



ELITE CONSTRUCCIONES S.L.

PUNTA EUROPA, MALABO, GUINEA ECUATORIAL

TEL. NO: (+240) 555 696 400

TEL. NO: (+44) 3300 431 528

EMAIL: elite@eliteconstruccion.com

WEB: www.elite-equatorialguinea.com

ALLEGATION, COMPLAINT AND GRIEVANCE PROCEDURE

Elite Construcciones considers the welfare and the safety of all its employees as their number one priority.

Allegations, complaints and grievances made at any level are taken seriously, not only do allegations present a risk to the employer in the form of vicarious liability, more importantly it means that an employee may feel unsafe in the workplace or feel subjected to unlawful behavior.

Sometimes, the complainant may inform their employer that they do not wish for there to be a formal investigation- however, it is important for the employer to decide independently whether or not an investigation is warranted.

In all cases of an allegation, complaint or grievance it should be firstly made to upper management by email, personally (backed up with hand written statement) or telephone (it should not be discussed with other members of staff). Allegations, complaints and grievances will be considered serious and never taken lightly. Upper Management will make an in depth investigation. The complainant will be notified of Elite's findings and actions (if required) to be taken.

Yours Sincerely

Antonio Nsue Avoro

Name of Complainant:

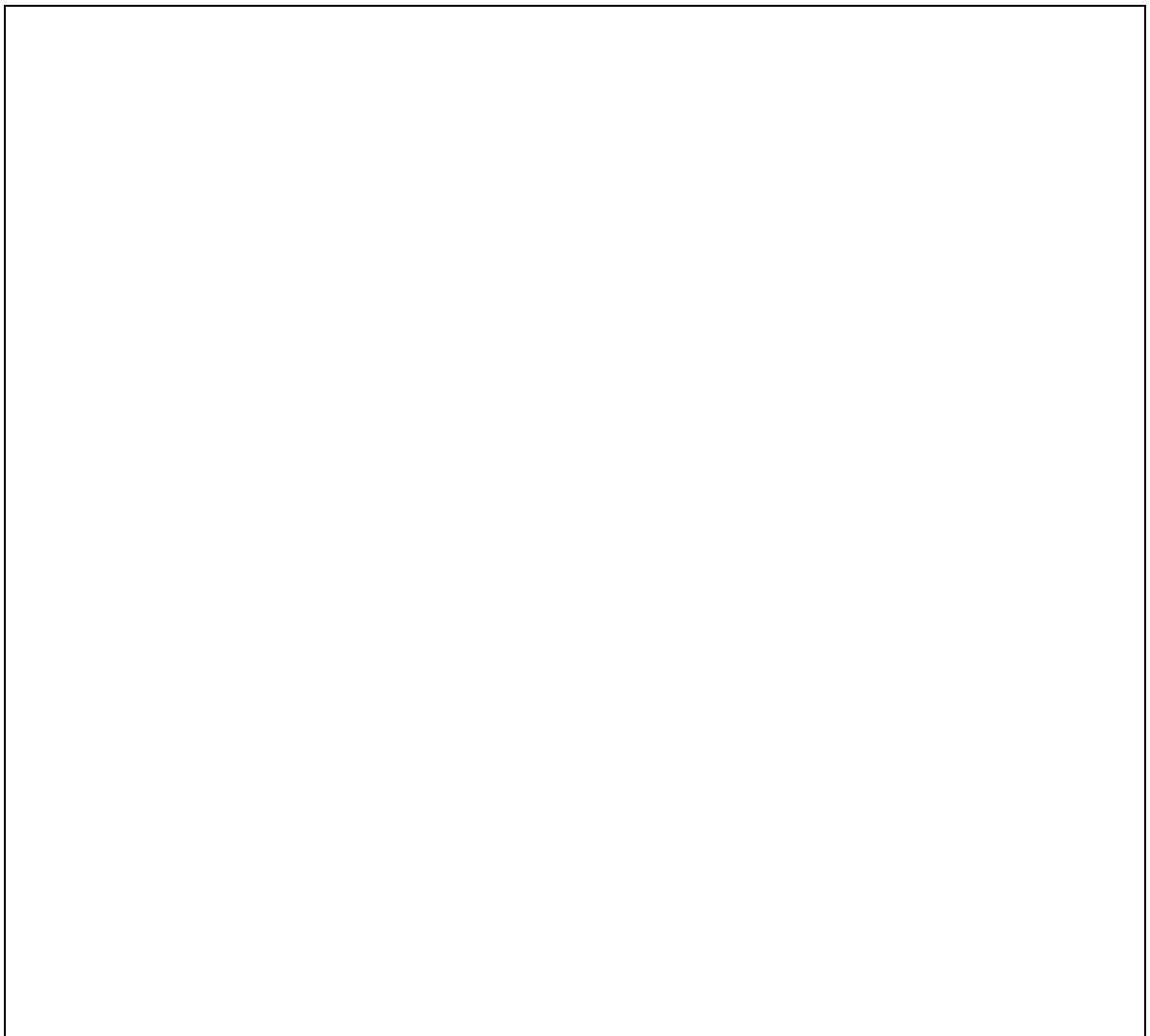
Trade:

Place of work:

Date:

Name of person/s, allegation/ complaint / grievance is about:

Details of allegation/complaint/grievance:



Use back of page for more details

Signed by: