



TALK

Supporting People with **Aphasia** after Stroke



TALK Complaints Policy

TALK is committed to delivering a high standard of service to anyone who engages with our work.

We are keen to hear from anyone who believes we have fallen short of the high standards we set ourselves.

You can provide your feedback by phone on 07718 425952, email fundraising@talksurrey.org.uk or, alternatively, you can write to the following address:

TALK c/o 8 Fir Tree Close, Epsom Downs, Surrey, KT17 3LD

We will acknowledge and provide an initial response to your feedback within **15 working days** of receiving it. Whilst we expect to be able to resolve most complaints within that timeframe, if we need to conduct a more in-depth investigation, we will aim to provide you with a full response within **25 working days**. If we are unable to meet that deadline due to exceptional circumstances, we will of course let you know.

If you are not happy with the response you receive, you can escalate your concerns to *Richard Moule (Chairman)* who will consider the matter in more detail. Email chairman@talksurrey.org.uk

If your complaint is about our fundraising activities and we are unable to resolve it to your satisfaction, you can ask the **Fundraising Standards Board**, the self-regulator for fundraising in the UK, to consider it by:

- submitting your complaint through the FRSB website www.givewithconfidence.org.uk
- writing to Fundraising Standards Board, 65 Brushfield Street, London E1 6AA, or
- calling – 0333 321 8803

TALK is a member of the Fundraising Standards Board and we agree to abide by its decisions. Please note that the Fundraising Standards Board can only consider complaints received within 3 months of the original incident.

The Fundraising Standards Board will investigate your complaint within **20 working days** of receiving it and if you are not satisfied with its conclusions, you can request that their Board of Directors look at it again. Their decision will be made within **60 calendar days**, will be final and will be made public.

Review and Monitor

The Chair is responsible for ensuring that this policy is reviewed by the committee every two years

Approved: 24 November 2015
For Review: November 2017