

**Vox Collegiate**  
**Policy for Complaints Against Employees**  
(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a Vox Collegiate employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the Head of School or Board Chair (if the complaint concerns the Head of School) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Head of School (or designee) shall abide by the following process:

1. The Head of School (or designee) shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
2. In the event that the Head of School (or designee) finds that a complaint against an employee is valid, the Head of School (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Head of School (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
3. The Head of School's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors of Vox Collegiate. The decision of the Board of Directors shall be final.

**General Requirements**

1. **Confidentiality:** All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
2. **Non-Retaliation:** All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
3. **Resolution:** The Board, if a complaint is about the Head of School (or designee), will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

est. 2018  
**VOX COLLEGIATE**  
YOUR  VOICE IS POWER

**Vox Collegiate  
Complaint Form**

Your Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Alleged Incident(s): \_\_\_\_\_

Name of Person(s) you have a complaint against:  
\_\_\_\_\_

List any witnesses who were present: \_\_\_\_\_

Where did the incident(s) occur? \_\_\_\_\_

Please describe the events or conduct that are the basis of your complaint by providing as much factual detail as possible (i.e. specific statements; what, if any, physical contact was involved; any verbal statements; what did you do to avoid the situation, etc.) (Attach additional pages, if needed):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby authorize Vox Collegiate to disclose the information I have provided as it finds necessary in pursuing its investigation.

I hereby certify that the information I have provided in this complaint is true and correct and complete to the best of my knowledge and belief. I further understand providing false information in this regard could result in disciplinary action up to and including termination

\_\_\_\_\_  
Date: \_\_\_\_\_

Signature of Complainant

\_\_\_\_\_  
Print Name of Complainant

Received By: \_\_\_\_\_ Date: \_\_\_\_\_