

COMPANY NAME

Employee Complaint
Resolution and Arbitration

_____ has an open door policy for working out conflict in the work place, but situations occasionally arise where it is necessary to address a problem with a formal Resolution and Arbitration Procedure.

How to request arbitration—

If you wish to request a formal claim, the request must be in writing, signed by you, and submitted to (NAME OF COMPANY) no later than 30 days after any unsuccessful mediation effort, or the last management response under the open door appeal process; otherwise, you will be deemed to have accepted the Company's last response during the open door process.

_____ will conduct an arbitration hearing and have authority to resolve the dispute. The employee must produce evidence to support his claim. Within 30 days after the arbitration hearing the decision will be mailed to the employee. The arbitration results will be confidential.

I acknowledge that I received, understand, and agree to the above Employee Problem Resolution and Arbitration Procedure.

_____ Date: _____
Employee Signature