

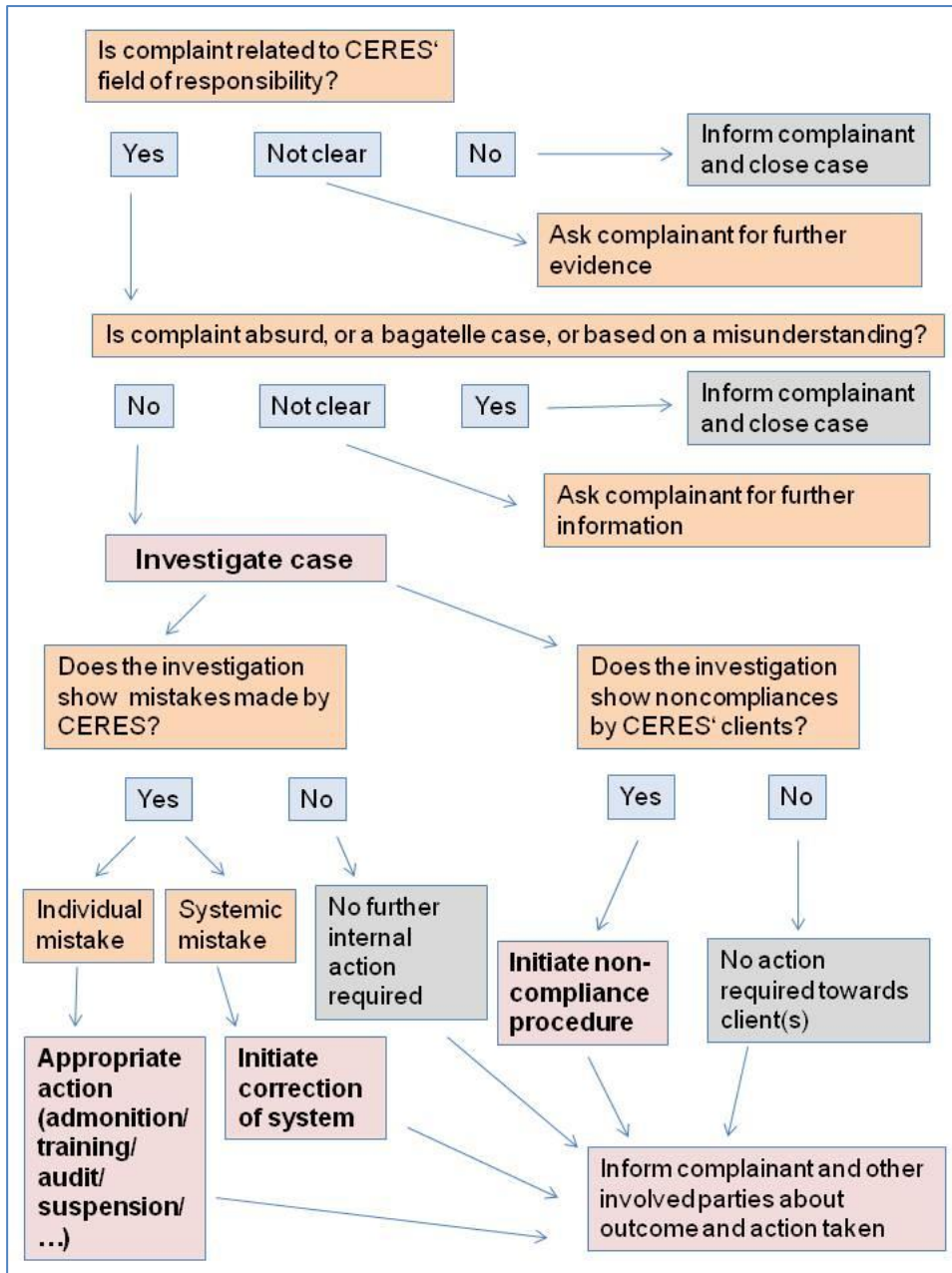
Brief Information on Complaints and Appeals to CERES

1. Definition:

- **Appeal:** when a client does not agree with a certification decision, he or she can appeal against that decision
- **Complaint:** A complaint can be presented against any aspect of CERES' performance (inspection, certification, finances, administration).

2. Procedure:

We publish a **complaint form** on our website which can be used for a formal complaint. However, CERES also **accepts complaints presented in other forms**, such as in simple emails, or even verbally. The following decision tree explains CERES internal procedure for complaint handling:



If the complaint is related to performance of a CERES staff, the case shall be handled **by a different person**. Also appeals are handled by a person who is different from the one who made the initial decision.

Please let us know if you want your complaint to be handled **confidentially**! We will fully respect your confidentiality!