Review and Grievance Procedures

1. Grievance Reporting Procedure: Employees should report any grievances related to ethical breaches to their immediate supervisor or HR.

2. Investigation Procedure: HR will conduct a thorough investigation into all reported grievances, ensuring confidentiality and fairness.

3. Resolution Procedure: Based on the findings of the investigation, corrective actions will be taken, including counseling, training, or disciplinary action.

4. Appeal Procedure: Employees may appeal the outcome of an investigation if they believe the decision was unjust.

5. Communication of Outcome: All decisions will be communicated to the employee involved, ensuring transparency in the process.