



Hindustan Platinum

Grievance Reporting Form - Responsible Sourcing

Request you to fill in the form and share it via email to compliance@hp.co.in

Grievant Name (Not mandatory)	Date
Grievant Phone (Not mandatory)	Grievant Email (Not mandatory)
Grievant email id (Not mandatory)	Workplace Mailing Address (Not mandatory)
Received By	Date Received

Check if you decided not to present this grievance to your immediate supervisor because (check one):
1. Discrimination or Retaliation by Immediate Supervisor
2. Grieving disciplinary action issued by someone other than Immediate Supervisor

Description Of Grievance
Date, Time, And Location of Event
Description of the Incident/Evidence or use attachments documents if necessary
Provide a detailed account of the incident that led to the grievance. Include specifics about what happened, who was involved, any witnesses, and any evidence available.
Violations of supply chain policy of HPPL (use attachments if necessary)

Provide a list of policies, procedures, or guidelines you believe have been violated in the event described.

Resolution Sought use attachments if necessary

Additional Comments

Confidentiality and Privacy

By submitting this grievance report, I confirm that the information provided is accurate and complete to the best of my knowledge.

Signatures

Grievant Name	Date	Grievant Signature

Receiver Name	Date	Receiver Signature

Submission Process	
Completed forms should be submitted to	In the case of bypassing immediate supervisor, Please submit completed form to

Procedures

Provide detailed steps of the grievance process, including submission, review, and timeline for expected outcomes.

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