

## COMPLAINTS PROCEDURE.

### Introduction.

Teynham Construction Limited is committed to delivering a quality service at all times. However we do accept that occasionally things can go wrong. If you are dissatisfied with any aspect of the service you receive from us we would like to hear from you. Equally, if you are pleased with the services offered, or have a suggestion on how we might improve our services, do let us know.

We need to know the exact nature of your complaint. Please provide as much information as possible about the service provided, the individuals or department involved and why you felt the service we offered did not meet your expectations.

### How to lodge a complaint.

You can make your complaint in writing to the Director at the above contact details.

It is our intention that all written complaints will be responded to within seven working days. If a full response cannot be given within seven working days (e.g. when a matter is very complex or where we have to consult a third party on the matter) you will be informed of the progress being made with your complaint.

The Director accepts full responsibility for effective complaints handling.

In all cases we will treat your correspondence in strict confidence, with fairness and objectivity.