


# **RS Diving Contractor Grievance Policy**

**RS DIVING CONTRACTOR GmbH**  
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|---|------------------------|------------------|--------------------------|
|  | Project: N/A           |                  | PCY Version: 2           |
|   | Document: Policy       | Project No.: N/A | Version Date: 22.09.2014 |
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## Revision History


| Vers. | Date       | Summary of Changes   | Author           | Reviewed         | Approved      |
|-------|------------|----------------------|------------------|------------------|---------------|
| 1     | 03.04.2014 | Creation of Document | Steven Armstrong | Anette Münchau   | Andreas Stutz |
| 2     | 22.09.2014 | Formatting           | Anette Münchau   | Steven Armstrong | Andreas Stutz |
|       |            |                      |                  |                  |               |

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## References

| No. | Document                       |
|-----|--------------------------------|
| 1   | Arbeitsschutzgesetz - ArbSchG) |

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## 1 Introduction

### 1.1 Purpose

The purpose of this policy is to provide management and employees of RS DIVING CONTRACTOR GmbH a framework within which grievances will be handled and to facilitate the resolution of employee grievances that may arise over employment-related issues as informally and effectively as possible and without the unnecessary escalation of disputes.

### 1.2 Scope

This policy is applicable to all employees of RS DIVING CONTRACTOR GmbH, to include those employees hired on a freelance, temporary, full time or part-time basis


## 2 Policy

### 2.1 Definition

A grievance is a complaint or concern that an employee (the complainant) may have in relation to the conduct of a manager or another employee towards the complainant, or a working condition, issue, or incident that has taken place or persists in the workplace.

### 2.2 Reporting

At first, a grievance should be raised with the complainant's immediate supervisor/manager, unless the issue concerns the supervisor/manager. If it is not possible to resolve the grievance immediately, it should be raised in writing on an Observation Card. The employee should state as clearly and concisely as possible what the issue is in the "Your Observations" section, and describe the desired outcome/solution in the "Any actions taken by you/ suggestion" section. Additional pages may be attached to the card if necessary. Grievances should be raised as soon as possible and at the lowest level possible in the circumstances and shouldn't be escalated unnecessarily.

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### 2.3 Resolution

If investigation of a grievance reveals a need to take disciplinary action against one or more employees, then this action will be taken in accordance with RS DIVING CONTRACTOR GmbH's progressive Discipline Policy.

The final internal level to which a grievance can be taken is to the Managing Director. If a grievance remains unresolved after being taken to this level, the complainant may wish to elevate the grievance, and pursue resolution under German law such as The General Equal Treatment Act (Allgemeines Gleichbehandlungsgesetz), the Protection against Unfair Dismissals Act (Kündigungsschutzgesetz), or German Civil Code (Bürgerliches Gesetzbuch).