



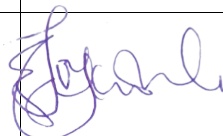

Seplat Energy Plc



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Grievance Procedure

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ADDITIONAL APPROVAL / REVISION HISTORY TABLE

<u>Party</u>	<u>Name</u>	<u>Sign</u>	<u>Date</u>
Revision Philosophy All draft documents for review will be issued at R01, with subsequent R02, R03, etc as required. All revisions/new policies approved for issue / implementation will be issued at A01, with subsequent A02, A03, etc as required. Narrative sections revised from previous approved issues are to be noted in the table below and/or highlighted in the RH margin (using the appropriate revision status) Previous revision highlighting to be removed at subsequent issues.			
Revision History			
Revision No.	Date of issue	Reason for change	





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1.0 GRIEVANCE PROCEDURE: Scope and Purpose

The Company's Grievance Procedure exists to ensure that employees have an opportunity to raise any grievances regarding their work, working environment or working relationships. An employee may present grievances to the Company at any time without fear of censure or reprisal. Grievance proceedings and records will be kept confidential.

Managers at all levels are responsible for the fair and uniform application and administration of this Procedure. Managers must aim to resolve grievances fairly and efficiently and should refer to HR as and when any guidance is needed.



This Procedure applies to all employees regardless of length of service. It does not apply to agency workers or self-employed contractors.

This Procedure does not form part of any employee's contract of employment. It may be amended at any time, and we may depart from it depending on the circumstances of any case.

1.1 PROCEDURE

The following procedure has been set up to ensure prompt attention to issues that may arise. At each stage of the formal procedure the Employee has the right to be accompanied by a colleague, trade union representative, or Joint Consultative Council representative of their choice. Colleagues will be allowed reasonable paid time off from their duties in order to fulfil this function.

Most routine complaints and grievances are best resolved informally via discussion between an employee and their line manager. Employees are encouraged to engage in this informal discussion before instituting a formal grievance under this Procedure. Where this discussion

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does not resolve the issue, the matter should be dealt with under the formal procedure as follows:



STAGE 1

Employees should put their grievance in writing to their line manager (where the grievance is against the line manager the matter should be raised with the next level of management). Following receipt of a grievance, the manager must inform HR in order to seek their input into how the grievance will be most appropriately managed.

The line manager will then write to the employee inviting them to attend a meeting in order to formally discuss the grievance. The meeting will normally take place within 5 working days of receipt of the written grievance. The employee will also be notified of their right to be accompanied at the grievance meeting and asked to inform the Company in writing of the name and position of any chosen companion in advance of the meeting.

Employees must take all reasonable steps to attend the meeting. However, if the employee or their companion cannot attend at the time specified, the employee should let the Company know as soon as possible and the Company will try, within reason, to agree an alternative time with the Employee.

If the line manager considers it necessary to carry out any further investigation into the employee's grievance, the meeting should be adjourned in order for that investigation to be carried out. Save for in exceptional circumstances, the employee should be provided with copies of any written evidence obtained in connection with the employee's grievance and given reasonable time to consider that evidence before the meeting is reconvened.

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Following the meeting, the line manager will respond, in writing, to the grievance. This response will normally be sent to the employee within 5 working days of the meeting but this will vary according to the specific circumstances of the grievance and the level of investigation that is required. If it is not possible to respond within 5 working days, the employee will be given an explanation for the delay and will be informed of the revised timescales.



The response will set out the decision that has been made, provide reasons for that decision and detail any action that will be taken as a consequence. It will also inform the employee of their right to appeal.

STAGE 2

If the employee is not satisfied with the response, within 5 working days he or she should appeal in writing to HR. The written appeal should set out the reasons why the employee disagrees with the decision that has been made and what action the employee wants Management to take in order to resolve the grievance.

Upon receipt of the written grievance, the appeal manager will invite the employee to a grievance appeal meeting, which will normally take place within 5 working days of receipt of the appeal, or as soon as reasonably practicable thereafter. The invitation letter will also inform the employee of their right to be accompanied by a colleague, trade union representative, or a representative from the Joint Consultative Council at the meeting. A member of HR will normally attend the appeal meeting in order to advise on any procedural matters.

If the appeal manager considers it necessary to carry out any further investigation into the employee's grievance, the meeting should be adjourned in order for that investigation to be carried out. The manager conducting the appeal will consider the merits of the appeal, taking advice from HR before reaching a decision.

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Following the meeting the appeal manager will give a final decision on the grievance, in writing, normally within 5 working days of the hearing or as soon as reasonably practicable thereafter. The decision of the appeal manager is final.

1.2 VARIATION FROM PROCEDURE

In certain circumstances, it may be appropriate to shorten and/or vary this Procedure and the Company reserves the right to do so.

In certain circumstances, it may not be possible to adhere strictly to the above timescales and the Company reserves the right to vary the timescales as appropriate. In these situations, the employee will be given an explanation for the delay and will be informed of the revised timescales.