

Grievance Form at L.C.I. S.à r.l.

Internal reference: RH_FO001_V001_EN

Document review and approval:

Revision history:

Version	Author	Date of revision	Comment
001	Léa Dieudonné	07/10/2021	

This document has been reviewed by:

Version	Reviewer	Date reviewed	Comment
001	Stefano Florio	19/10/2021	
001	Ricardo Florio	19/10/2021	

This document has been approved by:

Version	Approver	Date approved	Comment
001	Franco Florio	11/11/2021	

2. Remedy sought by the applicant (What action from the company will resolve this grievance?)

3. Witnesses (Write down the name of others who might have seen the incident)

Signature from applicant:

Date:

Received by:

Date:

4. Resolution of Grievance

Was grievance resolved? Yes, describe resolution No, explain why not

How was the applicant informed of the resolution?

Written notification Phone conversation One-to-one discussion

Date of notification:

This grievance was treated by:

Signature from the person who treated the grievance:

*Non-exhaustive examples of policies/procedures/guidelines:

- Human Rights policy at L.C.I. S.à r.l. (e.g., discrimination, harassment...)
- Environmental policy at L.C.I. S.à r.l. (e.g., company actions that harm the environment...)
- Supplier Code of Conduct at L.C.I. S.à r.l.. (e.g., unethical business conduct or fraud...)
- Health and Safety Policy at L.C.I. S.à r.l. (e.g., unsafe procedures...)
- Noncompliance with national laws or regulations