



**GRIEVANCE  
POLICY  
2026/2027**

Version 3.0

March 2026

## 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

<b>Author:</b>	Matthew Berry	<b>Reviewed By:</b>	Matthew Berry
<b>Revised Date:</b>	March 2026	<b>Next Revision Date:</b>	January 2027
<b>Approved By</b>	Board Of Directors	<b>Version:</b>	3.0

## 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.

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## 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

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