



## I have a problem at work...what should I do?

### Chain of Command / Work Conflicts

- What do you do if you see a co-worker act inappropriately?
- What should you do if someone is harassing you or making fun of you?
- How do you deal with co-workers that refuse to cooperate with you?

There is a simple solution...**follow the chain of command!**

#### Step One

- Politely ask your co-worker to stop if the issue directly affects you

#### Step Two

- Ask a shift supervisor if you can speak to them privately when they have a moment
- Explain the situation and ask them for help

#### Step Three

- If the shift supervisor refuses to help or the problem doesn't get better contact your manager
- Politely explain the situation and tell them you spoke to your shift supervisor and the problem didn't get any better

*Remember...Special Olympics Arizona is here to help you! If you have any issues please reach out to your AEP Coordinator.*

#### **Contact Information**

Bruce Clarke

Programs Assistant/Athlete Input Council Coordinator

[Bruce@SpecialOlympicsArizona.org](mailto:Bruce@SpecialOlympicsArizona.org)

Support Services Office | 2100 S. 75th Ave. | Phoenix, AZ. 85043

Office: 602.476.0843