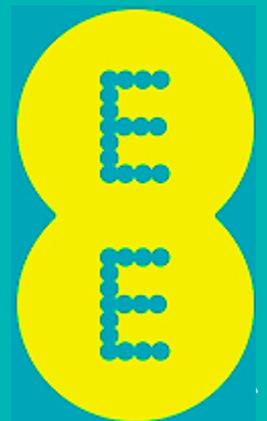


COMPLAINTS CODE OF PRACTICE



WE'RE ALWAYS WORKING HARD TO MAKE SURE YOUR EXPERIENCE WITH EE IS AS GOOD AS POSSIBLE. BUT IF SOMETHING HAS FALLEN BELOW THE STANDARDS YOU EXPECT, WE HAVE A COMPLAINTS PROCEDURE TO HELP DEAL WITH THE ISSUE QUICKLY AND SIMPLY.

Complaints Code of Practice

Introduction

EE, the UK's most advanced digital communications company, is the first in Britain to offer superfast 4G mobile services alongside fibre broadband. We deliver our 27 million customers the best network and best service, so they trust us with their digital lives.

EE provides a range of services, including services for customers with disabilities, please visit our website <http://ee.co.uk/> for more information.

EE is required by Ofcom to publish a code of practice containing details and information on how we work to solve customer complaints and disputes, and the options available to you if we can't do that within 8 weeks. This code applies to you if you're an EE home broadband, mobile, residential or small business customer. This code is available at <http://ee.co.uk/regulatory> or you can get a copy by calling us.

Terms and Conditions

When you first enter into agreement with us you'll receive a set of terms and conditions which details how we will provide the services to you. A copy of the terms and conditions that apply to you can be downloaded from our website or by contacting us. Please be aware that call charges may be incurred depending on your talk plan or service provider, and an administration charge may be applied.

Complaint handling and alternative dispute resolution procedures

We hope that you'll never have reason to complain about any aspect of our services. However, if there is something that you're not happy with you should contact customer services first. We'll try and solve your issue quickly where we can, but there may be times when it may take a while to sort out.

We will consider your complaint resolved if we do not hear from you within 28 days of the

complaint resolution being agreed. Any complaint made after this time will be considered a new complaint.

EE complaints procedure

Step 1

There are two ways you can complain, either over the phone or via one of our written communication options, letter, [email webform](#) or direct email.

Over the phone

You can call us between 8am to 9pm Monday to Friday and 8am to 8pm Saturday and Sunday. Charges may apply when calling from your EE phone, check your price plan or non-standard price guides to find out at <http://ee.co.uk/help/add-ons-benefits-and-plans/price-plans-and-costs> Please remember that calls may be monitored and recorded for training purposes.

For mobile customers	
From your EE mobile phone	150
From a UK landline	07953 966 250
If you're abroad	+447953 966 250
If your phone is lost or stolen	07953 966 250

*calls from other phones will cost 7 pence per minute plus the phone company's Access Charge.

For landline and home broadband customers	
From any phone	0844 8738 586* or 0800 956 6059
From an EE phone	150

*calls from other phones will cost 7 pence per minute plus the phone company's Access Charge.

Customers with disabilities	
Next Generation Text Relay or Text Relay	EE All Customers - 18001 07953 966250
Video Relay Service	http://ee.co.uk/our-company/corporate-responsibility/sharing-connectivity/digital-living/digital-for-all/extra-support

Additional Support for EE customers with disabilities	
<p>We are committed to providing you with the best service possible, no matter what your disability is. By filling out our simple Disability Registration Form (see link below), our Customer Service Teams will be able to tailor our services to meet your needs. They'll be aware of your disability when you call and will take your disability into consideration.</p> <p>Learn more about registering for our tailored services</p>	

If you are not satisfied with our response, you can ask for us to reconsider the issue. You have the option to discuss the issue with a Team Leader/Manager. If your complaint still isn't resolved after speaking to a Team Leader/Manager then you can escalate to our specialist technical team or complaints team depending on your complaint type.

[Letter, email webform or direct email](#)

Over the phone is the quickest way to resolve your complaint however if you prefer you can also raise a complaint by sending a letter, completing our [email webform](#) or emailing us directly. The table below contains the contact information for each option.

Letter
If you're a mobile or small business home broadband customer, write to us at;
EE Customer Services 6 Camberwell Way Sunderland Tyne & Wear SR3 3XN

Email webform
If you're a mobile or small business home broadband customer, write to us at;
Email webform

Direct email
customerrelations@ee.co.uk

If you email us directly, don't forget to include:

- Your full name
- Your full postal address
- Your account number and/or mobile telephone number and if you're a home broadband customer your landline telephone number
- Details of your complaint
- Your resolution requirements
- An alternative daytime contact telephone number

The Customer Services Team will be working towards contacting you as soon as possible after receiving your complaint. If we can't get hold of you by phone we'll email you if you have provided us with your email address, or we'll write to you.

Note: If you complete the [email webform](#) or send a letter or email, please **do not submit sensitive or personal information** such as account security answers or payment information. If you need to update your account details, including payment information, please visit <http://ee.co.uk/ee-and-me> or call Customer Services. Call charges are free from your EE mobile phone, however charges from another mobile network or landline may vary. If you've set up a Customer Services password, remember EE will never ask you to reveal it in full.

Step 2

Stage 1

You can get independent advice from the Citizens Advice Bureau, Consumer Advice Centre and Trading Standards. Whilst we're happy to work together with the above independent organisations, if you decide you need their help to resolve your complaint, we would always want you to come to us first, as most problems can be resolved quickly this way. For broadband customers, after asking us to refer your complaint to the organisations mentioned above, you may also find it useful to speak to the Internet Service Providers Association (ISPA) at www.ispa.org.uk.

Stage 2 - Contact Ombudsman Services

If after contacting us we have not resolved your complaint within 8 weeks or if there is a deadlock situation, you may refer your complaint to Ombudsman Services, free of charge. Deadlock arises when we believe we have done everything we can to resolve your complaint but can't reach an agreement with you. You must have followed our escalation process before you can request a deadlock and we will be unable to send a deadlock letter if we are still working to resolve your complaint or if your complaint falls outside the remit of Ombudsman Services.

Ombudsman Services is an independent dispute resolution scheme, approved by Ofcom. Please ensure that you read Ombudsman Services guidelines to ensure that your complaint satisfies the conditions for referral. If your complaint satisfies these conditions, then you must contact Ombudsman Services within six years of first complaining to us. In a case of deadlock, then you must contact Ombudsman Services within 12 months of deadlock being issued.

When your complaint goes through Ombudsman Services, an independent assessor will review your complaint and make a decision about how to settle it.

Details of the service are available by contacting us or Ombudsman Services directly:

Ombudsman Services: Communications
PO Box 730
Warrington
WA4 6WU

Tel: 0330 440 1614

Website: <https://www.ombudsman-services.org/complain-now>

EU Online Dispute Resolution Platform

From the 15 February 2016, customers who purchase their device or contract online can use the Online Dispute Resolution (ODR) Platform to signpost their complaint to EE. You are not required to use the ODR Portal. You can approach EE or Ombudsman Services directly. To apply to the ODR platform an online form needs to be completed and submitted. Further information on ODR and the form can be found [here](#).

You'll need the information below to complete the online form.

- Our name: **EE Limited**
- Our website: **ee.co.uk**
- Our geographical location: **EE Limited, Trident Place, Mosquito Way, Hatfield. AL10 9BW**
- Our email address for ODR based complaints: **customerrelations@ee.co.uk**

Ofcom

As the communications regulator – Ofcom are there to ensure, among other things, that all Communication Providers have a Complaints Process in place which meets certain criteria. Ofcom don't investigate individual complaints on behalf of the consumer or adjudicate, but they can provide guidance on the complaints process as stipulated in Steps 1-3 of this Code of Practice.

Last updated June 2019