

PADMA

Suggestion and Grievance Policy

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Owner: Padma Textiles Sustainability Department

Scope: This policy applies to all Padma Textiles Supply chain and employees, regardless of their employment contract, trainee status, or working hours.

Purpose: This policy is designed to encourage all employees to offer suggestions that improve the performance and quality of their work, and to provide a mechanism for employees to raise grievances in a confidential and respectful manner.

Definitions

- **Suggestion:** A proposal for improvement that is submitted by an employee.
- **Grievance:** A complaint about a workplace issue that is submitted by an employee.

Our Commitment

Padma Textiles is committed to providing a workplace where all employees feel comfortable and safe to raise suggestions and grievances. We believe that all employees have the right to be heard, and that their feedback is essential to the success of our company.

Policy

Employees can submit suggestions or grievances in any of the following ways

- **Suggestion box:** There are suggestion boxes located in all Padma Textiles facilities. Employees can submit anonymous suggestions by placing them in the boxes. These boxes are opened every month by the personnel officer and a worker

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representative, and are first reported to the employer. If the requests are of general interest, the actions to be taken are announced to the employees through bulletin boards. For individual requests, the applicant is kept confidential and the necessary investigation is carried out, guaranteeing that there will be no retaliation. The actions to be taken are notified to the employees personally.

- **Workers' representation:** Employees can elect worker representatives who will meet with the company's management on a monthly basis to discuss suggestions and grievances. Worker representatives pass all information they receive to the employer, subject to the confidentiality rule. The employer takes the necessary actions and notifies the employee.
- **Open door system:** Employees can speak to their supervisor, the human resources department, or any other manager about their suggestions or grievances. If the requests are of general interest, the actions to be taken are announced to the employees through bulletin boards. For individual requests, the applicant is kept confidential and the necessary investigation is carried out, guaranteeing that there will be no retaliation. The actions to be taken are notified to the employees personally.
- **Letter or email:** Employees can also write a letter or email to the company's management with their suggestions or grievances.

All suggestions and grievances will be treated with confidentiality. The company will investigate all complaints and take appropriate action. The human resources department will respond to the grievance/Suggestions within 15 business days of receiving it.

Implementation

The human resources department will be responsible for implementing this policy. The department will provide training to employees on how to submit suggestions and grievances, and will ensure that all suggestions and grievances are investigated promptly and fairly.

Confidentiality

Padma Textiles is committed to protecting the confidentiality of all suggestions and grievances. The company will not disclose the identity of any employee who submits a suggestion or grievance without their consent.

Non-retaliation: Employees who raise a complaint will not be subject to negative treatment as a result. This includes, but is not limited to, demotion, termination, or

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harassment.

Disciplinary action

Any employee who retaliates against another employee for submitting a suggestion or grievance will be subject to disciplinary action, up to and including termination of employment.