

# GENUMARK INC.

## Grievance and Complaints Form

Effective Date: March 2026 | Version 1.0

<b>Document Owner</b>	Chief Executive Officer
<b>Approved By</b>	Mitch Freed, CEO
<b>Review Frequency</b>	Annual
<b>Next Review Date</b>	March 2027
<b>Distribution</b>	All employees, published on genumark.com

### Confidential Submission Form

Genumark is committed to handling all grievances fairly, promptly, and confidentially. You may submit this form anonymously.

### How to Submit a Grievance

Genumark provides multiple channels to ensure the mechanism is accessible to all stakeholders:

- Online Grievance Form: Available at [genumark.com/grievance](https://genumark.com/grievance), accessible 24/7
- Email: [grievances@genumark.com](mailto:grievances@genumark.com)
- Mail: Genumark Inc., Attention: Grievance Review Committee, 707 Gordon Baker Road, Toronto, ON, M2H 2S6
- In Person: Any employee may raise a concern directly with their manager, People & Culture (P&C), or a member of the Grievance Review Committee
- Anonymous Submission: Stakeholders may submit grievances anonymously through the online form or by mail without identifying themselves

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### 1. Complainant Information (Optional)

Name: \_\_\_\_\_

Organization (if applicable): \_\_\_\_\_

Relationship to Genumark (check one):

Employee

Contractor

Client

Supplier / Vendor

Community Member / Public

Other: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

I wish to remain anonymous

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**2. Grievance Details**

**Date of Submission:** \_\_\_\_\_

**Type of Concern (check all that apply):**

- Ethical misconduct
  - Violation of company policy
  - Health & safety concern
  - Discrimination / harassment
  - Environmental concern
  - Client or business practices
  - Legal or regulatory compliance
  - Fraud / financial misconduct
  - Other: \_\_\_\_\_
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**3. Description of Grievance**

Please describe the concern in as much detail as possible, including what happened, where, and how it relates to Genumark:

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**4. Date(s) and Location(s) of Incident**

Date(s): \_\_\_\_\_

Location(s): \_\_\_\_\_

- Ongoing issue
- One-time incident
- Unsure

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**5. Individuals Involved**

Please list any individuals, teams, or third parties involved:

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**6. Evidence / Supporting Information**

Please provide any supporting details or attach documentation (emails, photos, etc.):

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**7. Prior Actions Taken**

Have you raised this concern previously?

- Yes
- No

If yes, please describe:

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**8. Desired Outcome (Optional)**

What outcome or resolution are you seeking?

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**9. Confidentiality & Consent**

I understand that Genumark will handle this grievance confidentially in accordance with its Grievance and Complaints Mechanism.

I understand that my identity may need to be disclosed if required by law or necessary to conduct a fair investigation.

I consent to being contacted for additional information (if contact details provided).

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**10. Declaration**

I confirm that the information provided in this complaint is true and accurate to the best of my knowledge and is submitted in good faith.

Signature (if not anonymous): \_\_\_\_\_

Date: \_\_\_\_\_