

EMPLOYMENT-RELATED GRIEVANCES AND COMPLAINTS

7KH SXUSRVH RI WKLW SROLF\ LV P S R H V W D E P O L V X G D G S H V F H V F R E P S
JULHYDQFH UHJDUGLQJ HPSOR\PHQW VUHLDFW/HEDL UHFKHSR Q Q GWB\ FZ
JULHYDQFH LQ WKD QFRMWDHQGHFWSRNLERZHVW OHYHO

7KLV SROLF\ DSSOLHV WR DOO IXOOWLEP H K R S O R' L H W W J R F W W K H X U D
GRHV QRW PRGLI\ WKH DW ZLOO VWQDWWV DRW LDYHP EQDWWUIDWGYHHP

SECTION I: POLICY STATEMENT

7KH -DFNVRQ 3XEOLF 6FKRRO 'LVWUDFVRVLWFLYHP LDWGHGRW/SHD
HQYLURQPHQW IRU DOO 'LVWULFW FV S O R H H V W R F F R Q V X U Q J O W K D
GHPRQVWUDWH P X W K D W O R U S H S H F W R Q D O X S W B S W L F H H V H D W B E F O L V K H G
:KLOH HPSOR\HHV BUHHMORXUIDWVXGHW S K B R X G K U Q V R W P K H 'LVWU
WKDW RFFDVLRQDOO\ PRUH IRUPDO SWR F H W K H V L P V U I E F W U V H T X O
FRPSODLQW DQG JULHYDQFH SUR F H T X V W K E D W H S W U R H D G F M Q W U R W K H
WR UHVROYH HPSOR\PHQW UHODWHG LVVXH V

SECTION II: DEFINITIONS E

y k v j c p g o r n q { o g p v - t g n c v g f

k u u w g 0

5 0 \$ 3FRPSODLQDQW' LV DQ\ IXOO WLPH HPSOR\HH ILOLQJ D FR

7KH 3FRPSODLQW IRUP' LV WKH DSSURSRVHG L Q W F X P H M D W O L R Q

7KH WHUP 3GD\` VKDOO PHDQ ZRUNLOQJ M F Z H R H O H Q G W B R G L V
YDFDWLRQ GD\ V

\$ 3IXOO WLPH HPSOR\HH' LV DQ\ SHU V R Q G H F R S O R L Q G V R I Q H D Q X
KRXUV GHVLJQDWHG DV IXOO WLPH IRU WKDW SRVLWLRQ

\$ 3JULHYDQFH' LV D ZULWWHQ FODLEREDWQRQPSQB\RH RQR
DSSOLFDWLRQ RI D ZULWWHQ 'LVWU L F W H S R D O L F W D W D H Q G D Z G L

7KH 3UHYLHZLQJ FRP R Q G W Y H G X D O H W B S R Q V L E G H H R V L B Q D V
RI WKHVH FRPSODLQW SURFHGXUHV

5HWDOLDWLRQ LVW D Q H Q G F M U V H H M F W O L R Q R I Q D O H F R S O R D L Q W R U

SECTION III: EXCLUSIONS

7KLV SROLF\ VKDOO QRW JRYHUQ FSKDILRQVORZLRQFMLSHW RDIQHP S O

x ,PSURSHU *RYHUQPHQW B Q D S F W B Y R I O W F I E O S R Z H U : K U R W E F W L R Q

x \$OOHJHG 'LVFULPLQDWLRQ LQ (PSORFRHQW) 3LSDFWLFRQ V
'LVFULPLQDWLRQ 3ROLF\

- x (PSOR\HH %XOO\LQJ DQG RU +DUDVVP
- x 6H[XDO +DUDVVP
- x 6XVSHQVLRQ 7HUPLQDWLRQ RI &HUWL*P(LHG± (PSOR\HHHG VHHU
- x 1RQUHQHZDO RU 1RQUHHPSOR\PHQW RIG &HJOLFLH*% (PSOR\HHHG
- x 'LVPLVVDO RI FODVVLILHG DW ZLWO HPSOR\HHV E\ WKH 6XS
- x 0DWWHUV SUHVFLHUEDO DZVDWG RU UHHJXODWLRQV
- x 0DWWHUV RYHU ZKLFK WKH ERDUG LVEZLWQRXW OSLPZMHG
- x :ULWWHQ RU YHUEDO UHSULPDQGMLZQWKRXW D ORVV RI SD\

SECTION IV: RETALIATION

\$Q\ DFW RI UHWDOLDWLRQ LQFOXGLQJ EXGLVFRUW POLIOPDWLFRQ VDRJDK
FRPSODLQLQJ RU ILOLQJ D JULHYDQFK DLOO DEFFRSUGRQ EHWZLQ KEV