

# Concerns: How They Can Be Voiced and How They Are Addressed

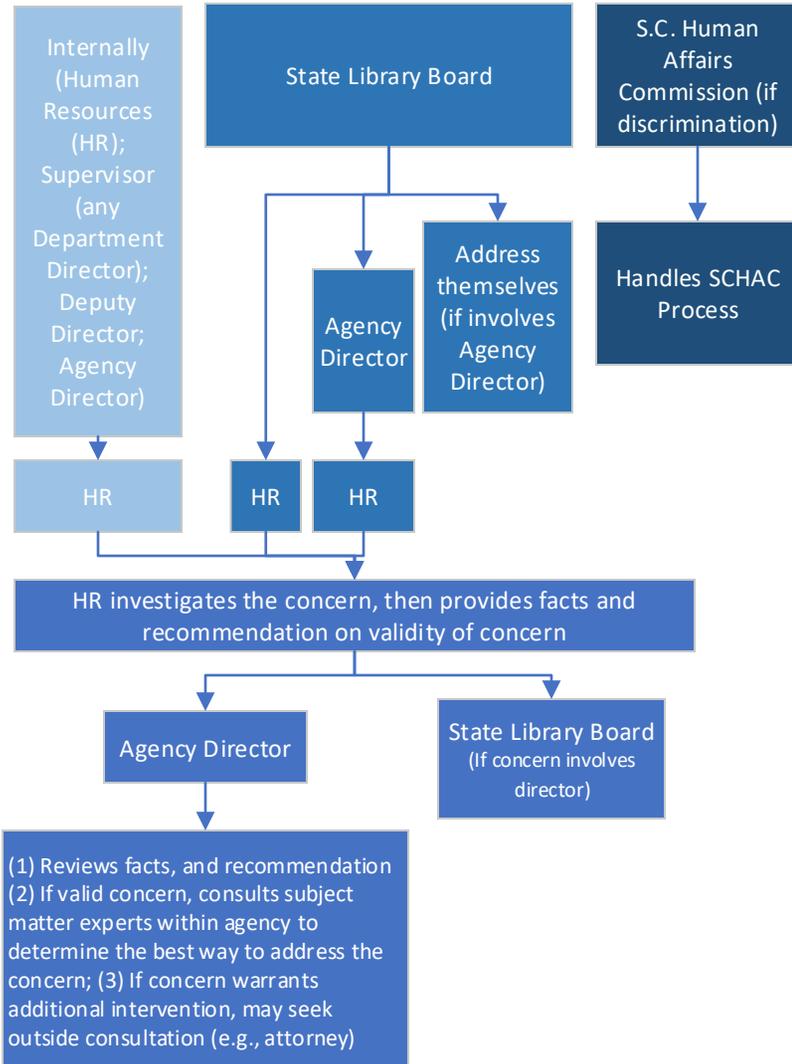
(Includes concerns from employees as well as constituents)

## Employee Concerns

Methods through which the employee can report the concern:



Individuals to whom the employee may share the concern and where it flows:

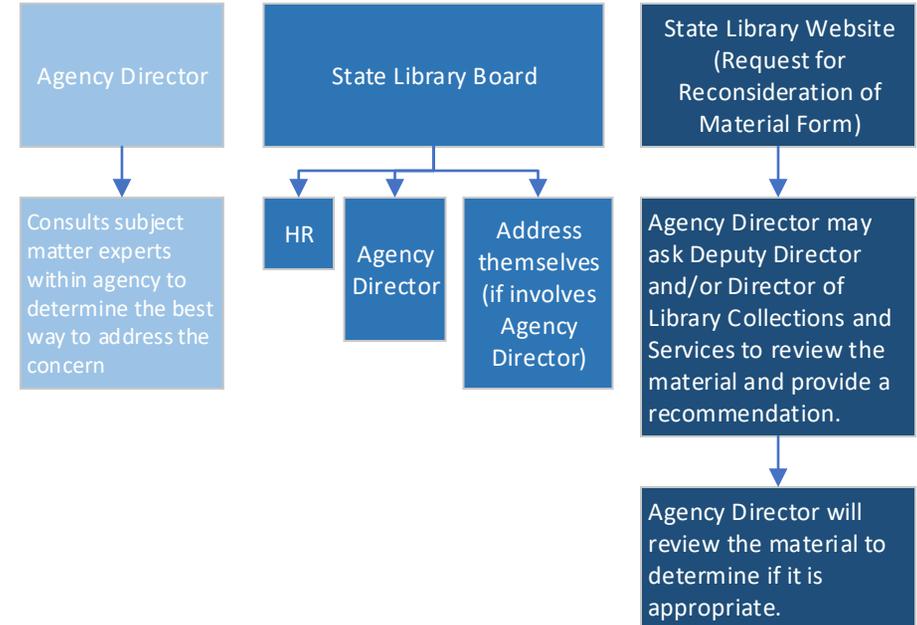


## Constituent Concerns

Methods through which the constituent can report the concern:



Individuals to whom the constituent may share the concern and where it flows:



### **How does individual know their concern was heard?**

#### *Employee Concern*

- If the report is not anonymous, the employee will be given appropriate information about the outcome of the investigation and decision regarding how it will be addressed.
- If the decision results in disciplinary action of another employee, the reporting employee will not be provided details. There will be a follow up conversation with the reporting employee to ensure the concern has been resolved.

#### *Constituent Concern*

- The constituent will be contacted and provided information on how their concern was addressed.