

Grievance Policy for WorkReady Philadelphia Youth



What is a Grievance?

A grievance is a written or verbal complaint regarding any action, occurrence or attitude which is perceived as unfair or inequitable on the job. To file a grievance, follow the steps below.

DID YOU KNOW...?

- *You should speak honestly with your supervisor about challenges you have at work.*
- *There are procedures that protect your interest in the workplace.*
- *Conflict in the workplace can be resolved if you are proactive and address it immediately.*

STEP 1: Conflict Resolution

First, meet with your supervisor regarding any action or attitude, either expressed or implied, which you perceive as unfair on the job. You are encouraged to discuss issues and attempt to resolve them with your employer. If a satisfactory resolution cannot be achieved, proceed to Step 2.

STEP 2: Grievance Procedure

If you are not satisfied after meeting with your supervisor, you should appeal in writing to the Human Resources department at PYN expressing your grievance and the results of your meeting. Please include your name, address, email and phone number. Mail to:

**Human Resources
Philadelphia Youth Network
400 Market Street, Suite 200
Philadelphia, PA 19106**

STEP 3: Resolution

As the WorkReady program administrator, the Philadelphia Youth Network will investigate your claim and report back to you within ten (10) working days.

IMPORTANT!

If you believe you have experienced discrimination or sexual harassment, contact the **Philadelphia Youth Network immediately at (267) 502-3800.**