

# Grievance Form at L.C.I. S.à r.I.

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	



Request for anonimity:	Yes □	No □
Name of the complainant (if answer is "	No" to the previous ques	stion):
Date of the incident:		
<ol> <li>Description of the nature a Indicate on what policies/ event described?)</li> </ol>	and context of grievar procedures/guideline	nce (who, where, when, why). s* the grievance refers to in the



<ol><li>Remedy sought by the applicant (What action from grievance?)</li></ol>	the company will resolve this
2 Miles and Charles and Charles	
3. Witnesses (Write down the name of others who might	t have seen the incident)
Signature from applicant:	Data
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 inform	ned of the resolution?	
☐ Written notification	☐ Phone conversation	☐ One-to-one discussion
Date of notification:		
This grievance was treated b	y:	
Signature from the person w	ho treated the grievance:	
*Non-exhaustive examples o	f policies/procedures/guidelines:	
<ul> <li>Human Rights policy</li> </ul>	at L.C.I. S.à r.I. (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.I.. (e.g., unethical business conduct or fraud...)
- Health and Safety Policy at L.C.I. S.à r.I. (e.g., unsafe procedures...)
- Noncompliance with national laws or regulations