

## Complaints Handling Process

This Complaints Handling Process applies to all users of the services supplied by any of our corporate group businesses, including Ethan Group Pty Ltd, Connect ANZ Pty Ltd and AAPT Business Connect, including but not limited to individual end users, company or corporate use, or guest use (**Users**).

We may modify this process at any time in our sole and absolute and any changes will be reflected on this page. Use of any of our services after the posting of any changes will be considered acceptance of those changes.

### **Our principles**

You have a right to complain, and if you do we will deal with your complaint in a fair, efficient, objective manner and through a transparent process.

We strive to solve any problems you may have during your first contact with us.

Our complaint handling process complies with the requirements of the Telecommunications Consumer Protections Code C628:2015 (TCP Code) and responsibility for compliance with the process lies with our Chief Executive Officer.

### **Free of charge**

We will not charge you for dealing with your complaint in most instances, and we will never charge you without telling you first.

We may charge you to recover our costs in very specific circumstances only, i.e. we may charge you where you request information that was collected more than two years ago or where you request information that is not free of charge as per our Standard Customer Contract.

If cost recovery charges apply, we will tell you before charging you (and you may of course choose not to pay and discontinue your complaint) and we will inform you about your options for external dispute resolution, e.g. the Telecommunications Industry Ombudsman (TIO).

### **How to make a complaint?**

If you wish to complain, please contact our 24/7 support team on 1300 227 822 or email:

- Support: [support@aaptbc.com.au](mailto:support@aaptbc.com.au)
- Provisioning: [provisioning@aaptbc.com.au](mailto:provisioning@aaptbc.com.au)
- Billing: [billing@aaptbc.com.au](mailto:billing@aaptbc.com.au)

Please note our provisioning and billing teams are available only during business hours, 9am to 6pm, Monday to Friday.

Your call will be billed at the rate established by your provider.

We will help you to formulate, lodge and progress your complaint if you request this.

If our response has not met your expectations please feel free to email customer experience ([customerexperience@aaptbc.com.au](mailto:customerexperience@aaptbc.com.au)) remember to include the ticket number of your complaint.

### **What we will do:**

#### *Acknowledge...*

We will acknowledge your complaint immediately if you complained to us over the phone, and within 2 working days if you have lodged your complaint through any other channel including where you left a message on our answering machine (e.g. outside our office hours).

When we acknowledge your complaint we will give you a unique reference number or similar to enable you to easily follow up on your complaint. We will also give you an indicative timeframe for resolving your complaint. You can follow up on your complaint by replying the unique reference number email.

#### *...And Solve*

Our goal is to always fix your problem during your first contact with us.

Sometimes this is not possible and we need to investigate the matter. We will then agree with you on how to fix your problem and advise you accordingly within 15 working days of receiving your complaint.

Occasionally it may take longer than 15 working days to investigate your problem and in this case we will explain why and give you a new expected timeframe.

If the delay is more than 10 working days (and is not the result of a Mass Service Disruption) we will also inform you about your options for external dispute resolution such as the TIO.

Once we agreed on how to fix your problem, we will implement all actions required to fix the issue within 10 working days, unless you agreed otherwise or unless you have not done something that we needed you to do and we cannot proceed because of this.

#### **What if your complaint is urgent?**

Your complaint will be treated as urgent

- if you have applied for being in financial hardship under our Financial Hardship Policy and the issue you are complaining about directly contributes to the Financial Hardship you are experiencing, or
- if your service has been disconnected or is about to be disconnected and due process has not been followed.

In this case, we will agree with you on how to address the issue and implement all required actions to fix the issue within 2 working days. If there is a delay, we will explain why, provide you with a new expected timeframe, and if it is a longer delay also inform you about your options for external dispute resolution such as the TIO.

#### **If you are unhappy with our efforts**

If you tell us that you are not satisfied with the complaint timeframes, its progress or the outcome, we will escalate your complaint internally. If you are still dissatisfied, we will inform you about your options for external dispute resolution such as the TIO.

We will never cancel your service only because you have contacted an external dispute resolution scheme.

We encourage you to always contact us first if you experience any problem or are unhappy. We will do our best to solve your problem during our first contact.