



Code of Conduct Grievance Form

Please use the following as a form or guideline for submitting a “Code of Conduct” or similar grievance to the Board:

To: Vice President of Membership or other member of the board

From: _____

Date: _____

Step 1: Tell us what is wrong. Send your grievance to the Vice President of Membership or another Board Member in person, by phone, by email, by text, or in writing. We will treat your information as confidential as described in the “Code of Conduct Grievance and Mediation Policy and Procedures” document.

Step 2: If you would like to pursue a formal grievance, tell us what we need to know by written submission.

Please tell us as much as possible about your grievance by written submission, for example, including:

- What happened (it is helpful to provide context from the Guild Bylaws and/or Code of Conduct Policy);
- When it happened;
- Where it happened;
- Who was present at the time;
- And what corrective action you would like the Board to take, if possible, recognizing the Board may not be able to act on it.

It’s always a good idea to document your recollection of events as soon as possible after it happened to ensure the most complete and accurate report. Please safeguard any other materials, including photos or emails, that are related to the event.

Please notify us if you need any special arrangements or accommodation to ensure you can take full part in any meeting regarding your grievance, such as assistance with a hearing or sight disability, an interpreter, step-free access to a building, or other accommodation.

You may add additional pages if necessary.

Adopted by the KCMQG Board, February 2026