

PUBLIC RELEASE

growingSTEMS Grievance and Investigation Process

Purpose

This grievance and investigation policy was created to clearly outline the process for formal grievances and any subsequent investigations. The goal behind this policy document is to explain the scope and definition of grievances, outline the process for reporting and closing a grievance, and describe the disciplinary action steps for policy violations.

Grievance Process

A written report of a grievance must be filed with the Executive Director, citing specifics of the complaint. This may include (but is not limited to) policies violated, a specific date, individuals involved, any witnesses, and circumstances. b. The Executive Director must work with an investigation team comprising no fewer than two (2) but no greater than four (4) additional individuals to investigate the grievance. The investigation team, excluding the Executive Director, must contain individuals from at least two (2) of the four (4) categories. No single individual can satisfy more than one (1) category requirement. i. Program mentor ii. Board of Director representative iii. Parent or adult program participant iv. External representative c. The investigation must be allowed seventy-two (72) hours to complete and must begin no later than forty-eight (48) hours after the grievance is received. The intent is that the investigation commences and concludes within a reasonable period. Deviation from this timeline must be reported to the Board of Directors. d. The investigation team must inform the accused before any further action is taken. e. The investigation team must be permitted the freedom to investigate the grievance as they deem appropriate and without outside interference. f. The investigation team, under the guidance of the Executive Director, must develop a written report of the findings and recommendations for action. This report will be kept on file in the accused's record. The entire investigation team must fully agree upon and support the contents of the investigation report.

Discipline Process. a. If the grievance has been found to contain merit, as determined by the investigation report, the Executive Director is permitted to take any appropriate action listed below i. Formally reprimanding the accused in writing, with a copy placed in the member's record.

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