

## **Complaints Policy of RS HEATING LTD**

RS HEATING 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 at RS HEATING LTD 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 RS HEATING 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 RS HEATING LTD.

### **Where Complaints Come From**

Complaints may come from customers/clients. A complaint can be received verbally, by phone, by email or in writing. This policy does not cover complaints from staff, who should use RS HEATING LTD's Discipline and Grievance policies.

### **Confidentiality**

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

### **Responsibility**

Overall responsibility for this policy and its implementation lies with the Directors.

### **Review**

This policy is reviewed regularly and updated as required.

Adopted on:.....14th February 2016

Last reviewed:.....14th February 2019

Code of Good Governance for Smaller Organisations: Useful Resources Page 2

### **Complaints Procedure of RS HEATING LTD**

#### **Publicised Contact Details for Complaints:**

Written complaints may be sent to RS HEATING LTD at The Vines, North Drive, High Cross, Ware SG11 1AW or by e-mail rsheating1@gmail.com.

Verbal complaints may be made by phone to 01920 460250 or in person to any of RS HEATING LTD's office staff.

#### **Receiving Complaints**

Complaints may arrive through channels publicised for that purpose or through any other contact details or opportunities the complainant may have.

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 RS HEATING LTD (for

example: client, member) • 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.

For further guidelines about handling verbal complaints, see Appendix 1

#### **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 Emma Timms within one week.

On receiving the complaint, Emma Timms records it in the complaints

log. 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 a week. 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 four weeks. 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. Code of Good Governance for Smaller Organisations: Useful Resources Page 3 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 Board level. At this stage, the complaint will be passed to Scott Timms.

The request for Board level review should be acknowledged within a week of receiving it. The acknowledgement should say who will deal with the case and when the complainant can expect a reply.

Scott Timms 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.

If the complaint relates to a specific person, they should be informed and given a further opportunity to respond.

The person who dealt with the original complaint at Stage One should be kept informed of what is happening.

Ideally complainants should receive a definitive reply within four weeks. 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 investigation, and any action taken as a result of the complaint.