

## Game to Grow Grievance Procedure

**Game to Grow** is fully committed to conducting all activities in strict conformance with the American Psychological Association's Ethical Principles of Psychologists. **Game to Grow** will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants. The monitoring and assessment of compliance with these standards will be the responsibility of the Director of Training and Education in consultation with the members of the continuing education committee.

While **Game to Grow** goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues which come to the attention of the convention staff which require intervention and/or action on the part of an officer of **Game to Grow**. This procedural description serves as a guideline for handling such grievances.

When a participant, either orally or in written format, files a grievance and expects action on the complaint, the following actions will be taken:

1. If the grievance concerns a speaker, the content presented by the speaker, or the style of presentation, the individual filing the grievance will be asked to put his/her comments in written format. The Director of Education and Training will then pass on the comments to the speaker, assuring the confidentiality of the grieved individual.
2. If the grievance concerns a workshop offering, its content, level of presentation, or the facilities in which the workshop was offered, the Director of Education and Training will mediate and will be the final arbitrator. If the participant requests action, the arbitrator may:
  - a) attempt to move the participant to another workshop or
  - b) provide a financial credit for a subsequent workshop or
  - c) provide a partial or full refund of the workshop fee.Actions 2b and 2c will require a written note, documenting the grievance, for record keeping purposes. The note need not be signed by the grieved individual.
3. If the grievance concerns the **Game to Grow** CE program, in a specific regard, the Director of Education and Training will attempt to arbitrate.
4. If the grievance concerns the Director of Education and Training, Adam Davis will act as mediator and arbitrator.

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