

## Complaints Procedure Updated May 10<sup>th</sup> 2024

TSEAC resolves to provide an accessible and fair complaints and redress system wherein complaints are given high priority and responded to within two working days (Mon-Fri 9am-4pm).

If you don't feel satisfied with the verbal response from our staff at the time of your complaint, please email your complaint to info@tseac.ie

Your complaint will be dealt with swiftly (usually within 2 working days from receipt of email, Mon-Fri 9am-5pm) with the relevant member of staff and if necessary with TSEAC's Director.