

CD&P Limited

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CD&P | MEDIA

COMPLAINTS POLICY

CD&P Limited is committed to excellence in service delivery. An approach to customer care has been established to ensure that expectations are met through the highest professional levels of service, workmanship and Best Value, and delivered through a teamwork approach by helpful, knowledgeable and well-trained staff.

CD&P Limited is fully committed to continued improvement in service delivery, an important aspect of which is feedback from customers on any aspect of our service that they are unhappy about.

Complaints - A Definition and Response

CD&P Limited defines a 'Complaint' as a formal expression, written or verbal, of dissatisfaction with the service provided by the company or any of its employees. This can include unsatisfactory workmanship or work not undertaken in the prescribed manner or timeframe, or about its actions or lack of action, or about the standard of perceived service or courtesy proffered by CD&P Limited or its staff.

If anyone does have a complaint about any aspect of CD&P Limited's service they can be completely assured that:

- There will be no form of discrimination against them in future as a result of their complaint.
- Our staff will not be offended by their complaint
- Their confidentiality will be fully respected, as far as this is practically possible.