

## **Part 1 - Code of Practice for Small Business Customers**

### Introduction to our Company and Services

Huddle Business Solutions Ltd is an independent company that delivers communications services to small business customers across the UK. 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 [www.huddlebusiness.co.uk](http://www.huddlebusiness.co.uk). Additional copies are available on request and free of charge to any domestic and small business customer. It is also available in alternative formats where required

### How to Contact Us

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

By Phone: 0333 003 1900

Opening Hours Monday to Friday, 9am to 5.30pm

By Email: [customerservice@huddlebusiness.co.uk](mailto:customerservice@huddlebusiness.co.uk)

By Letter: Unit 23 Acorn Business Centre, Empress Road, Southampton SO14 0JY

Or via our website: [www.huddlebusiness.co.uk](http://www.huddlebusiness.co.uk)

Our registered office address is:

### 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
- Directory enquiries
- Mobile telephone and data services
- Public/private/business two-way radio mobile radio services/ Common Base Station Services
- Wide area/local paging services
- Equipment and maintenance service

For more details on any of our products and services, or to place an order immediately, please contact our Customer Service Team on 0333 003 1900

You may also purchase our services from local dealers and retailers around the UK. For more information, please contact the Customer Service Team on 033 003 1900 or see our website [www.huddlebusiness.co.uk](http://www.huddlebusiness.co.uk).

## 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](http://www.cap.org.uk).

## Terms and Conditions

When you subscribe to a service from Huddle Business Solutions LTD, we will send you 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 0333 003 1900. We may carry out a credit check as part of our assessment procedures.

Where applicable the minimum contract term for our services will be 36 months. We aim to provide services within three working days of your original 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 of your order being placed. For cancellations after ten working days we will charge you an administration fee as set out in your contract. If you wish to terminate your contract within the minimum term of 36 months, please call our Customer Service Helpdesk on 0333 003 1900. 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 Helpdesk on 0333 003 1900, giving us 1 months' notice.

## Faults and Repairs

Please call our Fault Service Team on 0333 003 1900 if you experience a fault with any of our services.

For SMEs, the operational service levels we aim to achieve, including for the activation of a new service, restoration following loss of service and keeping pre-agreed engineer appointments, are set out in our Terms and Conditions

## 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 0333 003 1900 and via our website [www.huddlebusiness.co.uk](http://www.huddlebusiness.co.uk). We will write to you in advance if we change the pricing structure on your products and services.

## Billing

We will bill you monthly.

You can choose to pay us via a range of options including credit card, cheque and direct debit. These are agreed at the start of your contract. If you wish to change your method of payment at any time, please call our Customer Service Team.

Printed bills are available for a fee of £5.00 per month.

If you have difficulty paying your bill, please contact us on 0333 003 1900 and we will try to arrange a different method of payment. We will do all we can to help our residential and 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.

#### Moving Home or Office

Please call our Customer Service Team on 0333 003 1900 no later than 60 days before your move date. We will amend your account and billing requirements as necessary. We will endeavour to offer you the same telephone number to minimise disruption but please note that for geographic numbers this is not always possible.

#### Number Porting

ACOM LTD recognise that keeping your existing telephone numbers may be 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 0333 003 1900.

If we fail to allow you to move your number away from us, we will pay you compensation at a rate of 1/365<sup>th</sup> cost of number per day of delay.

#### Directory Entries

You are entitled to a Directory Entry 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 0333 003 1900.

#### 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 here [www.huddlebusiness.co.uk](http://www.huddlebusiness.co.uk) Alternatively, copies are available free of charge and on request from our Customer Service Team on 0333 003 1900.

#### 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:

- Priority access to the Customer Service Team
- Priority fault repair and assistance
- Text Relay Service
- Mobile SMS access to Emergency Services
- Third party bill management
- Access to a free Directory Enquiries service for people who are unable to use the printed phone book
- Copies of bills, contracts and this Code in an accessible format

#### 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 10p. Unbundled Tariff numbers in the 084, 087, 090, 091, 098, or 118 ranges are/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/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 votelines, 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 xxx 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](http://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 Ross Smith on 0333 003 1900 and/or by email [ross@huddlebusiness.co.uk](mailto:ross@huddlebusiness.co.uk) 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 CISAS.

### 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](http://www.tpsonline.org.uk) or by telephoning 0845 070 0707.

## Useful Addresses

### CISAS

70 Fleet Street, London, EC4Y 1EU  
T: 0845 1308 170 or 0207 520 3827  
E: [info@cisas.org.uk](mailto:info@cisas.org.uk)  
W: [www.cisas.org.uk](http://www.cisas.org.uk)

### Telephone Preference Service

DMA House, 70 Margaret Street, London W1W 8SS  
T: 0345 070 0707  
E: [tps@dma.org.uk](mailto:tps@dma.org.uk)  
W: [www.tpsonline.org.uk](http://www.tpsonline.org.uk)

### Federation of Communication Services (FCS)

The Grainger Suite, Dobson House, Regent Centre, Newcastle upon Tyne, NE3 3PF  
T: 020 7186 5432  
E: [fcs@fcs.org.uk](mailto:fcs@fcs.org.uk)  
W: [www.fcs.org.uk](http://www.fcs.org.uk)



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