

## Complaints Procedure: raising concerns and making complaints about t2 group

### How we handle complaints

Any expression of dissatisfaction about the quality of service you have received from t2 group will be considered seriously and we will ensure that we respond as quickly as practicably possible.

We are committed to providing a professional, efficient and courteous service to all our clients. If you feel that we have failed to achieve an acceptable standard of service we want you to tell us.

### What to do if you have a complaint

All complaints need to be addressed directly to Emma Pridmore, our Head of Customer Experience, whose email address is [complaints@t2group.co.uk](mailto:complaints@t2group.co.uk) and whose postal address is Melrose Hall, Cypress Drive, St Mellons, Cardiff. CF3 0EG. Whilst we prefer complaints to be in writing (either by letter, fax or email) so that there is a clear record of complaint, you may of course telephone Emma Pridmore on 02920 799133.

### Timescale within which you can expect to hear from us

Your complaint will be acknowledged upon receipt. In most cases the person dealing with your matter will be able to resolve your concerns within 5 working days, and if that is not possible we will let you have a timescale of investigations to be undertaken before we can feedback to you.

If you are unhappy with the outcome of the complaint or the time taken to resolve it contact Dave Marr our Director of Business Development and Human Resources. You can contact Dave by email at [complaints@t2group.co.uk](mailto:complaints@t2group.co.uk), by telephone on 02920 799133 or by post to Melrose Hall, Cypress Drive, St Mellons, Cardiff CF3 0EG