

# Federal Institute of Science and Technology (FISAT)<sup>®</sup>



## Policy on Grievance Redressal of Staff



Hormis Nagar, Mookkannoor P.O.  
Angamaly -683577, Kerala, India  
An ISO9001:2015 Certified Institution  
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& NAAC with 'A' Grade



Focus on Excellence

FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)<sup>®</sup>

## Policy on Grievance Redressal for Staff

FISAT is committed to providing fair and unbiased work opportunities to all its employees for their all-round development. The Grievance Redressal Policy is to provide employees with a framework for settlement of individual grievances.

- FISAT shall have in place an Employee Grievance Redressal Committee to attend to the genuine grievances of the Members of the Staff. The committee shall be constituted / reconstituted by the Chairman of the Governing Body of FISAT, with the Principal as its Head.

- The Employee Grievance Redressal Committee shall communicate to the Members of Staff about the manner in which grievances are to be filed, the process of redressal, timelines etc. and ensure compliance of such norms.

- Members of Staff shall have the freedom to approach the Chairman of the Governing Body of FISAT, in case the grievances are not attended to or resolved to their satisfaction or within the timelines, by the Employee Grievance Redressal Committee. Decision of the Chairman of the Governing Body shall be final.

- FISAT shall have in place an Internal Complaints Committee (ICC) to deal with the complaints of sexual harassment of women at workplace. The committee shall be constituted / reconstituted by the Chairman of the Governing Body of FISAT, with one of the senior woman employees as its Head, in terms of the Sexual Harassment of Women at workplace (Prevention, Prohibition and Redressal Act, 2013). The committee shall communicate to the Members of Staff about the manner in which complaints are to be filed, the process of redressal, timelines etc. and ensure compliance of such norms.



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