

# Complaints Handling Policy October 2018

Fastmarkets aims to provide its subscribers with timely news and quality pricing information on the metal markets that meets the highest standards. In the event that a customer has a question, wishes to raise issues or provide feedback, we provide several levels of service designed to handle complaints.

**1. Routine Inquiries:** Most inquiries can be handled by the reporter responsible for specific pricing. If you would like a number or methodology double-checked, the reporter will open an inquiry and consult with his/her team leader before providing you with a response.

**2. Escalation to Editor of Fastmarkets product:** If you are not satisfied with the response from the price reporter, or if you have other concerns, you may immediately contact the Fastmarkets Editorial Team (see contact details on page 2).

**3. Escalation above Fastmarkets personnel:** To escalate your concern regarding any type of issue (eg, market value, proposed price assessment changes, applications of methodology in relation to a specific price assessment and other editorial decisions in relation to price assessment processes), you should submit your complaint in writing to the Fastmarkets Risk & Compliance Manager.

You should include your name, company, contact details, and details of the specific issue under dispute.

**4. Complaints Policy Process:** The Risk & Compliance Manager will independently investigate any formal complaints in a timely and fair manner. Once a complaint is received, it will be acknowledged in writing within 3 business days and Metal Bulletin Group's Risk & Compliance Manager will log the issue in our Complaints Register before promptly commencing an investigation

A written response to the complainant will be provided within 28 days from the date of receipt of the complaint. The response will include details on how the investigation was carried out, an explanation of our decision and our planned or completed actions as a result where applicable.

**5. Appeals for Review Process:** After going through the complaints process, you have the option to appeal any aspect of how the complaint was handled or further question any of the pricing and methodology explanations.

● **How to:** You may initiate the appeals for review process, by informing Euromoney Institutional Investor

plc's General Counsel that you are not satisfied with how your formal complaint was handled and/or its results. All such appeals for review are also reviewed by Metal Bulletin Group's Managing Director and Risk & Compliance Manager.

● **Recourse to appropriate independent third party:** If a complainant is dissatisfied with the way a complaint has been handled then an appropriate independent third party may be appointed to resolve the complaint, within six months of the date of written submission of the original complaint. The cost of the independent third party engagement shall be borne by Fastmarkets in the event that the complaint is upheld and otherwise borne by the complainant.

## Important notes

**Please Note:** You must make your written complaint, appeal for review and recourse to an independent third party, if necessary, within six months of the date of the original complaint.

Also, please note that all formal complaints and feedback received will be documented in our Complaints Register and we will retain all documentation related to the complaint for a minimum of five years.

### Group structure

- Euromoney Institutional Investor plc (parent)
- Fastmarkets
- Price reporting agency/publication: Metal Bulletin, American Metal Market, RISI, FOEX, Industrial Minerals

## Fastmarkets contacts

**Alex Harrison** Global Editorial Director  
[aharrison@fastmarkets.com](mailto:aharrison@fastmarkets.com)

**Prahashini Kunapalan** Risk & Compliance Manager  
[prahashini.kunapalan@fastmarkets.com](mailto:prahashini.kunapalan@fastmarkets.com)

**Raju Daswani** Managing Director  
[rdaswani@fastmarkets.com](mailto:rdaswani@fastmarkets.com)

**Antony Towers** Chief Operating Officer  
[antony.towers@fastmarkets.com](mailto:antony.towers@fastmarkets.com)

**Tim Bratton** General Counsel  
[tim.bratton@euromoneyplc.com](mailto:tim.bratton@euromoneyplc.com)