



DAUGHTERS OF CHARITY
COMMUNITY SERVICES

COMPLAINTS POLICY

Approved by Board of Directors	25 th September 2019
Date of Review	25 th September 2021

OUR COMMITMENT TO YOU

Daughters of Charity Community Services (DoCCS) is committed to ensuring that all our communications and dealings with our members, the general public, our supporters and all who engage with us are of the highest possible standard. We listen and respond to the views so that we can continue to improve. The *DoCCS* welcomes both positive and negative feedback. Therefore we aim to ensure that:

- it is as easy as possible to make a complaint, where the need arises;
- we treat as a complaint any clear expression of dissatisfaction with our operations which calls for a response;
- we treat every complaint seriously, whether made by telephone, letter, email or in person;
- we deal with any complaint quickly and politely;
- we respond accordingly – for example, with an explanation or apology where we have got things wrong, and with information on any action taken, etc.; and
- we learn from complaints, use them to improve, and monitor them at Board level.

WHAT TO DO IF YOU HAVE A COMPLAINT?

If you do have a complaint about any aspect of our work, you can contact HR Manager in writing or by telephone.

In the first instance, your complaint will be dealt with by our HR Manager (or other named office holder with sufficient seniority to address the complaint). Please give us as much information as possible and let us know how you would like us to respond to you, providing relevant contact details.

WRITE TO:

HR Manager

Daughters of Charity Community Services,

9 Henrietta Street,

Dublin 1

Tel: 01-8874100

E: complaints@doocs.ie

W: www.doocs.ie

Our office is open Monday to Thursday from 9.00am to 5pm Friday 9am-1pm

WHAT HAPPENS NEXT?

If you complain in person or over the phone, we will try to resolve the issue there and then. Similarly, if you complain by email or in writing we will always acknowledge your complaint within seven days, and do everything we can to resolve it within twenty one days.

If this is not possible, we will explain why and give a new deadline. All complaints will be logged in our 'complaints register' and tracked until they are resolved. The complaints register is reviewed by the Board of Directors annually.

WHAT HAPPENS IF THE COMPLAINT IS NOT RESOLVED?

If you are not happy with our response, you may get in touch again by writing to the *DoCCS Chief Executive Officer*; If you are still not satisfied with the outcome, you are invited to contact the Chairperson of the Board who will ensure that your appeal is considered at Board level. S/he will respond within two weeks of this consideration by Board members at their scheduled board meeting

ACTING ON RESULTS

We will do everything we can to put things right and will review our procedures where necessary to stop problems happening again.

YOUR VOICE

We hope you agree that most of the time we do provide a good quality service. We value all feedback from those who engage with us and would also like to hear from you about what you think we do well.

