



MMSUS Grievance Process

Date: 2/28/2023

Revision: 1

Flow diagram No: S-715-052

Owner:

HR Manager

Approved by:

Tracy Smies

Employees, Customers, Suppliers, Community and other stakeholders are encouraged to use the Muth Grievance when they witness, or experience any practices or behaviors that are counter to Muth policies for quality, environmental stewardship, social injustices, human rights violations, or any issue they feel has a need for review and change.

Anyone issuing a grievance will not be subject to retaliation or discrimination of any kind.

Internal Employees may submit a grievance through Plex using the suggestion system, or may file an issue by submitting a complaint directly to their Manager, or HR.

Internal and External Stakeholders may use the contact us link on the Muth website. This process is also accessible on the Muth website.

<<https://muthco.com/contact-us/>>

Anyone wishing to remain anonymous may submit their complaint using the contact information of

Anonymous Grievance

And the email address

grievance@muthco.com

Grieving parties will be consulted as needed throughout this process.

Corrective actions will be assigned within 24 hours of grievance receipt and corrective actions should take no more than 2 weeks. Grieving party shall be notified of resolution and activities once complete.

See process flow below for more details.



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