



textilhandel cotton-n-more GmbH employee complaint form

before completing the form pls read all instructions, including the confidential statement

1/ Individual filing complaint:

name: _____

address: _____

phone number: _____ email: _____

job title: _____ department: _____

Have you filled out an official complaint with any other agency?

Yes No

If Yes, with whom? _____

At what stage is this complaint? _____

2/ General nature of complaint:

pls check applicable boxes and mention the dates

I have been discriminated against based on one or more of the following:

- | | | |
|---------------------|--------------------------|---------------------|
| race | <input type="checkbox"/> | age |
| sex | <input type="checkbox"/> | color |
| national origin | <input type="checkbox"/> | religion |
| sexual orientation | <input type="checkbox"/> | physical disability |
| learning disability | <input type="checkbox"/> | mental disability |
| marital status | <input type="checkbox"/> | prior criminal |

other: _____

4/ why do you think, that action(s) have been taking against you, where there any explanations for that action?

5/ pls provide name and address of any witness, you think can provide evidence in support:

6/ pls advise, what would you like to see as the outcome of the investigation:

confidentiality statement:

Our staff (purchase department) strives to maintain all cases confidential, information obtained during the course of an investigation and, in most cases, it is shared only on a need-to-know basis. However, some records obtained or created may be openly disclosed in accordance with state law. Right after receiving your complaint we will analyze, review and respond within 48 hours.

I affirm that I have read the preceding information and charge (s) and attest that it is true to the best of my knowledge, information and belief.

I have read and understand the confidentiality statement. I hereby give the purchase department of textilhandel-cotton - n- more GmbH permission to thoroughly investigate my complaint. I understand the information gathered will be kept confidential to the extent possible.

Please drop off mail or fax this form and all correspondence to our purchase / sustainability department:

textilhandel cotton-n-more GmbH	telephone: +49-531-27340-65
Department Sustainability	fax: +49-531-27340-52
K. Alexander/ J. Jost	e-mail: nachhaltigkeit@cotton-n-more.com
	Hildesheimer Straße 27, 38114 Braunschweig

signature of employee : _____

date: _____