

EMPLOYMENT-RELATED GRIEVANCES AND COMPLAINTS

7KH SXUSRVH RI WKLW SROLF\ LV P\$ R RHVW D EPDLV D GIG \$ H V F HDV V REPS  
JULHYDQFH UHJDUGLQJ HPSOR\PHQW VUHLDFW/HEDL UH\KHSR Q Q GWR\ FZ  
JULHYDQFH LQ WKDQFRMWDHQGHFWSRNLERDZHVV OHYHO

7KLV SROLF\ DSSOLHV WR DOO IXOOWLEP6HFRSOR'LH\WUJRFVWKJXU  
GRHV QRW PRGLI\ WKH DW ZLOO VLDWVU DRW LDYHP EQDWWUIDWGYHPS

SECTION I: POLICY STATEMENT

7KH -DFNVRQ 3XEOLF 6FKRRO 'LVWUDFVRV\WFLRPHLDQGHGRW\$H  
HQYLURQPHQW IRU DOO 'LVWULFWFWFWSORHNVVWRFHQVXUQJWAKD  
GHPRQVWUDWH P\WKDVO RUSHSHFWRQDQXSWBGS\H H V D W B E F O L V K H G  
:KLOH HPSOR\HHV BUHHMQRXUIDVHGDWVSRXGKULQVUPKH 'LVWU  
WKDW RFFDVLRQDOO\ PRUH IRUPDO SWRFHWKHVLPVU IEFW UH\KXQ  
FRPSODLQW DQG JULHYDQFH SURFHTXLWKEOH SWURHDGFMQWURWKH  
WR UHVROYH HPSOR\PHQW UHODWHG LVVXH

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  
?±€ % † 'À• \$ 3IXOO WLPH HPSOR\HH' VLDQ\ZSHUNVRQ WRSORX

KRXUV GHVLJQDWHG DV IXOO WLPH IRU WKDW SRVLWLRQ

\$ 3JULHYDQFH' LV D ZULWWHQ FODLERDQVQRQPSQB\RH RQR  
DSSOLFDWLRQ RI D ZULWWHQ 'LVWULFWHSHURDQF\WDDWHQGDZGL

7KH 3UH\HLZLQJ FRPQWYHIGXDQHHQBSRQVLEGHFRVLBQ DV  
RI WKHVH FRPSODLQW SURFHGXUHV

5HWDOLDWLRQ LV D QDQGD MUV HDMVUVRQIQDQ HFRPSODLQW RU

SECTION III: EXCLUSIONS

7KLV SROLF\ VKDOO QRW JRYHUQ WSKDILRQVORZFRQFMLSQW RDIKPSO

x ,PSURSHU \*RYHUQPHQW DQDUFQBYRLOWFHEOSRZHJ:KURWDFWLRQ

x \$OOHJHG 'LVFULPLQDWLRQ LQ (PSORFRHQV) 3LDFWLFHQ V  
'LVFULPLQDWLRQ 3ROLF\

- x (PSOR\HH %XOO\LQJ DQG RU +DUDVVP
- x 6H[XDO +DUDVVP
- x 6XVSHQVLRQ 7HUPLQDWLRQ RI &HUWL\*P(LHG± (PSOR\HHV
- x 1RQUHQHZDO RU 1RQUHHPSOR\PHQW RIG &HJOLFLH\*% (PSOR\HHV
- x 'LVPLVVDO RI FODVVLILHG DW ZLWO HPSOR\HHV E\ WKH 6XS
- x 0DWWHUV SUHVFLGHUHGEO 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 EXGLVFRULPOLQPLWLRQ VDRJDK  
FRPSODLQLQJ RU ILOLQJ XGAPDREYDSFKKDEBCIÀFHQSDGDKLEBWZHQVHEYK