

Customer Code of Practice – Complaint and Dispute Resolution

At Southern Communications we are committed to providing you with outstanding customer service and we want to ensure that we continuously listen to our customers, to understand their concerns and respond appropriately.

We accept that things can go wrong on occasion, but we see these instances as an opportunity for us to set things right and demonstrate our culture of putting the customer at the heart of what we do.

How to raise a complaint

In the first instance you should contact the Customer Relations team who will address your query.

- Telephone 01256 391046
- Email customerrelations@southern-comms.co.uk

The representative you speak to will be happy to take the details of your issues and handle your enquiry with the intent of providing a resolution to the matter as quickly as possible.

To help us get to a solution more quickly, please ensure that you have the following information ready when you contact us or that it is added to your email;

- Your Customer Reference Number which can be found in the left hand corner of your bill.
- The most appropriate contact telephone number and email address.
- As much detail as you can provide about the issue to help us understand more about the issue.
- What you feel we can do to fairly resolve the matter
- In the majority of cases we have found we can resolve your complaint first time and to your satisfaction.

If you remain unhappy with the resolution being offered, then you can request that the matter is escalated. The Customer Relations Management team will review the situation with the Head of Client Services and contact will be made with you within 24 hours to discuss if anything further can be done to resolve your complaint

Customer Relations Escalations

On those occasions where a manager is unable to resolve things to your satisfaction, the matter will be escalated further to our Operating Directors as a Customer Relations Escalation request. These Directors will undertake a full review of the circumstances resulting in your complaint.

We aim to resolve all complaints received by the Customer Relations Escalations within 10 working days. Should we be unable to provide a suitable resolution for you at this stage – or if 8 weeks has passed since your initial complaint – then, we will provide you with a letter or email of ‘deadlock’ outlining our position.

The Customer Relations Escalations Team can be contacted directly if you feel that matter is of a sufficiently serious or sensitive in nature by emailing customerrelationsescalations@southern-comms.co.uk

Ombudsman Services: Communications

Ombudsman Services: Communications provides an independent service to domestic or small business customers who are not satisfied with the resolution of their complaint. You must contact Ombudsman Services within 12 months of receipt of a deadlock letter or email.

Ombudsman Services: Communications

PO Box 730
Warrington
WA4 6WU

Phone: 0330 440 1614
Fax: 0330 440 1615
Text phone: 0330 440 1600

Email: osenquiries@os-communications.org

Website: www.ombudsman-services.org/communications.html

Ofcom

Ofcom is the regulatory body for the communications industry. Ofcom oversees our service provision within the terms of the Communications Act 2003 that are relevant to us.