

Complaint Handling Procedure

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Client Complaint Handling Policy Statement

Our Commitment

We at AIT are committed to delivering high quality services to our customers, and as such we are committed to resolving all complaints as per contractual, warranty and legal compliance requirements. We will show this commitment by ensuring our complaints process is:

- € Easy to access and understand, clear and simple to use
- € Responsive to the reasonable needs of complainants
- € Prompt, with established time limits for action, and keeping people informed of progress, especially when investigations take longer than expected
- € Fair, with an opportunity for a full and impartial investigation
- € Proportionate to the matters complained about
- € Informative, by using lessons learnt from complaints to improve services and by reviewing the results of such changes.
- € Reviewed by the Managing Director on an annual basis

Our complaints handling procedures are consistent with AS/ISO 10002:2018 and as such customer feedback and complaints are a vital way of ensuring that we provide the best possible product and service to our customers. We recognise that it is important that customers have the right to complain and be heard and have the right to receive a response.

When we respond to complaints, customers can expect us to:

- € Take their concerns seriously
- € Provide the name of the member of staff responsible for dealing with the complaint at each stage of the procedure-
- € Be factually correct –
- € Deal with their complaint promptly
- € Avoid jargon-
- € Answer all their points of concern –
- € Be flexible in the way that we communicate with our customers
- € Provide reasons for the decision reached on a complaint
- € Explain the next steps available if the customer is still dissatisfied and provide contact details (address, telephone and email) including those of the relevant ombudsman service if required

We are committed to resolve customer complaints in a prompt and satisfactory manner in order to promote and achieve great customer service and customer satisfaction. At all times, complainants will be treated in a polite and courteous manner and be provided with complete and accurate explanations regarding their complaint and resolved in an efficient, fair and quick manner.

Our complaints process will be:

- € Frank, open and impartial, avoiding any bias in favour of any party –

- € Thorough, finding out the relevant facts, taking views from people involved on both sides of the complaint and verifying explanations where possible
- € Equitable, treating people in similar circumstances in similar ways –
- € Non-discriminatory, those who make a complaint can be assured that they will not be subjected to discrimination or retaliation as a result of complaining

Who does this policy apply to?

The policy applies to all those we serve or have dealings with, whether visiting, writing, emailing, faxing or telephoning. These include members of the public, commercial organisations and government bodies. It also applies to contractors, suppliers and any other individual or organisation that has business with our company.

What is a complaint?

We define a complaint as an expression of dissatisfaction with our service, no matter how expressed and whether justified or not, that requires a response or further action on the part of our company.

How can our customers comment or complain?

We welcome views on our service and will respond to comments and complaints, however presented, whether in person, in writing, by telephone, email or fax. We provide the opportunity to our customers to provide feedback on our services at any point during our interaction with them by providing our contact details via the various channels listed above. Our complaints procedure also forms part of all our marketing material and contractual documentation.

Our complaint handling procedure

Our aim is to resolve complaints as soon as we are aware of them, and this means that the member of staff who first deals with a complaint is responsible for resolving the problem personally, if it is within their area of responsibility, ensuring that the Managing Director or CEO is kept fully informed for monitoring and recording purposes. Where this is not possible, they are responsible for passing the complaint to another member of staff and ensuring that they are aware of their responsibility to deal with the complaint.

€ Receiving a complaint

A member of company staff will acknowledge receipt of a complaint within three working days (the day the complaint is received being Day 0). Our acknowledgement of the receipt of a complaint will always inform the customer of our complaints handling procedure and of the relevant ombudsman service. They will usually respond in writing, sometimes to confirm information given in a telephone call but also to let the customer know who will deal with the complaint. If they think that a meeting or a telephone call may help to resolve the complaint, they will offer that option.

A full response will normally be sent to the complainant within ten working days. The complaint response will explain how to take matters forward if the complainant is dissatisfied.

If a complaint requires us to implement another policy (such as a disciplinary policy) as part of the investigation, we will write to let the complainant know that this is happening, and how long it is likely to take. In situations where the process is lengthy, we will keep them informed of progress at least once every four weeks.

If the complainant is dissatisfied with our response, they can, within two calendar months from the date of our final response to their complaint, ask for an independent internal review, or refer the matter to the relevant ombudsman service.

We will always cooperate with any investigation carried out by an ombudsman and use reasonable endeavours to ensure that our subcontractors and agents do likewise. We will at all times take account of the needs of vulnerable customers, those with additional needs or special access requirements when handling a complaint.

£ **Feedback**

We welcome any comments on the fairness and efficiency of the complaints procedures and the effectiveness of our replies to complaints. We will ask people who have made a complaint whether they are satisfied with the way their complaint was handled and the outcome. Sometimes we will use surveys to do this. We will take account of all feedback in annual reviews of our procedures.

Confidentiality

We respect the need for confidentiality when a complaint is made, both for the complainant and for members of staff who have a complaint made against them. We aim to investigate complaints with sensitivity, preserve confidentiality, and to share information only when it is a necessary part of the investigation. When storing and sharing customer data, we will act at all times in accordance with our Data Protection policy.

Staff training

Receiving and responding to comments and complaints about our service is an integral part of providing great service. We will train our staff in our complaints procedures and ensure they understand the value of comments and complaints, so that they can carry out their roles and responsibilities with confidence.

Policy for dealing with unreasonably persistent enquiries

Our staff will treat people in a courteous, fair and proportionate manner and we expect similar courtesy and reasonable behaviour in return. Very occasionally, we will refuse to respond to a complaint. This will only happen if the person making the complaint is insulting or abusive towards our staff or if they refuse to accept that their complaint has been dealt with despite a thorough investigation on our part. We will only do this where it is absolutely necessary, and we will write to the person concerned to explain why we believe this to be the case and remind them of their right to refer the matter the relevant ombudsman service

Contact Information:

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Ombudsman Services – Communications

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By Phone: 0330 440 1614

Email: enquiry@ombudsman-services.org

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