



We want you to have a good experience with the ISC, but if there's something wrong we want to know too. We hope to be able to address your problems quickly and effectively. Below you will find our grievance procedure; it will help you get the help you need.

Grievance Procedure:

Step 1.

If you aren't happy with a service or product that the ISC has provided, please contact the department manager or director directly to discuss the issue and answer any questions raised.

Step 2.

If you are not happy with the discussion and wish to lodge a formal complaint, please submit a letter in writing to the Executive Director within 30 days of the meeting.

Step 3.

Within 30 days, the Executive Director will address the formal complaint. If you do not agree with the Executive Director's decision, you may then discuss with the Executive Director and Board Chair in an equitable, hospitable environment. Recommendations for accommodation and a reasonable timeline will be agreed upon.

For a complete list of ISC staff members and their emails, please visit the ISC website <http://www.sculpture.org/documents/aboutisc/staff.shtml> or contact us at 609-689-1051. .

I n t e r n a t i o n a l S c u l p t u r e C e n t e r
P u b l i s h e r o f S c u l p t u r e M a g a z i n e

19 Fairgrounds Road ♦ Suite B ♦ Hamilton ♦ NJ 08619-3450
Tel: 609.689.1051 ♦ Fax 609.689.1061 ♦ www.sculpture.org