

EcoNorth Ltd.

## Complaints Policy & Procedure

---

Policy

Victoria Mordue



**This policy applies to all EcoNorth Staff & Internships who work on behalf of the company and is reviewed annually to ensure its continuing suitability.**

Complaints Policy	Doc Ref:	CP01
	Issued:	14/02/2017
EcoNorth Ltd	Version:	3.0
	Page:	2 of 6

### Key details

- Policy prepared by: Vicki Mordue
- Approved by board on: 14<sup>th</sup> February 2017
- Policy became operational on: 14<sup>th</sup> February 2017
- Next review date: 14<sup>th</sup> February 2018

## Complaints Policy and Procedure

### Introduction

EcoNorth 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 EcoNorth 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.

### Definition of a Complaint

A complaint is any expression of dissatisfaction, whether justified or not, about any aspect of EcoNorth.

### Where Complaints Come From

Complaints may come from any person or organisation who has a legitimate interest in EcoNorth.

A complaint can be received verbally, by phone, by email or in writing.

This policy does not cover complaints from staff, who should use EcoNorth'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. Remember that complaints may have implications for individuals or organisations other than EcoNorth. Care must be taken not to breach client or commercial relationships and/or confidentiality. If necessary complaints should be referred to the complaints procedure of the organisation concerned. Complaints and their resolution should be raised with partners if confidentiality permits to assist in learning for the future.

Complaints Policy	Doc Ref:	CP01
	Issued:	14/02/2017
EcoNorth Ltd	Version:	3.0
	Page:	3 of 6

## Complaints Policy

### Publicised Contact Details for Complaints:

Written complaints may be sent to EcoNorth Ltd., 11 Enterprise Way, Cramlington, Northumberland, NE23 1LZ or by e-mail at [enquiries@econorth.co.uk](mailto:enquiries@econorth.co.uk).

Verbal complaints may be made by phone Tel: 01670 735 547 or in person to any member of staff at EcoNorth.

### 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 EcoNorth (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 the Managing Director within one week.

On receiving the complaint, the Managing Director 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.

Complaints Policy	Doc Ref:	CP01
	Issued:	14/02/2017
EcoNorth Ltd	Version:	3.0
	Page:	4 of 6

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 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 because 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 the Chairman. 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. The Chairman 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 because of the complaint.

The decision taken at this stage is final, unless the Board decides it is appropriate to seek external assistance with resolution.

### **Variation of the Complaints Procedure**

The Board may vary the procedure for good reason. This may be necessary to avoid a conflict of interest, for example, a complaint about the Chair should not also have the Chair as the person leading a Stage Two review.

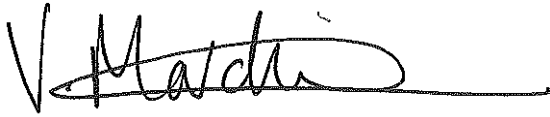
Complaints Policy	Doc Ref:	CP01
	Issued:	14/02/2017
EcoNorth Ltd	Version:	3.0
	Page:	5 of 6

### **Monitoring and Learning from Complaints**

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

### **Responsibility**

EcoNorth's Board is ultimately responsible for the Complaints Policy and the Managing Director is responsible for the effective implementation.



Victoria Mordue MIO  
Managing Director  
14/02/2017

Complaints Policy	Doc Ref:	CP01
	Issued:	14/02/2017
EcoNorth Ltd	Version:	3.0
	Page:	6 of 6

## **Appendix 1**

### **Practical Guidance for Handling Verbal Complaints**

Remain calm and respectful throughout the conversation

Listen - allow the person to talk about the complaint in their own words. Sometimes a person just wants to "let off steam"

Don't debate the facts in the first instance, especially if the person is angry

Show an interest in what is being said

Obtain details about the complaint before any personal details

Ask for clarification wherever necessary

Show that you have understood the complaint by reflecting back what you have noted down

Acknowledge the person's feelings (even if you feel that they are being unreasonable) - you can do this without making a comment on the complaint itself or making any admission of fault on behalf of the organisation e.g. "I understand that this situation is frustrating for you"

If you feel that an apology is deserved for something that was the responsibility of your organisation, then apologise

Ask the person what they would like done to resolve the issue

Be clear about what you can do, how long it will take and what it will involve.

Don't promise things you can't deliver

Give clear and valid reasons why requests cannot be met

Make sure that the person understands what they have been told

Wherever appropriate, inform the person about the available avenues of review or appeal