



GRIEVANCE

POLICY

2026/2027

1. Purpose

PHAZE Broadcasters Inc. (“the Company”) is committed to maintaining a fair, respectful, and inclusive workplace. This Grievance Policy provides a structured process for employees, contractors, and stakeholders to raise concerns, complaints, or disputes in a safe, confidential, and impartial manner. The goal is to ensure issues are addressed promptly, fairly, and consistently.

2. Scope

This policy applies to:

- All full-time, part-time, and casual employees
- Contractors, freelancers, and interns
- Volunteers and third parties engaged with the Company

It covers grievances related to (but not limited to):

- Workplace harassment, bullying, or discrimination
- Unfair treatment or conflict with colleagues or management
- Breaches of company policy or ethical standards
- Working conditions, health and safety concerns
- Employment decisions (e.g., promotions, discipline, workload)

3. Guiding Principles

All grievances will be handled in accordance with the following principles:

- **Fairness:**
 - All parties will be treated equitably and without bias
- **Confidentiality:**
 - Information will be shared only on a need-to-know basis
- **Timeliness:**
 - Issues will be addressed as quickly as reasonably possible
- **Transparency:**
 - Processes and outcomes will be clearly communicated
- **Non-retaliation:**
 - Individuals raising grievances will not face adverse consequences

4. Definitions

Grievance:

A concern, problem, or complaint related to the workplace

Complainant:

The person raising the grievance

Respondent:

The person or entity against whom the grievance is raised

Investigator:

An impartial person assigned to review the grievance

Author:	Matthew Berry	Reviewed By:	Matthew Berry
Revised Date:	March 2026	Next Revision Date:	January 2027
Approved By	The PRN Board	Version:	2.1

5. Informal Resolution

Where appropriate, employees are encouraged to attempt informal resolution before lodging a formal grievance. This may include

- Discussing the issue directly with the individual involved
- Seeking assistance from a supervisor or manager
- Requesting mediation through Human Resources (HR)

Informal resolution is voluntary and may be skipped if the issue is serious or sensitive.

6. Formal Grievance Procedure

Step 1: Lodging a Grievance

A formal grievance should be submitted in writing to HR or a designated manager and include:

- Description of the issue
- Relevant dates, times, and locations
- Names of individuals involved
- Any supporting evidence

Step 2: Acknowledgment

The Company will acknowledge receipt of the grievance within 3–5 business days.

Step 3: Preliminary Assessment

HR will assess the grievance to determine:

- Whether it falls within the scope of this policy
- The appropriate course of action (e.g., investigation, mediation)

Step 4: Investigation

If required, an impartial investigation will be conducted:

- Interviews with relevant parties
- Review of documents and evidence
- Maintenance of confidentiality throughout

Step 5: Outcome

Following the investigation, a determination will be made and communicated to relevant parties.

Possible outcomes include:

- No action required
- Mediation or facilitated discussion
- Disciplinary action
- Policy or process changes

Step 6: Appeal

If a party is dissatisfied with the outcome, they may submit an appeal within **10 business days** of the decision. Appeals must outline the grounds for reconsideration.

Author:	Matthew Berry	Reviewed By:	Matthew Berry
Revised Date:	March 2026	Next Revision Date:	January 2027
Approved By	The PRN Board	Version:	2.1

7. Confidentiality

All grievances will be handled with strict confidentiality. Information will only be disclosed where necessary to investigate and resolve the matter or where required by law.

8. Protection Against Retaliation

Phaze Broadcasters Inc. strictly prohibits retaliation against any individual who:

- Raises a grievance in good faith
- Participates in an investigation

Any retaliatory behavior will result in disciplinary action.

9. Responsibilities

Employees

- Raise concerns promptly and honestly
- Participate in good faith during investigations
- Respect confidentiality

Managers

- Foster a respectful work environment
- Address issues early and appropriately
- Support employees through the grievance process

Human Resources

- Administer and oversee grievance procedures
- Ensure impartiality and compliance
- Maintain accurate records

10. Protection Against Retaliation

All grievance records will be securely maintained by HR in accordance with data protection and privacy regulations.

11. Policy Review

This policy will be reviewed annually or as required to ensure effectiveness and compliance with applicable laws and organizational needs.

12. Related Policies

- Code of Conduct
- Anti-Discrimination and Harassment Policy
- Workplace Health and Safety Policy
- Disciplinary Policy

Author:	Matthew Berry	Reviewed By:	Matthew Berry
Revised Date:	March 2026	Next Revision Date:	January 2027
Approved By	The PRN Board	Version:	2.1