



Ketchikan Indian Community

Office of Administration

2960 Tongass Avenue — Ketchikan, AK 99901
(907) 228-9271 Phone

www.kictribe.org

17 DBS
April 10, 2012

Hand Delivery

██████████ Johnson
c/o 2960 Tongass Avenue
Ketchikan, AK 99901

Dear Ms. Johnson:

Re: Complaint Filed March 19, 2012 and March 22, 2012 Addendum Response

Please consider this official notification that the complaint you filed March 19, 2012 with Addendum March 22, 2012 has been investigated and it has been determined that no verifiable sexual harassment occurred in the workplace but rather the non-intentional communication and physical contact.

Upon receiving the complaint, an investigation was conducted and it has been determined that the conversations and touching was not intentional. You at times initiated personal life conversation both in and outside the workplace. The invitation to the Prince of Wales residence is a standard for all KIC employees/visitors who ask him (fishing opportunities only). His verbal comments may be misinterpreted because of his casualness rather than professionalism in the workplace and will not happen again.

The physical contact with your hands, arms, and shoulders were to refresh your knowledge of blood withdrawing procedure during initial orientation; there was no malicious intent by him. There are no witnesses to support the allegation he touched you on the neck, thigh, and hair. The "slap on the left buttock" was intended for your back after the two of you had joked about you applying makeup at work. He apologized to you immediately. Previously, you gave the impression that you were not uncomfortable "joking" with him. Again, he will be professional in conversation and conduct in the workplace. In the future, should you feel intimidated, please report to Human Resources or a management person you are comfortable to speak with immediately.

In summary, both of you were hired/re-hired at the same time. He is an experienced Physician and Lab Director that encourages co-workers to further their confidence and career. The "casual" attitude in both conversation and physical contact was unprofessional will not occur again. He has apologized to you for the slight non-intentional slap on your back and will communicate lab operations with the senior lab technician only.

Grievance

You are entitled to file a grievance appealing this decision (Ordinance 8, Section 17 attached). You must present your grievance in writing and signed by Wednesday, April 25, 2012 no later than 4:00 p.m. to the Human Resources Director. Failure to do so will result in this right being voluntarily waived. Per Ordinance 8:

- 17.05.06** If at any time an employee discloses a grievance outside the internal review process before a final decision is rendered, the grievance will be considered invalid and the employee has waived their right to the grievance process. If at any time an employee does not follow the steps outlined in this process, the employee will forfeit their right to the grievance process.

Should you have any questions, please contact Carleen Howard, Human Resources Director at 228-9231.



Debra Patton, MPA
General Manager

cc: [REDACTED] Johnson Personnel File