

Pruett Counseling and Consulting Workshops Grievance Policy:

*Pruett Counseling and Consulting* is fully committed to conducting all activities in strict conformance with the American Counselors Association (ACA) *Code of Ethics*.

*Pruett Counseling and Consulting* will comply with all legal and ethical responsibilities to be non-discriminatory in promotional activities, program content and in the treatment of program participants.

If a participant, either orally or in written format, files a grievance and expects action on the complaint, the complainant will be given a copy of this grievance procedure, and the following actions will be taken.

If the grievance concerns a workshop offering, its content or level of presentation, or the facilities in which the workshop was offered; the individual filing the grievance will be asked to put his/her comments in written format and submit them to *Pruett Counseling and Consulting* at the above address. The grievance will be reviewed by Michelle Pruett (workshop presenter) and Lacey Amos (workshop administrator) and will respond to the grievance as appropriate.