

LET YOUR VOICE

BE HEARD!



AFC ELECTRONIC GRIEVANCE PROCESS

- 1.** Scan the QR code above using your phone, or go to the website:
<http://bit.ly/2AhihQJ>
- 2.** Choose the AFC Program you wish to file a grievance about (if your grievance is about a Supervisor, use the Supervisor form), and please include the following:

- 3.** Once the grievance form is completed, click Submit. All supervisor contact information will then be provided on your screen and an email copy of your grievance will be sent to you. If you have not received any response within 72 hours from staff or Supervisors, you can email any of the Program Supervisors listed to follow up.

Please Note: Your concerns and questions are valid; the grievance policy gives you a voice to express yourself. As staff we will do everything we

- What is the issue?
- Who is involved?
- How long has it been happening?
- What would you like to see happen?
- Are you open to a mediation?
If not, include why.

...can to address your concerns and work to find the best solution.

Thank You.

