



Praxis Fides Mutual Benefit Association, Inc. Grievance Policy

Praxis Fides Mutual Benefit Association, Inc. is aware that there may be times when employees need to file a complaint about unjust treatment, harassment, and/or health and safety concerns in the workplace. This Grievance Procedure Policy was created to clearly outline the process for these instances to ensure that all of our employees are heard and treated equally.

Objective

The purpose of this Policy is to:

1. Explain the scope and definition of grievances,
2. Outline the process for reporting and closing a grievance,
3. Define the company's confidentiality measures, and
4. Describe the disciplinary action steps for policy violations.

Scope

A grievance, i.e. work-related complaint or issue, can be filed against all PFMBAI Employees and Workforce. It may be an informal complaint or a formal complaint.

An Informal Complaint is lodged against a co-employee and can be settled within the department and/or Human Resource Department only.

A Formal Complaint is a complaint that cannot be resolved within the department level only but should be referred to the Grievance Policy Committee. It may be a complaint lodged against a co-employee or a workforce.

Grievances may vary and not limited to the following:

1. Any form of harassment.
2. Compromise of health and safety
3. Poor work behavior
4. Unfair labor practice
5. Violation of Employee Code of Conduct and Work Policies
6. Dispute between employees

Praxis

*Praxis
Praxis*

Praxis

Praxis

Praxis

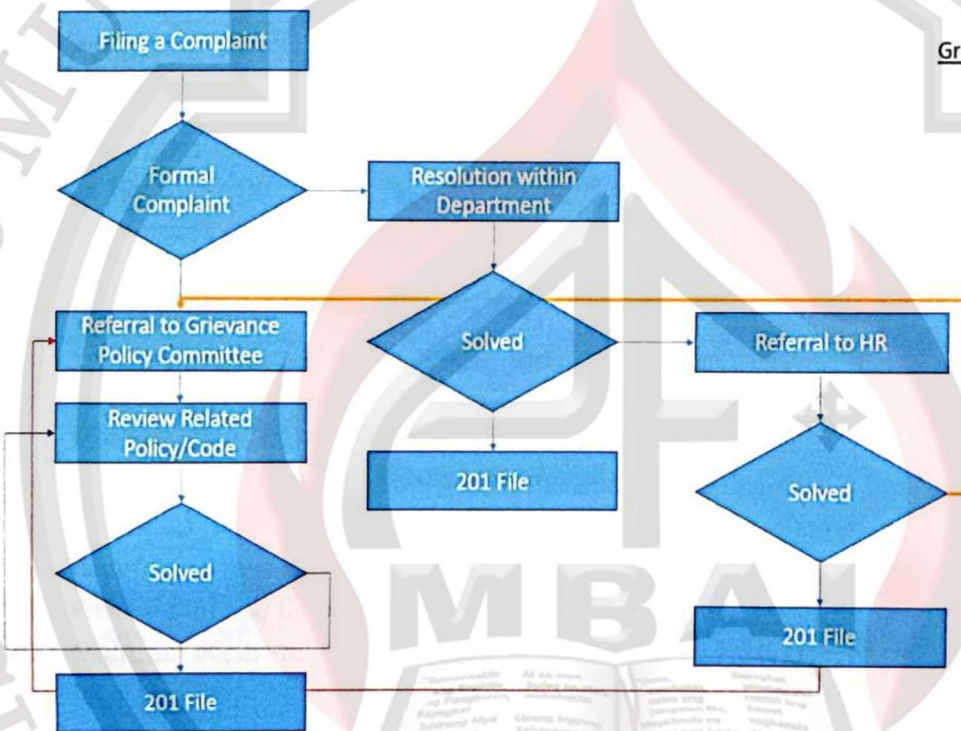
Praxis



Praxis Fides Mutual Benefit Association, Inc. Grievance Policy

Grievance Procedure

PFMBAI encourages employees to resolve minor disputes within their respective departments. If still unresolved, the complaint will be referred to the Human Resource Department, a formal complaint is then filed to the Grievance Policy Committee.



Filing a Complaint

When filing a grievance, the complainant has the option of reporting their complaints using the company's official email address or contacting their direct supervisor and the HR department. In both cases, employees will be required to complete and file a Grievance Complaint Form.

Once the complaint has been submitted to the HR department, workforce has the right to attend meetings with a witness, appeal decisions, and depending on the severity of the complaint, refuse to attend work until the grievance is resolved.

Wesley

Michelle

Robert

Shawna

John



Praxis Fides Mutual Benefit Association, Inc. Grievance Policy

When a grievance is filed against another workforce, the accused also reserves the right to:

1. View and request a copy of the official grievance complaint.
2. Formally respond to the complaint after consulting the HR department.
3. Attend all formal meetings with a representative or witness.
4. Appeal the final decision.

Responsibilities

The Department Head, Human Resources Head and the Grievance Policy Committee's responsibility to:

1. Accept and thoroughly investigate all Grievance Complaint Forms.
2. Ensure that the grievance is resolved within fifteen [15] days, depending on the severity of each case.
3. Treat all parties fairly throughout the grievance process.
4. Adhere to the no-retaliation policy when employees file a complaint against management.
5. Organize mediation meetings with the appropriate parties.
6. Practice a high level of confidentiality throughout the grievance process.
7. Accept and investigate all appeals.
8. Ensure that the final decision is implemented.
9. Maintain accurate and comprehensive records of each grievance.

Confidentiality

The Grievance Policy Committee and all employees involved in the grievance case are required to sign a Confidentiality Agreement that limits them from discussing the grievance before and after it has been resolved

Policy Violation

If a workforce is found to have violated the Grievance Procedure policy, they will be subjected to a disciplinary action, up to and including termination. The severity of each case will determine the type of disciplinary action, which may include a verbal or written warning, suspension, and/or termination based on the Company Code of Conduct.

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]

[Handwritten signature]



**Praxis Fides Mutual Benefit Association, Inc.
Grievance Policy**

Approval, Implementation and Review of Policy

This policy has been approved and adopted by the Board of Trustees. The Corporate Governance Committee has the overall responsibility for the implementation, monitoring and periodic review of this Policy. Any revision can be made by the said Committee if deemed necessary.



Praxis
James
Orta
Michelle
Praxis
Praxis

Praxis Fides MBAI
Grievance Report Form

Name:
Department/Area:
Contact Number:
Email:
Date of Filing:

Details of Concern

Please provide full details(who is involved, nature of concern, when it happened, where it happened)

Submitted by:

Signature over Printed Name

Note: After filling up this form. Please put in a sealed envelope together with the proof of evidence or any supporting documents and please address to the current Chairman of the Corporate Governance Committee.

Praxis

mujar

[Signature]

[Signature]

Praxis

[Signature]

[Signature]