

SA8000 COMPLAINTS/SUGGESTION FORM

SPACE RESERVED FOR THE INTERESTED PARTY					
Reporting type:		Subject forwarding the report:			
☐ Complaint	☐ Suggestion	☐ Worker	☐ Customer	☐ Supplier	☐ More: _____
Identification data of the interested party:					
☐ The complaint/suggestion can be expressed ANONYMOUSLY		☐ The interested party is available to be contacted: ☐ Company: _____ Contact: _____ Address: _____ E-mail: _____ Phone: _____			
SUBJECT OF THE COMPLAINT/SUGGESTION					
☐ Child Labor		☐ Freedom of Association and the Right to Collective Bargaining		☐ Working Hours	
☐ Forced Labor		☐ Discrimination		☐ Remuneration	
☐ H&S		☐ Disciplinary Procedures		☐ Management System	
DESCRIPTION (content of the complaint/ suggestion):					Date: _____
ACTION AND/OR REMEDIES REQUIRED:					

WHO, HOW, WHEN

Any interested party, both internal and external to the organization, may, at any time, communicate with the SOCIAL PERFORMANCE TEAM, even anonymously, using the following methods:

- **REPORT BOX** located near the notice board on the ground floor
- **E-MAIL** to segnalazioniSA8000@meeting-spa.com
- **MAIL** to the attention of **SOCIAL PERFORMANCE TEAM MEETING GROUP SPA** at the following address: **Via Roma, 145/E - 31020 Villorba (TV)**

REPORT FORMS are available near the REPORT BOX located near the notice board on the ground floor

SUBJECT OF SA8000 REPORTS

- Reporting of dangerous situations present in the company relating to worker safety
- Advice and/or suggestions for improvement
- Reporting critical issues in the area of CORPORATE SOCIAL RESPONSIBILITY (discrimination, pay, working hours, freedom of association, etc.)

RISERVATEZZA E TRASPARENZA

The SA8000 report box is locked, and the key is kept by the SA8000 WORKERS' REPRESENTATIVE (RLSA8000). The box is opened and its contents are checked by the SPT (RLSA8000 together with the MANAGEMENT REPRESENTATIVE RDA) every 30 days. A log is kept to track the results of the report box check. A log is kept to track the results of the report box check.

Reports received via the dedicated email address segnalazioniSA8000@meeting-spa.com are sent directly to the RLSA8000 and RDA; the mailbox is checked in real time.

ANALISI SEGNALAZIONI

All reports are addressed SOLELY by the SOCIAL PERFORMANCE TEAM, which verifies their relevance and reliability and, when necessary, collects the necessary information, evaluates the report, and notifies the reporting party that it has been addressed.

The SOCIAL PERFORMANCE TEAM, if necessary with the involvement of other company functions or external consultants, communicates to COMPANY MANAGEMENT the opportunity to implement the necessary corrective actions requested and simultaneously notifies the reporting party that the report has been addressed.

RITORNO ALLE PARTI INTERESSATE

RESPONSE TIMES TO REPORTS are set at a MAXIMUM OF 30 DAYS.

If reports are received anonymously, all employees will be notified (by global mail) and/or through the company noticeboard. Otherwise, the individual will be notified directly.