



Complaints Handling Policy

1. Our commitment

- 1.1 At Bell Solar Pty Ltd t/a Sunboost (“we”/“us”/“Sunboost”), we strive to deliver quality service and the best possible products for our customer’s needs.

2. Policy

- 1.2 We understand there may be situations when you may feel dissatisfied with the services or products that we provide and you may wish to make a complaint. This Complaints Handling Policy is intended to ensure that we handle complaints effectively and in a timely manner.

3. Definitions

- 3.1 For the purposes of this policy:

- (a) **Complaint** means an expression of dissatisfaction made to or about us, relating to our products, services, staff or our handling of a complaint, where a response or resolution is explicitly or implicitly expected or legally required;
- (b) **Complainant** means any person, organisation or their representative making a complaint.

4. How to make a complaint

- 4.1 You may make a complaint:

- 4.1.1 Via our website (further instructions are provided in **Appendix A**);
- 4.1.2 By calling us on 1300 786 266;
- 4.1.3 By writing to us addressed to the “Complaints Handling Officer” by email to yoursay@sunboost.com.au or by post to PO BOX 133, Wentworthville NSW 2145.

5. Principles of objectivity

- 5.1 Your complaint will be handled in an equitable, unbiased and objective manner. We aim to resolve the complaint without assigning blame.
- 5.2 We shall comply with the below principles when managing your complaint:
- 5.2.1 Impartiality – We will avoid any bias in dealing with your complainant, the person you complain about or Sunboost.
- 5.2.2 Confidentiality – We will treat your identity confidentially.
- 5.2.3 Completeness – We will investigate all of the facts in handling the complaint;



5.2.4 Accessibility – You may make your complaint at any reasonable point or time;

5.2.5 Equitability – We will give equal treatment to all people;

6. Three level model of complaint handling

6.1 Our complaint management system incorporates three levels of complaint management:

6.1.1 Level 1: Frontline complaint handling – early resolution

6.1.2 Level 2: Internal assessment, internal investigation, facilitated resolution or review

6.1.3 Level 3: External assessment, investigation, ADR or review.

6.2 Our aim is to resolve the majority of complaints at the first level-the frontline. At each level either the complainant or we can decide to escalate the issue to a higher level. However there may be serious cases where either party can escalate the case to the highest level.

6.3 Level 1: Frontline complaint handling – early resolution

6.3.1 It is our aim to address the majority of complaints by frontline or early resolution.

6.4 Level 2: Internal assessment, internal investigation, facilitated resolution or review

6.4.1 The seriousness of some complaints will be escalated to the second level of complainant handling. Or if a complainant is dissatisfied with how their complaint was handled at Level 1, they can request that the complaint proceed to the second level.

6.4.1.1 Internal assessment - The information provided by you will be assessed to determine whether, and if so how, the complaint can be dealt with by Sunboost. Such an assessment might consider such issues as-

6.4.1.1.1 the nature and seriousness of the matters alleged;

6.4.1.1.2 the complainant's desired outcome;

6.4.1.1.3 whether there is any utility in taking the matter further;

6.4.1.1.4 the adequacy of the information provided;

6.4.1.1.5 the options available to address the complainant's concerns;

6.4.1.1.6 the appropriate level at which the matters alleged or complained about can be addressed by Sunboost;

6.4.1.2 Internally facilitated resolution - Where Sunboost's line manager talks with you to see if some form of mutually acceptable resolution can be achieved. Where appropriate, this process may include facilitating a discussion between the frontline staff member, line manager and the complainant.

6.4.1.3 Internal investigation - Investigating allegations that raise significant issues for either Sunboost or you. Depending on the circumstances, such investigations may be undertaken by an appropriate manager or an external advisor.

6.4.1.4 Internal review - A more senior member of staff or a line manager may review the decision of the frontline staff member or the outcome of any internal assessment or investigation of the complaint. Appropriate senior staff should be given a broad discretion to overturn previous decisions and apply remedies.



6.5 Level 3: External assessment, investigation, ADR or review

6.5.1 If we are unable to resolve your complaint in Level 1 and/or Level 2, or if you are dissatisfied with the outcome that we have made in Level 1 and/or 2, then you may refer the matter as follows:

6.5.1.1 **Consumer Affairs/Fair Trading**

If you are not satisfied with the outcome of your complaint, you may refer your complaint to with the relevant Consumer Affairs/Fair Trading office from the following list.

ACT: Access Canberra
Phone: 13 22 81
Postal: Fair Trading, GPO Box 158, Canberra City ACT 2601

NSW: Fair Trading
Phone: 13 32 20
Postal: PO Box 972, Parramatta 2124

NT: Consumer Affairs
Phone: (08) 8999 1999 or 1800 019 319
email: consumer@nt.gov.au
Postal: PO Box 40946, CASUARINA NT 0811

Qld: Office of Fair Trading Queensland
Phone: 13 QGOV (13 74 68)
email: BrisbaneOFT@justice.qld.gov.au
Postal: GPO Box 3111, Brisbane QLD 4001

SA: Consumer and Business Services
Phone: 13 18 82
Postal: GPO Box 1719, Adelaide SA 5001

Tas: Consumer, Building and Occupational Services (CBOS)
Phone: 1300 654 499
email: cbosinfo@justice.tas.gov.au
Postal: PO Box 56, Rosny Park TAS 7018

Vic: Consumer Affairs Victoria
Phone: 1300 558 181
Postal: GPO Box 123, Melbourne VIC 3001

WA: Consumer Protection - Department of Mines, Industry Regulation and Safety
Phone: 1300 304 054
email: consumer@dmirs.wa.gov.au
Postal: Department of Mines, Industry Regulation and Safety, Consumer Protection, Locked Bag 100 EAST PERTH WA 6892

ACCC: Australian Competition & Consumer Commission
Phone: 1300 302 502
Postal: GPO Box 3131, Canberra ACT 2601



6.5.1.2 Court or Tribunal

In the event that you are still not satisfied with the outcome of your complaint by Consumer Affairs/Fair Trading, then you may approach the relevant Court or Tribunal in your State/Territory.

7. Complaints register

7.1 All complaints, and outcomes of each complaint will be logged in our Complaints Register.

8. Keeping you informed

8.1 We will advise you as soon as possible of receipt of your complaint and the expected timeframe for resolution of that complaint.

9. How long will we take to deal with your complaint

9.1 We will advise you of the outcome of your complaint within 21 days of receipt.

9.2 However where additional time is required we will inform you of the need for more time to complete the investigation and we will complete the investigation within 45 days of receipt of the complaint.

10. No cost

10.1 There is no cost involved to you for making a complaint to us.

11. Unreasonable conduct

11.1 Complaint conduct is likely to be unreasonable where it involves behaviour which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for Sunboost or its staff. Examples include unreasonable behaviour (eg verbal abuse to our staff), unreasonable persistence, unreasonable demands, unreasonable lack of cooperation.

11.2 We kindly request that complainants treat our staff with respect at all times.

12. Acknowledgments

12.1 This policy has been drafted taking into account the Australian and New Zealand Standard Guidelines for complaint handling in organizations AS/NZS 10002:2014.

13. Review

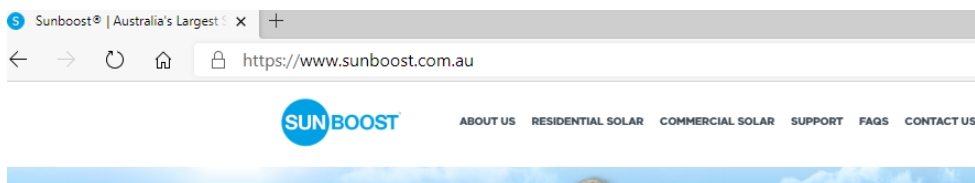
13.1 We will review this policy regularly.



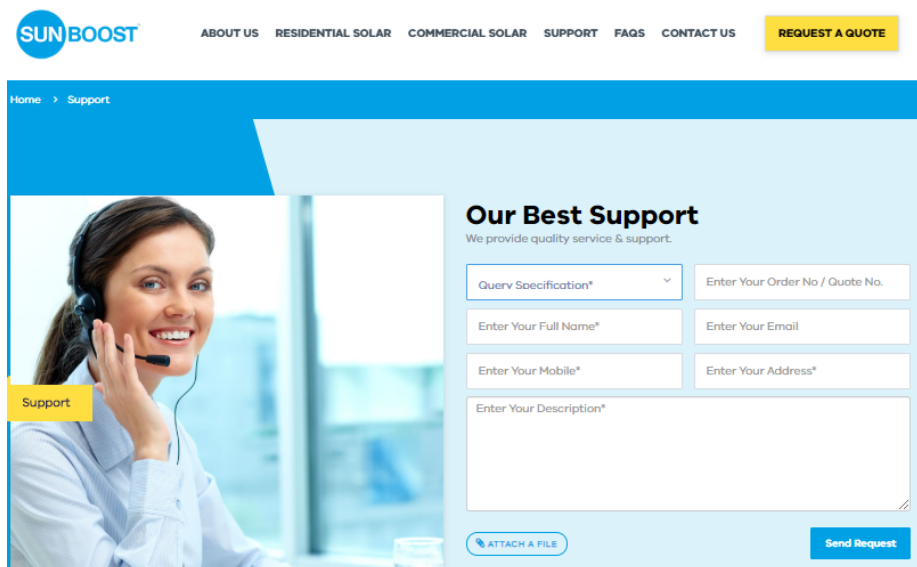
Appendix A

How to make a complaint online using Sunboost's website

1. Go to our website www.sunboost.com.au
2. Click **"Support"** on the top of our website:



3. You will then be directed to our Support page:





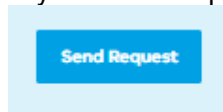
4. Click the **Query Specification** drop down and select **“Complaint”**:

Our Best Support
We provide quality service & support.

Complaint	Enter Your Order No / Quote No.
Enter Your Full Name*	Enter Your Email
Enter Your Mobile*	Enter Your Address*
Enter Your Description*	

[ATTACH A FILE](#) [Send Request](#)

5. After you have selected the “Complaints” dropdown please fill in your Full Name, Mobile number, email id, property address and Order No/Quotation number and then write your complaint in the section **“Enter Your Description”**. You can also attach a file/document if you wish to do so for eg a photograph of you inverter screen showing a fault code.
6. Once you have completed the form, click **“Send Request”**:



7. You will then receive the below message on your screen:

Thank You For Contacting Us

We will be in touch with you shortly. Meanwhile if you want to talk to our solar consultants to find out more, please call us on 1300 786 266.

So, what happens now?

In just no time we will pass your details to our solar experts, they are experienced & trusted solar power experts with good reputation in the industry. We believe in providing the best product and services to you and our team of experts will assist you to confirm your solar needs and guide you to select a system that suits you and your budget. They will provide you a detailed quotation covering your needs – possible full solution.

Thank you for trusting Sunboost.