

TEAM PARTNERS TELECOMMUNICATIONS LTD

CODE OF PRACTICE

Part 1 - Code of Practice for Small Business Customers

Introduction to our company and services

Team Partners Telecommunications Ltd is an independent company that delivers communications services to business customers. While we may not provide all the component parts of our services ourselves, we do take responsibility for the services delivered to you. So we will liaise with our suppliers to ensure that any problems with their services are resolved promptly.

Purpose of this Code of Practice

This code informs you about our products, services, customer-care policies and where to find information about our charges and terms and conditions. This Code of Practice is published on our website at (www.tptele.com). Additional copies are available on request and free of charge to any small business customer.

How to contact us

Please contact our Customer Service Team using one of the following:

By phone: 033 33 58 33 33

(From 9:00am until 5:30pm Monday-Friday)

By email: support@tptele.com

By fax: 033 33 58 33 34

By letter: Team Partners Telecommunications, 240-248 West Street, Bristol, BS3 3NE

Website: www.tptele.com

Our registered address is

Team Partners Telecommunications, 240-248 West Street, Bristol, BS3 3NE

Our commitment to you

We are committed to giving you the highest quality of customer service. When we purchase our services from wholesale providers, we choose those providers carefully to ensure that you get a high-quality service. We make every reasonable effort to supply services that satisfy your requirements. We work to all relevant laws and regulations.

Our products and services

- Landline telephones
- Landline calls
- CPS – Carrier Pre-Selection
- WLR – Wholesale Line Rental
- ISDN – digital telephone lines
- Broadband access
- VoIP & IP telephony services
- Non-geographic numbers
- Intelligent Call Routing
- Internet
- Mobile telephone and data services
- Equipment and maintenance services
- Wi-Fi services

For more details on any of our products and services, or to place an order immediately, please contact our Customer Service Team on 033 33 58 33 33.

Marketing

We work to the principles in the British Code of Advertising, Sales Promotion and Direct Marketing, which are set out on the website www.cap.org.uk.

Terms and conditions

When you subscribe to a service from Team Partners Telecommunications Ltd, we will send you a link to our Standard Terms and Conditions and ask you to sign a contract, if applicable. If you have any questions, please phone our Customer Service Team on 033 33 58 33 33. We may carry out a credit check as part of our assessment procedures.

The minimum contract term for the relevant service is stated in your service order agreement. We aim to provide services within three working days of your request, subject to the availability and installation of any equipment and, where appropriate, lines to your premises. If we need to carry out a survey of your premises or lay additional cabling, we will inform you of the revised timescales as soon as we can.

Cancellation

If you decide to cancel your order or agreement before we have provided the services, you may do so without charge within ten working days after your order is placed. After ten working days we may charge you an administration fee as set out in the specific terms of the relevant service. If you wish to terminate your contract within the minimum term, please call our Customer Service Team on 033 33 58 33 33. We will charge you a fee as set out in your contract. After the minimum term you can cancel any service by calling our Customer Service Team on 033 33 58 33 33.

Faults and repairs

Please call our Customer Service Team on 033 33 58 33 33 if you experience a fault with any of our services.

For Small Medium Enterprises (SMEs), if required we will discuss operational service levels for the following on a case-by-case basis:

- Activation of a new service
- Restoration following loss of service
- Keeping a pre-agreed engineer appointment

Compensation and refund policy

We do not offer automatic compensation payments in cases where the service level targets are not met and will assess any claim for compensation on a case by case basis. Any payment made will be on a purely discretionary basis.

We do not feel that fixed level compensation payments are appropriate for business customers, who we advise to seek other ways, such as insurance, to protect themselves against the impact of any loss of service.

Price lists

Our pricing structure is available from our Customer Service Team on 033 33 58 33 33. We will write to you in advance if we change the pricing structure on your products and services.

Billing

Unless stated otherwise we will bill you monthly.

Our standard method of receiving payments is direct debit. If you wish to pay via another method or change your payment method, please call our Customer Service Team on 033 33 58 33 33.

If you require an itemised bill, please call our Customer Service Team on 033 33 58 33 33. These are normally provided free of charge.

If you have difficulty paying your bill, please contact us on 033 33 58 33 33 and we will try to arrange a different method of payment. We will do all we can to help our small business customers to manage their bills and avoid disconnection. In any event, you will be given 48 hours' notice of any decision to disconnect your services.

When a tariff plan service that you have with us has been fully used up, we will notify you of the charges you will incur outside of your tariff plan.

If we provide you with 'bundled services', when we send you an End of Contract Notification or our Annual Best Tariff Notification, we will tell you about any other contracts you take in a Bundle from us, including the end dates of any commitment periods for those contracts.

If you are moving home or office

Please call our Customer Service Team on 033 33 58 33 33 no later than 30 days before your move date. We will amend your account and billing requirements as necessary.

Number porting

Team Partners Telecommunications Ltd. recognises that keeping your existing telephone numbers is important to you. If you move your business to us and wish to keep the number that you have with your old provider, we will arrange it if you ask us. We will work with you to ensure that the services are switched over at a convenient and appropriate time. For more information, please call our Customer Service Team on 033 33 58 33 33.

Directory Entries

You are entitled to a Directory Enquiry listing (including an entry in the Phone Book) for both your fixed and mobile telephone numbers. If you do want your details included, please contact our Customer Service Team on 033 33 58 33 33.

Complaints

We make every effort to ensure that our customers are happy with the level of service, and the products and service they receive from us. However, despite our best efforts, things can go wrong. We take customer complaints very seriously and aim to resolve them quickly and efficiently.

Our Code of Practice on Complaint Handling and Dispute Resolution explains how customers can complain. The code also provides information on how we deal with complaints and your right to take unresolved complaints to Alternative Dispute Resolution. You can find a copy of our Complaints Code on our website at www.tptele.com/terms.html. Alternatively, copies are available free of charge and on request from our Customer Service Team on 033 33 58 33 33.

Services for people with special needs

We are committed to helping all our customers to communicate easily. We offer the following additional services on request for customers who are vulnerable or who may have a disability, including:

- Copies of this Code are available in larger print.
- Emergency Video Relay

Data protection

We comply fully with our obligations under the Data Protection Act 2018.

Part 2 - Code of Practice for Calls to Premium Rate Service, Unbundled Tariff and Personal Numbers

Purpose of this Code of Practice

This code informs you, our small business customers about our policies on providing information about Premium Rate Service (PRS) calls and on our charging policy for calls to PRS numbers.

Unbundled Tariff Numbers

Unbundled Tariff Numbers are non-geographic numbers starting with 084, 087, 090, 091, 098, or 118 which are used to provide a range of information and entertainment services and are charged to your telephone bill.

Charges for these services are made up of two parts, a Service Charge and an Access Charge and the total is added to your telephone bill. You will see the Service Charge advertised by the company providing the service alongside the number. Depending on the type of number called, the Service Charge can be up to £3.60 per minute, or £6 per call or per text (including VAT).

The Access Charge is retained by us, your phone company. Our Access Charge for calling Unbundled Tariff numbers is available on request from our Customer Service Team on 033 33 58 33 33. Unbundled Tariff numbers in the 084, 087, 090, 091, 098, or 118 ranges are not included in your monthly call minutes allowance.

Personal Numbers

Personal Numbers are numbers starting with 070. Calls to Personal Numbers are charged at the same rate as for mobile numbers. Calls to Personal Numbers are not included in your monthly call minutes allowance.

Controlled Premium Rate Services

Controlled Premium rate services (CPRS) are Unbundled Tariff numbers which cost 7p per minute or more. UK-based CPRS numbers are normally prefixed by "09" or "118". Numbers starting 087 are also designated as Premium Rate numbers and subject to PRS regulation when they cost 7p per minute or more. Typical services include TV vote lines, mobile ringtone downloads, technical helplines, charity fund-raising and adult entertainment. Calls to 118 services are capped at £3.65 for a 90 second call (including VAT) plus our Access Charge.

If you have a problem with Premium Rate Services, we can help. We can provide advice on checking the telephone number of any PRS charges that appear on your bill and will try to help you identify the premium rate service provider. We can use call barring to restrict access to "09" numbers. Please call our Customer Service Team on 033 33 58 33 33 for advice on this. We can give you a factsheet on PRS.

You can also ask for help from the Phone-paid Services Authority (PSA) which is the industry-funded regulatory body for Premium Rate Services. PSA operates a Code of Practice that sets out standards for the operation of PRS. You can use the PSA website at www.psauthority.org.uk to check PRS numbers direct and find contact details for the company in question or to submit a complaint. PSA has the legal powers to require a provider of PRS to amend its service or promotional material (or both) and can also order refunds and impose penalties on service providers for breaches of the PSA Code. For other ways to contact Phone-paid Services Authority, see the "Useful addresses" section below.

If you are unhappy with the help you have received from us on a problem with PRS, please contact Stuart Sermon on 033 33 58 33 33 and/or by email support@tptele.com who has responsibility for compliance with our code of practice for PRS. You may also complain using the complaints procedure set out in our complaints code including, ultimately, referring your complaint to the Communications Ombudsman.

The Telephone Preference Service

If you don't want to get sales and marketing calls you have not requested, you can add your details to a list run by the Telephone Preference Service (TPS). If your number is on the list, it is illegal for a company to call you for marketing purposes. You can contact the Telephone Preference Service via www.tpsonline.org.uk or by telephoning 0345 070 0707.

Useful Addresses

Communications Ombudsman

P.O. Box 730, Warrington, WA4 6WU

T: 0330 440 1614 (Monday to Friday, 8am to 8pm, and Saturday, 9am to 1pm)

E: enquiry@commsombudsman.org

W: www.commsombudsman.org

Ofcom

Riverside House, 2a Southwark Bridge Road, London, SE1 9HA

T: 020 7981 3040 or 0300 123 3333

E: contact@ofcom.org.uk

W: www.ofcom.org.uk

Phone-paid Services Authority

40 Bank Street London, E14 5NR

T: 0300 30 300 20 or 020 7940 7474

E: info@psauthority.org.uk

W: www.psauthority.org.uk

Telephone Preference Service

DMA House, 70 Margaret Street, London W1W 8SS

T: 0345 070 0707

E: tps@dma.org.uk

W: www.tpsonline.org.uk

Federation of Communication Services (FCS)

Unit 14, The Stottie Shed, Baker's Yard, Christon Road, Gosforth, Newcastle upon Tyne, NE3 1XD

T: 020 7186 5432

E: fcs@fcs.org.uk

W: www.fcs.org.uk



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