

COMPANY FORM

GRIEVANCE INCIDENT FORM

Confidential – submitted under the Bemz Grievance Policy.

Version 2.0 · Effective 30 April 2026 · Owner: CFO

Companion document to the Bemz Grievance Policy. Aligned with Swedish labour, work-environment and whistleblower legislation, and with the B Corp certification standard.

Bemz

Please use this form to submit a formal grievance under the Bemz Grievance Policy. Complete the sections that are relevant to your concern. If you prefer to remain anonymous, you may leave Section 1 blank – please note that anonymity may limit our ability to investigate fully or to provide feedback on the outcome.

Send the completed form to grievance@bemz.com (monitored by the CFO and CEO).

Employees may also submit a report through the Speak Up tool in the Weekli App.

1. Complainant information

Name	
Role / Organisation / Relationship to Bemz	
Date of submission	
Preferred contact method	

2. Type of grievance

Tick all that apply.

☐ Working conditions	☐ Relationship with manager
☐ Relationship with colleague	☐ Bullying or harassment
☐ Discrimination	☐ Unfair treatment
☐ Policy breach	☐ Other (please specify below)

If "Other", please specify:

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3. Description of the issue

Please describe your grievance in as much detail as possible – what happened, when it happened, where it happened and how it has affected you.

4. People involved

List any individuals involved (if applicable):

Name / Role	
Name / Role	
Name / Role	

5. Witnesses (if any)

Name / Role	
Name / Role	

6. Previous actions taken

Have you raised this issue before?

☐ Yes	☐ No
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If yes, who did you speak to and what was the outcome?

7. Supporting evidence

Please list any supporting documents or evidence (for example emails, messages, screenshots, photographs). Attach copies where possible.

8. Desired outcome

What would you like to happen as a result of this grievance?

9. Confidentiality

Do you have any specific concerns regarding confidentiality (for example particular individuals who should not be informed)?

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10. Declaration

I confirm that the information provided in this form is accurate and given in good faith to the best of my knowledge.

Signature	
Date	

11. Submission and next steps

Please submit this completed form by email to:

- grievance@bemz.com – monitored by the CFO and the CEO.

Employees may also submit a report through the Speak Up tool in the Weekli App. Reports submitted through Weekli are received by the CFO.

The grievance is acknowledged in writing within 3–5 working days of receipt. The investigation is ordinarily concluded within 30 working days; you will be informed if more time is needed. For full details of the process, including your right to appeal, please refer to the Bemz Grievance Policy.

For internal use only

Date received	
Reference number	
Acknowledged on	
Investigator appointed	
Investigation completed	

Outcome communicated	
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