#### **Comments**

Leominster Food Bank welcomes feedback on the service you have received. If there are things you feel could be changed to make the service better, please do let us know.

### **Compliments**

If you feel our services or volunteers have been especially useful or kind, we would love to hear about it so that we can encourage our team of volunteers.



# Comments and/or Compliments form

#### **Complaints**

If you are unhappy about any aspect of the advice or support you have received, please talk to a volunteer Team Leader or Trustee first, but if it cannot be resolved, then let us know, as we have a dedicated complaints procedure.

#### Stage 1

You can make a complaint verbally, in writing, or by completing this form. Receipt will be acknowledged within 7 days, your complaint will be investigated thoroughly and you will receive a written response within 4 weeks maximum.

#### Stage 2

If you are unsatisfied with Leominster Food Bank's response after 4 weeks, you can request that your complaint be reviewed at Trustee level. Receipt will be acknowledged within 7 days, your complaint will be investigated thoroughly and you will receive a written response within 4 weeks maximum.

#### **External Stage**

You may complain to the Charity Commission at any time. Information about the kinds of complaints the Commission can involve itself in can be found at

www.charitycommission.gov.uk/publications/cc47.aspx

## **Complaints Form**

# Comments, Compliments and Complaints

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