

ALTERNERGY INTERNAL GRIEVANCE MECHANISM POLICY

Creating Safe and Constructive Channels for Feedback and Resolution

Approved by the Alternergy Executive Committee on 22 June 2026

1. PURPOSE

At Alternergy, we recognize that a healthy workplace is one where people feel safe to speak up, not just about misconduct, but also about frustrations, ideas, and things that could be better.

This ***Internal Grievance Mechanism Policy*** ensures that everyone, from staff to senior leaders, has a fair, confidential, and respectful space to raise:

- 1.1. Workplace issues or misunderstandings;
- 1.2. Feedback on management or team dynamics;
- 1.3. Suggestions to improve culture, policies, or systems; and
- 1.4. Reports of misconduct, discrimination, or harassment.

We are committed to listening with empathy, acting with integrity, and turning concerns into opportunities for growth.

2. WHO CAN USE THIS?

Everyone at Alternergy.

This includes regular employees, probationary staff, consultants, interns, project-based workers, and anyone working within Alternergy teams, regardless of level or contract type.

3. GUIDING PRINCIPLES

- 3.1. *Confidentiality*. All concerns are treated with utmost discretion.
- 3.2. *Non-Retaliation*. You are protected. Raising concerns will never result in punishment, exclusion, or professional harm.
- 3.3. *Respectful Resolution*. This is not a blame game. It's about honest, constructive conversations.
- 3.4. *Timely Action*. We commit to responding within set timeframes.
- 3.5. *Accessibility*. All employees should feel safe and able to use this mechanism, wherever they are.

4. WHAT CAN YOU RAISE?

Common examples include:

- 4.1. *Workplace harassment* – e.g., inappropriate jokes, exclusion, or threats

- 4.2. *Team culture issues* – e.g., a toxic environment, constant tension, favoritism
- 4.3. *Managerial conduct* – e.g., micromanagement, lack of recognition, biased treatment
- 4.4. *Career concerns* – e.g., unequal access to mentoring or feedback
- 4.5. *Work-life balance* – e.g., unreasonable expectations or disregard for personal boundaries
- 4.6. *Policy feedback* – e.g., processes that feel unfair or outdated

You don't need to wait for something "serious." If it matters to you, it matters to us.

5. WHERE TO REPORT

You can choose the channel that feels safest and most appropriate:

Channel	When to Use
Your Immediate Supervisor or Manager	For any issue, if you feel comfortable
HR Department	For policy-related or interpersonal concerns, see or contact: Martha Garay, HR Manager martha.garay@alternergy.com 0917 896 0430
#RenewWell Program	For sensitive issues like psychological safety, well-being, gender dynamics, or emotional harm, see or contact: Evangeline Moises Director and Head, ESG Department – Social evangeline.moises@alternergy.com 0963 789 2723
Anonymous Online Form	For when you prefer not to be identified, the Company will provide a secure and anonymous online form for reporting. Until this tool is established, you can email: renewwell@alternergy.com

6. HOW IT WORKS

6.1. Step 1: Speak or Submit

6.1.1. Raise your concern in person, via email, via SMS or electronic messaging systems (primarily, Teams), or anonymously.

6.1.2. You may specify whether you want:

6.1.2.1. Dialogue;

- 6.1.2.2. Mediation;
- 6.1.2.3. Formal investigation; and/or
- 6.1.2.4. Your concern recorded and addressed more broadly.

6.2. *Step 2: Acknowledgment & Triage*

- 6.2.1. Within 3 working days, HR or a #RenewWell representative will acknowledge your concern (if not anonymous).
- 6.2.2. We'll recommend whether an informal (dialogue or mediation) or formal (investigation) route is best.

6.3. *Step 3: Action*

- 6.3.1. *Informal:* We facilitate respectful conversation, coaching, or clarification.
- 6.3.2. *Formal:* We conduct a fair fact-finding process (including the establishment of a committee to hear and address the concern) and recommend actions to leadership.

6.4. *Step 4: Closure*

- 6.4.1. We'll share a summary of actions taken (as much as confidentiality allows).
- 6.4.2. If anonymous, we provide updates in town halls or by company-wide email to show accountability and learning.

7. INSTITUTIONAL SUPPORT

7.1. *Leadership Commitment.* Managers and executives will be trained to receive feedback without defensiveness.

7.2. *Annual Culture Reviews.* We use de-identified grievance trends to improve company practices.

7.3. *Safe Conversations Program.* Need to talk but not ready to "file"? Peer-led or coach-facilitated conversations are available through #RenewWell.

8. NO RETALIATION. EVER.

Raising a grievance in good faith is a *right*, not a risk.

You will be protected from:

- 8.1. Dismissal or demotion;
- 8.2. Loss of promotion or opportunity;
- 8.3. Exclusion from teams or roles; and

8.4. Intimidation, gossip, or hostility.

Any form of retaliation is a serious offense and may lead to disciplinary action against the retaliating party.

9. BUILDING A CULTURE OF LISTENING

This policy exists because we don't want employees to feel they must "resign to be heard."

Your voice is not a threat. It's a tool for improvement.

We promise to:

9.1. Listen without judgment;

9.2. Act with fairness and accountability; and

9.3. Continue learning as an organization.

10. CONTACT POINTS

HR Department through Martha Garay

martha.garay@alterenergy.com

0917 896 0430

#RenewWell Program through Vangie Moises

evangeline.moises@alterenergy.com

0963 789 2723

APPROVED BY:

ALTERENERGY HOLDINGS CORPORATION

By authority of the Executive Committee

Date Approved: 22 June 2026

Effective Date: 22 June 2026

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