

COMPLAINTS POLICY

Aim

To ensure that Kinetic Recruitment Services Limited meet the expectations of our personnel and clients and ultimately deliver what we say we will in a polite, professional, ethical and efficient manner. To promote effective communication channels between our personnel and us.

Kinetic Recruitment Services Limited recognises that complaints may be made against the company, business unit or individual employee from customers of our service. It is in the best interest of all concerned that there are formal procedures for dealing with these issues.

All complaints are treated extremely seriously. We will respond to all formal complaints as quickly as possible to the satisfaction of all parties concerned, and will ensure that all complaints are dealt with in a professional, consistent, fair and expedient manner at all times. Please note that your complaint will always be kept confidential in accordance with General Data Protection Regulations but note that complaints of a serious nature may be referred to any relevant external regulatory/professional body or the police.

Complaint Process :

1.1 If you have a complaint please contact the Consultant at your local Kinetic Office by telephone in the first instance so that we can try to resolve your complaint informally – contact details for your local office can be found at <https://www.kinetic-plc.co.uk/contact-us>. If you are not comfortable addressing your complaint with your local Kinetic office, then please direct it to the details below.

1.2 If you have been unable to resolve your complaint and are not satisfied, please put your complaint in writing together with all relevant documentation and any documentary evidence supporting the complaint. The grounds for the complaint must be clearly defined and sent to the HR/Operations Director.

Joanna Heseltine
HR/Operations Director
Kinetic Recruitment Services Limited
Lancastrian Office Centre
Talbot Road
Stretford
Manchester
M32 0FP
complaints@kinetic-plc.co.uk

1.3 The HR/Operations Director will acknowledge the complaint and begin an investigation. Where possible, we hope to have a course of action within hours. If you complain in writing, we will acknowledge receipt of your letter within 3 working days.

1.4 If required investigatory meetings will be set up with the parties concerned and all relevant information will be gathered.

1.5 Our HR/Operations Director will provide a written report detailing the outcomes of the investigation within 15 working days (except where the nature of the complaint is such that an investigation would take longer).

1.6 From the evidence gathered the HR/Operations Director will make a decision as to the outcome in line with Kinetic Recruitment Services Limited's disciplinary procedure.

1.7 Where your complaint is upheld, we will get in touch to ensure that you are satisfied with the outcome.

1.8 We will regularly review and improve our complaints procedure, taking into account the views and feedback of customers, complainants and staff.

REC

Kinetic Recruitment Services Limited is a member of the Recruitment and Employment Confederation (REC), the professional body for the recruitment industry, and adheres to their Code of Professional Practice. If you are still not satisfied having followed the above complaints process, you can choose to refer your complaint to them.

Please note that REC has its own Complaints handling process and you should ensure that you read this before continuing. The process can be found <https://www.rec.uk.com/membership/compliance/complaints>

MANAGEMENT & PROFESSIONALSKILLED & TRADESI N D U S T R I A L