**Code of practice**

**Complaints**

Fastnet prides itself on its commitment to customer service. We have created a complaints procedure to ensure that any issues are properly investigated and resolved satisfactorily.

**Step One**

Please contact your account manager who will record all the relevant information, investigate and where possible resolve the issue directly.

**Step Two**

If you are not completely satisfied your complaint will be escalated to our Communications Department. You will need to put your complaint in writing and send it to complaints@fastnet.co.uk

Communications Department
Fastnet International
Shaftesbury Court
95 Ditchling Road
Brighton
East Sussex
BN1 4ST

As soon as we receive your written complaint we will be in touch to confirm receipt. We will then investigate the complaint again and provide a written explanation or resolution from our Managing Director within 7 days of acknowledgement.

**Step Three**

If you are not satisfied with the terms of any proposed resolution or explanation provided by Fastnet’s Managing Director you will have the option to put your case to Ombudsman Services who will act as an independent arbitrator. The Communications Act 2003 requires Ofcom to ensure that every public communications provider in the UK provides its domestic and small business consumers with an approved code of practice (where a small business is one with 10 or less employees/volunteers).

Ombudsman Services Complaints:
[www.consumer-ombudsman.org](http://www.consumer-ombudsman.org/)