

Whistleblower & Grievance Procedure

3daysofdesign encourages employees, partners, suppliers, festival participants, and other stakeholders to speak up if they experience or become aware of a concern. We value open dialogue and trust, and we strongly encourage anyone with a concern to contact us directly so that we can address the matter quickly, fairly, and constructively. Where informal dialogue is not appropriate or does not resolve the matter, this formal whistleblower and grievance procedure can be used.

1. Grounds for raising a grievance

A grievance or concern may be submitted if you experience or observe issues including, but not limited to:

- unfair treatment, discrimination, harassment, or inappropriate behavior
- unsafe working conditions or breaches of health and safety
- unethical conduct or breaches of company policies or values
- improper use of resources or non-compliance with legal obligations
- concerns related to human rights, labor practices, or supplier behavior
- decisions or practices that may have negative environmental or social impacts
- any matter that affects the wellbeing, rights, or fair treatment of individuals

Reports may be made openly or anonymously. All concerns are treated seriously and confidentially through the process described below.

2. Grievance submission

Concerns can be submitted in the following ways:

- Directly through the [Whistleblower and Grievance Form](#)
- By contacting 3daysofdesign in writing

3. Grievance process and timeline

Once a grievance is received, 3daysofdesign will acknowledge receipt within two working days, unless submitted without any contact details. An impartial review will begin promptly, during which the company may gather information, review documents, and speak with relevant individuals. The initial assessment and fact-finding will typically be completed within 2–10 working days, depending on the

nature and complexity of the issue. Where contact details are provided, 3daysofdesign will keep the complainant informed of progress and next steps throughout the process.

3. Resolution

After the review is completed, 3daysofdesign will provide a written response to the relevant parties outlining findings and any resulting actions. Where appropriate, a meeting may be held to discuss the outcome and next steps. Resolutions may include corrective actions, mediation, changes to working practices, or updates to internal processes.

If the company determines that the issue does not meet the criteria for a grievance, the complainant will receive a clear explanation of why. In all cases, the company will confirm when the matter has been resolved.

4. Protection from Retaliation

Any stakeholder, internal or external, who raises a concern in good faith is protected from retaliation. 3daysofdesign has several controls in place:

- All grievances are handled confidentially and shared only with those directly involved in the review.
- Individuals responsible for assessing the grievance must declare any conflicts of interest, and another reviewer will be appointed if impartiality cannot be ensured.
- Managers or relevant staff will monitor for any signs of retaliation, including exclusion, negative treatment, reduced opportunities, or inappropriate changes to responsibilities.
- Any signs of retaliatory behaviour will be investigated immediately and treated as a serious breach of company policy.

These measures aim to ensure that stakeholders can raise concerns without fear of negative consequences.