

# Complaint Procedure

*When there has been a violation of the EEO policy or harassment based on the protected classes listed above, including sexual harassment, please use the following complaint procedure.*

*Any employee who believes they has been harassed in violation of these policies should, immediately tell the offender the activity is unwelcome and it should stop immediately. If the activity does not cease or talking to the offender is not appropriate, to enable the organization to investigate and correct any behavior that may be in violation of this policy, the employee should make a timely complaint to the Senior Minister or to the DFO. They will investigate the matter and take corrective action. Complaints will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you may instead report the incident to the current board president.*

*Foothills prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.*

*If Foothills determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.*

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