




Document Number: SRM-PLC-003

# **Compliance and Grievance Policy (Somali)**

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## APPROVAL

The signatures below certify that this document has been reviewed and accepted, and demonstrates that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.

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## AMENDMENT RECORD

This document is reviewed to ensure its continuing relevance to the systems and process that it describes. A record of contextual additions or omissions is given below:

Page No.	Context	Revision	Date
-	Update in Format	1	25/09/2023

## COMPANY PROPRIETARY INFORMATION

The electronic version of this document is the latest revision. It is the responsibility of the individual to ensure that any paper material is the current revision. The printed version of this manual is uncontrolled, except when provided with a document reference number and revision in the field below:

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## 1 Ujeedo

1.1 Ujeeddada nidaamkan ayaa ah in la dhiso geeddi-socodka ku lug leh ogeysiinta iyo qabashada cabashooyinka iyo cabashooyinka ka yimaada gudaha ama dibadda Soomaaliya ee Maareynta Khatarta (SRM), ("Shirkadda") iyada oo loo eegayo fududeynta xalalkooda guulaysta waqtigii loogu talagalay hab.

1.2 Wixii su'aalo ah oo ka soo baxa nidaamkaan ama fulintiisa waxaa si toos ah ula geyn kartaa Waaxda HRS ee saacadaha [hrrservices@ska-arabia.com](mailto:hrrservices@ska-arabia.com) / [whistleblower@ska-arabia.com](mailto:whistleblower@ska-arabia.com).

1.3 SRM waa mulkiilaha dukumiintigan waxaana uu ogolaaday mas'uuliyadda maamulka ee horumarinta, dib u eegista iyo qiimeynta.

1.3.1 Nidaamkan waxaa loogu talagalay inuu akhristo dhammaan shaqaalaha, qandaraasleyaasha iyo dhinacyada saddexaad ee macluumaadka guud iyo wacyigelinta.

## 2 Baaxadda

2.1 Nidaamkani wuxuu khuseeyaa dhammaan geedi socodka ku lug leh cabashada iyo cabashada cabashooyinka waana inay si adag uula dhaqmaan dhammaan shaqaalaha, qandaraasleyaasha iyo dhinac kasta oo shirkadda ah.

## 3 Tixraacyada

3.1 Xeerarka Caalamiga ah ee Xeerka Anshaxa (ICoCA).

## 4 Qeexitaan

4.1 Cabashada waxaa lagu qeexay inuu yahay qalad ama dhib daro, taas oo sabab u ah u hoggaansamida dareenka sare oo aan lagu qanacsanayn qanacsanaanta qofka cabanaya. Cabashooyinka waxaa laga yaabaa inay ka soo baxaan shirkadda ama ilaha dibadda.

## 5 Horudhac

5.1 Nidaamkan iyo nidaamkani waxa uu doonayaa in uu ka soo baxo dhammaan dhinacyada iyo mabaadiida ku jira Nidaamka Cabashooyinka Qodobka Caalamiga ah ee Cabashooyinka ah <http://icoca.ch/en/icoc-association>. Shirkaddu waxay leedahay masuuliyad ah inay ixtiraamto xuquuqda bini'aadamka, ayna fuliso mas'uuliyadaha bani'aadamnimada, dhammaan kuwa ay saameeyeen hawlahooda ganacsi, oo ay ku jiraan shaqaalahooda, macaamiishooda, qandaraasleyda, alaab-qeybiyayaasha iyo dadweynaha aagga adeega la bixiyo. Shirkaddu waxay si buuxda u aqoonsataa muhiimada ay leedahay ixtiraamka dhaqamada kala duwan ee goobta shaqada, iyo sidoo kale shakhsiyaadka ay la kulmaan dhaqdhaqaaqyadaas.

5.2 Waddo cad oo furan oo warbixinta waa aasaas u ah cabashooyinka iyo cabashada cabashooyinka. Sidaa darteed, shaqaalaha, macaamiisha, qandaraaslayaasha iyo dadweynaha aagga ay shirkadu bixiso adeegyadana waxaa lagu dhiirigelinayaa inay soo gudbiyaan wixii cabasho ama cabasho ah ee ku saabsan dhinac kasta oo shaqadooda ah, deegaankooda shaqada, xiriirka shaqada ama wax kasta oo anshax ah oo laga qaado iyaga.

## 6 Siyaasadda

6.1 Waxyaalaha soo socdaa waxay ka koobanyihiin siyaasadda cabashooyinka shirkadda (dhammaan macluumaadka waxaa lagu qabanayaa qarsoodi):

6.1.1 Waa inay noqotaa mid hufan oo caddaalad ah oo dabiiciga ah iyo codsigiisaba.

6.1.2 Shirkaddu waxay si buuxda u baari doontaa eedeymaha si dhakhso ah, si dhexdhexaad ah iyo tixgelin ku saabsan sirta.

6.1.3 Marka la eego tallaabada rasmiga ah waa in xisbiyada la soo gudbiyaa ay siiyaan maamulka shirkadda iyagoo soo gudbinaya qoraal, kaas oo bixiya faahfaahinta cabashada (Xayawaanka, waqtiga, goobta iyo kuwa ku lug leh).

6.1.4 Shirkaddu waxay rabtaa inay si dhakhso ah wax uga qabato dhacdooyinka waxayna qaadi doontaa tallaabooyin lagu raacayo, go'aan gaadho, iyo xaqiijinta ficillada sida ugu macquulsan.

The Company will protect any employee, contractor or third party that raises a compliant or grievance. Any form of retaliation, victimization or threats will not be tolerated and will be treated as a very serious disciplinary matter that could result in termination.