



YWCA of Seattle | King County | Snohomish County Grievance Form

It is the hope of the YWCA that all volunteers enjoy their experience with us. It is our goal to constantly review our procedures, programs and actions in order to assure the best customer service for our volunteers. In order to do so, it is important that opportunities be available for volunteers to express their thoughts and feelings about how we conduct ourselves. And while it our desire for all our volunteers to have a great time, we understand that sometimes this does not happen. It is important for volunteers to have a safe, confidential way of communicating grievances and concerns while in the service of the YWCA. Thank you for taking the time to fill out this form. We cannot become a better organization without you.

This document shall be held in the strictest confidentiality. No parties involved in the grievance shall be privy to this document. The submitter’s identity shall be kept confidential from all parties involved in the grievance until written permission has been granted by the submitter.

Name _____

Contact email _____ Contact phone number _____

Title of Volunteer Position at the time of the grievance _____

Location at the time of grievance _____

Name of Supervisor at the time of the grievance _____

Date or time period of grievance _____

Please describe the events that led to the grievance (*please use the back of the form for more space*):

Please describe any reporting that you did to YWCA staff prior to submitting this grievance (*please use the back of the form for more space*):



Please describe any actions taken by YWCA staff in response to your reporting (*please use the back of the form for more space*):

Please provide any additional information or comments that may be helpful in our investigation into this grievance (*please use the back of the form for more space*):

Submitter's signature _____ Date _____

Once again, thank you for submitting this form.

Please send form to:

YWCA King - Seattle - Snohomish
Attn: Volunteer Services Department
Volunteer Services Confidential
1118 5th Ave. Seattle, WA 98101
Fax: Do not fax.
Email: volunteer@ywcaworks.org

If a member of Volunteer Services was involved in the incident, please send form to:

YWCA King - Seattle - Snohomish
Attn: Irwin Batara, Chief Human Resources Officer
1118 5th Ave. Seattle, WA 98101
Fax: Do not fax.
Email: ibatara@ywcaworks.org

Staff Only

Received by _____ Date Received _____