

Request for Review Form

Name:

(please indicate if you are representing a group and, if so, please provide contact details for the group as well)

Contact Details:

Mailing Address:

Email Address:

Phone Number:

Identify and provide details about the policy, guidelines or procedures that you feel have not been complied with by an EDC employee. Please be as specific as possible:

Efforts made to resolve this issue. Please list actions taken by you to resolve the issue and provide names/teams or information about people contacted at EDC regarding the attempted resolution, including any correspondence/ background information you may have on file or received.

Other relevant facts:

The SOID's role works in such a way that the confidentiality of information needed to run an effective process is given priority over the actual product or outcome. The idea is that an open and flexible attitude toward problem solving is more likely if resolution processes are conducted with a reasonable level of confidentiality. Therefore, communication with parties during the course of the dispute resolution process will be regarded as confidential.