

Grievance Procedure Policy

Introduction.

Mobius Strip Productions and its Brand Chakravayu Performing Arts (Company) is aware that there may be times when employees need to file an official complaint about unjust treatment, harassment, and/or health and safety concerns in the workplace. This grievance procedure policy was created to clearly outline the process for these instances to ensure all our employees are heard and treated equally.

Purpose.

The purpose of this grievance procedure policy is to:

- (a) Explain the scope and definition of grievances;
- (b) Outline the process for reporting and closing a grievance;
- (c) Define the company's confidentiality measures; and
- (d) Describe the disciplinary action steps for policy violations

Scope.

This policy is applicable to all Company employees, including paid interns, volunteers, and seasonal, part-time, and permanent employees.

A grievance can be filed against any Company employee, including senior management and shareholders.

The Company defines a "grievance" as a formal work-related complaint, issue, and/or objection made by an employee.

Grievance Procedure:

Before filing an official grievance complaint, the Company asks that all employees review the policy that directly impacts their complaint. For example, if an employee files



a sexual harassment complaint, he/she must consult the company's Harassment Policy and a suitable Senior Manager.

The Company encourages employees to resolve minor disputes with the help of a mediator, Manager, and a department representative. If the informal complaint is not *fairly and constructively* resolved within 7 days, employees may file a formal grievance.

Employees can file grievances when:

- They have been victims of workplace harassment.
- Their health and safety have been compromised.
- They've witnessed poor supervisor and/or management behavior.
- There are unjust changes made to the employment agreement.
- Policy guidelines are violated.
- There is a dispute between co workers, suppliers, and/or management.

The Company also recognizes that every case is different and this list is subject to change, depending on the definition filed in the Grievance Complaint Form.

Filing a Grievance.

When filing a grievance, employees have the option of reporting their complaints using the company's [Grievance Complaint Form](#) or by contacting their direct supervisor. If contacting a supervisor, employees will be required to complete and file a [Grievance Complaint Form](#). All information will remain confidential unless a third party is required.

Once the complaint has been submitted to the Company, employees have the right to attend meetings with a witness or appropriate representative, and depending on the severity of the complaint, refuse to attend work until the grievance is resolved.

When a grievance is filed against another employee, the accused also reserves the right to:

- View and request a copy of the official grievance complaint.
- Formally respond to the complaint after consulting his/her representative.
- Attend all formal meetings with a representative or witness.
- Appeal the final decision.

Company Responsibilities.

It is the Company's responsibility to:

- Accept and thoroughly investigate all Grievance Complaint Forms.
- Ensure that the grievance is resolved within 14 days, depending on the severity of each case.
- Treat both the complainant and the accused fairly throughout the grievance process.
- Adhere to a no-retaliation policy when employees file a complaint against management.
- Organize mediation meetings with the appropriate parties.
- Practice a high level of confidentiality throughout the grievance process.
- Accept and investigate all appeals.
- Ensure that the final decision is implemented.
- Maintain accurate and comprehensive records of each grievance.

Confidentiality.

The Company employees, including Senior Management, are required to sign a Confidentiality Agreement as part of the [Grievance Complaint Form](#) that limits them from discussing the grievance before and after it has been resolved. The complainant and those that stand accused of a grievance are strictly prohibited from discussing the matter with any other Company employee as a binding agreement of the Grievance Form.

Policy Violations.

If an employee is found to have violated the grievance procedure policy, they will be subject to disciplinary action, up to and including termination. The severity of each case will determine the type of disciplinary action, which may include a verbal or written warning, suspension, and/or termination.

If an employee is unequivocally proven to have committed the grievance he/she is being accused of, the Company will ensure that the matter is resolved justly and according to company guidelines.