

Policy: Grievance Day/Hour

PL No. – 66

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Applicability – All Employees at all Units

Total Number of Pages – 1

Every week on Monday will be considered as grievance day. On Monday, any employee, labor, on roll, off roll, contractual or anyone else who is associated with the company can come and raise their grievances. They can come and meet HR Head/Senior Executive of the HR department for the Same.

If any staff is meeting with the Senior Executive of the HR Department and they feel they are not satisfied or they have not been heard to their satisfaction, they can come and meet the HR head directly as well.

It is expected that all HODs will make sure that this policy is known to each of their juniors. So, they can utilize this opportunity. Not only them, but they shall also share this with down the line to as many people possible in the company.

Note to HR Department Staff – Always follow company policies to help fellow staff members. Company policies covers answer to almost every question that can come in everyday work. Also always be polite and listen fully the issue of everyone coming. If it is found that any staff in the HR Department was rude or refused any employee/labor/associate, then they shall be subjected to the policy of the penalty.

ok Approved

Written By
Head- HR



ok Approved.

Approved By
Management