

People Based Solutions Ltd
COMPLAINTS POLICY
1st May 2018

1. **Definitions**

1.1 In this Complaints Policy the following expressions have the following meanings:

- “Appeal”** means your request to escalate a Complaint from Level One to Level Two if you are not satisfied with the outcome at Level One;
- “Appeal Handler”** means an employee of People Based Solutions Ltd working at Director level who will handle Level Two Complaints;
- “Business Day”** means, any day (other than Saturday or Sunday) on which ordinary banks are open for their full range of normal business in The United Kingdom;
- “Complaint”** means an expression of dissatisfaction about services sold by People Based Solutions Ltd., about our customer service, or about our employees and agents, or subcontractors;
- “Complaints Form”** means our standard complaints form, available online or a copy can be requested by e-mailing complaints@peoplebasedsolutions.co.uk or by calling 01925425 9457;
- “Complaint Handler”** means an employee of People Based Solutions working at Managerial Level who will handle Level One Complaints;
- “Complaints Policy”** means this document;
- “Complaints Procedure”** means the internal complaints handling procedure of People Based Solutions Ltd set out in paragraph 5 of this policy;
- “Complaint Reference”** means a unique code assigned to your Complaint that will be used to track your Complaint;
- “Level One”** means the first stage in our complaints handling procedure under which your Complaint will be handled by a Complaint Handler; and

“Level Two” means the second stage in our complaints handling procedure under which you may appeal the outcome of a Level One Complaint. Your Complaint will be handled by an Appeal Handler.

2. **Purpose of this Complaints Policy**

- 2.1 People Based Solutions welcomes and encourages feedback of all kinds from our customers. If you have a Complaint about services, our customer service, or about our employees, agents, or subcontractors, not only do we want to resolve it to your satisfaction but we also want to learn from it in order to improve our business and customer experience in the future.
- 2.2 It is our policy to resolve Complaints quickly and fairly, where possible without recourse to formal investigations or external bodies. In particular, the aims of this Complaints Policy are:
 - 2.2.1 To provide a clear and fair procedure for any customers who wish to make a Complaint about People Based Solutions Ltd, our services, our customer service, or about our employees, agents and subcontractors];
 - 2.2.2 To ensure that everyone working for or with People Based Solutions Ltd. knows how to handle Complaints made by our customers;
 - 2.2.3 To ensure that all Complaints are handled equally and in a fair and timely fashion;
 - 2.2.4 To ensure that important information is gathered from Complaints and used in the future to avoid such a situation arising again.

3. **What this Complaints Policy Covers**

- 3.1 This Complaints Policy applies to the provision of services by People Based Solutions Ltd., to our customer service and to our employees, agents and subcontractors.
- 3.2 For the purposes of this Complaints Policy, any reference to People Based Solutions Ltd. also includes our employees, agents and subcontractors.
- 3.3 Complaints may relate to any of our activities and may include (but not be limited to):
 - 3.3.1 The quality of customer service you have received from People Based Solutions Ltd.;
 - 3.3.2 The behaviour and/or professional competence of our employees, agents and subcontractors;

- 3.3.3 Delays, defects, poor workmanship or other problems associated with the provision of services by People Based Solutions Ltd;
- 3.3.4 Delays, defects, poor workmanship or other problems associated with the provision of software and online services by People Based Solutions Ltd.
- 3.4 The following are not considered to be Complaints and should therefore be directed to the appropriate person:
 - 3.4.1 General questions about our services and our software;
 - 3.4.2 Matters concerning contractual or other legal disputes;
 - 3.4.3 Formal requests for the disclosure of information, for example, under the General Data Protection Regulation.

4. **Making a Complaint**

- 4.1 All Complaints, whether they concern our services, our customer service, or our employees, agents and subcontractors should be made in one of the following ways:
 - 4.1.1 In writing, addressed to Executive Consultant, People Based Solutions Ltd. Dallam Court, Dallam Lane Warrington, Cheshire WA2 7LT;
 - 4.1.2 By email, addressed to Executive Consultant at complaints@peoplebasedsolutions.co.uk;
 - 4.1.3 Using our Complaints Form, following the instructions included with the form;
- 4.2 When making a Complaint, you will be required to provide the following information in as much detail as is reasonably possible:
 - 4.2.1 Your name, address, telephone number and email address (We will contact you using your preferred contact method as your Complaint is handled);
 - 4.2.2 If you are making a Complaint on behalf of someone else, that person's name and contact details as well as your own;
 - 4.2.3 If you are making a Complaint about a particular transaction, please quote a reference number e.g. order number, invoice number
 - 4.2.4 If you are making a Complaint about a particular employee, agent or subcontractor of ours, the name and, where appropriate, position of that employee, agent or subcontractor.
 - 4.2.5 Further details of your Complaint including, as appropriate, all times, dates, events, and people involved;
 - 4.2.6 Details of any documents or other evidence you wish to rely on in support of your Complaint;
 - 4.2.7 Details of what you would like People Based Solutions Ltd. to do to resolve your Complaint and to put things right. (Please note that

whilst we will make every reasonable effort to accommodate such requests, we are not bound to take any action beyond that which we may be contractually or otherwise legally obliged to take).

5. **How We Handle Your Complaint**

- 5.1 People Based Solutions Ltd. operates a two-stage complaints handling procedure. Following our Complaints Procedure, our aim is to always resolve Complaints to your satisfaction at Level One without further recourse to Level Two. If you are not satisfied at the end of Level One, you may escalate your Complaint to Level Two.
- 5.2 Level One:
 - 5.2.1 Upon receipt of your Complaint, the an Executive Consultant identified above in Section 4.1 will log the Complaint and will acknowledge receipt of it in writing within 5 working days, giving you a Complaint Reference.
 - 5.2.2 When we acknowledge receipt of your Complaint we will also provide details of your Complaint Handler. This may be the Executive Consultant to whom your original Complaint was directed (as above) or your Complaint may be assigned to another appropriate member of our team.
 - 5.2.3 If your Complaint relates to a specific employee, agent or subcontractor, that person will be informed of your Complaint and given a fair and reasonable opportunity to respond. Any communication between you and the employee, agent or subcontractor in question should take place only via the Complaint Handler and we respectfully ask that you do not contact the employee, agent or subcontractor in question directly concerning the Complaint while we are working to resolve it.
 - 5.2.4 If we require any further information or evidence from you, the Complaint Handler will contact you as quickly as is reasonably possible to ask for it. We ask that you use reasonable efforts to supply any such information or evidence quickly in order to avoid delaying the complaints handling process. If you are for any reason unable to provide such information or evidence we will use all reasonable efforts to proceed without it, however please be aware that we will not ask for further information or evidence unless we consider it important to the successful resolution of your Complaint.
 - 5.2.5 We aim to resolve Level One Complaints within 4 weeks, however in some cases, particularly if your Complaint is of a complex nature, this may not be possible. If this is not possible for any reason you will be informed of the delay, the likely length of the delay and the reasons for it.
 - 5.2.6 At the conclusion of the Level One complaints procedure, regardless of the outcome, we will provide you with full details of our investigation, our conclusions from that investigation, and any

action taken as a result. You will also be reminded of your right to appeal our decision and escalate the complaint to Level Two in the form of an Appeal.

5.3 Level Two:

- 5.3.1 If you are not satisfied with the resolution of your complaint at Level One, you may appeal the decision within 10 working days, and have the complaint escalated to Level Two. Appeals are handled by Director level members of our team.
- 5.3.2 Appeals, quoting your original Complaint Reference, should be directed to your original Complaint Handler who will forward the request to an appropriate Appeal Handler. Receipt of Appeals will be acknowledged in writing within 5 working days. When we acknowledge receipt of your Appeal we will also provide details of your Appeal Handler.
- 5.3.3 If your Complaint relates to a specific employee, agent or subcontractor, that person will be informed of your Appeal and given a further opportunity to respond. Any communication between you and the employee, agent or subcontractor in question should take place only via the Appeal Handler and we respectfully ask that you do not contact the employee, agent or subcontractor in question directly concerning the Complaint while we are working to resolve it.
- 5.3.4 If we require any further information or evidence from you, the Appeal Handler will contact you as quickly as is reasonably possible to ask for it. We ask that you use reasonable efforts to supply any such information or evidence to us quickly in order to avoid delaying the complaints handling process. If you are for any reason unable to provide such information or evidence we will use all reasonable efforts to proceed without it, however please be aware that we will not ask for further information or evidence unless we consider it important to the successful resolution of your Complaint.
- 5.3.5 We aim to resolve Level Two Complaints within 4 weeks, however in some cases, particularly if your Complaint is of a complex nature, this may not be possible. If this is not possible for any reason you will be informed of the delay, the likely length of the delay and the reasons for it.
- 5.3.6 At the conclusion of the Level Two procedure, regardless of the outcome, we will provide you with full details of our investigation, our conclusions from that investigation, and any action taken as a result. Our decision at this stage is final.
- 5.3.7 We reserve the right to decline to consider a complaint that is made more than six months after you became aware of the cause of the complaint. There may be instances where we will waive this requirement at our discretion. We will confirm to you in writing if a complaint has been made outside the time limit that we are prepared to consider. If you are not satisfied with our decision, or

if a complaint is not resolved after eight weeks, you may refer the complaint to:

Legal Ombudsman

PO BOX 6804

Wolverhampton

WV1 9WG

6. Confidentiality and Data Protection

- 6.1 All Complaints and information relating thereto are treated with the utmost confidentiality. Such information will only be shared with those employees, agents and subcontractors of People Based Solutions Ltd. on a needs-to-know basis in order to handle your Complaint.
- 6.2 We may ask for your permission to use details of your Complaint (with your personal details removed) for internal training and quality improvement purposes. If you have given such permission, you may revoke it at any time by contacting Managing Director, whose details are provided above in Section 4.1.
- 6.3 All personal information that we may collect (including, but not limited to, your name and address) will be collected, used and held in accordance with the provisions of the "Privacy Laws" means all applicable privacy and data protection laws including the EU Regulations, General Data Protection Regulation ("GDPR") and the Privacy and Electronic Communications (EC Directive) Regulation 2003 (as amended), together with the Data Protection Act 2018 and all subordinate legislation, directions of any competent privacy regulator, common law and other relevant court decisions and all relevant privacy and/or data protection codes of practice in each case as may be amended or replaced from time to time

7. Questions and Further Information

If you have any questions or require further information about any aspect of this Complaints Policy or about our Complaints Procedure, please contact Sean McCann by post at Dallam Court, Dallam Lane, Warrington, Cheshire, WA2 7LT, by telephone on 01925 425957, or by email at complaints@peoplebasedsloutions.co.uk.

8. Policy Responsibility and Review

- 8.1 Overall responsibility for this Complaints Policy within Sean McCann and the implementation thereof lies with Sean McCann, Managing Director.
- 8.2 This Complaints Policy is regularly reviewed and updated as required.
- 8.3 This Complaints Policy was adopted on 1st May 2018.
- 8.4 This Complaints Policy was last reviewed on 1st May 2018.

