

Archean Chemical Industries Limited
Grievance Policy

Archean Chemical Industries Limited (ACIL) has formulated a Grievance Committee for its employees and workers (Direct and Indirect), advising the officers from time to time to put in their best efforts, to examine the grievances in a better manner at different stages and redress the grievances expeditiously. The managerial personnel attend to the genuine grievance of the employees and workers in a well-established manner and this procedure is followed at 3 levels for prompt action.

AIM & OBJECTIVE:

To provide the employees and workers an easy & smooth access for prompt disposal of their day-to-day Grievances.

NATURE OF GRIEVANCES:

Complaints affecting one or more individual employees/ workers in respect of their-wages, payment of overtime wages, bonus, leave, increments seniority, work assignment, working conditions, hours of employment, output of employee/workman (workload), training and settlement of terminal benefits, working environment etc.

DIFFERENT STAGES FOR REDRESSAL OF GRIEVANCES, PROVIDED FOR UNDER COMPANY'S GRIEVANCE COMMITTEE

FIRST STAGE:

The aggrieved employee or worker shall represent his/her grievance either in personal or in writing to immediate officer or supervisor of the concerned dept, which should be acknowledged and a written reply should be sent to the worker under the signature of the manager/HOD within 10 days on receipt of the complaint, communicating the action taken.

SECOND STAGE:

If the employee is not satisfied with the reply sent, he/she may request the Manager/HOD to forward his/her Grievance to the Grievance Committee.

The recommendation of the Grievance Committee will be communicated to the employee/workman within 10 days. A copy of the minutes of the Grievance Committee meeting /proceedings should be provided to the all representative of committee.

THIRD STAGE

If the employee or worker is still not satisfied with the reply given by the Grievance Committee, he/she can represent the matter to the higher authority, i.e., Unit Head and the decision of the Unit Head will be final and will be communicated to the aggrieved employee/worker within 15 days from the date of representation.

Site HR will coordinate and communicate the whole process to the concerned employee/worker.

Process

