

COMPLAINTS POLICY

1. Introduction

Ackerman Pierce follow strict standards in order to ensure that all candidates that we supply to our clients are of the highest professional and personal calibre. We take seriously any concerns raised regarding our staff and our candidates (and the organisations that we place candidates in).

This policy gives details of what action we will take when concerns are raised with us and should be raised alongside our Safeguarding Policy and Allegations Policy.

2. Scope of the policy

This policy applies to anyone employed by Ackerman Pierce including our Directors, staff, and any work placement/volunteers or anyone registered with us as a candidate.

Any member of staff or candidate who wishes to raise a concern regarding their conditions at work (or similar) should do so through the Company Disciplinary, Dismissal and Grievance procedure and also refer to the Whistleblowing Policy.

Any organisation or service wishing to complain about our services, or the suitability/capacity of any candidate placed with them should do so under this procedure.

3. Where there are concerns that an adult may have harmed or be a risk or be unsuitable work to children

A concern may be raised against an adult which suggests that they may be a risk to a child. This includes people who may:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child;
- behaved towards a child or children in a way that indicates he or she may pose a risk of harm to children; or
- behaved or may have behaved in a way that indicates they may not be suitable to work with children.

If a concern meets these criteria, then the process outlined in the Allegations Policy should be followed.

4. Complaints

The details of any complaint against a candidate or member of staff is processed in a central incident file/in their respective electronic file on our system.

When we receive a complaint, we explain our procedures for handling complaints and ask the candidate or member of staff in question if they would like for us to commence a process accordingly.

Candidates

Complaints concerning candidates will be brought to the attention of the candidate by their consultant. Together they will discuss the complaint and the consultants will give warnings where necessary. The details of the discussion and any warnings will be documented on the

candidate's record. Candidates will be told that if the behaviour is repeated or any further complaints are received, it will result in further warnings and ultimately could lead to the removal from Ackerman Pierce register. Examples of complaints include the following:

- Failure to follow instructions, if applicable.
- Lateness.
- Failure to carry out minor duties, such as cleaning up.
- Unsuitable attire.

Clients

Consultants will encourage candidates to speak openly about their experience with the role and the workplace in which they have been placed. Candidate comments will be treated in confidence unless it is agreed with the candidate to raise the issue with the client. The consultant will act on behalf of the candidate to help resolve any issues causing difficulty for them.

Complaints which do not meet the criteria for an allegation (see above) but are of a serious nature regarding the behaviour of client staff will be communicated to the client and/or relevant governing body.

5. Internal investigation procedures

Where appropriate, Ackerman Pierce will undertake an internal investigation into the complaint.

Stage 1

The complaint should be communicated to Ackerman Pierce by phone, in writing or by email to explain the nature of the complaint and how it has arisen.

If the complainant is a client, the client will be asked the following questions:

- Do you wish to terminate the engagement with the candidate?
- Do you want to terminate immediately or wait until an investigation has been carried out?
- Would you like a replacement candidate?

If the complainant is a candidate, the candidate will be asked the following questions:

- Do you wish to terminate the engagement?
- Do you want to terminate immediately or wait until an investigation has been carried out?

Ackerman Pierce's Director must be informed immediately of all serious allegations made against candidates or clients.

Stage 2

Ackerman Pierce will inform the complainant that we will conduct our own investigation. We will also explain the process of that investigation. A written statement will be requested from the complainant, together with any supporting documentation of the incident or incidents.

If the complaint is aimed towards a candidate, Ackerman Pierce will build up a profile of the candidate based on their original clearance checks, references and feedback from previous clients since working for Ackerman Pierce in order to assess the nature of the incident.

Stage 3

The complainee is notified about the complaint and is asked for their version of the events. Confidentiality is maintained on a need-to-know basis.

If the complainee is a client, they will be asked to discuss the matter over the phone or in person. If the complainee is a candidate, they are asked to attend a face-to-face review meeting. During this meeting the alleged incident will be discussed in detail, so the Director can evaluate the candidates' ability to continue working for Ackerman Pierce.

During the complaint, if it becomes apparent that the complaint is more serious and meets the criteria for an allegation then you should revert to the allegations policy and follow that.

Stage 4

Ackerman Pierce informs the complainant of the steps that have been taken and of the outcome of the investigation. The complainant is advised that if the matter cannot be resolved and that the seriousness of the allegation warrants further action, to adopt whatever measures would normally come into force to meet legal requirements.

If the issue needs to be resolved through any authority involvement, Ackerman Pierce will be guided by the authority's decision when considering working with the complainant subsequently.

Stage 5

If the complainee is a candidate with an unblemished record and where a genuine error in professional practice has been made, Ackerman Pierce will go through the Terms of Engagement with the candidate and require the candidate to resign the terms. If required, additional training will be given. In the event of repetitive minor misdemeanours and where complaints are continually being made (by the same or different clients), we will take action and make a decision to remove the candidate from Ackerman Pierce's register.

All candidates returning to work for Ackerman Pierce after a review meeting are closely monitored on returning and relevant notes are kept on their file.

If Ackerman Pierce is still concerned about a candidate's ability to return to work after their practice review meeting, the matter will be referred to the Director. For issues defined as professional incompetence or serious misconduct which have been the subject of an investigation and which have been proven to the satisfaction of the Director of Ackerman Pierce a candidate will be immediately removed from our register. If a candidate is removed from our register, the candidate and the relevant authorities will be informed, for example the Disclosure and Barring Service. Affected clients will also be informed.

6. Complaints against Ackerman Pierce

It is our utmost priority that incidents and complaints are dealt with in a fair manner. Ackerman Pierce values the opinion and feedback of its employees, candidates and clients and is committed to improving service quality in response to feedback, suggestions, complaints or service issues.

We believe that our customer service is what differentiates us from our competitors, and we are committed to providing a high level of service to our customers. If you do not receive satisfaction from us we need you to tell us about it. This will help us to improve our standards.

If a complaint were to be made against Ackerman Pierce by either a candidate or a client, the matter would be referred to the Director who would decide which course of action would be most appropriate to follow. To ensure the complainant is kept informed at all stages of the process, reports are issued either verbally or in writing. Support is given to both parties until a satisfactory conclusion is reached.

In the first instance if you have a complaint, please contact your dedicated recruitment consultant by phone or email so that we can try to resolve your complaint informally. Alternatively you can call our main line (0800 122 3880) and request to speak with Jennifer Jarvis Contracts Manager or use our dedicated customer care email address customercare@ackermanpierces.com.

At this stage, if you are not satisfied please contact Sabrina Laverty (Compliance Manager) You can contact her to her at: slaverty@ackermanpierces.com

Next steps

1. We will send you a letter/email acknowledging your complaint and asking you to confirm or explain the details set out. We will also let you know the name/job title and contact details of the person who will be dealing with your complaint. You can expect to receive our letter/email within 2 days of us receiving your complaint.
2. We will record your complaint in our central register within a day of having received it.
3. We will acknowledge your reply to our acknowledgment letter/email and confirm what will happen next. You can expect to receive our acknowledgement letter/email within 2 days of your reply.

We will then start to investigate your complaint. This will normally involve the following steps;

1. Depending on the nature of your complaint we may ask the member of staff who you originally raised your complaint with to reply to your complaint within 5 days of our request;
2. The Compliance Manger will then review the complaint - examining the member of staff's reply and the information you have provided for us. If necessary, you may be contacted by the Compliance Manager. This will take up to 4 days from receiving their reply.
3. We will then invite you to meet the consultant you believe to be at fault to discuss and hopefully resolve your complaint. This will hopefully take place within 5 days dependent on the complainant's availability
4. Within 2 days of the meeting we will write to you to confirm what took place and any solutions that have been agreed with you.

If you do not want a meeting or it is not possible, we will send you a detailed reply to your complaint. This will include the Compliance Managers signature with suggestions for resolving the matter. She will do this within 5 days of completing her investigation.

Should the complainant be dissatisfied with any aspect of the handling of their complaint or the outcome they should contact Raymond Jarvis Director by outlining the details in full, to:

Raymond Jarvis
Ackerman Pierce Ltd
Lovet House
Lovet Road
Harlow
Essex
CM19 5TB

The Director will review the complaint and propose a suggested course of action and will remain involved until the complaint is successfully resolved. The Director will continue to review the outcome of the complaint at agreed times for a minimum period of 12 months

At this stage, if you are still not satisfied you can write to the REC, our trade association of which we are a member marked for the attention of the Consultancy and Compliance Team,
REC, Dorset House,
1st Floor,
27 – 45 Stamford Street,
London,
SE1 9NT.

If we have to change any of the time scales above, we will let you know and explain why.

NOTE: In any event, we will comply with any statutory procedures that may relate to your complaint.

7. Whistleblowing Policy

This statement should be read alongside Ackerman Pierce's Whistleblowing Policy. Ackerman Pierce encourages a free and open culture in dealings between its managers, employees and all people with whom it engages in business and legal relations. In particular, this company recognises that effective and honest communication is essential if concerns about breaches or failures are to be effectively dealt with and the company's success ensured. This policy is designed to provide guidance to all those who work with or within the company who may from time to time feel that they need to raise certain issues relating to the company with someone in confidence.

Workers who in the public interest raise genuine concerns under this policy will not under any circumstances be subjected to any form of detriment or disadvantage as a result of having raised their concerns. For further details, see Ackerman Pierce's Whistleblowing Policy.

REVIEW

This policy will be reviewed regularly and may be altered from time to time in light of legislative changes or other prevailing circumstances.