

## GRIEVANCE POLICY

**Bacanora Lithium is committed to ensuring that all employees have an appropriate procedure to ensure that grievances are addressed.**

If you have a grievance relating to your employment, you should first talk the matter over on an informal basis with your immediate manager. If the grievance cannot be resolved through informal discussion, then the following procedure will apply.

### **Stage 1**

You must set out your grievance in writing giving full details of your complaint and send the statement or a copy of it to your immediate manager. If the grievance is against your immediate manager the matter should be raised with your Department Head.

### **Stage 2**

The Company will invite you to attend a meeting to discuss the grievance once the Company has had a reasonable opportunity to consider its response to the information that you have provided. That meeting will normally be held within 15 working days of receipt of your written statement. You must take all reasonable steps to attend the meeting. Following the meeting, the Company will write to you informing you of its decision and will notify you of your right to appeal against the decision if you are not satisfied with its decision. This decision letter will normally be sent within 15 working days of the meeting. You have a period of 15 working days within which to appeal the Company's decision if you wish to do so. Your written appeal should be addressed to the General Manager and should set out the basis of your appeal.

### **Stage 3**

If you do wish to appeal, the Company will invite you to attend a further meeting. The appeal meeting will normally be held within 15 working days of receipt of your written request. You must take all reasonable steps to attend the meeting. Where reasonably practicable the meeting will be chaired by a more senior manager than the manager who chaired the first meeting.

After the appeal meeting, you will be informed of the Company's final decision. This will be confirmed in writing and the decision letter will normally be sent to you within 15 working days of the meeting.

At any stage in this procedure, when you attend a grievance meeting, you may be accompanied by a single companion who is either a fellow worker or a trade union official who is entitled to address the meeting on your behalf but is not entitled to answer questions on your behalf.

Senior management will monitor & review this policy on a regular basis to ensure that it continues to support and encourage a high standard of performance on our projects. The Corporate Governance Committee will make formal review of this policy every two years and recommend any updates to the Board accordingly.

Approved - June 2018