

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/WHEDL UH\KHSR Q Q GWR\ FZ
JULHYDQFH LQ WKDQFRMWDHQGHFWSRNLERZHVW OHYHO

7KLV SROLF\ DSSOLHV WR DOO IXOOWLEP\$F KRSOR'LH/VWU RF VW K)X U D
GRHV QRW PRGLI\ WKH DW ZLOO VLVQDWWV DRW LDYHP EQDWWUIDWGYHPS

SECTION I: POLICY STATEMENT

7KH -DFNVRQ 3XEOLF 6FKRRO 'LVWUDF\$RVLV WLRPH LDVGHGRW\$H D
HQYLURQPHQW IRU DOO 'LVWULFW FV\$ORHNVV W \$ FFRUW\$UQJ QWK
GHPRQVWUDWH P\$WKDVO RSHU\$H WRRQD\$ SWB\$W\$H H V D W D EFO LVKHG
:KLOH HPSOR\HHV BUHHM\$ORXUIDVHGHV \$KBRXGK UQVR WPKH 'LVWU
WKDW RFFDVLRQDOO\ PRUH IRUPDO \$WR FHWKHHLV L VDU IEFW UHKTQ
FRPSODLQW DQG JULHYDQFH SURFHTXLWKEOH SWURHDV FMQWURWKH
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
7Âñ"@D7 @DJ\$D\$XOO WLPH HPSOR\HH' DQGDQR SNHUQR W KHP \$OX

KRXUV GHVLJQDWHG DV IXOO WLPH IRU WKDW SRVLWLRQ

\$ 3JULHYDQFH' LV D ZULWWHQ FODLEREDVQRQPSQB\RH RQR
DSSOLFDWLRQ RI D ZULWWHQ 'LVWUHLFVSRDOL F/WDWDHQGDZGL

7KH 3UHYLHZLQJ FRP\$QWYHGHXDOPHQBMSRQVLEGHFRVLBQ DV
RI WKHVH FRPSODLQW SURFHGXUHV

5HWDOLDWLRQ LVW DQ HQGDMUVH DMVLRQIQDQD HFRPSRDLQW RU

SECTION III: EXCLUSIONS

7KLV SROLF\ VKDOO QRW JRYHUQ FSKDILRQVORZLRQFMLSHW RDIKPSO

x ,PSURSHU *RYHUQPHQW\$Q\$UFWBYRLOWFHEOSRZHJ:KURW\$FWLRQ

x \$OOHJHG 'LVFULPLQDWLRQ LQ (PSORFRHQ\$) 3L\$FVLFIRQ V
'LVFULPLQDWLRQ 3ROLF\

x (PSOR\HH %XOO\LQJ DQG RU +DUDVVP HQW% XCHL%R DRUG (PSO
x 6H[XDO +DUDVVP HQWF\V*H 1 %RCHJ & DOR @D B DVVP HQW 3
x 6XVSHQVLRQ 7HUPLQDWLRQ RI &HUWL*PL(HG± (&SOWLHHHG VHHU V
6XVSHQVLRQ 7HURQD W(LR @ 3XVSHQVLRQ DL RPS @R &HHUWLILH
x 1RQUHQHZDO RU 1RQUHHPSOR\PHQW RIG &HRUMLFLH*% (P&OF
1RQUHQHZDO RU 1RQUHHPSOR\PHQW RI &HUWLILHG (PSOR\HI
x 'LVPLVVDO RI FODVVLILHG DW ZLWO HPSOR\HHV E\ WKH 6XS
x 0DWWHUV SUHVFLHUEHGOEODZVDWG HRU UHHJXODWLRQV
x 0DWWHUV RYHU ZKLFK WKH ERDUG LVEZLWWQRXW OSLPZHMJGV
UHLQVWDWHPHQW RI FODVVLILHG HPSOR\HHV E\ WKH 6XSHU
x :ULWWHQ RU YHUEDO UHSULPDQGMLZQWKRXW D ORVV RI SD\

SECTION IV: RETALIATION

\$Q\ DFW RI UHWDOLDWLRQ LQFOXGLQJ REXMLVFRUW POLIOPDWLIRQQ VDRJ DK
FRPSODLQLQJ RU ILOLQJ D JULHYDQFK DLOO DEFF RSUGRQ EHWZLQ KE V
'LVFLSOLQDU\ PHDVXUHV XS WR DQ@RQ@XZLLQK WKHPLODWLRQ
DQ\ HPSOR\HH DFWUQJPDQD UHWDLOORWRDQZWK HFURPSODLQWV F
JULHYDQFH XQGHU WKLV SROLF\

SECTION V: EMPLOYEE CONDUCT AND CODE OF ETHICS

\$OO -DFNVRQ 3XEOLF HPSORRCH 'EHWUPEWR PAKHWHF&QFRVDWLRQV D
'LVWULFW V 6WDII (WKLFV 3ROLF\ %RDUG 3ROLF\ *%\$
6285&(-DFNVRQ 3XEOLF 6FKRRO 'LVWULFW -DFNVRQ 0LVVLV
'\$7(2FWREHU
\$0(1>(' \$XJXVW
6HSWHPEHU
6HSWHPEHU
2FWREHU
\$XJXVW
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