

Conflict Resolution Form A

To be used in conjunction with Part 2 of the Conflict Resolution Procedure-- when a conflict is between volunteers and/or non-manager employees.

This form is to be used by the manager as soon as he or she learns of the need for mediation under Part 2.2 of the Conflict Resolution Procedure.

The manager must share the written contents of this form with the conflicting parties.

The contents of this form will be kept confidential by the manager.

Names of Conflicting Parties _____

2.1 Initial meeting between the conflicting parties under part 2.1 of the Conflict Resolution Procedure

Note: this meeting might happen without the manager knowing about it. In that case, this section of the form (2.1) should be filled in retroactively.

Date of meeting _____

Result:

2.2 Mediation by Manager under part 2.2 of the Conflict Resolution Procedure.

Date of Request for Mediation _____

Date(s) of mediation meeting(s) _____

Result:

2.3 Referral to Disciplinary Procedure (if applicable) under Part 2.3 of the Conflict Resolution Procedure.

Date of Referral, if applicable _____

Manager's reason:

2.4 Manager's decision under Part 2.4 of the Conflict Resolution Procedure, following mediation:

Conflict Resolution Form B

To be used in conjunction with Part 3 of the Conflict Resolution Procedure-- when one of the parties to the conflict is a manager.

This form is to be used by the Personnel Committee as soon as it learns of the need for mediation under Part 3.2 of the Conflict Resolution Procedure.

The Personnel Committee must share the written contents of this form with the conflicting parties.

The contents of this form will be kept confidential.

Names of Conflicting Parties _____

3.1 Initial meeting between the conflicting parties under part 3.1 of the Conflict Resolution Procedure

Note: this meeting might happen without the Personnel Committee knowing about it. In that case, this part of the form (3.1) should be filled in retroactively.

Date of initial meeting _____

Result:

3.2 Referral to Discipline Procedure (if applicable) under Part 3.2 of the Conflict Resolution Procedure.

Date of Referral _____

Manager's reason:

3.3 Mediation by Personnel Committee under part 3.2 of the Conflict Resolution Procedure.

Date of Request for Mediation _____

Date(s) of mediation meeting(s) _____

Result:

3.4 Personnel Committee's decision under Part 3.4 of the Conflict Resolution Procedure, following mediation:

Conflict Resolution Form C

To be used in conjunction with Part 4.1 of the Conflict Resolution Procedure-- discipline of a volunteer or non-manager employee by a manager.

This form is to be used by the Manager following mediation in Part 2.2 of this Conflict Resolution Procedure, if the manager believes a volunteer or non-management employee is violating the policies and procedures of the station.

If a manager, employee, or volunteer has engaged in behaviour that would clearly threaten the well-being of others or the station (assault, destruction, theft, etc.) the manager or the board may move directly to 4.1.4 of the Conflict Resolution Procedure, and need not use this form.

The manager must share the written contents of this form with the person being disciplined. Otherwise, the contents of this form will be kept confidential by the manager.

4.1.1 Initial Discussion under Part 4.1.1 of the Conflict Resolution Procedure.

Date of discussion _____

Result:

4.1.2 Written Warning.

Date of written warning _____

Attach copy to this form.

4.1.3 Second Written Warning

Date of second written warning _____

Attach copy to this form.

4.1.4 Cessation of Volunteer Privileges

Date of Cessation _____

Attach copy to this form

Conflict Resolution Form D

To be used in conjunction with Part 4.2 of the Conflict Resolution Procedure-- discipline of a manager by the board.

This form is to be used by the Board following mediation in Part 3.3 of this Conflict Resolution Procedure, if the board believes the manager is violating the policies and procedures of the station.

If a manager has engaged in behaviour that would clearly threaten the well-being of others or the station (assault, destruction, theft, etc.) the board may move directly to 4.2.5 of the Conflict Resolution Procedure, and need not use this form.

The board must share the written contents of this form with the person being disciplined. Otherwise, the contents of this form will be kept confidential by the manager.

4.2.1 Initial Discussion under Part 4.2.1 of the Conflict Resolution Procedure.

Date of discussion _____

Result:

4.2.2 Written Warning.

Date of written warning _____

Attach copy to this form.

4.2.3 Second Written Warning

Date of second written warning _____

Attach copy to this form.

4.2.5 Suspension or Dismissal

Date of Suspension or dismissal _____

Attach copy to this form

Conflict Resolution Form E (Notice of Appeal)

Appellant's Name _____

Date _____

Attach any relevant documentation and list it here:

1. What decision is being appealed?

2. Is the decision a result of (tick all that apply):

- a) mistaken facts
- b) misinterpretation of KCR policies
- c) violation of KCR Volunteer Rights and Responsibilities
- d) violation of the terms of employment
- e) bias or discrimination on the part of the decision-maker

Please separately explain each one you checked:

4. Appeal Committee's decision and detailed reasons:

Appeal Committee Signatures

Date