



Grievance Policy

Scope

This policy and all associated procedures apply to anyone doing work on behalf of the company (consultants/contractors or employees), sub-contractors and any third party who have cause, or feel that they have cause, for complaint against RMGS. Grievance is defined as “any complaint, problem, or concern of an employee regarding their workplace, job, or coworker relationships”. Grievances may arise from within the Company or from an external source.

GRIEVANCE POLICY

RMGS is committed to maintaining a collegial work environment in which all individuals are treated with respect and dignity. Grievances will be treated seriously and sensitively, having due regards to procedural fairness and confidentiality. No employee shall be subjected to discrimination or adverse treatment for participating in a grievance procedure. RMGS encourages employees to communicate their grievances enabling us to find a resolution that lends itself to a more supportive and pleasant workplace for everyone”.

RMGS will respect all persons alleging improper conduct and in doing so, provide processes for fair and transparent resolution. RMGS will ensure that personnel who report wrongdoings in good faith are provided protection against any retaliation for making such reports, such as shielding them from unwarranted or otherwise inappropriate disciplinary measures. Additionally, all matters raised are to be examined and acted upon without undue delay.

RMGS’ Grievance Policy intends to meet all aspects of the International Code of Conduct Grievance Procedures <http://icoca.ch/en/icoc-association>. RMGS publishes this policy and contact information on our website.

Individuals can file grievance for any of the following reasons:

- Workplace harassment
- Health and safety
- Supervisor behavior
- Adverse changes in employment conditions

This list is not exhaustive. However, individuals should try to resolve less important issues informally before they resort to a formal grievance. In the case of formal action, the aggrieved party should provide RMGS management with a written submission, which provides details of the complaint (Nature, time, place and those involved).

Individuals who have a grievance can:

- Reach out to their direct supervisor or the HR Department (HR@rmgsinc.com). Non-employees can reach out via US Mail at 4560 South Blvd, #298, Virginia Beach, VA 23452 or email [.ethics.hotline@rmgsinc.com](mailto:ethics.hotline@rmgsinc.com).
- File a formal written grievance explaining the situation in detail (to include: The nature of the grievance, where the incident(s) occurred, who was involved, when the incident(s) happened, and any actions that have been taken by the parties concerned
- Appeal any decision within 5 days explaining their grounds for appealing in writing to RMGS management.

Employees who face allegation have the right to:

- Receive a copy of the allegations against them.
- Respond to the allegations.
- Appeal on any formal decision within 5 days explaining their grounds for appealing in writing to RMGS management.

RMGS management will:

- Investigate allegations promptly, impartially, and with due consideration to confidentiality.
- Keep a record of informal grievances, even if they are resolved informally.
- Keep records about any such allegations, findings or disciplinary measures.
- Take appropriate disciplinary action, which could include termination of employment.
- Ensure that personnel who report wrongdoings in good faith are provided protection against any retaliation for making such reports, such as shielding them from unwarranted or otherwise inappropriate disciplinary measures, and that matters raised are examined and acted upon without undue delay.
- Arrange an appeal meeting with a manager at a higher level than the original reviewer, within 5 days of appeal receipt.