

ADIRELOUNGE

Stakeholder Feedback & Grievance Form

Purpose. This form provides employees, workers, suppliers, production partners, customers, business partners and other stakeholders with a safe and accessible way to raise a concern, complaint, grievance or suggestion regarding Adirelounge's activities.

Confidentiality & Non-Retaliation

Adirelounge does not tolerate retaliation against anyone who raises a concern or grievance in good faith. Information will be handled confidentially to the extent reasonably possible and shared only with people who need it to review and resolve the matter.

1. Your Information

Name (optional)	
Email / telephone (optional)	
Preferred contact method	Email / Telephone / No contact
Would you like to remain anonymous?	Yes / No

2. Your Relationship to Adirelounge

☐ Customer ☐ Supplier ☐ Production partner / Artisan ☐ Worker / Contractor
☐ Business partner ☐ Community member ☐ Other:

3. Type of Concern

☐ Human rights / working conditions
☐ Discrimination, harassment or inclusion
☐ Supplier / production practices
☐ Environmental impact / sustainability
☐ Product or customer concern
☐ Business ethics / conduct
☐ Health & safety
☐ Other:

4. Describe Your Concern

Please provide the relevant facts, dates, people or organizations involved, and any other information that may help us understand the matter.

5. Desired Outcome

What action, resolution or response would you like Adirelounge to consider?

6. Supporting Evidence

If applicable, please identify any documents, photographs, invoices, communications or other evidence that may support your concern.

What Happens Next

Adirelounge aims to acknowledge submissions within 5 business days and to review and resolve grievances within 30 days, depending on the complexity of the matter. If more time is required, we will communicate the reason and expected timeline where contact details have been provided. Where a grievance is not accepted, we will explain the reason.

Submission

Submit this form through the online grievance form on the Adirelounge website or send it to the designated grievance contact: _____

For anonymous submissions, use the online anonymous form where available.