

COMPLAINTS HANDLING PROCEDURE – COMMERCIAL B2B

Lee Baron is committed to providing the highest standard of service to our clients and customers. However, from time to time, despite our best intentions, things may go wrong. When this happens, please let us know as soon as possible and we will deal with the matter properly and promptly.

- Stage 1**
- In the first instance you should raise the matter with your property management department. This will be handled by either a surveyor, a facilities manager, or a relevant senior member of Lee Baron.
 - If you are unhappy with the response received, this should be raised to the lead of that department.

In either case, you will receive an acknowledgement of your complaint within 2 working days and we will aim to respond in full within a further 7 working days. If you are of the view that your complaint has not been properly addressed and/or you still have concerns, you may make your complaint formal.

- Stage 2**
- A written summary of your complaint should be submitted to our Complaints Officer (even if already made verbally) and they will acknowledge receipt of this within 3 working days.

B2B Complaints Officer – Rob Hobson; 41 Foley Street, London, W1W 7TS;
rhobson@leebaron.com

Where your complaint relates to an insured matter, we reserve the right to pass it on to our insurers who may at their discretion take over the conduct of the matter.
 - Within 14 working days of receipt of a formal written complaint, we will aim to provide an initial response with our proposal for actions we have taken or intend to take. If you have any comments following our response, you may provide these within 5 working days.
 - Within 7 working days of this, we will aim to provide a final response, and we will deem the matter closed.

If we are unable to agree on how to resolve your complaint, the matter may be escalated to an external redress scheme for review and determination.

Stage 3	General Matters	Centre for Effective Dispute Resolution	If you are dissatisfied with our response, or it has been more than 8 weeks, you may direct the complaint to the CEDR. You have 12 months from our final response.
		100 St Pauls's Churchyard, London, EC4M 8BU 020 7536 6000 surveyors@cedr.com	

Please see over page for alternative redress schemes available.

FCA Regulated Matters	Financial Ombudsman Service Exchange Tower, London, E14 9SR 0800 23 4567 complaint.info@financial-ombudsman.org.uk	If you are not satisfied with our response, or it has been longer than 8 weeks, you may direct the complaint to the FOS. You have 6 months from our final response.
Data Protection Matters	Information Commissioner's Office Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 0303 123 1113 www.ico.org.uk	If you believe that there has been a breach of data protection with regards to your personal data, you may direct your complaint to the ICO. This includes obtaining advice on how to make a Subject Access Request.

The Process

