

LOYZ MARINE SERVICES LIMITED



GRIEVANCE POLICY

Loyz Marine Services Limited encourages all individuals associated with the organization, including employees, third-party contractors, and external individuals without business ties, to raise any work-related issues they feel dissatisfied about, aiming for swift resolution. The grievance policy covers severe dissatisfaction or complaints related to employment conditions, professional situations, relations, working environment, or actions taken by the company.

The policy's aim is to maintain a positive work environment with mutual respect and responsibility. It applies universally to all individuals associated with Loyz Marine and is regularly reviewed to align with legal obligations and business needs. Grievances can be raised concerning workplace harassment, compromised health and safety, poor management behavior, policy violations, or disputes among colleagues or stakeholders.

Informal resolution is encouraged through open communication and training opportunities, with HR assistance available for facilitation. If informal resolution fails, the formal grievance process involves submitting a written statement detailing the grievance, policy violations, involved parties, and supporting information. The accused party has rights to view, respond, attend meetings, and appeal decisions.

The company is responsible for accepting and investigating grievances, aiming for timely resolutions, fair treatment, confidentiality, mediation meetings, appeals, implementation of decisions, and maintaining comprehensive records. *The full Grievance policy is available on request.*

A handwritten signature in black ink, appearing to read 'Bassey Adie'.

Bassey Adie

Managing Director

8th March 2024