

BIXLERS™

Supply Chain Policy - Grievance Mechanism Procedures

BIXLERS INC. has established this Grievance Mechanism procedure to hear concerns about circumstances in the supply chain.

Kate Boucher and Marielle Burchett are the compliance officers responsible for implementing and reviewing the procedure.

Concerns can be raised by interested parties via email or in person to:

Kate: kate.boucher@bixlers.com

Marielle: Marielle.Burchett@bixlers.com

On receiving any concerns related to the supply chain, the compliance officers will do their best to:

- Get an accurate report of the complaint;
- Investigate the related concerns and provide suggestions to handle the situation, by partnering with different stakeholders, and/or help redirect the concerns to another entity, such as the relevant supplier, or a relevant industry body;
- Where the issue can be handled internally, seek further information where possible and appropriate;
- Identify any actions for improvements, and monitor the situation;
- Advise the complainant of any decisions or outcomes; and
- Keep records on complaints received, and the internal process followed, for at least five years.

Signed/endorsed by:



Paul Quinn
President

Date of effect: August 8, 2023