

11 How to Report Concerns

Open Communication and Problem Solving

At Southern Oregon School of Music, we value open, respectful communication and encourage team members to share concerns, questions, or ideas. Your perspective helps us maintain a positive and professional workplace.

If you believe there has been inappropriate conduct or activity involving the School, its management, team members, vendors, customers, or others connected with the School, please bring your concern to the Director at a time and place that allows for a focused conversation. Include the issue, individuals involved, any steps you have already taken, and any suggestions for resolution.

Management will work with you to address concerns thoughtfully and fairly. Southern Oregon School of Music does not tolerate retaliation for raising concerns in good faith.

Reporting Concerns to State and Federal Agencies

Filing a concern with the School does not prevent you from filing with state or federal agencies. Complaints filed with BOLI are automatically filed with the EEOC when covered under both laws.

- **Oregon Bureau of Labor and Industries (BOLI), Civil Rights Division**
Eugene: 541-686-7623 | Salem: 503-378-3292 | Portland: 971-673-0764
- **U.S. Equal Employment Opportunity Commission (EEOC), Seattle Field Office**
800-669-4000 | TTY: 800-669-6820

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