
five workdays

workdays

ten

*An employee does not need approval to contact a Vice President directly regarding a complaint made under this policy.
Under no circumstances is an individual required to make a report to the person accused of the policy violation.*

VI. REVIEW AND RESPONSIBILITY

VII. APPROVAL

REVISION LOG

| Revision Number | Date | Description of Changes |
|-----------------|------|------------------------|
| | | |
| | | |