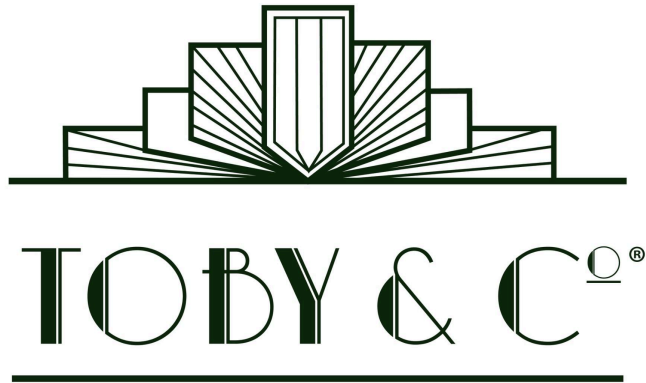




Employee Grievance Policy- Toby&Co Beverages

1. Purpose

Toby&Co is committed to maintaining a fair, respectful, and supportive working environment. This grievance policy provides employees with a clear and fair process for raising concerns, complaints, or workplace issues.

2. Scope

This policy applies to all employees, contractors, and workers engaged by Toby&Co.

3. What is a Grievance?

A grievance is any workplace concern, problem, or complaint that an employee wishes to raise. Examples may include concerns relating to working conditions, treatment by colleagues, discrimination, bullying, harassment, or breaches of company procedures.

4. Informal Resolution

Employees are encouraged, where appropriate, to first raise concerns informally with the person involved or with their manager. Many issues can be resolved quickly and fairly through open discussion.

5. Formal Grievance Procedure

- **Step 1 – Submit the Grievance:** The employee should submit the grievance in writing, outlining the details of the concern and any relevant facts.
- **Step 2 – Meeting:** A meeting will be arranged without unreasonable delay to discuss the grievance. Employees may bring a colleague or representative if desired.
- **Step 3 – Investigation:** Where necessary, Toby&Co will carry out a fair and confidential investigation into the matter.
- **Step 4 – Outcome:** The employee will receive a written response outlining the findings and any actions to be taken.
- **Step 5 – Appeal:** If the employee is dissatisfied with the outcome, they may submit

an appeal in writing within 7 days of receiving the decision.

6. Confidentiality

All grievances will be handled as confidentially as possible. Information will only be shared with those directly involved in resolving the issue.

7. Non-Retaliation

Toby&Co will not tolerate retaliation against any employee who raises a grievance in good faith.

8. Policy Review

This policy will be reviewed periodically to ensure it remains fair, effective, and compliant with applicable employment standards.

A handwritten signature in black ink, appearing to be 'Tobias Gorn', written over a faint, large, light-colored oval shape.

Signed:

Tobias Gorn

Founder & CEO

Date: 22 May 2026