



Concern & Complaint Submission Form

Version sheet

Date	Version	Created By	Description of the change
14-03-2025	1.0	Sicco Ouwersloot	Document created
19-09-2025	1.1	Bernice Bekkers	Document reviewed

Concern & Complaint Submission Form

At Reuzado, we value transparency, integrity, and ethical conduct. This form allows employees, suppliers, and stakeholders to report any concern, suspected misconduct, or violation of our Code of Conduct, Whistleblowing Policy, or other company principles.

You may submit a report confidentially or anonymously. All reports will be handled with care, integrity, and in accordance with our Whistleblowing and Data Protection Policies.

Section 1 – Reporter Details

Your Name: _____ (optional)

Email Address or Phone Number: _____ (optional)

Your Relationship to Reuzado: Employee / Supplier / Partner / Customer / Other

Do you wish to remain anonymous? ☐ Yes ☐ No

Section 2 – Type of Concern

- ☐ Ethical or integrity concern
- ☐ Labor or human rights violation
- ☐ Environmental or circular economy concern
- ☐ Health and safety risk
- ☐ Financial misconduct or fraud
- ☐ Discrimination, harassment, or workplace behavior
- ☐ Violation of law or company policy
- ☐ Other: _____

Section 3 – Description of the Issue

Date and time of incident: _____

Location or department involved: _____

Persons involved (if known): _____

Detailed description of the concern (please include relevant facts, context, and any available evidence):

Have you discussed this issue internally (e.g., with your supervisor or contact person)? ☐ Yes ☐ No

Do you have supporting documents? ☐ Yes ☐ No (Attach files if applicable)

Section 4 – Follow-Up and Consent

Would you like to be contacted for follow-up? ☐ Yes ☐ No

GDPR & Data Protection Notice

Reuzado ICT Services processes the personal data submitted in this form in accordance with the General Data Protection Regulation (GDPR) and our internal Data Protection and Whistleblowing Policies.

Your information will be stored securely and used only for the purpose of investigating and resolving your report. Access to this information is restricted to authorized personnel involved in compliance and legal review. Personal data will be retained for no longer than two (2) years after the case is closed, unless a legal procedure requires longer storage.

You have the right to access, rectify, or request deletion of your personal data, subject to applicable legal exceptions. Requests can be sent to: compliance@reuzado.nl.

☐ I confirm that the information provided is accurate to the best of my knowledge.

Thank you for helping us maintain a transparent and ethical working environment.

Reports will be acknowledged within seven (7) days and handled confidentially.