APPEAL REQUEST FORM

CONFIDENTIAL – To be submitted to the Human Resources Department

This form is to be completed by any Employee, Contractor, or Supplier who wishes to appeal the outcome of a Human Rights concern, investigation, or decision taken in terms of the *Montego Pet Nutrition Human Rights Policy*.

All information will be handled in accordance with the *Protection of Personal Information Act (POPIA).*

PERSONAL DETAILS			
Name of Appellant:			
Employee / Supplier Number: (if applicable)			
Department / Site:			
Contact Number:		**Contact Email:**	

DETAILS OF THE DECISION BEING APPEALED			
Date of Original Decision / Outcome:			
Name of HR Officer / Manager who handled the matter:			
Nature of Original Complaint: (tick all that apply)	☐ Discrimination	☐ Harassment (verbal, physical, sexual, cyber)	☐ Child Labour
	☐ Forced Labour	☐ Freedom of Association Violations	☐ Unsafe Working Conditions
	☐ Privacy/Data Breach	Other:	

REASON(S) FOR THE APPEAL (Please explain in full. Attach additional pages if needed)

REMEDY OR OUTCOME REQUESTED (Explain what outcome or resolution you are seeking)

DECLARATION
I confirm that the information provided in this Appeal Request is true and accurate to the best of my knowledge. I understand that the Appeal will be reviewed fairly and confidentially, and that I may be contacted for additional information. _____ _____ **SIGNATURE:** **DATE:** Please submit this form to the **HR Department** directly, or email it to the designated HR Officer handling Human Rights matters. You may also submit a signed, scanned copy via the ***Ethics Hotline email*** **(**montego@whistleblowing.co.za**)** if anonymity or distance is a concern.