

REPORTING AN ISSUE

If you have a concern that there is a violation of our policies regarding No Harassment, No Bullying, No Discrimination, No Retaliation, and/or Work Place Violence, you must report it immediately. Due to the serious nature, you must report your concerns to one of these individuals:

1. **Your Site Manager**
2. **Human Resources at extension 199 or directly at 828-407-4030**
3. **Executive Director of Operations at extension 196 or directly at 828-407-4024**

You should report any actions that you believe may violate our policy no matter how slight the actions may seem. We will investigate the report and then take prompt, appropriate remedial action. The practice will protect the confidentiality of employees reporting suspected violations to the extent possible consistent with our investigation.

You will not be penalized or retaliated against for reporting improper conduct, harassment, discrimination, retaliation, or other actions that you believe may violate this policy.

See the Employee Handbook for more details.