Employee Concern Form and Process

Employee Name/Position:

Department, Supervisor, Location:

Date of the Concern:

Have you discussed the issue with your supervisor? ☐ Yes ☐ No (if no, list reason below)

Witnesses (if applicable):

Nature of the Concern (describe in detail):

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Send completed form to:
VP, HR
3201 C Street, Suite 700
Anchorage, AK 99503
Employee feedback is important. Employees may submit concerns using the form above, which will be located [www.olgoonik.com](http://www.olgoonik.com) through the Employee Portal. The process for receiving and following-up on concerns is outlined below:

1. The Employee completes the Concern form and clearly states the nature of their concern
2. The Employee submits the form to the VP, HR in Anchorage. *if the issue is in regards to the VP, HR, the form should be mailed to the Legal Department.
3. The VP, HR or designee logs the concern and clarifies all pertinent information. If the concern is merely a request for information, the proper request forms are returned to the Employee to be completed and submitted. Requests for information will generally be forwarded to Legal.
4. The VP, HR determines if the issue is HR, Legal, Board, or other topic
5. The concern is passed to the appropriate department – Legal and HR are copied
6. When applicable, the concern is initially investigated and documented by the VP, HR or designee in consultation with Legal and HR
7. Before any actions are taken, the Concern is discussed with either Legal and/or HR as well as other relevant parties to determine the proper course of action
8. All actions are documented and taken based on the results of the investigation
9. The VP, HR or designee issues a response letter of completion to the Employee who initiated the concern (the response may be issued from another source, as determined by Legal and HR) and copies the OC/OD CEO