

Complaints Procedure

AUGSCAPE AUTOMOTIVE LIMITED

Revision Date: 22 November 2022

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.

Making a suggestion

Often people feel more comfortable about suggesting improvements rather than complaining formally. Any organisations receiving Car Key Network services may make a suggestion. First you should speak to the Car Key Network Support Desk. Comments can be made in writing, email or by telephone. If the suggestion is something that Car Key Network as a company needs to consider you can send it to:

AUGSCAPE AUTOMOTIVE LIMITED

Floor 1, Blake House, Blake Street, York, YO1 8QG

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. Car Key Network assures it's clients that it will not withdraw or reduce services because someone makes a complaint in good faith.

Who can complain

Anyone affected by the way Car Key Network provides services can make a complaint.

A representative may complain for the affected person if they:

- 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.

How you can make a complaint

You can submit a complaint:

- 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 or email.

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.

Responsibility

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

How we handle complaints

Car Key Network 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 finalised within 28 working days, unless we agree to a different time scale with you. When we have finished investigating, we will arrange to meet with you in person or, via telephone / video conference to discuss the outcome, and write to you with:

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

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.

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 Managing Director at:

Kane Robinson
AUGSCAPE AUTOMOTIVE LIMITED
Tel: 03334441908

Once we have dealt with your complaint, if you are not happy with the outcome you can refer your complaint to your local Trading Standards office and ask for it to be reviewed.

You can locate your local Trading Standards office using the link below:

<https://www.gov.uk/find-local-trading-standards-office>

*We can provide this policy in other languages or in other formats on request

Signed.



*Kane Robinson, Operations Director
Augscape Automotive Limited (Car Key Network)*

