

SALASAR TECHNO ENGINEERING LIMITED

Internal Grievance Redressal Policy

Introduction

Salasar Techno Engineering Ltd. (hereinafter referred to as "the Company" or "STEL") is committed in maintaining a positive and productive work environment for all employees. This Grievance Redressal Policy is designed to provide a fair, transparent, and effective mechanism for addressing grievances raised by internal stakeholders. This Grievance Redressal Policy reflects our dedication to upholding the rights and well-being of our workforce, ensuring that their concerns are heard and addressed in a timely and respectful manner.

Objective

The objective of this policy is to provide a structured process for internal stakeholders to raise and resolve grievances related to their employment, working conditions, or any other issues affecting them within the Company. This policy aims to ensure that grievances are addressed promptly, impartially, and in accordance with applicable laws and regulations.

Scope of the Policy

This policy is applicable to all internal stakeholders, encompassing employees at every level of the organization, along with authorized representatives submitting grievances on behalf of an aggrieved employee.

Grievance

A grievance refers to any form of actual or perceived discontent or dissatisfaction experienced by an employee in the workplace, stemming from various factors such as labor laws, rules and regulations, management policies, working conditions, compensation, or unfair treatment. It is the responsibility of the employee to report such concerns to the organization.

Policy Statements

- The company prioritizes a harmonious and inclusive work environment for all internal stakeholders, emphasizing respect and safety.
- The grievance redressal process is designed to be fair and impartial, evaluating grievances objectively and without discrimination based on gender, race, caste, religion, age, disability, or position within the company.
- The company places utmost importance on protecting the privacy and confidentiality of individuals raising grievances, handling all related information discreetly in line with its data privacy and confidentiality policies.
- Timely resolution of grievances is a key focus, ensuring clear communication and updates to all concerned parties.

- Retaliation against individuals who raise grievances in good faith is strictly prohibited and will result in appropriate disciplinary measures.
- All records related to grievances and their resolutions will be securely maintained, complying with the company's data management and retention policies.
- The company encourages all internal stakeholders to promptly report grievances through designated channels outlined in the policy, with clear and accessible reporting mechanisms.

Grievance Mechanism

The company is dedicated to providing a systematic and fair channel for employees and workers to address their grievances. The company has established a Grievance Redressal Committee, to ensure that all grievances are addressed promptly and transparently. Employees and workers can submit their grievances in writing or through an electronic platform, and the committee will investigate and resolve them in a timely manner. (Constitution of committee is given under Annexure-A)

Accessibility

This policy and the grievance redressal mechanism will be made accessible to all external stakeholders through the company's website, communications channels, and other appropriate means.

Review and Improvement

This policy will be reviewed periodically to ensure its effectiveness and relevance. Any necessary improvements will be made based on feedback received from stakeholders and changes in the external environment.

Constitution of Grievance Redressal Committee at STEL:

Name	Designation	Email ID
Mr. Shalabh Agarwal	Presiding Officer	shalabh.agarwal@salasartechno.com
Mr. Pramod Kumar Kala	Member	pramod.kala@salasartechno.com
Mr. Mohit Kumar Goel	Member	compliance@salasartechno.com
Mr. Mahendra Singh Tyagi	Member- Grievance Redressal Officer	mstyagi@salasartechno.com