

Complaints Policy: 1st Business Connections Ltd

Complaints

Introduction

1st Business Connections Ltd views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person [or organisation] that has made the complaint.

Our policy is:

- ☐ To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- ☐ To publicise the existence of our complaints procedure so that people know how to contact us to make a complaint
- ☐ To make sure everyone at 1st Business Connections Ltd knows what to do if a complaint is received
- ☐ To make sure all complaints are investigated fairly and in a timely way
- ☐ To make sure that complaints are, wherever possible, resolved and that relationships are repaired
- ☐ To gather information which helps us to improve what we do

Definition of a Complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of 1st Business Connections Ltd

Where Complaints Come From

Complaints may come from any individual, volunteer or organisation who has a legitimate interest in 1stBusiness Connections Ltd , including the general public if something is perceived to be improper. A complaint can be received verbally, by phone, by email or in writing. This policy does not cover complaints from staff, who should refer 1stBusiness Connections ltd internal policy on such matters.

Confidentiality

All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements.

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Responsibility

Overall responsibility for this policy and its implementation lies with the managing directors of 1st Business Connections.

Review

This policy is reviewed regularly and updated as required.

Complaints Procedure of 1st Business connections Ltd Publicised Contact Details for Complaints: Written complaints may be sent to 1st Business Connections Ltd Unit 9 | Croft Court | Whitehills Business estate |Blackpool | FY4 5PR Tel: 03301221046| admin@1stbusinessconnections.com

Verbal complaints may be made by phone 03301221046 or in person at the same address as above or at any of our events.

Receiving Complaints

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have, such as social media. Complaints received by telephone or in person need to be recorded.

The person who receives a phone or in person complaint should:

- Write down the facts of the complaint
- Take the complainant's name, address and telephone number
- Note down the relationship of the complainant to 1st Business connections ltd
- Tell the complainant that we have a complaints procedure
- Tell the complainant what will happen next and how long it will take
- Where appropriate, ask the complainant to send a written account by post or by email so that the complaint is recorded in the complainant's own words.

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Resolving Complaints

Stage One

In many cases, a complaint is best resolved by the person responsible for the issue being complained about. If the complaint has been received by that person, they may be able to resolve it swiftly and should do so if possible and appropriate. Whether or not the complaint has been resolved, the complaint information should be passed to the 1st business Connections Ltd's Director within five business days.

On receiving the complaint, the Director records it in the complaints Logbook. If it has not already been resolved, they delegate an appropriate person to investigate it and to take appropriate action. If the complaint relates to a specific person, they should be informed and given a fair opportunity to respond.

Complaints should be acknowledged by the person handling the complaint within five working days. The acknowledgement should say who is dealing with the complaint and when the person complaining can expect a reply. A copy of this complaints procedure should be attached. Ideally complainants should receive a definitive reply within a month. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given.

Whether the complaint is justified or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the investigation, and any action taken as a result of the complaint.

Stage Two

If the complainant feels that the problem has not been satisfactorily resolved at Stage One, they can request that the complaint is reviewed at Director level.

At this stage, the complaint will be passed to the Managing Director. The request for Director level review should be acknowledged within five working days of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply.

The Managing Director may investigate the facts of the case themselves or delegate a suitably senior person to do so. This may involve reviewing the paperwork of the case and speaking with the person who dealt with the complaint at Stage One. The person who dealt with the original complaint at Stage One should be kept informed of what is happening.

If the complaint relates to a specific person, they should be informed and given a further opportunity to respond. Ideally complainants should receive a definitive reply within a month. If this is not possible because for example, an investigation has not been fully completed, a progress report should be sent with an indication of when a full reply will be given. Whether the complaint is upheld or not, the reply to the complainant should describe the action taken to investigate the complaint, the conclusions from the

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investigation, and any action taken as a result of the complaint. The decision taken at this stage is final, unless the Director decides it is appropriate to seek external assistance with resolution.

External Stage

If a resolution cannot be reached within 8 weeks of the complainants first complaint, the complainant can then escalate the matter further through external channels.

The complainant can contact the “Energy Broker Ombudsman service”

The Energy Broker Ombudsman is completely free and impartial and can be contacted via the following channels.

Post: Ombudsman Services: Energy, P.O. Box 966, Warrington, WA4 9DF

Phone: 0330 440 1624

Email: enquiry@ombudsman-services.org

Monitoring and Learning from Complaints

Complaints are reviewed annually to identify any trends which may indicate a need to take further action

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If a solution can not be reached then 1s Business Connections will seek to compensate the complainant with either apologising, compensation or a good will gesture.

1st Business Connections LTD

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