



RS Components Complaints Policy

RS Components views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the individual or organisation that has made the complaint.

Our policy is:

- To provide a fair complaints procedure which is clear and easy to use for anyone wishing to make a complaint
- To publicise the existence of our complaints procedure so that people know how to contact us to make a complaint
- To make sure that everyone at RS Components knows what to do if a complaint is received
- To make sure all complaints are investigated fairly and in a timely way
- To ensure that complaints are, wherever possible, resolved and that relationships are repaired
- To gather information which helps us to improve what we do

Definition of a complaint

A complaint is any expression of dissatisfaction about any aspect of RS Components

Where complaints come from

Complaints may come from any person or organisation who has a legitimate interest in RS Components.

A complaint can be received verbally, by phone, by email and in writing

Confidentiality

All complaint information will be handled sensitively, telling only those who need to know and following any relevant data protection requirements

Responsibility

Overall responsibility for this policy and its implementation lies with the Director of Sales & Service Operations for the UK

Review

This policy is reviewed regularly and updated as required.

Adopted on 20th August 2019

Last reviewed on 20th August 2019