

Employee Complaint Mechanism

Company Name: KP The Garden Landscaper INC

Effective Date: 2022-07-05

Prepared By: Kahmal Paris

Policy Statement:

KP The Garden Landscaper INC is committed to maintaining a fair and respectful workplace. To uphold this commitment, we provide an accessible and clear complaint mechanism for all our employees to raise concerns, grievances, or report any issues without fear of retaliation. This mechanism is designed to address workplace matters promptly and fairly.

Scope:

This complaint mechanism is available to all current employees of KP The Garden Landscaper INC.

Complaint Process:

- * Direct Communication: Employees are encouraged to first discuss any concerns or grievances directly with their immediate supervisor. This often allows for the quickest resolution.
- * Escalation to Owner: If the employee is uncomfortable discussing the issue with their supervisor, or if the issue remains unresolved, the employee should escalate the complaint directly to Kahmal Paris (Owner).
- * Submission of Complaint: Complaints can be submitted verbally or in writing. Written complaints are encouraged as they provide a clear record of the issue. Employees should provide as much detail as possible, including dates, times, individuals involved, and a description of the incident(s).
- * Investigation: Upon receipt of a complaint, Kahmal Paris will conduct a prompt, thorough, and impartial investigation. All parties involved will

have an opportunity to present their perspectives.

* Resolution and Feedback: Following the investigation, appropriate actions will be determined and implemented. The employee who filed the complaint will be informed of the outcome and any measures taken.

Confidentiality and Non-Retaliation:

* All complaints will be handled with discretion and confidentiality to the extent possible, consistent with the need to conduct a thorough investigation.

* KP The Garden Landscaper INC strictly prohibits any form of retaliation against an employee who, in good faith, files a complaint or participates in an investigation. Any employee found to be engaging in retaliation will be subject to disciplinary action.

This mechanism is in place to ensure that employee concerns are heard and addressed effectively within KP The Garden Landscaper INC.