

## ***Haskins Laboratories Grievance Procedure***

The Haskins Laboratories Grievance Procedure identifies the necessary steps for handling disputes that have not been resolved through the normal process of reasoned discussion. The grievance process is intended to define clearly the matters that are at issue; to assure the staff member that his/her complaint or problem has been presented to and considered by appropriate Laboratories officials; and to assure the Haskins community that decisions affecting staff members' work relationships in the Laboratories are fully considered.

Any staff member who has a grievance with respect to appointment, promotion, salary, assignment of duties, academic freedom or working conditions and who has been unable to resolve the matter with his/her supervisor, or with the project leader/principal investigator of a grant supporting his/her work, or an officer of the Laboratories, can bring this matter to the attention of the Laboratories' Grievance Officer or any other Haskins officer. The Grievance Officer or Laboratories officer will determine (possibly in consultation with other Laboratories' management) if the allegations are related to scientific misconduct or unlawful discrimination or harassment, in which case other specific policies will be applied. All allegations of unlawful discrimination or harassment are to be handled under the Laboratories policy regarding "Sexual Harassment". All allegations of misconduct in scholarship and research are to be handled under "Haskins Laboratories' Policies and Procedures on Research Misconduct". The Grievance Officer or other Haskins officer, within seven (7) days after receiving the complaint, will inform the staff member under which policy or procedure the complaint should be addressed and how to proceed. If the allegation falls under the Grievance Procedure, then the staff member will provide a written summary of the grievance to the Chief Executive Officer or to the President, if the grievance is against the action of the Chief Executive Officer or if the Chief Executive Officer for any other reason is unable to consider the grievance. If a resolution acceptable to the staff member is not thereby effected, or if the staff member has not received a response from the Chief Executive Officer or President within thirty days after having submitted his/her written grievance, the staff member may petition to the Grievance Officer for formal consideration of the grievance. A petition will set forth in detail the nature of the grievance and will state against whom the grievance is directed. It will contain any data that the petitioner deems pertinent to the case. The individual or individuals against whom the grievance is being alleged will also be asked to provide a written response to the grievance.

A Grievance Panel (consisting of between one and three senior staff members named by the President or their designate, or by the Chief Executive Officer or their designate if the grievance is against the President), will decide whether the grievance merits further investigation. The submission of a petition will not automatically result in an investigation or detailed consideration of the grievance. If the Panel determines that a further investigation is not warranted, it will report that finding and/or recommendation of any appropriate actions to the grievant within thirty (30) days of receipt of the grievance. If the Panel determines that further action is warranted, it will be provided

with all relevant information and will seek to bring about a settlement of the issue. If, in the opinion of the Panel, such a settlement is not possible, the Panel, within sixty (60) days of receipt of the grievance, will report its findings and recommendations to the Chief Executive Officer (or President) and the parties involved in the grievance. If the Panel determines that the Chief Executive Officer (or President) should take some action to redress the grievance, the Chief Executive Officer (or President) will, within thirty days, accept the Panel's recommendation(s) or state reasons in writing for rejecting the Panel's recommendation(s) and convey this to the parties involved in the grievance, or will indicate in writing why a decision is delayed and when a resolution should be expected. The final resolution of a grievance will be decided by the President, or the Chief Executive Officer if the grievance is against the President, or their designates.