Handling Feedback and Complaints

The Greater Chernobyl Cause is committed to ensuring that all our communications and dealings with the general public and our supporters are of the highest possible standard. We listen and respond to the views of the general public and our supporters so that we can continue to improve.

The Greater Chernobyl Cause welcomes both positive and negative feedback. Therefore, we aim to ensure that:

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

<u>If you have feedback or a complaint – Steps</u>

If you do have a complaint about any aspect of our work, you can contact Fiona Corcoran in writing or by telephone. In the first instance, your complaint will be dealt with by our charity founder. 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.

THE GREATER CHERNOBYL CAUSE

Unit 4, Southside Industrial Estate, Pouladuff Road, Togher, T12 AW08, Cork. Ireland

Phone: <u>021 4323276</u> Fax: <u>21 4536 792</u> Mobile: <u>087 9536133</u>

Email (General enquiries): info@greaterchernobylcause.ie

Email (Fiona Corcoran): corcoranfiona@eircom.net

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 7 days, and do everything we can to resolve it within 21 days. If this is not possible, we will explain why and provide a new deadline.

What if the complaint is not resolved?

If you are not happy with our response, you may get in touch again by writing to The Greater Chernobyl Cause's Chairman. The Chairman will ensure that your appeal is considered at Board level and will respond within two weeks of this consideration by Board members.

This complaints procedure does not apply to The Greater Chernobyl Cause's staff or agents.