

A grievance/dispute is a complaint made on the grounds of a real or perceived unjust act.

Meneghello Group of Companies 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 a productive work environment. All formal avenues for handling of grievances will be fully documented and the employee's wishes will be considered in the determination of appropriate steps and actions.

Resolutions of employee grievances/disputes managed through this policy are to be treated with strict confidentiality and are to be addressed promptly and fairly.

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.

During the resolution of a grievance/dispute work is to continue as normal unless there is an imminent risk to the health and safety of any persons.

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: 05/03/2020

Rev 4

