

Resolution Process

Define the Issue

Individual or group issues

Personal conversation between parties involved and attempt resolution within 14 days of the incident.

Identify Barriers & Ask for Ideas

Face to face meeting did not result in a resolution for all involved Complete a feedback form. Submission will be sent to the Vice President, Trips Director and one other Director.

Review

Resolution not found by the Vice Presidnt, Trips Director, Director and parties involved. President will initiate a formal process, details of the incident will be documented, within 30 days of the incident