



EMPLOYEE GRIEVANCE POLICY

Introduction

SKY GROUP is committed to providing a workplace where employees feel safe, respected, and valued. This Employee Grievance Policy outlines the procedures for addressing and resolving workplace grievances fairly and promptly.

Core Principles

We adhere to the following core principles:

1. **Fairness:** All grievances will be handled impartially and without bias.
2. **Confidentiality:** The details of a grievance will be kept confidential to protect the privacy of all parties involved.
3. **No Retaliation:** Employees who raise grievances in good faith will not face retaliation.
4. **Timeliness:** Grievances will be addressed and resolved in a timely manner.

Implementation

We implemented by:

- Reporting & Acknowledgment of Grievance
- Investigation & Resolution
- Training and Awareness
- Reporting Mechanisms
- Continuous Improvement

Conclusion

Sky Group is dedicated to maintaining a harmonious work environment where employees feel comfortable voicing their concerns. By adhering to this Employee Grievance Policy, we ensure that grievances are addressed fairly, promptly, and effectively, contributing to a positive workplace culture.

MANAGING DIRECTOR

Bhawin

SKY GROUP