

Red Flag Request Form (Staff)

You are completing this form because you have requested a Red Flag Review of an issue. Please remember that the Red Flag Process is a problem solving meeting in which no one is in trouble and no one is blamed. With that in mind, we need some specific information to determine if the request for a Red Flag review is appropriate.

Today's date: _____

Name: _____

Reason for Red Flag Request?

HAVE YOU DONE THE FOLLOWING?

Please be aware that unless you have used the following steps prior to requesting a Red Flag Review, your request may not be validated.

Have you attempted open communication with those whom the issue involves?

No Yes Explain: _____

Have you tried to work out the issue during your team meetings?

No Yes Explain: _____

Have you discussed the issue as part of supervision with your supervisor?

No Yes Explain: _____

Does this issue involve any Human Resources issues? (If yes, then please use the grievance policy as listed in your employee handbook.)

No Yes Explain: _____

WHAT HAPPENS NEXT?

Your request will be reviewed and an answer given within 72 hours (business days). If your request was denied, an explanation will be given with reasons and action steps to attempt. If your request was validated, you will be contacted with the date, time, and location for the Red Flag Review. Please come prepared to share briefly about the issue, what has been attempted to resolve the issue, and ideas to help resolve the issue. **Please submit to the Sanctuary Site Coordinator.**