



BOWLAND ECOLOGY COMPLAINTS POLICY

Bowland Ecology strives to deliver excellent services to our clients and other stakeholders. In the unfortunate event that you feel we have not met this standard we encourage you to let us know so that we can resolve matters satisfactorily and can look to improve the ways in which we conduct our business.

Our Procedure

If you have a complaint the first step is to raise it informally with your main contact at Bowland Ecology Ltd, either verbally or in writing so that they can resolve it. We could encourage you to raise the matter with them as soon as possible so that they can address your concerns before matters get worse. In practice most complaints/concerns can be resolved in this way.

If this does not resolve the matter satisfactorily, we would ask that you make a formal complaint in writing, via email or letter, so that there can be no misunderstanding about the nature of your concerns. The letter/email should be addressed to Operations Manager of the company. Once we receive your complaint we will take the following steps:

1. Acknowledge your complaint within 5 working days of it's receipt and inform you who is dealing with your complaint.
2. Your named contact will look into your complaint, requesting further information if necessary.
3. Within 10 working days of our acknowledgement we will write to you to confirm the outcome of your complaint, including any action we propose to take as a result of the enquiry. If we are unable to meet this timescale we will notify you, explaining why, and will set a deadline when you will hear from us again.

We hope that we are able to resolve your complaint satisfactorily but accept that sometimes this is not possible. All our relevant staff are members of the Chartered Institute of Ecology and Environmental Management (CIEEM) so if your complaint relates to the technical competence of one or more of our staff, you have recourse to CIEEM's professional conduct enquiry procedures. However, if your complaint relates to our business service, invoicing and charges you should contact Citizen's Advice Consumer Service UK for advice.

PP21 Complaints Policy	Original date: 01/11/22	Author: J Prendergast
Version 2	Review: 28/10/24	Next Review: Oct 25