

AHOM™ RMC Grievance & Reporting Mechanism

Introduction

At A.H.O.M™ Relocation Management Company Inc. (AHOM™ RMC), we recognize the importance of providing safe, transparent, and confidential ways for employees, suppliers, clients, and community members to raise concerns about potential violations of human rights, ethical practices, or workplace standards.

1. Accessibility

- All employees, suppliers, and partners have access to this grievance mechanism.
- Complaints may be raised verbally, in writing, or electronically.
- Anonymous reporting is permitted.

2. Safe & Confidential Reporting

- Reports can be submitted without fear of retaliation.
- Information will be treated confidentially, with disclosure limited to those directly involved in resolving the issue.

3. Reporting Channels

- Email: A designated compliance email (e.g., compliance@ahomrmc.com).
- Direct Line: Reports may be made directly to a manager or designated compliance officer.
- Third-Party/Anonymous Option (future expansion): AHOM™ RMC is committed to establishing an independent reporting hotline as operations grow.

4. Review & Response Process

1. Acknowledge receipt of the grievance within 5 business days.
2. Conduct an impartial review of the concern, involving management where appropriate.
3. Provide updates to the reporting party (if not anonymous).
4. Implement corrective actions where required.
5. Document the outcome and lessons learned.

5. Protection Against Retaliation

AHOM™ RMC strictly prohibits retaliation against any person who raises a concern in good faith.

6. Oversight & Accountability

- Governance oversight is provided at the board and senior management level.
- Regular summaries of grievances and resolutions are reviewed to identify systemic issues.

Conclusion

This Grievance & Reporting Mechanism ensures that AHOM™ RMC's commitments to human rights and ethical practices are supported by a transparent and trustworthy process. By enabling concerns to be raised safely, we reinforce our values of dignity, fairness, and belonging.