



# COMPLAINTS CODE OF PRACTICE

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## 1. Who we are

KCOM is a leading provider of communications and IT services. Its foundations date back to 1904 when Hull's local authority established its own telephone network.

Today KCOM provides broadband and phone services to approximately 150,000 consumers and businesses in Hull, East Yorkshire and North Lincolnshire and is investing in a £100m expansion of its full fibre network to dozens of new communities across the region.

## 2. What this Code is about

In providing services to customers, we have to comply with various regulations, including a requirement to ensure that all customers have access to basic telephony services and decent broadband at affordable prices. This is known as the Universal Service Obligation (USO) and KCOM is the designated Universal Service Provider (USP) in the Hull area.

The communications regulator Ofcom requires that we have in place a Code of Practice which provides customers with details of how you can make a complaint, our process for dealing with complaints and where you can obtain help if you are not happy with our response to your complaint. The Code applies to any of the services provided by KCOM to consumers, microenterprise or small business customers and not-for profit customers. Microenterprise and small business customers are customers with no more than 10 employees. Not-for-profit customers are bodies which have no more than 10 employees (excluding volunteers) which are required to apply the whole of their income for charitable or public purposes.

The Code is also designed to provide you with recourse if you dispute that we have fulfilled our USO obligations to provide qualifying telephony and / or broadband service and we have not been able to satisfactorily address your complaint.

## 3. Our approach to complaints

We want to make sure that you are happy with the services we provide but sometimes we know things can go wrong. The purpose of this Code is to provide you with information about what to do and who to contact if you are having problems and how we will go about resolving any issues you might have. If something has not met your expectations, we want to know straight away.

We aim to provide you with a simple and effective way to complain and clear information about how we will deal with your complaint. If you complain about something that is our error we will explain what's gone wrong, apologise and try to put things right quickly. In some cases we will also consider compensation.

## 4. How you can complain

There are a number of ways in which you can contact us.

If you are a residential customer you can:

- go to <https://www.kcom.com/home/complaints/> and use our Live Chat facility or log a complaint online
- call us
  - Customer Services 01482 602555
  - Technical Support 01482 606101



- email us
  - Customer Services [care@kcom.com](mailto:care@kcom.com)
  - Technical Support [help@kcom.com](mailto:help@kcom.com)

If you are a business customer you can:

- Go to <https://www.kcom.com/business/complaints/> and use our Live Chat facility
- Call us on 0800 915 5771
- email us
  - Business Customer Service: [businesscare@kcom.com](mailto:businesscare@kcom.com)
  - Business Technical Support: [internet-support@kcom.com](mailto:internet-support@kcom.com)

Alternatively, you can write to us at 37 Carr Lane, Hull, HU1 3RE.

If you require a hard copy of our Complaints Code please contact us using the details above to request this.

## 5. What is a complaint

A complaint is when we receive an expression of dissatisfaction with the way we've done things (or not done something) and you want us to respond to you or take action to address your concerns. Your complaint may relate to either the services we provide to you, the process we use for resolving complaints, or the customer service you have experienced.

## 6. How are the complaints resolved?

Anyone at KCOM can help to resolve a complaint. You will need to explain what your complaint is about and we will resolve it there and then, or will explain what further action we may need to take to consider your complaint and how long that will take.

We will deal with your complaint promptly and sympathetically. We aim to resolve all complaints within 5 days on average although it is usually quicker than that.

If you are unhappy with how your complaint is being managed or you feel that our usual complaints process is not able to deal with your complaint satisfactorily then your complaint may be escalated to the Customer Experience Team to coordinate. Your case will be fully reviewed by people who have not previously been involved so that you (and we) can be sure of a fresh approach to the issue.

Independent help or advice may be available locally from the Trading Standards Department or Citizens Advice Bureau (please see contact details at the end of this document). Please talk to us first as we can often settle these issues during a phone call.

Ultimately, if you are dissatisfied with the outcome of your complaint then you may choose to take your complaint to Alternative Dispute Resolution (see below).

## 7. The Adjudication Scheme

We recognise that some complaints cannot be settled without the help of an outside, independent authority. You can take the case to a court where you are likely to have to appear in person and present your case. Alternatively, you may wish to consider using the Ombudsman scheme for communications (Ombudsman Services: Communications, "OSC") that has been especially created for use in the communications industry.



A complaint may be taken to OSC if we have formally informed you that the complaint that you asked us to resolve is in deadlock, or if the complaint you made to us has not been resolved within 8 weeks.

The OSC's job is to investigate complaints fairly, listen to both sides of the story and look at the facts. The decision is binding on us but you can reject it and take the dispute to court.

To find out how the service works and what it covers, please refer to the OSC website or call them on 0330 440 1614. The scheme is meant as a straightforward alternative to legal action and is free for customers to access and use.

You can contact OSC as follows:

OSC website: [www.ombudsman-services.org](http://www.ombudsman-services.org)

Postal address: Ombudsman Services: Communications  
PO Box 730 Warrington WA4 6WU

Email address: [enquiry@ombudsman-services.org](mailto:enquiry@ombudsman-services.org)

Phone number: 0330 440 1614

## **8. Help for disabled customers and vulnerable consumers**

In order to ensure the fair and appropriate treatment of our disabled customers and vulnerable consumers (customers whose circumstances may make them in need of additional support) we have special arrangements in place. If you are disabled or in a vulnerable situation and you feel that additional assistance is needed in making a complaint to us or in dealing with your complaint then please let us know. If you feel uneasy about this, then please contact a group, such as the Hull Council of Disabled People, who know about the help available (contact details can be found at the end of this document).

If you require a copy of our Complaints Code in an alternative format, we can also supply it in braille, large print and on audio CD. To request a copy in one of these formats, please contact Customer Services.

## **9. Standards of service and compensation**

Sometimes things can go wrong and, if it's our error, you may be entitled to compensation. We will normally pay compensation by applying a credit to your bill.

For our residential customers who have bought either a voice (landline) and / or broadband (standard or Lightstream) service you will be eligible for automatic compensation if we don't connect or repair your service on time or if we miss an appointment we have made with you. If automatic compensation is due to you we will send you a letter to let you know, setting out the amount we think that you are due. Having done so, we will credit your KCOM account with the amount that is payable. Full details of the automatic compensation scheme are available on our [website](#) or you can call Customer Services for more information.

For business customers, we have published a document designed to provide you with clear and easily accessible information regarding the level of service you can expect in relation to the telephone and broadband services provided by KCOM and any applicable compensation which might be payable where we don't meet our commitments. You will find details of the Service Standards on our [website](#). You can also contact Customer Services for more information.



## 10. Useful contacts

Sometimes you might decide that you want or need some help with any issues you may have with us. The following provides details for those organisations who you might wish to contact:

### Office of Communications

[www.ofcom.org.uk](http://www.ofcom.org.uk)

Riverside House  
2A Southwark Bridge Road  
London  
SE1 9HA

For complaints and advice you can call 0300 123 333 or submit a complaint online.

Alternatively, you can send details of any complaint to Ofcom, PO Box 1285, Warrington, WA1 9GL

Full details of how to contact Ofcom can be found here:

<https://www.ofcom.org.uk/complaints>

### Trading Standards work in partnership with the Citizens Advice Consumer Helpline

The Citizens Advice consumer helpline will provide advice to you and refer your details to Trading Standards. For advice or to make a complaint contact the Citizens Advice consumer helpline by [visiting their website](#) or by calling them on:

Telephone 0800 144 8848  
Text phone 18001 0800 144 8848

### Citizens Advice Hull & East Riding

<http://www.hullandeastridingcab.org.uk/>

The Wilson Centre,  
Alfred Gelder Street,  
Hull, HU1 2AG  
Telephone: 0800 144 8848

### Hull Council of Disabled People

<http://www.hcdp.karoo.net/>

35/37 Ferensway,  
Hull, HU2 8NA  
Telephone: 01482 326140