

Code of Practice on Complaints Handling Procedure

www.firmusenergy.co.uk



This Code of Practice outlines the complaint handling procedures of firmus energy (Supply) Limited (firmus energy, us, we, our) and the standards of service you can expect from us if you have a complaint.

This Code covers any aspect of the service provided by firmus energy an energy supplier, including energy bills, payment options, and general advice on energy usage.

firmus energy's vision is to become Northern Ireland's 1st choice energy provider for industrial, commercial and residential customers. We aim to do so by simply putting our customers first.

If you are unhappy with any aspect of our service please let us know. We promise to deal quickly, fairly and effectively with your complaint and do everything we can to reach a satisfactory outcome.

We will use your complaint as an opportunity to put things right and to help improve the quality of service we provide to you.

Definition of complaint

For the purposes of this code a complaint is:

“The expression (through various possible channels: letter, email, phone call or physical claim) of a person’s dissatisfaction.”

How to complain

- By phoning our Customer Service Team on 0800 032 4567 or (Textphone/Minicom) 028 9442 7896 (Monday to Friday, 9am – 5pm);
- By e-mail to furtherinfo@firmusenergy.co.uk;
- By letter to our Complaints Administrator at the address below;

firmus energy, A4 & A5 Fergusons Way, Kilbegs Road, Antrim, BT41 4LZ.

We aim to resolve your complaint as quickly and effectively as possible, usually the same day. If we are unable to resolve your complaint there and then we will give you a timeline for resolution and will contact you regularly to keep you informed of the progress. At a minimum we aim to resolve your complaint within 3 months.

Our complaints procedure

We have established a complaints procedure for domestic and commercial customers which is easy to use and can be found on our website: www.firmusenergy.co.uk or provided in writing free of charge by contacting our Customer Service Team in any way listed in the above section of this Code of Practice.

As part of the complaints procedure firmus energy will ensure that:

- All complaints are logged on our system and after passing your complaint to the relevant department our friendly well-trained staff will try to resolve the problem straight away in a fair and effective manner.
- We will handle your complaint in confidence and your details will remain private.
- We will acknowledge your complaint via telephone or email within five working days of receiving it, however we will usually acknowledge within one working day.
- Once we have investigated your complaint, we will provide you with a written or verbal response within 10 working days;
- We will aim to fully resolve your complaint as soon as possible and within 3 months. During this time you will be updated throughout the process and our customer advisor will provide their name and contact details at every point of communication.

The different remedies that may be provided to a customer under the complaints handling process are:

- A verbal or written apology
- A verbal or written explanation
- firmus energy taking appropriate remedial action
- firmus energy awarding reimbursement and/or compensation in appropriate circumstances.

Guaranteed Standards of Service

If we fail to meet our Guaranteed Standards of Service in relation to Complaints Handling, as detailed on our website: www.firmusenergy.co.uk, we will pay customers £25. Should your complaint result in the need for reimbursement and/or compensation, we will either credit your account with the full amount or send you a cheque.

Taking your complaint further

If having discussed the matter and received a formal response, you feel that your complaint has still not been satisfactorily resolved, you may, refer the matter to the Consumer Council. The Consumer Council will investigate your complaint on your behalf and at no cost. This does not affect your statutory right to go to court if you deem the solution unsatisfactory. See contact details below:

The Consumer Council
Floor 3
Seatem House,
28-32 Alfred Street
Belfast
BT2 8EN

Complaints:
Telephone ☎ 0800 121 6022

Email: contact@consumercouncil.org.uk

Web: www.consumercouncil.org.uk

www.firmusenergy.co.uk

