

Western Interstate Energy Board

Grievance Procedure

Any employee or program participant who believes he or she has been subject to or witnessed illegal discrimination, including sexual or other forms of unlawful harassment, is requested, and encouraged to make a complaint no later than 45 days from the date that the issue occurred using the WIEB Employee Grievance Form [here](#). You may complain directly to the Executive Director, Laura Rennick Irennick@westernenergyboard.org, and the Director of Finance and Administration, Lisa Brohaugh lbrohaugh@westernenergyboard.org. Similarly, if you observe acts of discrimination toward or harassment of another employee or program participant, you are requested and encouraged to report this to one of the individuals listed above no later than 45 days from the date that the issue occurred. The Executive Director will work with the employee or program participant, and any other individuals, limited to those involved with, and who can assist with, resolving the issue.

If a complaint cannot be resolved between the Executive Director and an employee within 45 days after the complaint has been identified, the following next steps should be taken. An emailed letter should be filed and sent to the Executive Committee of WIEB. This Committee is comprised of the WIEB Board Chair, Vice Chair, 2nd Vice Chair, and Treasurer. The names and e-mail addresses of the Executive Committee can be obtained from the Executive Director or Director of Finance and Administration. Within 10 business days of receiving the letter, the Executive Committee will review the complaint via virtual meeting, decide what further steps should be taken, as well as establish an appropriate resolution timeline and communicate this information to the employee or program participant. If resolution is not reached within 45 days of this review, the Executive Committee will notify the WIEB Executive Director and issue a Notice of Final Interview and Notice of Right to File Formal, providing the employee or program participant the right to file a formal EEO complaint with the U.S. Equal Employment Opportunity Commission at the below address.

If an employee or program participant believes that they have been discriminated against due to race, color, religion, sex, or national origin they may file a complaint with the **U.S. Equal Employment Opportunity Commission** (EEOC) at the Denver District Office, Complaints & Investigations, 303 East 17th Ave., Room 510, Denver, CO 80203. Complaints should also be filed with the **Colorado State Civil Rights Commission**, Civil Rights Division, 1560 Broadway, Suite 1050, Denver, CO 80202.

An employee or program participant has the right to file such complaints. No reprisal, retaliation, or other adverse action will be taken against an employee for making a complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard to

confidentiality according to the procedures listed above.

If the investigation confirms conduct contrary to this policy has occurred, Western Interstate Energy Board will take immediate, appropriate, corrective action, including immediate termination within 10 days of determination.