

Grievance Committee Policies and Procedures

1. All incidents **MUST BE** reported to the board and president of Power Paws for Kids within five (5) days. **The exception is a dog bite or attack which will be reported immediately.** Grievances must be filed by the person or persons who witness the incident or with first-hand knowledge. Grievances filed by 3rd parties will not be accepted. Grievances must be submitted in writing.
2. The president of Power Paws for Kids will immediately contact the members of the grievance committee. The chairperson will contact all parties involved.
3. No individual including the president has the authority to singularly take action to remove a dog or a member from a program. With the exception of dog bite or attack.
4. All members that attended the event where the incident occurred must submit their version in writing within 5 days of what they saw and what they heard before, during and after the incident to the chairperson of the Grievance Committee.
5. Failure to submit a report hampers the grievance committee from reviewing all aspects of the incident and deciding on a fair outcome for all involved. If a member refuses to submit a report within five (5) days and was involved in the incident, the grievance committee has the option of suspending the member from all programs and events until a report is submitted.
6. If a team is found at fault of the following: Bite or attack, the team's membership will be permanently revoked. Any other bad behavior will require re-evaluation and mentoring.
7. If the members involved do not agree with the decision of the grievance committee, it is their right to appeal the decision and take it to the Board of Directors of Power Paws for Kids.
8. If an appeal is requested, the Grievance Committee and Board will meet to discuss the appeal and will meet for a final decision.
9. All grievance committee and board members will hold all information in confidence until resolved.