

## Grievance Redressal Forum for officers & Staff of the Company

To address the personal grievances of the executives & non-executives of the companies under Bird Group, it is decided to constitute a 'Redressal Forum' at Mines level & Corporate office. The Forum will comprise of-

### Head Office

1. Sr. GM (Marketing & Logistics), Chairman of the Committee
2. General Manager(Personnel)
3. Manager (Admin.)

### OMDC Mines

1. Business Head, Chairman of the Committee
2. Manager(Fin.) I/C
3. Dy. Manager(Pers.) I/C

### BSLC Mines

1. Business Head, Chairman of the Committee
2. Manager(Personnel)
3. Dy. Manager(Finance)

Officer & staff can submit their grievances to the respective committees, who are expected to investigate and redress the grievances, and if the concerned employee/officer of Mines Offices is not satisfied with the action taken by the 'Redressal Forum', he /she can appeal to the 'Redressal Forum' of Corporate Office, who are expected to give personnel hearing to the concerned officer and staff to decide the course of action.

If the concerned officer or staff is not satisfied with the action taken by the Corporate 'Redressal Forum', they have the right to meet the Managing Director, who's decision will be final.

**Note:** if any employee complaints to any authority without taking recourse to the 'Redressal Forum', it will be construed as indiscipline/disobedience of the Office Order, which will be liable for disciplinary action under D&AR.

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