

# SOFT UK

Support Organisation for Trisomy 13/18

## SOFT UK Fundraising Complaints Procedure

SOFT UK is committed to delivering a high standard of service to anyone who engages with our work.

We are keen to hear from anyone who believes we have fallen short of the high standards we set ourselves. You can provide your feedback by phone on **01285 640174**, email **enquiries@soft.org.uk** or, alternatively, you can write to the following address:

**SOFT UK**  
**48 Froggatts Ride**  
**Walmley**  
**Sutton Coldfield**  
**West Midlands**  
**B76 2TQ**

We will acknowledge and provide an initial response to your feedback within 10 working days of receiving it. Whilst we expect to be able to resolve most complaints within that timeframe, if we need to conduct a more in-depth investigation, we will aim to provide you with a full response within 20 working days. If we are unable to meet that deadline due to exceptional circumstances, we will of course let you know.

If you are not happy with the response you receive, you can escalate your concerns to Jan Fowler (Chair of the SOFT UK Board of Trustees) who will consider the matter in more detail.

If your complaint is about our fundraising activities and we are unable to resolve it to your satisfaction, you can ask the Fundraising Standards Board, the self regulator for fundraising in the UK, to consider it by:

- submitting your complaint through the FRSB website [www.frsb.org.uk](http://www.frsb.org.uk)
- writing to Fundraising Standards Board, 65 Brushfield Street, London E1 6AA, or
- calling – 0333 321 8803

SOFT UK is a member of the Fundraising Standards Board and we agree to abide by its decisions. Please note that the Fundraising Standards Board can only consider complaints received within 3 months of the original incident.

The Fundraising Standards Board will investigate your complaint within 20 working days of receiving it and if you are not satisfied with its conclusions, you can request that their Board of Directors look at it again. Their decision will be made within 60 calendar days, will be final and will be made public.

Policy issue date: December 2014

Policy agreed by the Board of Trustees: 6 December 2014

Last reviewed: 5 December 2015

Next review date: December 2016