

TITLE:	MMI Grievance Policy		
AUTHOR:	Director of Information Technology		
REFERENCE #:	PL-27 MMIGrievancePolicy	REVISION:	B
FORMAT:	WORD		
MEDIA:	ELECTRONIC		

PURPOSE	Guidelines for Grievance and Sustainability to be followed by MMI Engineered Solutions
SCOPE	Policy
DEFINITIONS	
RESPONSIBILITY	Director of HR
PROCESS	See Detailed Instructions included in this Document.

DOCUMENT CONTROL

DISTRIBUTION	Management System
ACCESS	Write: IT Admin Read: All others
RETRIEVAL	Management System
USE	MMI-ES internal only
STORAGE	Management System
RETENTION	Indefinite
REVIEW	Annual

Grievance Policy

Sustainability is core to our business. At MMI our success as a business includes environmental integrity. MMI Engineered Solutions, Inc is committed to observing all applicable laws, ethical standards as well as our own values that guide our business activities globally.

We also expect the same from our suppliers. MMI Engineered Solutions, Inc has created a framework to ensure this with Supplier Sourcing Policy and Supplier Code of Conduct. Our Supplier Manual outlines how our employees engage with our suppliers and other stakeholders, adhering to the highest ethical and environmental standards.

We encourage everyone who has knowledge or suspicion of an actual or potential violation of laws and regulations related to MMI or caused by a MMI supplier to report it.

Reasons for grievances may include:

- Activities that violate human rights, such as child labor, forced labor and slavery in all its forms
- Bribery and corruption
- Violating the freedom of association
- Disregarding occupational health and safety and work-related health risks
- Disregarding agreed working hours
- Theft
- Violation of the ban on unequal treatment
- Significant negative impacts on the natural environment, such as pollution, ecosystem degradation or deforestation
- MMI employees can contact their direct supervisor, any member of the management team, or the Human Resources Department
- The grievance system is not designed for general customer complaints or other requests.

How can you submit a report?

You can get in touch directly with your MMI contacts. However, anyone who prefers to remain anonymous in submitting a report, for whatever reason, may do so. For this purpose, you can simply submit your issue via the contact us portion of our Sustainability portion of our website and leave out your name.

CHANGE LEVEL	AUTHOR	DESCRIPTION OF CHANGE	DATE
A	E. Chapple	New release	10/17/18
B	S. Genereaux	Updated Policy with Specific Examples to meet Sustainability Requirements	10/19/23