

Grievance Recording Mechanisms: In line with Sustain Cert requirements, the following process has been implemented to receive comments.

Methods	Details	Reason for Selection
<p>Continuous Input/Grievance Expression</p>	<p>Input/Grievance Register to be maintained at project site office.</p> <p>The format of receiving inputs/complaints is as per GS requirements and is attached as annex 1.</p> <p>The inputs/grievance received shall be processed in line with the procedure as described in Annex 2.</p>	<p>The administrative office of the plant is located in the plant premises.</p> <p>Thus, it is appropriate publicly accessible location at which local stakeholders can provide their feedback on the project.</p>
<p>Process Book</p>	<p>The format of receiving inputs/complaints is as per GS requirements and is attached as annex 1.</p> <p>The inputs/grievance received shall be processed in line with the procedure as described in Annex 2.</p>	<p>The local stakeholder shall be informed about the process book during the SFR. Further, a public notice shall be posted at the site informing the stakeholders about the grievance procedure.</p>
<p>Telephone access</p>	<p>Mr. Anil Yadav, an employee of the company is responsible and his number +91-22 6733 5959 shall be available for any stakeholder to comment.</p> <p>The comments mentioned shall be recorded in the grievance register and shall be processed in line with procedure described in Annex 2.</p>	<p>For those who are unable to travel to site or are not literate, they may contact the Project Implementer via telephone.</p> <p>Persons dialing this telephone number will have access to a Project representative who speaks both English and the local language, Hindi.</p> <p>The stakeholders may also contact the DOE appointed for the Validation, i.e. Mr. Pankaj Kumar</p>

		+91 9576430298
	<p>Project Participants: Email address:</p> <p>1. Mr. Anil Yadav</p> <p>Email id: ady@irb.co.in</p> <p>SustainCert: info@sustain-cert.com</p> <p>DOE: Mr. Pankaj Kumar Phn. No: +91 9576430298 Email id: pank.kumar2019@gmail.com</p> <p>The comments mentioned shall be recorded in the grievance register and shall be processed in line with procedure described in Annex 2.</p>	<p>Email id of the project Implementer has been provided for continuous input / grievance for the convenience of stakeholders with internet access.</p> <p>Email address for the Sustain Cert has also been provided along with the details of the DOE (Auditor) for the project.</p>
Nominated Independent Mediator	<p>No Independent mediator is assigned.</p> <p>However, Mr. Anil Yadav has been assigned as the point of contact, Grievance Redressal Officer (GRO) for all the local issues.</p> <p>The comments mentioned shall be recorded in the grievance register and shall be processed in line with procedure described in Annex 2.</p>	<p>The use of a Nominated Independent Mediator is not being employed. As the use of the process book, telephone and internet will sufficiently capture feedback as necessary.</p> <p>However, a local employee shall be available in case stakeholders have any comments.</p>

Annex1: Template for Grievance Register to be maintained at Site

Date	Comment/ Action Requested from PP	Response from PP	Person designated with responsibility by PP	Issue Resolved (Y/N)	If No, what more action need to be taken
DD- MM- YYYY	Explanation of Problem or comment. And / or What would the stakeholder like to see change/stay the same.	Explanation from the project of what they will do in response to the comment. This may be an explanation as to why the project is unable to respond/does not see the problem as necessary to address.	Identification of who will take responsibility for responding and monitoring the issue.	This could be confirmation from the person who made the complaint, or the project.	In case of no, the reasons shall be considered as a new comment/action by PP and processed accordingly.

Annex 2: Internal Grievance Redressal procedure:

Purpose: The procedure aims to streamline the process when any grievance is received from any stakeholder.

In case any comment is received by the Grievance Redressal Officer (GRO), it has to be documented in the below Table for comments.

Frequency of Monitoring: Once a comment or grievance is received it has to be acknowledged and a copy is to be stored in the Grievance register. The Grievance redressal officer may decide to take action or in case further suggestion or approval from management is required from the Management that shall be discussed and resolved during the monthly management meet.

Once a comment or grievance is received it has to be presented to the management during the monthly meet along with the action taken to resolve the same. In case any input/approval is required from the Management that shall be discussed and resolved during the monthly management meets. The management may decide to further assess or carry out further investigation if required.

Table for Comments received to be presented to the Management:

Comment No: 1				
Name of the person giving the comment (Optional)	Date	Received via (email, post, telephone or verbal)	Comment	Action taken (if any)

Table for Action taken by the Company:

Date on which it is reviewed by the GRO: DD-MM-YYYY		
Comment No: 1		
DD-MM-YYYY	Action by GRO <ul style="list-style-type: none">• Communication/interaction with the person giving the Suggestion/comment• Closure (in case there no further comments by the commenter).	Responsibility of GRO
DD-MM-YYYY	In case Action needs to be approved by Management – Minutes to be recorded	Responsibility of GRO
DD-MM-YYYY	Communication/interaction with the person giving the Suggestion/comment and explain him the management decision.	Responsibility of GRO
DD-MM-YYYY	Closure (in case there no further comments by the commenter).	Responsibility of GRO

Once the issue is resolved, the grievance Register as per Annex 1 has to be updated accordingly.