

**RECRUITMENT POLICY ON
GRIEVANCE REPORTING & HANDLING
MECHANISM:**

**NEW SUPERSTAR MANPOWER (PRIVATE)
LIMITED.**

Address:- No:14A, High Level Road, Maharagama, Sri Lanka

Telephone No:- +94-112840008, +94-112842221.

Website:- www.newsuperstarmanpower.com

Email:- supersta@sltnet.lk

Fax:- 0094112840724

How to Report us

1. Submit the issues in written Form through our Suggestion Box
2. Emailing us via; supersta@sltnet.lk
3. Making call at 0094 771177700 or 0094 777824951
4. Sending Letter via No.14A,Highlevel Road,Maharagama,Sri Lanka
5. Direct Meeting with chairman, they can share their issues verbally as well.

What we do if found any Issues

Firstly, we try to carry out our operations, at most level of zero issues, still if found any then;

1. We investigate the issues
2. Collect the related evidences and cross check with the reported issues
3. Will settle it by our settlement body and move forward for remedial if found any
4. Stop the process right after receiving the issues settle down