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| Company Name |

# Circular

Dear Employees,

This is to inform you about the company’s Grievance Handling Policy.

2 The company takes all grievances seriously and assures all employees that all grievances will be handled with strict confidentiality. All employees are encouraged to take up their grievances with the company, through the procedures as laid out.

3 All supervisors and above are expected to handle all grievances which are brought up by their staff. Staff may bring up their grievances to their supervisors or any other supervisors / management staff. Staff are assured that in cases where the grievance is brought up to other supervisors / management staff, or made against their supervisor, there will not be any repercussions on the staff for doing so.

4 The grievance handling procedure can be found in our company’s intranet under ‘’Employees’ Matters’’ section. Our Human Resource Personnel will also avail themselves should you need any clarifications on the processes.

5 You matter to us and we are here for you. Thank you.

Management of ABC Company