



## Complaints procedure

We make every effort to provide you, our contractor or interested party who is using our services, with the best possible care. However, you may nevertheless meet with an issue in our services. We appreciate it if you express your dissatisfaction to us, so that we can help rectify the cause of your dissatisfaction. In order to provide a better understanding of the complaints handling process, we have set up a complaints procedure. The process of handling complaints is explained item by item below.

### Scope of application

This complaints procedure applies to Yes We Do B.V.

### Terms

General definitions:

- Contact person: a Yes We Do B.V. employee who is the coordinator between the complainant and the complaint handler.
- Complaint handler: the Yes We Do B.V. employee responsible for handling the complaint.
- Complaints procedure: this procedure for handling complaints, which can be referred to as 'Yes We Do B.V. Complaints Procedure'.
- Complainant: may be a contractor or one of his employees, or interested party of the services.
- Contractor: party who places orders with Yes We Do B.V. concerning services as stated in offers / quotations, hereinafter referred to as Contractor.
- Interested party: a party who has an interest in our service and who is not a contractor.

### Right of complaint

Everybody has the right to file a complaint about the conduct of Yes We Do B.V. or other companies/organisations which have acted on behalf of Yes We Do B.V.. Respecting him/her or another person who carried out tasks in agreement with the client, the complaint will be handled as indicated in this procedure.

### Purposes

The purposes of this complaints procedure are:

- Accurate registration and handling of complaints.
- Eliminating causes.
- Taking appropriate measures to prevent recurrence.

### Definition of a complaint

A complaint is any formal expression of dissatisfaction with the actions of Yes We Do B.V. or one of its members/employees or third parties who have performed work for us on our behalf.



General complaints relate to the entire organisation; these complaints cannot be traced back to an action of an employee. When the complainant might be disappointed regarding his/her expectations, dissatisfaction and a complaint often arise. Usually, we resolve a complaint immediately. This complaints procedure aims at the handling of submitted complaints in accordance with the method described under 'Filing a complaint'.

### **Filing a complaint**

A complaint must be submitted in writing, by e-mail or letter, and addressed to the management / Board of directors of Yes We Do B.V.. If desired, a Yes We Do B.V. employee will help you with the wording of your complaint. A notice of complaint must be legibly written in Dutch, signed by the complainant, including the following;

- the name, address and contact details of the complainant.
- the date.
- a description of the conduct which is the subject of the complaint.

### **Allocation of responsibility**

Complaints are handled under the responsibility of the board of directors of Yes We Do B.V.. The latter may use the advice of other employees, or employees and experts acting on behalf of Yes We Do B.V.

### **Administrative registration**

The recipient of the complaint at Yes We Do B.V. ensures registration of the complaint in Yes We Do B.V. complaints register. The complainant will be informed by Yes We Do B.V. of the receipt of the complaint within 10 working days. The following items must also be included in the register:

1. Concise description of the complaint.
2. The period in which the handling of the complaint is expected to be completed.
3. The contact person whom the complainant can turn to if he so wishes.
4. The name of the complaint handler.

### **Hearing the complainant and the person who is the subject of the complaint**

The follow-up process:

1. If a complaint is directed against the conduct of a Yes We Do B.V. employee, the complaint will never be handled by this employee. The complaint handler is always a manager or board member and in any case someone from Yes We Do B.V., who is sufficiently disassociated from what happened. The complaint handler will make an objective assessment and will at all times hear both parties. The employee in question will immediately be personally informed about the complaint.
2. A hearing will be organised in two situations: (a) if the complainant so wishes. If the complainant is an employee, this must be requested in writing. Or (b) if, in the opinion of the responsible manager or management, the complaint requires further explanation by the complainant. The board of directors will give the complainant and the person to whose conduct the complaint



relates the opportunity to be heard. The place and time of the hearing will be determined by the management.

3. Both the complainant and person to whose conduct the complaint relates, have the right to inspect all relevant documents relating to the complaint. Location and time of documents available for inspection will be determined by the board of directors. Upon request, both the complainant and person to whose conduct the complaint is related can obtain copies of these documents free of charge.
4. The complainant and person whose conduct is being complained about may bring witnesses and experts at their own expense.
5. A report is made of the hearing, which is sent by the board of directors to the complainant and to the person to whose conduct the complaint is related.

## Handling

Complaint handling:

1. The decision will be communicated in writing to the complainant and - if applicable - the Yes We Do B.V. member/employee who is subject of the complaint. If resolved promptly, with satisfaction of the complainant, filing the complaint and its content will suffice.
2. The decision on the complaint contains:
  - A representation of the complaint.
  - A representation of the facts regarded by Yes We Do B.V..
  - A reasoned point of view regarding the complaint.
  - An assessment of the complaint.
3. The assessment implies the complaint is found to be valid or not valid or the complaint is not being dealt with.
4. If a complaint is declared valid, the complaint handler will, if a full or partial remedy of the complaint is possible, take action and evaluate the handling of this action. The agreement between the complaint handler and complainant regarding measure(s) to be taken will be recorded in writing.
5. In case the complaint will be rejected may arise if:
  - a) It is unequivocally established that not Yes We Do B.V. - or organisation or person working under the responsibility of Yes We Do B.V. - yet a third party is subject of the complaint.
  - b) The complaint relates to conduct being dealt with, in accordance with the Yes We Do B.V. complaints procedure.
  - c) The complaint relates to conduct that took place more than one year before the complaint was lodged.
  - d) The complaint concerns conduct which, by instituting proceedings, is or has been subject to the judgment of a court other than an administrative court.
  - e) The conduct forms part of the investigation or prosecution of an offence and is the subject of an investigation ordered by the public prosecutor or a prosecution in progress.
  - f) The complaint does not contain elements such as mentioned in the article 'Filing a complaint', whereby the complainant has had a reasonable period of time to supplement the notice of complaint.



### **Time-limits**

After the complainant has been informed about the complaint, a term of 6 weeks is set for a response regarding the complaint. If the response cannot be completed within 6 weeks or fewer, the complainant will be informed about the statement for postponement. The letter of postponement will state a new period of handling which does not exceed the total handling period of ten weeks. N.B. Postponement can be given only once. When a complaint has been rejected (see paragraph 'Handling') the complainant must be informed in writing within 4 weeks. No further postponement is possible regarding a decision.

### **Accountability information**

The outcome of complaints and their handling are registered within Yes We Do B.V. in accordance with the General Data Processing Regulation. For quality improvement the Board of directors of Yes We Do B.V. keeps a record of submitted complaint reports including an overview of complaints and their main cause, the performance of its employees and any preventive measures to be taken.

### **Retention periods**

We will not retain personal data for longer than is necessary. We refer to our privacy regulations for the retention period of complaints and their handling. Our privacy regulations can be found on our website.

### **Amendments to this complaints procedure**

All rights are reserved to amend this complaints procedure. All changes will be announced on our website. We therefore advise you to consult our website regularly to be informed about any changes.

The original document is written in Dutch and translated into English. While intended both versions to be identical, discrepancies might appear. In any case, the Dutch version will dominate.

### **Our contact details**

For all your questions and comments about these complaints regulations, please contact your regular contact person or contact us by phone or e-mail via:

Yes We Do B.V.  
Folkert Elsingastraat 38  
3067 NW Rotterdam  
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