

POLICY OF ANDERSON ISLAND HISTORICAL SOCIETY

CONFLICT RESOLUTION and REPORTING PROCEDURE

This policy establishes a clear process for addressing interpersonal conflicts involving volunteers, staff, and/or board members.

Purpose

To ensure conflicts are addressed promptly, respectfully, and in a manner that protects the organization and all individuals involved.

Scope

Applies to:

- Volunteers
- Employees of AIHS
- Independent Contractors under contract to AIHS
- Board members

Principles

- Conflicts should be addressed as quickly after the incident as possible.
- All parties deserve to be heard respectfully.
- Retaliation for reporting a conflict is prohibited.
- Confidentiality will be maintained.

Resolution Process

1. Direct Conversation (when appropriate)

Individuals are encouraged to resolve minor misunderstandings directly and respectfully.

2. Report to Supervisor or President

If direct resolution is not appropriate or unsuccessful, the concern should be reported using the formal reporting procedure(see below).

3. **Fact-Finding**

The President or designated board member will gather written statements from involved parties and witnesses.

4. **Board Review (if necessary)**

For serious incidents, the Board will review the matter in executive session.

Any board member involved in the conflict must recuse themselves.

5. **Corrective Action or Resolution**

The Board may issue coaching, warnings, training requirements, or other actions as appropriate.

6. **Follow-Up**

The President or Board will check in with involved parties to ensure the issue is resolved.

Formal Reporting Procedure

This procedure ensures that concerns, conflicts, and incidents are reported and addressed consistently.

What Should Be Reported

- Conflicts or confrontations
- Safety concerns or hazards
- Harassment, discrimination, or threatening behavior
- Violations of the Volunteer Code of Conduct (Policy 2026-27) or Board Member/Staff Code of Conduct (Policy 2026-26).

How to Report

1. **Submit a Report**

Reports may be made verbally or in writing to:

- The President
- Any board officer

2. **Written Statement**

The reporting party will be asked to provide a written account including:

- Date, time, and location
- Individuals involved
- Description of what occurred

- Names of witnesses (if any)

3. **Acknowledgment**

The President or designated board member will acknowledge receipt as soon as possible.

4. **Review and Action**

The Board or President will review the report, gather additional statements, and determine appropriate action.

5. **Confidentiality**

Reports will be handled confidentially: Information will be shared only with board members or those who need to know.

6. **Protection from Retaliation.**

Retaliation against anyone who reports a concern is strictly prohibited.

Adopted by the Board of Directors of AIHS Date:_____

Robert Bedoll, President