



MNR Exports Pvt Ltd

GRIEVANCE POLICY

Grievance means disagreement or dissatisfaction of a minor nature connected with the day today work or conditions of work or prevailing rules and which has still not become a matter of concern to the employees collectively or which is a violation of the terms of employment.

MNR Exports has its own Grievance Policy framed especially for its workers.

Management has formed a Grievance Committee Cell to address any kind of grievances / issue / problems faced by the workers.

The members of this cell include:

Factory Supervisor – Mr. Manoj Tiwari
Contractor – K.P. Construction

GRIEVANCE ADJUSTMENT PROCEDURE

If an employee has a grievance, the following procedure should be followed to adjust such grievance:

- i) The aggrieved employee should take up the grievance with the Contractor.
- ii) The Contractor should endeavor to discuss the grievance with the employee and attempt to resolve it within a period of 3 days.
- iii) If the matter remains unresolved, it will be referred to the next level i.e. Factory Manager in the form of a report of the grievance and the efforts made to resolve the grievance.

A handwritten signature in blue ink that reads 'Nilesh Doshi'.

NILESH DOSHI
(MANAGING DIRECTOR)

18th August, 2008