



Company Name:	Equal Education Partners Ltd (“the Company”)
Policy Name:	Complaints Policy & Procedure
Date:	April 2023

Equal Education Partners Ltd is a member of the Recruitment and Employment Confederation (REC) and adheres to their Code of Professional Practice.¹

Complaints Policy

Equal Education Partners Ltd seeks fair, just and prompt solutions, when possible, to any complaints and appeals. Equal Education Partners is committed to providing a high-level service to our customers. If you do not receive satisfaction from us, we need you tell us about it. This will help us to improve our standards.

Complaints Procedure

If you have a complaint, please contact Liam Rahman, Managing Director and Natalie Gondwe, Business & People Manager via email liam.rahman@equaleducationpartners.com and natalie.gondwe@equaleducationpartners.com

Next steps

1. We will send you a letter acknowledging your complaint and asking you to confirm or explain the details set out. We will also let you know the name of the person who will be dealing with your complaint. You can expect to receive our letter within 5 working days of us receiving your complaint.
2. We will record your complaint in our central register within one day of having received it.
3. We will acknowledge your reply to our acknowledgment letter and confirm what will happen next. You can expect to receive our acknowledgement letter within 5 working days of your reply.
4. We will then start to investigate your complaint. This will normally involve the following steps:-
 - a. We may ask the member of staff who dealt with you to reply to your complaint within 5 working days of our request;
 - b. We will then examine the member of staff’s reply and the information you have provided for us. If necessary, we may ask you to speak to them. This will take up to 5 working days from receiving their reply.

¹ <https://www.rec.uk.com/recruiters/compliance/code-professional-practice>

5. You will then be invited to discuss and hopefully resolve your complaint. You will receive the invite within 5 working days of the end of our investigation. If you do not want a meeting or this is not possible a detailed reply to your complaint will be sent within 5 working days. This will include suggestions of resolving the matter.
6. Within two working days of the meeting, we will write to you to confirm what took place and any solutions we have agreed.
7. At this stage, if you are still not satisfied you can write to us again and the complaint will be dealt with by a Director of the company and the decision reached will be reviewed within 10 working days.
8. We will write to you confirming our final position on your complaint and explaining our reasons. If you are still not satisfied you can contact the Employment Agencies Standards Inspectorate at the Department for Business Innovation and Skills or the REC, the industry trade associate, of which we are a member by writing to the Consultancy and Compliance Team, REC, Dorset House, 1st Floor, 27-45 Stamford Street, London, SE1 9NT.

Managing and Supporting Our Policy

This is a company approved policy. We will coordinate and review its implementation as part of our ongoing business administration. We will provide our staff with encouragement, guidance and training on its implementation, so that they know what to do, and are confident in doing it.

If you wish to contact us regarding our Policy content or implementation, could you please contact the person below in the first instance:

Natalie Gondwe
Business & People Manager

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