

SUGGESTION BOX POLICY

We at vamani, invite our every employee that he/she can give his/her suggestion/complain for his work. We always encourage an obstacle free, comfortable, healthy and efficient work environment.

If any employee has a complaint or he/she feels that, by his/her idea/suggestion, the work efficiency will increase and a strong system will be built, then he/she can drop a suggestion/complain in the suggestion box.

Suggestion/complaint box will be opened once a week. Appropriate action will be taken after receiving a suggestion/complaint. Sufficient confidentiality will be maintained for the ease of the person who will drop a complaint/suggestion.

If an employee has an instant suggestion/complaint, which require immediate action, then he can meet the welfare officer or any executive in human resource department without any hesitation. Immediate action will be taken on this.

Suggestion/complaint box will be kept locked. Only welfare officer or an human resource executive will be entitled to open it. Complain/suggestion chit can be obtained from supervisor or it can be on a plain paper.