

Grievance Handling Policy

Ever Stone Building Contracting LLC

Ever Stone Building Contracting LLC values open communication and believes that addressing employee grievances promptly and fairly is essential for maintaining a positive work environment.

Employees are encouraged to raise concerns related to workplace conditions, treatment, policies, or other issues without fear of retaliation. Grievances can be submitted verbally or in writing to immediate supervisors, HR, or designated grievance officers.

All complaints are handled confidentially, with impartial investigations conducted promptly to determine facts and appropriate resolutions. Documentation of the process and outcomes is maintained securely.

If employees are unsatisfied with initial responses, an appeal process is available, involving higher management or external mediation if necessary. Clear timelines are established to ensure grievances are addressed in a timely manner.

Training on grievance procedures is provided to all supervisors and HR personnel to promote fairness and consistency. Feedback is welcomed to improve policies and workplace culture continuously.

Through effective grievance handling, Ever Stone fosters trust, employee engagement, and a respectful workplace where issues are resolved constructively.