

## Grievance & Dispute Resolution Policy

Meneghello encourages its employees to resolve any issues or concerns they may have at the earliest opportunity with their Manager.

Open communication and feedback are regarded as essential elements of a satisfying and productive work environment. All formal avenues for handling of grievances will be fully documented and the employee's wishes will be taken into account in the determination of appropriate steps and actions.

A grievance can be about anything done, or not done of a serious nature, by management or another employee or employees, which an employee feels affects them unfairly or unjustly or is upsetting.

Management will adhere to ensure that:

- They identify, prevent and address potential problems before they become formal grievances;
- All decisions relating to employment practices are made with consideration given to the ramifications for the individual, as well as the company in general;
- Any grievance is handled in the most appropriate manner at the earliest opportunity;
- All employees are treated fairly, respectfully and equally and without fear of intimidation.

Where a grievance or dispute has been brought to a Manager's attention, the company's Grievance & Dispute Resolution Procedure must be followed.

If an employee has doubts about any aspect of this Policy, they must seek clarification from their manager or the Managing Director. This Policy shall be reviewed periodically and disciplinary action may be taken against any employee found to have breached its principals.



Signed: .....  
Danny Meneghello  
Managing Director

Date:10/10/2017



Signed: .....  
Marty Helean  
Chief Operating Officer

Date:10/10/2017

