

# **Feedback Process**

(To be accompanied on the web site with the accessibility plan.)

### **Feedback**

Azores Airlines welcomes feedback, including about its Accessibility Plan, and has designated its Office of Responsibility, Occupational Safety & Health to receive feedback from customers. You can provide feedback, including about this Plan, request an alternate format of the Plan, or request an alternate format of the description of feedback process using any of the below options:

### • Online form:

# Acessibility feedback online form



Email:

accessibility@sata.pt



**Phone** 

**Contact Center** 

Toll-Free from Canada and the United States: 1-800-762-9995

From Portugal, dial: 296 209 720

International callers, please dial (+351) 296 209 720.

Call to Portuguese national fixed network. The cost of communications depends on the tariff agreed with your operator.



Mail:

To: Office of Responsability, Ocupational Safety&Health Coordinator

Rua Dr. José Bruno Tavares Carreiro, n 6 | 7º Piso

9500-119 Ponta Delgada

Açores - Portugal

Fax: (+351) 296 672 098

### Alternate formats

You can download our Accessibility Plan in standard format or request a large print or braille or audio version by requesting it through one of the contact details mentioned above:

**Ê**Print: <u>as</u> a PDF

**Elarge Print:** will be sent after the reception of the request.

**Braille:**please allow 45 days **Jaudio:**please allow 45 days



Azores Airlines accepts feedback that is provided anonymously and will be respectfully followed up internally to improve the service provided.

Azores Airlines will acknowledge the reception of your feedback in the same way it was received.

Azores airlines will analyze the feedback and internally the departments involved will work on the improvement or on the explication of the actions taken.

## Feedback process

Send the feedback to the Azores Airlines

Acknowledge the reception of the feedback received in the same way it was received. The feedback can also be submitted anonymous. If you want to provide anonymous feedback, please do not state your name or provide any other identifying information (for example, your email address or phone number) and/or do not include your return address on the envelope if you send feedback by mail.

Sending feedback to the passenger with our actions or commitments.

Record of all feedback actions duly accompanied by our response

- ✓ Analyse all records of the feedback;
- ✓ follow up of the improvements or action taken, and/or;
- ✓ considering any developments that can be done, to be reflected on the progress report.