Employee Engagement, Communication & Grievance Redressal Policy

Version 1.0

Approval and Effectiveness

This Policy was reviewed and approved by the Board of Directors of Saatvik Green Energy Limited during its meeting held on 11th December 2025. The Policy is effective from the same date and shall remain in force until amended or replaced by the Board/ ESG Council of Saatvik.

1. Policy Statement

Saatvik Group is deeply committed to fostering a fair, ethical, and transparent work environment that respects every individual. This policy is designed to foster an open, transparent, and inclusive work environment, where employees feel heard, valued, and empowered to contribute their best.

The Employee Engagement, Communication & Grievance Redressal Policy outlines the framework for effective communication, proactive engagement, and timely resolution of concerns or grievances. It ensures that all employees have access to fair, consistent, and confidential channels to raise issues, share feedback, and contribute to initiatives that enhance workplace culture and collaboration. To uphold this core value, we have established a formal grievance management process that provides all employees and workers with a structured and confidential platform to voice and resolve their concerns in a time-bound and impartial manner. This policy aims to address and resolve any dissatisfaction or perceived injustice related to work conditions, interpersonal relationships, or the application of company policies.

The policy also reinforces Saatvik's stance on non-discrimination, equal opportunity, freedom of association, and respect for human rights across its workforce, including contractual, wherever applicable.

Our unwavering commitment is to ensure the identity of any employee raising a genuine grievance is kept confidential, and that they are fully protected from any negative repercussions or retaliation. The process is accessible, inclusive, and designed to accommodate diverse reporting channels, ensuring that all employees, regardless of literacy levels, location, or employment type, can raise their concerns effectively. Conversely, any grievance found to be deliberately untrue, frivolous, or malicious following a thorough investigation will be subject to appropriate disciplinary action in accordance with company policy. This ensures the integrity of the process for everyone.

Furthermore, aggregate grievance data and trends will be reviewed periodically by the Grievance Redressal Committee (GRC) to drive systemic improvements.

2. Policy Objectives

This policy aims to:

2.1. Foster a culture of open communication and mutual respect.

2.2. Strengthen employee engagement through structured feedback and participation mechanisms.

2.3. Provide a transparent and accessible grievance redressal system.

2.4. Ensure timely resolution of concerns while maintaining confidentiality and fairness.

2.5. Our primary objective is to offer a simple & accessible grievance redressal mechanism, ensuring that all employees can raise issues without fear of reprisal. This Grievance Management System, referred to as "VOICE UP," is designed with several key objectives in mind:

- **Provide an Objective System:** To establish a neutral and impartial channel for raising complaints, ensuring that all grievances are reviewed on their merits and without bias or favoritism.
- **Support Formal Procedure:** To provide a formal, documented process that guides employees through a clear path for resolution, guaranteeing that their concerns are taken seriously and not dismissed.
- **Confidence and Transparency:** To build trust among our employees by demonstrating that their concerns will be handled with utmost care, transparency, and confidentiality.
- **Identify Systemic Gaps:** To act as a diagnostic tool for management, helping to identify and address any underlying issues, systemic failures, or policy gaps that may be causing employee dissatisfaction.
- **Prevent Escalation:** To resolve minor disagreements and issues at the earliest possible stage, preventing them from escalating into major disputes that could negatively impact team morale and productivity.
- **Alignment with ESG & SDGs**: To contribute towards Saatvik's broader ESG commitments in line with promoting Employee Well-being, upholding Human Rights and promoting UN Sustainable Development Goals in general.

3. Scope and Applicability

This policy titled, "Employee Engagement, Communication & Grievance Redressal Policy" ("Policy"), is applicable across operations of Saatvik Green Energy Limited and its subsidiaries (collectively referred to as the "Saatvik Group" or "Saatvik").

The Policy applies to all on-roll/regular employees (including directors, officers, permanent staff, trainees, probationers, and temporary workers) of the Saatvik Group of Companies, regardless of their position, tenure, or business unit. For contractual workers, we have laid out separate mechanism mentioned in Clause 12 – Grievance Handling for Contractual Workers.

4. Policy Commitments

Saatvik is committed to:

4.1. Encourage two-way communication through regular conversations with Human Resource team, town halls, feedback surveys, and team huddles. Town halls and feedback sessions shall be conducted at least once per quarter to ensure employees are informed, engaged, and able to share their perspectives.

4.2. Promote participative decision-making and idea-sharing platforms.

4.3. Recognise and celebrate employee contributions regularly.

4.4. Provide a safe, non-retaliatory environment for employees to voice concerns.

4.5. Ensure grievances are addressed promptly, fairly, and confidentially. Saatvik aims to resolve 90% of grievances within 14 working days, from the date of receipt, in accordance with established protocols.

4.6. Maintain a structured escalation matrix for unresolved issues. All employees shall undergo annual training on communication and grievance redressal protocols to ensure awareness, understanding, and compliance with the policy.

4.7. Uphold the highest standards of integrity, fairness, and respect.

4.8. Ensure all employees are aware of their rights and responsibilities.

4.9. Align grievance handling with Saatvik's Code of Conduct.

5. Employee Engagement

Saatvik is committed to fostering employee alignment with the Company's mission of advancing sustainable energy solutions. The Company shall implement structured engagement initiatives to encourage active participation, collaboration, and contribution towards organisational goals, ensuring that employees are informed, motivated, and empowered in their roles.

5.1. **Purpose-Driven Culture:** Saatvik shall foster a purpose-driven culture by connecting employees to the Company's sustainability goals through internal campaigns, leadership communications, and project showcases.

5.2. **Transparent Communication Channels:** Saatvik shall maintain transparent communication channels, including town halls, newsletters, and team meetings, to ensure that employees are informed, engaged, and able to participate meaningfully in organisational discussions and decision-making processes.

5.3. **Recognition and Rewards:** Saatvik shall operate a structured recognition programme, conducted quarterly, to celebrate and reward employees' achievements in areas such as innovation, collaboration, and sustainability impact. Employees may be nominated by peers or departments, and awards will be granted based on defined criteria.

5.4. **Learning and Development:** Saatvik shall promote continuous learning and professional development through workshops, certifications, mentorship programmes, and other learning initiatives. Programmes shall be aligned with industry best practices, emerging trends, and organisational needs to enhance employee skills and capabilities.

5.5. **Feedback Mechanisms:** Saatvik shall maintain structured feedback mechanisms, including annual engagement surveys, periodic pulse surveys, and anonymous suggestion channels, to systematically capture employee sentiment. Insights from these mechanisms shall be analysed and used to inform decision-making, enhance workplace practices, and drive continuous improvement.

5.6. **Inclusive Work Environment:** Saatvik is committed to fostering a diverse, equitable, and inclusive workplace. Policies and practices shall be

implemented to ensure that all employees are treated with respect, that every voice is heard, and that opportunities for participation and contribution are accessible to all.

6. Scope of Grievance Redressal

The "VOICE UP" system is tailored to address grievances in the following key areas. Any other grievance that does not fit neatly into these categories will be classified as "miscellaneous" and handled accordingly to ensure no concern goes unaddressed. This ensures that every stakeholder's concern is recognised and processed in a fair and transparent manner, in alignment with Saatvik's ESG commitments.

Grievance Type	Key Grievance Area
Errors in Salary Payment	Non-communicated deductions, mistakes in wage calculations, or discrepancies in overtime payments (only if previously raised with HR and unresolved after a reasonable period).
Supervision	Misbehaviour, unfair treatment, unprofessional conduct, lack of guidance, or work harassment by a direct manager or a senior leader. This will be handled with strict anonymity and protection from retaliation.
General Working Conditions	Concerns related to the working environment, issues with safety and sanitation, hazardous working conditions, unfair leave and attendance management, and interpersonal relationships within the department. This includes aspects of occupational health and safety and workplace well-being.
Process & Policies	Concerns regarding the consistent and fair non-implementation of applicable company policies.
Welfare Measures	Issues concerning the quality or availability of company-provided facilities, such as transportation, canteen services, and township management (if available) where these facilities are a part of the employment offering. This reflects Saatvik's responsibility to ensure equitable and safe access to basic employee welfare infrastructure.
Miscellaneous	Any grievance that does not fit within the above categories will be reviewed under a "miscellaneous" classification to ensure no concern is overlooked. This flexible approach ensures inclusivity and responsiveness.

It is important to note that this system is not a substitute for existing policies and does not cover matters related to performance appraisals, merit increments, promotions, medical insurance, disciplinary actions, whistle-blower cases, or sexual harassment, as separate, specialised processes and committees are in place to address these issues with the

appropriate legal and professional oversight. In addition, grievances related to violations of human rights, labor rights, or ethical practices within Saatvik's operations may also be raised under this system.

7. Grievance Redressal Exceptions

In rare cases where grievance is raised against a member of the Grievance Redressal Committee (GRC), an exception to the standard process is permitted to ensure fairness and impartiality. The employee can bypass the normal procedure and directly email the Location HR. Location HR will take on the role of the primary investigator, ensuring the matter is handled by a neutral party. The timeline for resolution remains 14 working days, and the decision of the Location HR is final and binding for the grievance.

If the grievance is against the Location HR themselves, the matter will be escalated directly to the Group CHRO, whose decision will be considered final. This structured bypass mechanism is in place to eliminate any potential conflict of interest.

In addition, grievances falling under critical categories such as hazardous working conditions, human rights violations, or labor rights abuses will be given priority handling under this exception mechanism, with immediate interim measures taken to safeguard the complainant's safety and well-being while the investigation proceeds.

8. Roles & Responsibilities of Grievance Redressal Committee GRC & Key Stakeholders

The grievance redressal process is a collaborative effort involving several key stakeholders, each with a defined role to ensure a smooth and fair resolution.

8.1. Grievance Redressal Committee (GRC): The Grievance Redressal Committee (GRC) at Saatvik Group is the central authority for all employee grievance matters. The committee's role is to ensure a fair, unbiased, and transparent process for resolving employee concerns. This includes assessing all issues raised by employees, assigning a dedicated investigating officer for a thorough review, and making well-informed decisions based on the facts and evidence presented. The GRC also collaborates with other stakeholders and appellate authorities to ensure grievances are resolved within the specified timelines and to the best

possible extent.

The GRC's responsibilities are clearly defined to ensure a systematic approach to grievance resolution. The committee, led by a chairperson (nominated annually by GRC members), oversees the day-to-day operations and coordinates with GRC secretary and all members.

- **Acknowledgement:** Acknowledge every grievance promptly.
- **Investigation:** Oversee a comprehensive investigation conducted by the appointed officer. For grievances involving hazardous working conditions or potential human rights violations, the GRC will ensure immediate interim measures are implemented to safeguard employees.
- **Documentation:** Ensure the investigating officer documents the case and provides a report to aid the GRC in its decision-making.
- **Timeline:** Adhere to a strict 14-working-day timeline for resolution.
- **Record Keeping:** Maintain detailed records of all grievances and their respective investigations. Aggregate data will be reviewed quarterly for systemic improvements.
- **Guidance:** Guide stakeholders in finding and validating effective solutions.

8.2. GRC Secretary: This role is central to the entire process. The GRC Secretary is the primary point of contact, responsible for acknowledging the grievance, conducting a preliminary fact-finding investigation and/or assigning neutral investigator, tracking the progress of the case, tabling the result of the investigation and its outcomes/decision before the GRC, closure of the grievance (need to take consensus of the GRC members), and officially communicating the final decision to the employee. They are the custodian of grievance records and the primary system administrator ensuring compliance, confidentiality, and timelines.

8.3. GRC Members: The committee members are responsible for objectively assessing the details of the grievance, and making a final, appropriate decision based on the evidence and facts presented during the investigation.

8.4. **HR Team:** This team is specifically responsible for providing assistance to investigations and providing technical solutions for grievances related to salary payment errors or discrepancies. They also support awareness campaigns to ensure employees and contractual workers know how to access the grievance system.

8.5. **Reporting Manager:** In cases related to Learning & Development and General Working Conditions, the reporting manager is expected to provide all necessary support and information to the investigator while maintaining absolute confidentiality to ensure the integrity of the process. They are also responsible for promptly addressing grievances within their control to prevent escalation.

8.6. **Location HR:** The Location HR is responsible for investigating and resolving grievances specifically related to the implementation and interpretation of company policies and processes - Non implementation of applicable policy.

8.7. **Appellate Authority:** The Appellate Authority is the final recourse for employees whose grievances were not resolved to their satisfaction by the Grievance Redressal Committee (GRC). In most cases, the CEO acts as the Appellate Authority. Their decision is final and binding on all parties involved.

8.8. **Appellate Process and Responsibilities:**

- An employee has 30 days from the GRC's decision to appeal. The process is as follows:
- Employee's Action: The employee sends an email to the Head HR explaining their dissatisfaction with the GRC's outcome.
- HR-Head's Role: The Location HR conducts a preliminary review with the GRC Secretary and the GRC. The findings are then shared with the CEO (Appellate Authority).
- Appellate Authority's Role: The Appellate Authority reviews the case, which may involve consulting with the GRC and the original investigating officer. They have the option to launch a new investigation if they deem necessary.
- Decision and Communication: The Appellate Authority's decision is conveyed to the employee by Location HR, first via a call or face-to-face

meeting, followed by a formal email. This final decision is to be made within 14 working days of receiving the appeal.

9. The "VOICE UP" Operating Principles

Our grievance process is governed by a set of clear operating principles designed to ensure efficiency, fairness, and transparency and alignment with Saatvik's ESG commitments:

9.1. Timeliness: Grievance resolution, from the moment of receipt to its final closure, must be completed within 14 working days. This strict timeline is a key pillar of our commitment to efficiency. Grievances involving hazardous working conditions, health and safety, or human rights violations will receive priority attention with immediate interim safeguards implemented while the investigation proceeds.

9.2. Acknowledgement: The GRC Secretary must formally acknowledge the receipt of the grievance within 3 working days of it being emailed. This provides the employee with a clear timeline for the next steps. Acknowledgement will include a unique tracking number and assurance of confidentiality and protection from retaliation.

9.3. Collective Decision: Final decisions on grievances are made basis the majority views of the GRC i.e. with at least half of the members agreeing to the decision, ensuring that the resolution is not based on a single individual's opinion.

9.4. Expedited Investigation: The GRC Secretary's preliminary investigation is a critical step to gather initial facts and information, which helps to streamline the formal investigation process and reach a resolution faster. Where systemic gaps are identified, recommendations will also be submitted for policy or process improvements.

9.5. Appeal Process: Appeals to the Appellate Authority must be submitted within 30 days of receiving the GRC's decision, allowing employees ample time to consider their options.

9.6. Prompt Appeal Response: The Appellate Authority must respond to an appeal within 14 working days to ensure the grievance is not prolonged unnecessarily.

9.7. **Conflict of Interest Protocol:** Grievances raised against GRC members are handled by the Location HR within 14 working days to avoid any conflict of interest, and their decision is final in these specific cases. If the grievance involves the Location HR, it will escalate to the CHRO, and if it involves both, it will escalate directly to the Appellate Authority (CEO).

9.8. **Accessibility & Inclusivity:** The "VOICE UP" system will ensure multiple reporting channels (email, helpline, drop-boxes, in-person reporting) and local language support, so that all employees, including contractual, can raise concerns without barriers.

10. Grievance Redressal Process and Timelines

Our online grievance management system is configured to provide a simple, easy-to-use, and intuitive experience. In addition to email, grievances may also be raised through multiple channels such as calling with Location HR, physical drop-boxes at plant and office locations, or in-person reporting to HR representatives, ensuring accessibility for all employees and those with limited digital access. The process is as follows:

10.1. **Raise a Grievance:** The employee initiates the process by sending an email to grievance_internal@saatvikgroup.com. The email should clearly mention a concise title of the grievance, the severity level of the issue (e.g., low, medium, high), and a detailed description of the incident covering all relevant facts such as date, time, location, and people involved. Employees are encouraged to attach any supporting documents or evidence (emails, photos, screenshots, written notes, etc.) that can help provide a clearer context and assist in resolving the grievance effectively.

10.2. **Acknowledgement:** Upon submission, the GRC Secretary is automatically notified. Within three working days, the Secretary will formally acknowledge the grievance on the email, providing a unique reference number for tracking purposes and confirming that the process has begun.

10.3. **Preliminary Investigation & Assignment:** The GRC Secretary reviews the case to ensure all necessary information is provided. They then table the grievance before the GRC Committee, who collectively review the details and may appoint a neutral investigator based on the grievance category.

10.4. Investigation: The GRC Secretary and/or appointed investigator conducts a thorough and confidential investigation. This may involve interviewing the aggrieved employee, the accused party, and any relevant witnesses, as well as reviewing documents and other evidence. The investigation must be carried out in a manner that ensures fairness, avoids conflicts of interest, and respects the dignity of all parties involved. The investigator compiles a detailed report of their findings.

10.5. Resolution: The investigator reports back their findings to the GRC Secretary (In case of assigning an investigator). The GRC Secretary then presents these findings to the full GRC Committee, which meets to discuss the facts and arrive at a final, binding decision regarding the resolution of the grievance. Final decisions on grievances are made basis the majority views of the GRC i.e. with at least half of the members agreeing to the decision.

10.6. Closure: The GRC Secretary communicates the final decision and the details of the resolution to the employee via the email or physical letter. Where relevant, employees will also be informed of their right to appeal to the Appellate Authority. Once the resolution is delivered, the GRC Secretary officially closes the grievance, marking the successful completion of the entire process.

10.7. The entire process, from raising the grievance to its final closure, is designed to be completed within a maximum of 14 working days. The ultimate responsibility for ensuring a timely closure lies with the GRC Secretary and the GRC, who are tasked with upholding the principles of this policy.

11. Handling of Records & Data

All grievances will be documented and maintained in a standardised format to ensure consistency, transparency, and traceability. Each grievance will be assigned a unique reference number, and a record will be maintained (refer Annexure A).

11.1. Type of Grievance may include issues such as Errors in Salary Payment, Supervision, General Working Conditions, Process & Policies, and Welfare Measures.

11.2. Evidence must be collected and maintained in both digital and hard copy formats, including emails, documents, photographs, meeting notes, and interview transcripts recorded during the investigation process.

11.3. Records will be updated at every stage of the grievance lifecycle (submission, review, investigation, resolution, and closure).

11.4. All records must be stored securely to maintain confidentiality while ensuring accessibility for authorised personnel.

12. Grievance Handling for Contractual Workers

12.1. A grievance redressal process has been laid out for contractual workers to ensure that their concerns are heard, addressed, and resolved in a timely and impartial manner. The aim is to provide them with a clear channel of communication and a step-by-step escalation path, so that issues such as workplace conditions, supervision, welfare measures, or other matters are dealt with fairly, without unnecessary delays or complications:

- **Step 1:** The worker will raise the grievance by sending an email to the Line Manager with a copy to the Principal Employer and Plant HR or they may intimate over phone, through drop-box or verbal communication.
- **Step 2:** The Line Manager will initiate the investigation, review the facts, and share the findings and decision with the deputed worker with a copy to Plant HR and Plant Head.
- **Step 3:** If the worker is not satisfied with the resolution, the matter may be further escalated to the Plant HR for review.
- **Step 4:** If still unresolved, the grievance will be finally escalated to the Plant Head

12.2. Special Cases:

- **Special Case 1:** If the grievance is against the Line Manager, the matter will be taken directly to the Plant Head, whose decision shall be considered final.
- **Special Case 2:** If the grievance is against the Plant HR or Plant Head, the matter will be escalated to the CHRO, whose decision shall be considered final.

- **Special Case 3:** If the grievance relates to hazardous working conditions, potential human rights violations, or serious safety concerns, interim protective measures must be immediately implemented (such as temporary reassignment or suspension of unsafe activities) until the matter is resolved. These cases will be given priority and escalated to the Plant Head/CHRO as required.

12.3. Confidentiality & Protection:

All grievances raised by contractual workers will be handled with strict confidentiality, and workers will be protected from retaliation or adverse action for raising genuine concerns. Anonymous grievances will also be accepted if sufficient details are provided to initiate an investigation.

12.4. Monitoring & Reporting:

All grievances raised by contractual workers will be recorded, tracked, and reviewed quarterly by Plant HR and the GRC.

13. Continual Improvement

Continual improvement under Saatvik's Integrated Management System shall be achieved through internal and external audits, management reviews, proactive monitoring of unsafe acts and conditions, and active worker participation. Findings from incident investigations, risk assessments, and audit outcomes shall be reviewed by management and the Safety Committees to enhance the effectiveness of occupational health and safety practices and ensure alignment with emerging national and international regulations.

14. Worker Participation and Consultation

A formal Employee Well Being Committee shall be established at each plant, comprising representatives from management, supervisors, and workers, including contractual staff. This Committee shall meet periodically and as required following significant incidents to review employee wellbeing and grievances redressal performance, identify problems, and recommend corrective measures.

Proceedings of all meetings shall be recorded, communicated to relevant personnel, and monitored for timely implementation. Saatvik shall protect all committee members and participants from any form of reprisal and shall ensure that all suggestions or concerns raised by workers are acknowledged, reviewed, and acted upon wherever feasible. Regular consultations ensure that decisions reflect the collective voice of the workforce, promoting transparency, trust, and shared ownership of organisational goals.

15. Review and Amendments

This Policy shall be reviewed annually, or in the event of significant regulatory or operational changes, to ensure its continued alignment with best practices, stakeholder expectations, and legal requirements. Any amendments to this Policy shall be made in writing and will become effective upon approval by ESG Council of Saatvik.

Disclaimer:

This Policy supersedes all previous policies or practices in Saatvik. The Human Resources (HR) Department of Saatvik is the final authority in interpreting and deploying the clauses, rules, and procedures mentioned in the Policy. Saatvik reserves the right to modify the Policy from time to time.

Hindi Transcription/ हिंदी प्रतिलेखन:

संविदा कर्मचारियों के लिए शिकायत निवारण प्रक्रिया

संविदा कर्मचारियों की शिकायतों को समयबद्ध, निष्पक्ष और पारदर्शी तरीके से सुनने, सुलझाने और समाधान करने के लिए एक सरल शिकायत निवारण प्रक्रिया बनाई गई है। इसका उद्देश्य उन्हें स्पष्ट संवाद का माध्यम और चरणबद्ध एस्केलेशन पथ उपलब्ध कराना है, ताकि कार्यस्थल की स्थिति, पर्यवेक्षण, कल्याणकारी उपायों या अन्य विषयों से जुड़ी समस्याओं का समाधान निष्पक्ष रूप से और बिना किसी अनावश्यक देरी के किया जा सके।

चरणबद्ध प्रक्रिया:

- **चरण 1:** कर्मचारी अपनी शिकायत लाइन मैनेजर को ईमेल द्वारा भेजेगा, जिसकी प्रति प्रिंसिपल एम्प्लॉयर और प्लांट एचआर को भी जाएगी। यदि ईमेल संभव न हो तो कर्मचारी फोन, ड्रॉप-बॉक्स या मौखिक रूप से भी अपनी शिकायत दर्ज कर सकता है।
- **चरण 2:** लाइन मैनेजर शिकायत की जांच करेगा, तथ्यों की समीक्षा करेगा और अपना निर्णय संबंधित कर्मचारी को बताएगा, जिसकी प्रति प्लांट एचआर और प्लांट हेड को भी भेजी जाएगी।
- **चरण 3:** यदि कर्मचारी समाधान से संतुष्ट नहीं है, तो मामला आगे समीक्षा के लिए प्लांट एचआर को भेजा जाएगा।
- **चरण 4:** यदि फिर भी मामला हल नहीं होता है, तो शिकायत अंतिम रूप से प्लांट हेड तक पहुँचाई जाएगी।

विशेष परिस्थितियाँ:

- **विशेष परिस्थिति 1:** यदि शिकायत लाइन मैनेजर के विरुद्ध है, तो मामला सीधे प्लांट हेड के पास जाएगा और उनका निर्णय अंतिम माना जाएगा।
- **विशेष परिस्थिति 2:** यदि शिकायत प्लांट एचआर या प्लांट हेड के विरुद्ध है, तो मामला सीएचआरओ (CHRO) के पास जाएगा और उनका निर्णय अंतिम होगा।
- **विशेष परिस्थिति 3:** यदि शिकायत खतरनाक कार्य परिस्थितियों, संभावित मानवाधिकार उल्लंघन या गंभीर सुरक्षा चिंताओं से जुड़ी है, तो तत्काल अस्थायी सुरक्षात्मक कदम (जैसे कि असुरक्षित कार्यों को रोकना या अस्थायी रूप से पुनर्नियोजन) लागू किए जाएंगे। इन मामलों को प्राथमिकता दी जाएगी और आवश्यकता अनुसार सीधे प्लांट हेड/सीएचआरओ को एस्केलेट किया जाएगा।

Annexure A

Reference No.	Employee ID & Name	Department	Date of Submission	Type of Grievance	Severity Level (Low /Medium/ High)	Against (If Applicable)	Brief Description	Evidence Attached (Digital/Hard Copy)	Resolution Status