

PROCEDURE FOR HANDLING COMPLAINTS

Under normal working conditions, Employees who have a job-related problem, question or complaint should first discuss it with his or her immediate Supervisor. At this level, Employees usually reach the simplest, quickest, and most satisfactory solution. If the Employee is not comfortable with that avenue, or the Employee and Supervisor do not solve the problem, REFORMATION BREWERY encourages Employees to contact Ownership or Human Resources directly.

- **EEO and Harassment Complaint Procedure:** If the Employee feels that he/she has experienced or witnessed harassment, discrimination or unlawful or inappropriate treatment, the Employee is to notify immediately (preferably in writing and within twenty-four (24) hours) the REFORMATION BREWERY Independent Consultant at the Stellaris Group offices. The Employee will be contacted promptly about his or her complaint. The Company forbids retaliation against anyone who has made a complaint.

To the extent practicable and appropriate, the Company will keep complaints and the terms of its resolution confidential. The Company will take corrective action as appropriate, including such discipline up to and including immediate termination of employment. The Employee will be notified as to the outcome of the complaint. The Company will undertake corrective action to stop inappropriate conduct before it rises to the level of an unlawful action. The Company recognizes that intentional or malicious false accusations of misconduct can have a serious effect on innocent men and women. Individuals falsely accusing another of misconduct will be disciplined in accordance with the nature and extent of his or her false accusation.