

## **Progressive Solutions Policy**

### **Purpose**

The Oregon Country Fair's Progressive Solutions policy and procedures are designed to provide a structured process to improve and prevent a recurrence of behavior and performance that do not align with our current Code of Conduct, Guidelines, and other policies.

Outlined below are the steps of the Oregon Country Fair's Progressive Solutions policy and procedures. The Oregon Country Fair reserves the right to combine or skip steps depending on the facts of each situation and the nature of the issue(s). Some of the factors that will be considered are whether the issue is repeated despite coaching, counseling or training; the history of related issues; and the impact the conduct and performance issues have on the organization.

### **Initial Steps**

Depending on the situation, it may be deemed necessary for the Oregon Country Fair to take action on a report prior to the steps described below. These actions will be considered temporary, to be in place while processes are followed. During our busiest times, timelines associated with the Progressive Solutions policy could be delayed (for example, June through August).

### **Procedure**

#### ***Step 1: Exploration***

Issues being considered for Progressive Solutions begin with exploration which entails collecting all relevant perspectives and other pertinent information.

Fact finders will gather information to provide management or designee with pertinent details. All information gathered will remain confidential to the extent possible for a thorough investigation. The investigation will include a detailed account of the incident or issues investigated including dates, parties involved, key factual findings, policies or guidelines and their applicability to the investigation, issues that could not be resolved and reasons for lack of resolution, any instances of retaliation, and any actions taken by the Fair or other parties.

The matter could be closed at this point; appropriate parties will be notified if so.

#### ***Step 2: Counseling and verbal warning***

Generally, one advances to Step 2 when mediation or other interventions are not appropriate or are unsuccessful. Step 2 creates an opportunity for the assigned management designee to bring to the Fair Community participant's attention to the existence of a performance, conduct, attendance or other issue that must be corrected. The assigned management designee should discuss with the Fair Community participant the nature of the problem or the violation of Fair policies and procedures. The assigned management designee is expected to clearly describe any expectations and steps the Fair Community participant must take to improve their performance or resolve the problem.

Generally, within ten to 15 business days, the assigned management designee will prepare written documentation of the verbal counseling/warning. The Fair Community participant will be asked to sign this document to demonstrate their understanding of the issues and the corrective action.

### ***Step 3: Written warning***

The Step 3 written warning involves a more formal documentation of the performance, conduct or attendance issues, and actions taken. Generally, if the Fair Community participant is not able to successfully complete the steps outlined in the written documentation referred to in Step 2, the assigned management designee may progress to Step 3. The Oregon Country Fair reserves the right to combine or skip steps depending on the facts of each situation and the nature of the issue(s).

During Step 3, the assigned management designee will meet with the Fair Community participant to review any additional incidents or information about the performance, conduct or attendance issues, as well as any prior relevant corrective action plans and agreements. The assigned management designee will outline the actions taken for the Fair Community participant of their continued failure to meet performance or conduct expectations.

A formal behavioral expectation agreement requiring the Fair Community participant's immediate and sustained corrective action will be issued typically within ten to 15 business days of a Step 3 meeting. The agreement may also include a statement indicating that the Fair Community participant may be subject to additional consequences, up to and including separation, if immediate and sustained corrective action is not taken (when one does not comply with the agreement).

### ***Step 4: Suspension and final written warning***

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the Fair Community participant. When immediate action is necessary to ensure the safety of a Fair Community participant, or others, the management designee may suspend the Fair Community participant pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the Progressive Solutions policy and procedures are subject to approval (review) from another management designee. After recommendation is approved, it will be formally presented to the Fair Community participant.

### ***Step 5: Recommendation for separation of Fair Communities position***

The last and most serious step in the Progressive Solutions process is a recommendation to separate the Fair Community participant from their position. Generally, Oregon Country Fair will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the member before proceeding to a recommendation to separate the Fair Community participant from their position. However, Oregon Country Fair reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense including, but not limited to: gross misconduct, job abandonment, physical violence, abusive conduct or threats of abusive conduct, theft or other criminal behavior, gross

insubordination, etc. See the definitions for further examples. Furthermore, in these instances the Fair Community participant may be separated without prior notice or corrective action.

The assigned management designee recommendation to dismiss the Fair Community participant must be reviewed and approved by a different management designee. After recommendation is approved, it will be formally presented to the Fair Community participant. The Progressive Solutions actions will be reviewed to ensure compliance. Final approval may be required from the Executive Director.

## **Support**

Every Fair Community participant has the right to request a support person from the Fair Community to engage in the steps of the corrective process. The Fair Community participant will be responsible for arranging for the support person in a timely fashion. The support person may not speak for the Fair Community participant, but may supply support and counsel, etc. The Oregon Country Fair will make reasonable accommodations to ensure the Fair Community participant access to the support person.

## **Member's Rights in Additional Information and Appeals**

Fair Community participant(s) will have the opportunity to dispute information the Oregon Country Fair has used as a part of any step of the Progressive Solutions process, as described above. The purpose of providing additional information is to provide opportunity to demonstrate the Fair is incorrect in its determination of responsibility for an issue, and in the alternative, to provide insight into extenuating circumstances that may have contributed to the Fair Community participant's performance or conduct issues while allowing for an equitable solution. If the Fair Community participant wishes to provide supplemental information after each step, they will have five business days, after the presentation of the decision, to present such information.

After the determination in Steps 4 and 5, a Fair Community participant may choose to appeal the decision once per incident. This would halt the final decision until the appeal is concluded, but will not affect any temporary actions the Fair has taken. The appeals will be heard by a management designee and the Fair Community participant will have an opportunity to present their information for consideration.

## **Performance and Conduct Issues Not Subject to Progressive Solutions**

Behavior that is illegal or poses a significant risk of harm to others or the organization is not subject to progressive solutions and may result in immediate separation. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, fighting and other acts of violence committed while performing work on behalf of the Oregon Country Fair are also not subject to progressive solutions and may be grounds for immediate separation.

## **Documentation**

The Fair Community participant will be provided copies of progressive solution documentation as described above, including behavioral agreement(s). The Fair Community participant will be asked to sign copies of this documentation attesting to their receipt and understanding of the corrective action outlined in these documents. If the Fair Community participant refuses to sign

the behavioral agreement(s), the assigned management designee will indicate that refusal on the forms. Refusal to sign will not impede the progressive solution process.

Copies of these documents will be retained by the Oregon Country Fair.

### **Actions Taken**

Action(s) may include training, coaching, referral to our Mediation or CeDaR teams, or the creation of new procedures. If an allegation is substantiated, corrective action also may be taken in accordance with the seriousness and impact of the situation. This could include a warning, behavioral expectation agreement, temporary or permanent removal of participation from Fair events or position, committees or work groups up to a recommendation to the Board of Directors to remove membership. This statement is not intended to provide a full list of potential actions, nor reflect how situations are commonly adjudicated.

### **Definitions**

See our current list of definitions [here](#).