

## A Safe Haven Foundation Student Complaint Policy

All inquiries or complaints in regards to potential discrimination, harassment, or other issues will be investigated promptly, thoroughly, and as confidentially as possible for the protection of all individuals involved. If an investigation confirms that any code of conduct violation has occurred, appropriate corrective action(s) will be taken. This includes discipline up to and including termination, as the Organization deems appropriate. There will be no retaliation against any individuals who makes a good faith report; even if after an investigation it appears there has been no violation.

Complaints may be also sent to 1 N. Old State Capitol Plaza, Suite 333, Springfield, Illinois 62701.