



# Complaints Policy

Approved:  
January 2016  
Last Reviewed:  
January 2020

## **Intent**

The YMCA of Brandon is committed to providing excellent programs and services. The YMCA recognizes that from time to time there may be concerns or complaints, that our stakeholders have the right to raise such complaints or concerns, and that they need avenues to do so. This policy is intended to ensure that complaints received from members of the public about YMCA services and programs are dealt with promptly, consistently, and fairly. The YMCA recognizes that when a person has a complaint about the YMCA, the way in which the complaint is handled is critical to the individual's ongoing relationship with the association.

## **Scope**

This policy and procedure applies to all complaints received from members of the public about the YMCA's activities, programs, services, staff, or volunteers. This policy serves as a companion to the association's Whistleblower Policy. This policy does not apply to employees or volunteers, as there is a Conflict Resolution Policy available in the Human Resources Policies and Procedures to address concerns or complaints they may raise.

## **Guiding Principles**

- It is in the interest of all parties that complaints are dealt with promptly and resolved as quickly as possible.
- Review of complaints is fair, impartial and respectful to all parties.
- Complainants are advised of their options to escalate their complaint to a more senior staff person if they are dissatisfied with treatment or outcome.
- Complainants are provided clear and understandable reasons for decisions relating to complaints. Updates are provided to complainants during review processes.
- Complaints are used to assist in improving services, policies and procedures.

## **Definition**

Complaints are defined as an expression of dissatisfaction with regard to a service/program, an action or a decision taken by the YMCA, or the way in which YMCA employees or volunteers carry out their duties. Complaints typically arise when a person believes:

- The YMCA has failed to do something agreed upon or expected
- A YMCA policy or procedure has not been followed
- A YMCA policy or procedure is unfair or inadequate
- An error has been made
- YMCA employees or volunteers acted in a wrongful way

A complaint is distinct from an inquiry, feedback, or a suggestion.

## **Procedure**

### **Informal Complaint**

If a member of the public has a complaint or concern, the individual is encouraged to discuss the matter with the staff who is most connected to the concern or situation, either in person, by phone, or by email. If the complaint is not resolved or if you are uncomfortable discussing the issue with the relevant person, the individual can inform the supervisor, manager, or Director of the program or service. This informal process can be used to resolve many inquiries or matters of simple error that can be corrected to your satisfaction. If the matter is not resolved at this stage, you have the opportunity to make a formal complaint.

Every effort will be made to resolve complaints in a timely fashion. When receiving a verbal complaint, staff should listen and seek to understand the complaint, and may attempt to resolve it immediately. If follow-up is required, basic contact information including name, phone number, and email address should immediately be recorded.

### **Formal Complaint**

If you have been unable to resolve your concern through the informal process described above, a formal complaint may be made in writing (by mail or email) to:

*Complaints, YMCA of Brandon • 231 8<sup>th</sup> St., Brandon MB, R7A 3X2 • [info@ymcabrandon.com](mailto:info@ymcabrandon.com)*

Please provide your contact information, as the YMCA will not respond to anonymous complaints. If you are unable to register the complaint in this manner due to a disability, you may contact the YMCA to request accommodation, which will be provided appropriate to your needs and circumstances.

### **Process**

Once an individual has registered a complaint, the YMCA is committed to handling the complaint promptly, consistently, and fairly. The individual will be treated with respect and kept informed of the status of the complaint. The YMCA will respond to the complaint within 2 business days of receiving the complaint to confirm the complaint has been received, and indicate expectations for how long the investigation will take if it can be reasonably assessed at that point.

The YMCA aims to resolve all complaints within 10 business days of receiving them. If this timeline cannot be met, the individual will be informed of the reasons and given a revised timeframe. Upon completion of the investigation, the individual will be provided with clear reasons for the decisions relating to the complaint.

### **Appeals**

If the individual is not satisfied with the findings or the corrective action, you may submit a written appeal to the President and CEO or Designate within 10 business days of the receipt of the communication. The decision made at this level is considered final.

### **Confidentiality/No Retaliation**

The YMCA will make every effort to ensure confidentiality for the person reporting a complaint or concern. In some programs that receive funding from partner agencies, complaints may need to be shared with those agencies. No person who in good faith and under this policy submits a concern/complaint shall suffer harassment or retaliation.

### **Records**

Formal complaints and resolutions will be recorded on the Incident Report Form and reviewed by the manager for the program or service. Information recorded includes a description of the complaint, who handled it, timeframe, and a description of the resolution.

### **Diagram of Overall Process**

