

Employee Grievance

1.0 Policy

It is the policy of Ultra Technologies, Inc. to allow employees to bring their problems and complaints concerning their well-being at work to the attention of management and to assure that all complaints are fairly addressed and resolved in a timely manner.

2.0 Scope

All Ultra Tech employees.

3.0 Definition

A complaint is defined as an employee's expressed concern over conditions of employment or treatment by management or other employees.

4.0 Guidelines

Any complaint brought to the attention of the manager will be resolved in a timely manner.

If the employee's complaint is with the immediate manager, the employee may bring the concern to the attention of the Human Resources Department.

5.0 Procedure

Upon contact with the manager the employee's complaint should be resolved in a timely manner.

If the employee is not satisfied with the resolution, the employee should immediately contact the Human Resources Department and submit the complaint in writing.

The Human Resources Department, upon receipt of the complaint, will consult with the employee and the manager and, if necessary, the manager's superior, and render a decision. If the complaint cannot be resolved at this level, it is to be elevated to the Executive level.

The Human Resources Department must ensure that all policies, procedures, laws and the equitable application thereof is adhered to.