



Complaint Handling Statement and Procedure for Small & Micro Business Customers

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At SSE we are committed to offering the very best in customer service and will do all we can to help you manage your account. However, in recognition of the fact that things do sometimes go wrong, we have produced this Complaint Handling Statement to show what will happen if you have cause to complain to us.

Our process

All our telephone advisers are trained to offer you the best possible customer service and will do their utmost to help you. If they need to involve their Manager, they will do so to ensure the matter is resolved.

We aim to reply to written correspondence by 8pm the following working day after we receive your letter, however, more complex issues may take longer to resolve. We may have to contact other agencies or suppliers to help resolve your complaint. As part of resolving your complaint we will offer you an explanation and an apology. We will also take remedial action and may award compensation in appropriate circumstances.

How to contact us

The easiest and quickest way to resolve your complaint is to phone us on the number listed.

Alternatively, if you are unable to phone or would prefer to write, you can contact us by email or by post using the address listed.

If at any time you would prefer to talk to us face-to-face about your complaint, you can visit one of our Customer Service Centres. Please contact us for details of your nearest office.

Telephone: 0345 7252526*

(open 8:30am – 5pm Mon – Fri)

We may monitor your call to help improve our customer service.

**Post: PO Box 514, Basingstoke,
Hampshire,
RG21 8WS**

Website: www.ssebusinessenergy.co.uk

Step 1 – To resolve your complaint at the first point of contact

When you phone us with a problem our advisor will attempt to resolve matters with you whilst you are on the call. However, if necessary your complaint will be escalated to a Manager or specialist team. We want to agree a solution by 8pm the following working day.

If you write to us with a problem please provide your full contact details as we aim to fully resolve matters by 8pm the following working day after we receive your letter. We may try to contact you by telephone to help with this resolution.

If we cannot resolve your complaint fully or have not agreed a form of resolution by 8pm the following working day after your first contact, then you can proceed to the next step.

Step 2 – Complaint Management Team

Following Step 1, if the complaint has not been resolved to your satisfaction, then you can raise the matter with our Complaints Management Team, who will undertake an independent internal review and aim to reach a resolution within 5 working days. You can contact the Complaints Management Team, providing your name, account number and / or full address, as follows:

Phone: 01256 304272

Email: CMT.commercial@sse.com

**Post: SSE, PO Box 514, Basingstoke, Hampshire
RG21 8WS**

If you would prefer, you can deal with your complaint throughout this process by speaking with us rather than writing.

Step 3 – Ombudsman Services: Energy

If you have not received a satisfactory response from our Complaints Management Team and six weeks have passed since you first registered your complaint, or we have sent you a deadlock letter, you can contact Ombudsman Services: Energy. You may be referred back to us if you have not escalated your complaint via our complaints process outlined in steps 1 and 2.

Ombudsman Services: Energy will carry out a free, independent investigation on your behalf. As part of resolving your complaint they may ask us to make an apology or give an explanation. They can also ask us to take remedial action and may require us to award compensation. Any decision they make will be binding on our company, but not on you, so you can seek further advice if you wish to.

Here's how to contact Ombudsman Services: Energy:

Phone: 0330 440 1624*

Textphone: 0330 440 1600*

Email: osenquiries@os-energy.org

Website: www.ombudsman-services.org/energy

Free independent help and advice at any stage

It's easy to get free, independent advice so that you 'know your rights' as an energy consumer. You might want to get a better deal, find out how to make a complaint, get advice about the quality of your electricity or gas supply, or ask for help if you're struggling to pay your bills.

To 'Know your rights' visit www.citizensadvice.org.uk/energy for up to date information, contact the Citizens Advice consumer service on **03454 040 506*** or send an email using their [energy enquiry form](#).

*Please note that 03 numbers, introduced by Ofcom, are an alternative to chargeable 08 numbers such as 0845. Calls to 03 numbers cost the same as, or less than, calls to 01 and 02 prefixed numbers and are included as part of any inclusive minutes or discount package. These rules apply to calls from any type of line including mobile, fixed line or payphone.

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