



Grievance Policy

Sensorimotor Psychotherapy® Institute is fully committed to conducting all activities according to legal and ethical guidelines. SPI will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants.

The monitoring and assessment of compliance with these standards will be the responsibility of the SPI grievance committee. While SPI goes to great lengths to assure fair treatment for all participants and attempts to anticipate problems, there will be occasional issues which come to the attention of the grievance committee which require intervention and/or action. This procedural description serves as a guideline for handling such grievances.

How to File an Official Grievance

To file an official grievance, the complainant is asked to fill out the **Grievance Form** on the following page, and email it to the Grievance Committee at grievance@sensorimotor.org in writing. If a complainant insists that his or her name or other identifiable information not be revealed, the committee will evaluate the request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students, staff, and trainers.

After the grievance is received, the committee will take the following steps.

1. If the grievance concerns a Trainer or the way in which a trainer presents the material, the Grievance Committee will contact the Trainer for resolution. If necessary, the committee will mediate and will be the final arbitrator.
2. If the grievance concerns a Training or Workshop, its content, professional level, or the facilities in which the program was offered, the Grievance Committee will mediate and vote on action to be taken and will be the final arbitrator. The SPI Grievance Committee will vote on action to be taken on the grievance and the result of that vote will be final.
3. If the grievance concerns SPI's CE program, in a specific regard, the Grievance Committee will attempt to arbitrate a resolution with the Institute for Continuing Education.
4. If the grievance concerns the SPI Administration or Office staff, the grievance committee will ensure a neutral party to arbitrate a resolution.



Grievance Form

Full Name

Contact Information

Today's Date

Details

1. Date of Incident
2. Location of Incident
3. Please provide a complete description of the alleged incident below. Attach additional pages as necessary.
4. Did you attempt to resolve the issue with the individual against whom the grievance is directed? YES NO
5. Please describe below what specific redress or solution you seek in making this grievance? Attach additional pages as necessary.

I hereby acknowledge that by signing this form, I am providing representatives of SPI the authority to review this incident by any means determined necessary.

Signature

____/____/____
Date