

Company Name:	Addysg Seren Education ("the Company")
Policy Name:	Customer Service Policy
Date:	05/11/2021
Version:	2

Addysg Seren Education is a member of the Recruitment and Employment Confederation (REC) and adheres to their Code of Professional Practice.

Addysg Seren Education Customer Service Policy Statement

At Addysg Seren Education we endeavour to provide you with the best possible service at all times. If you would like to make any comments, suggestions, raise a query or make a complaint about the service you have received, please contact us, our contact details are set out below. We will respond to your query within 3 - 5 **working days**.

This policy will be kept up to date, to reflect changes in the nature and size of the business. To ensure this, the policy and its effectiveness will be reviewed annually.

Courtesy

All recruitment consultants will be trained in customer service standards; will exhibit customer friendly service skills; and be knowledgeable, professional and courteous in meeting the needs of our customers.

Communication

We Addysg Seren Education will return all phone calls and emails received from clients and registered candidates and applications in respect of specific vacancies within agreed timescales. Where we are unable to meet this agreement we will inform you of this as soon as possible and agree a new deadline.

Consistency

As part of our commitment to upholding professional standards, we will review our policies annually to ensure that they continue to meet business needs and the Recruitment and Employment Confederation's Code of Professional Practice; and that they are consistently applied to all our customers.

Complaints

Addysg Seren Education seeks fair, just and prompt solutions when possible to any complaints and appeals. All such issues should be directed to the Managing Director in the first instance, where they will be acknowledged and directed to the attention of the appropriate person. A complaints process is in place for any disputes; copies are available from our offices or on www.addysgsereneducation.co.uk.

Access to Information

We comply fully with the provisions of the Data Protection Act 1998. Any personal or confidential information held by us about a client or work seeker is fully accessible to that person or body for review or editing by contacting the Managing Director.

Reduce Bureaucracy

Wherever possible, without compromising our legal requirements and professional standards we strive to reduce the burden of unnecessary paperwork.

How to Contact Us:

Addysg Seren Education, 9 Alstred Street, Kidwelly, SA17 4TN

Tel: 07532 079 656

Fax:

Email: info@addysgsereneducation.co.uk

Internet: www.addysgsereneducation.co.uk

Signature
Rhiannon Jones Aug 9, 2024 10:31 GMT+1

Rhiannon Jones
Name (Director)

Aug 9, 2024
Review Date

Registered Name: Addysg Seren Education Ltd
Registered Address: 9 Alstred Street, Kidwelly, Carmarthenshire. SA17 4TN

Company Registration No: 1011152
Registered in Wales

POL-009 V. 2 05.11.2021

Customer Service Policy 2024

Final Audit Report

2024-08-09

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