

	UNITECH PLASTO COMPONENTS PRIVATE LIMITED	Doc No	UPCL/ESG/D/01B
		Date of Doc	08/01/2024
		Rev No	00
	GRIEVANCE HANDLING POLICY	Supersede	00

1. Purpose:

The purpose of this document is to define the procedure for Grievance Handling at Unitech Plasto Components.

2. Objective:

To redress the grievances of the Stakeholders at Unitech Plasto Components arising from any decision, act or omission by any person or persons within the Organization which is considered wrong, mistaken, unjust or discriminatory, and is causing concern or distress.

3. Procedure:

- The aggrieved Stakeholder will bring to the notice of Manager or the HR Representative any grievance as perceived by him / her.
- If the grievance is made by a person in another department, the same will be forwarded to concerned department for resolution and Stakeholder will be informed accordingly.
- The Manager and/or HR Representative will investigate the matter and collect all the relevant facts.
- In exceptional cases, where the HR Representative feel the grievance is of serious nature, the escalation will be moved to the HR Head of Unitech Plasto Components.
- The Stakeholder will be informed about the time frame in which the grievance will be resolved.
- On resolution of the grievance, HR Representative will inform the aggrieved Stakeholder.
- The matter will be treated as closed once HR Head makes the final communication.
- All the relevant written/email communications regarding grievances of serious nature will be filed in the personal file of the Stakeholder.
- HR Representatives will maintain the records of the grievances received by them and their resolution.

HR Representatives responsible for Grievance Handling at the Organization level will collate all the data from the various HR Representatives on a monthly basis.

- The HR Head will review the consolidated list of the grievances raised within the Units and the action taken, on a quarterly basis and the reviewed status will be maintained.
- Confidentiality: Protect sensitive and proprietary information.

PREPARED BY	REVIEWED BY	APPROVED BY
HR	PLANT HEAD	MANAGING DIRECTOR
		

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- Any grievance is to mailed to info@unitechplasto.in
- Contact No: [9176717140](tel:9176717140)

4. Anonymous Reporting

Grievances may be submitted anonymously. While anonymous reporting may limit the ability to investigate fully, all reasonable efforts will be made to review and address such complaints with the same seriousness as identified reports.

5. Anti-Retaliation Assurance

UPCL strictly prohibits retaliation against any individual who reports a grievance in good faith or who participates in an investigation. Retaliation may include, but is not limited to:

- Demotion or denial of promotion
- Harassment or exclusion
- Unfavorable job assignments
- Termination or other disciplinary action

6. Amendment to the policy:

Unitech Plasto Components reserves its right to amend or modify this Policy in whole or in part and will be informed to all the stakeholder.

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HR	PLANT HEAD	MANAGING DIRECTOR
		