# **DoulaVersity Grievance Policy**

DoulaVersity will maintain a grievance policy and procedures to ensure all doula's are always practicing to the highest standards of conduct, ethics and scope of practice. This grievance policy is also in place to protect families and future families from misconduct and hold doulas accountable for their actions.

### **Requirements for Submission of Grievance Policy:**

Any grievance against a DoulaVersity Certified doula must be sent to DoulaVersity within 12 months of the alleged misconduct. The person filing the grievance must provide in writing a detailed summary of events. Please include the first and last name of the doula, the date, and location where the incident occurred. Finally, the party filing the grievance must provide us with their name, phone number, and address. The person submitting the grievance policy agrees to provide any additional information that DoulaVersity requires to complete the investigation. If such evidence is not submitted within 30 days, we will not continue with the investigation process.

#### **The Investigation Process:**

After a grievance policy submission, DoulaVersity will contact the doula being accused of misconduct and provide her 60 days to respond in writing and provider her account of the events. Failure to provide this information may be grounds for revocation of certification.

During the investigation the doula and her accusing party shall not have contact with one another unless required by law.

DoulaVersity will maintain a fair and unbiased judgment throughout the process.

#### **Final Decision and Consequences:**

After our committee has reviewed the claims, we will decide on the course of action for the doula, and when possible, proper resolution for the party involved.

#### **Possible Outcomes or Action:**

DoulaVersity may dismiss all allegations. DoulaVersity may provide the doula with a written warning. DoulaVersity may suspend the doula certification for a certain amount of time. During this time, the doula will be required to take additional training at her expense. DoulaVersity may revoke the doula certification permanently.

## The Doula agrees that the final decision is up to DoulaVersity and will abide by the decisions made by their committee.

# By Signing this document, I agree to DoulaVersity's Grievance Policy

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

