the party or parties issuing the grievance within forty-eight (48) hours. The response must detail the Committee's agenda for resolving the conflict in question.
- c. Meetings of the Committee must be held in private and all matters discussed by the Committee are confidential with the exception of the report outlined in Section 4.h.
- d. All members of the Committee must be present at the meeting in which a resolution is passed for the decision to be valid.
- e. Members of the Committee must render a decision to the party or parties who issued the grievance in question within seven (7) days of the grievance being filed, with the exception of the following circumstances:
 - i. Member(s) of the Committee are unable to participate in the grievance resolution process, whereupon:
 - 1. The Board must appoint (a) suitable temporary replacement(s) immediately. The Committee must present a resolution to the party or parties involved within seven (7) days of the temporary members being appointed.
 - 2. The temporary member(s) will be relieved of their duties once a resolution for the grievance has been given and are subject to being recalled before the Board should there be an appeal to the resolution in question.
 - ii. Extraordinary circumstances prevent the Committee from reaching a reasonable resolution within the allotted time frame.
- f. Robert's Rules of Order will be used as a reference for meetings of the Committee. Minutes of the meeting will be taken and filed by a member of the Committee.
- g. Resolutions delivered by the Committee are binding immediately upon the decision of the Committee unless otherwise stated in the wording of the decision.
- h. The Committee must file a report to the Board summarizing the details of the grievance and the reasons for the decision given. Members of the Committee may choose to omit any information that is not of the utmost importance in the rendering of the decision that is considered overly private and/or damaging to the parties involved. This report may only be accessed by members of the Committee, members of the Board or by way of a special request which can be made to the Board whereby permission may be granted only by a unanimous vote.

APPEALS

- 5. Appeals of resolutions given by the Committee must be made within seven (7) days of the decision being rendered and shall be carried out under the following guidelines:
 - a. The appealing parties must give a letter of appeal to either the president of the Board, the editor-in-chief or a member of the Committee. The letter must explain reason for appeal. The letter will be read at a Board meeting which must be held within fourteen (14) days of the appeal.
 - b. The Board must render a decision by majority vote that is binding on all parties.
 - c. Upon the filing of an appeal decisions of the Committee regarding the grievance in question are repealed until either the appeal has been dismissed or a new resolution is rendered by the Board.
 - d. Decisions by the Board are not subject to appeal and are binding immediately unless otherwise stated in the wording of the decision.

You can reach the grievance committee at grievance@thelinknewspaper.ca