



# Complaint procedure

## 1. Introduction

We always aim to provide a high standard of care in all our services.

Our customers' views are important to us and help to ensure our services are consistently meeting people's needs. If you are unhappy with any of our services it is important that you let us know.

If a complaint alerts us to possible abuse or neglect we will tell the safeguarding team. The safeguarding team will decide how to investigate and monitor outcomes.

## 2. Making a suggestion

Often people feel more comfortable about suggesting improvements rather than complaining formally. Anyone receiving services, and employees, may make a suggestion. First you should speak to the Manager or their Deputy.

Comments or suggestion forms are available if you would rather make your suggestion that way.

If the suggestion is something that Associated Installations Ltd as a company needs to consider you can send it to:

**Managing Director  
Associated Installations Ltd  
Unit 13 Midas House  
Midas Business Centre  
Wantz Road  
Dagenham  
Essex  
RM10 8PS  
0208 709 0066      [info@associatedinstallations.co.uk](mailto:info@associatedinstallations.co.uk)**

## 3. Making a complaint

We aim to handle complaints quickly, effectively and in a fair and honest way. We take all complaints seriously and use valuable information from investigating to help us improve the service we provide. We treat all complaints in confidence.

Associated Installations Ltd assures clients that it will not withdraw or reduce services because someone makes a complaint in good faith.

## 4. Who can complain

Anyone affected by the way Associated Installations Ltd provides services can make a complaint.



A representative may complain for the affected person if they:

- have passed away
- cannot make a complaint themselves, or
- have given consent for the representative to act on their behalf

If you are not happy about making a complaint yourself and you do not know someone who can talk or write to us on your behalf, we will be happy to find someone from an independent organisation to act as an advocate for you.

## 5. How you can make a complaint

You can complain:

- in person
- by telephone
- through a member of our staff
- through an advocate or representative

where someone complains orally we will make a written record and provide a copy of it within 3 working days

- by letter
- by email

## 6. Anonymous complaints

We deal with anonymous complaints under the same procedure; however it is better if you can provide contact details so we can tell you the outcome of our investigation.

## 7. Responsibility

The Managing Director has overall responsibility for dealing with all complaints made about their service.

We will provide as far as is reasonably practical:

- any help you need to understand the complaints procedure; or
- advice on where you may get that help.

## 8. How we handle complaints

The Managing Director or Associated Installations Ltd may ask one of the management team to investigate the complaint. That person will have enough seniority and experience to deal with the issues raised by the complaint.

We will acknowledge a complaint within 3 working days and give you the name and contact details of the person investigating it.

We will keep you informed about the progress of the investigation. We aim to have all complaints finished within 28 working days unless we agree a different time scale with you.

When we have finished investigating, we will arrange to meet with you to discuss the outcome, or write to you with:



- details of the findings;
- any action we have taken; and
- our proposals to resolve your complaint.

#### **9. Time limits**

You should complain as soon as you can after the date on which the event occurred or came to your notice. If you complain more than twelve months later, we may not be able to investigate properly. But we shall also consider whether you had good reason for not making the complaint sooner and whether, despite the delay, it is still possible to investigate the complaint effectively and fairly.

#### **10. Further steps**

At any stage during the process, if you are not happy with the way the service is dealing with your complaint you can contact the Compliance Officer at:

Associated Installations Ltd  
0208 709 0066      info@associatedinstallations.co.uk