

GRIEVANCE REDRESSAL POLICY

Management believes that our employees are a part of this organization and we also believe in the integrity and honesty of the employees. Employees contribute positively in increasing the company productivity by their ideas. We can see the employee and management relation when they give ideas for the company. But this relation are effected when employee hide their grievance or complain from the company or any action is not taken on complain. So it is necessary that no employee should hide his/her any grievance from the company. We also ensure that all the complaints will be sorted out in unbiased manner by the management.

Method of presenting a complain:

A committee meeting is organized in every 02 months between management and employees representatives. In this meeting, any employee can present his/her idea or complain. Then a consideration and analysis is done on his/her idea/complain and decision is taken within next 15 days. It's not mandatory that a suggestion/complain is always valid. In such a situation, a meeting is organized with the concerned employee.

In company, suggestion/complaint box are also placed which are within the access of everyone. This box is always locked. Employee can write his/her suggestion/complain on a paper and can drop it in the box. This box is opened in every 01 week and all the complain/suggestion is pulled out. Then after consideration with management, decision is taken on them.

Similarly, the selected representative can put their complain/suggestion in front of management. They can also meet human resource executives for this and tell them about complain. If they are not satisfied by the solution then they can meet the Director of the company.

Responsibility:

It is the responsibility of every employee to make company aware of his/her complains/grievance, only then a healthy and cheerful work environment can be formed.