

United Way of Burlington & Greater Hamilton

Policy & Procedure Manual

PURPOSE

To ensure that a process exists which allows for members of the public to express concerns to United Way with respect to the conduct of its staff and volunteers, and to ensure that such concerns are :

- handled in a timely and professional manner
- given appropriate attention
- disposed of effectively and expeditiously

POLICY

The United Way will fully, fairly, and transparently deal with complaints received from members of the public regarding its staff, volunteers, or operations in an expeditious fashion.

PROCEDURE

Step One - Source of the initial complaint

Any individual may contact the United Way office directly to set forth a complaint or concern with United Way staff members, volunteers, or operations. Such individuals should be requested to compile all relevant information including

- supporting documents concerning the complaint,
- the names of any employees that were involved
- an outline of the circumstances
- the expected remedy

United Way staff receiving this complaint should endeavor to resolve the matter directly with the complainant. In the event that the complaint is not addressed to the satisfaction of the complainant by a member of the United Way staff, staff should keep the Chief Operating Officer (COO) apprised of all complaints received and their disposition on a regular basis.

Step Two - Appeal to the Chief Executive Officer (CEO) of United Way

If the issue cannot be resolved under Step One, the Complainant may require that the issue be considered by the CEO, either by telephone, email or in person to the United Way office.

Step Three - Appeal to the Board Chair of United Way

If the issue cannot be resolved under Step Two, the Complainant may require that the issue be considered by the Board Chair who may:

1. Deem the complaint to be frivolous or vexatious or otherwise without merit and inform the complainant that no further action will be taken;
2. Elect to bring the matter before the Board with a recommended disposition; or

Step Four - Mediation

Upon the recommendation of the Board efforts to settle the unresolved issue may result in mediation. A mediator helps disputing parties work toward a mutually acceptable resolution by maintaining open communication in an effort to identify issues, interests and possible options.

Additional Resources:

Contact for privacy complaints:

The COO is the United Way contact for privacy complaints.

Office of the Chief Operating Officer (COO)
United Way of Burlington & Greater Hamilton
177 Rebecca Street, Hamilton, ON L8R 1B9
Telephone: 905.527.4576 x247
Fax: 905.527.5152
belsaadi@uwaybh.ca

If the person with the concern is still not satisfied, he/she may contact The Office of the Privacy Commissioner of Canada.

Office of the Privacy Commissioner of Canada — The Office of the Privacy Commissioner of Canada investigates complaints concerning the Personal Information Protection and Electronic Documents Act (PIPEDA). Complaints to the Office of the Privacy Commissioner must be submitted in writing.

The Privacy Commissioner of Canada
112 Kent Street
Ottawa, ON K1A 1H3

For general privacy inquiries and additional information about personal information-handling practices, you can contact the Office of the Privacy Commissioner of Canada in any of the following ways:

Telephone: 613-995-8210
Toll-free telephone: 1-800-282-1376
Fax: 613-947-6850
www.privcom.gc.ca

Regulatory bodies and other resources:

Government regulators provide alternative sources of consumer information and have offices that handle specific complaints. Depending on your issue, the federal government and the province of Ontario have their own regulatory bodies that can be contacted.