

Part 1 - Code of Practice for Small Business Customers

Introduction to our Company and Services

We are an independent company that delivers communications services to small 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, our small business customers, about our products, services, customer-care policies and where to find information about our charges and terms and conditions. For large business customers, please refer directly to our terms and conditions www.premierchoicetagroup.com/terms or contact us as directed below. This Code of Practice is published on our website www.premierchoicetagroup.com/code-of-practice. Additional copies are available on request and free of charge to any domestic and small business customer. It is also available in alternative formats upon request.

How to Contact Us

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

By Phone: 020 8300 9495 (opening hours: 8.30am to 5.30pm Monday to Friday excluding bank holidays)

By Email: admin@premierchoicetagroup.com

By Letter: Premier Choice Group, Premier House, 102a Station Road, Sidcup, Kent, DA15 7DE

Or via our website: www.premierchoicetagroup.com

Our registered office address is: Premier House, 102a Station Road, Sidcup, Kent, DA15 7DE

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

- Unified Communications
- Hosted Solutions
- Phone systems and maintenance services
- Call logging and recording
- Private Wide Area Networking (PWAN)
- Wi-Fi
- Network Connectivity
- Business Mobiles
- Consultancy and Support

For more details on any of our products and services, or to place an order immediately, please contact our Sales Team on 020 8300 9495 or visit our website www.premierchoicetagroup.com.

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 (T&Cs)

When you subscribe to a service from Premier Choice Group, we will provide you with a link to our Standard Terms and Conditions (www.premierchoicetelecom.com/terms) and ask you to sign a contract. Alternatively, we can send you a copy of our T&Cs upon request. If you have any questions,

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please phone your Account Manager on **020 8300 9495**. We may carry out a credit check as part of our assessment procedures.

Where applicable the minimum contract term for our services will be 12 months. We aim to provide services within the timescales for the services specified in the 'Agreement' as defined in our standard T&Cs (www.premierchoicegroup.com/terms). 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, 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 or carrier fees, as set out in your contract. If you wish to terminate your contract within the minimum term of your contract, please call the Account Management team on **020 8300 9495**. We will charge you a fee as set out in your contract.

Faults and Repairs

Please email our Service Desk Team at support@premierchoicegroup.com. Alternatively, you can call us on **020 8300 9495** if you experience a fault with any of our services. We aim to investigate and respond to you as outlined in the Maintenance Equipment and Installation Services section of our T&Cs (www.premierchoicegroup.com/terms) and our Maintenance Policy (www.premierchoicegroup.com/maintenance).

For SMEs, if required we will discuss operational service levels for the following on a case by case basis:

- **Activation of a new service:**
We aim to activate a landline or broadband service by one minute to midnight on the committed date, advised to you in writing by the Provisioning team.
- **Restoration following loss of service:**
Total loss of phone service is when you're unable to make or receive any calls, or your phone service only works one way, but should work both ways. Total loss of broadband service is when you can't access the internet. If a fault is not fixed within 2 working days, you will be entitled to make a claim as per the Compensation and Refund Policy detailed below.
- **Keeping a pre-agreed network engineer appointment:**
We aim to give over 24 hours notice to any change to a committed appointment date. This may not always be possible for reasons outside of our control, but if

Compensation and Refund Policy

In the event that we do not meet the services levels above our compensation policy is

Failure to activate services on an agreed date*:	<i>£5 per day</i>
Total Loss of service**, not fixed within 2 working days:	<i>£5 per day</i>
Missed appointments***:	<i>£10</i>

We aim to investigate any claims and respond within 10 working days. Any refunds that are due will be credited to the next month's invoice.

*Reasons you wouldn't get compensation for a late activation:

- If you cancelled your engineer appointment or weren't available when the engineer called
- If you turned down an earlier appointment

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****Reasons you wouldn't get compensation for total loss of service:**

- If the fault was caused by something past the Network Terminating Equipment (including internal cable)
- If you turned down or cancelled an engineer appointment or weren't available when they arrived
- But if your activation is late because you missed an appointment, and then on the day of the second appointment your repair doesn't happen, you'll receive compensation from that day
- If you haven't experienced total loss of service.

*****Reasons you wouldn't get compensation for a missed appointment**

- If you're given more than 24 hours' notice that your appointment slot has been changed or cancelled.
- If you cancelled your engineer appointment or weren't at home

Price Lists

Our pricing structure is available from our Sales Team on [020 8300 9495](tel:02083009495). We will write to you in advance, providing you with 30 days' notice if we change the pricing structure on your products and services.

Billing

We will bill you monthly in advance for rentals, with calls monthly in arrears.

You can choose to pay us via a range of options including BACS 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 Finance Team on [020 8300 9495](tel:02083009495).

Printed bills are available for a fee of £5 per month.

If you have difficulty paying your bill, please contact us on [020 8300 9495](tel:02083009495) 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.

Moving Premises

Please call our Customer Service Team on [020 8300 9495](tel:02083009495) no later than 90 days before your move date. We will amend your account and billing requirements, as necessary. This gives enough time for us to plan with you the requirements at your new premises and check for line plant availability. We understand that this is not always possible and will support you with a temporary solution, were required. 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

Premier Choice Group 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 [020 8300 9495](tel:02083009495).

If we fail to allow you to move your number away from us, we will pay you compensation at a rate of 1/365th 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 [020 8300 9495](tel:02083009495). Please note that for certain line types, this may be chargeable.

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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 (<https://www.premierchoicegroup.com/wp-content/uploads/PCG-Complaint-Code-2021.pdf>). Alternatively, copies are available free of charge and on request from our Customer Service Team on 020 8300 9495.

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 varies, depending on the number range dialled. 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 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 [020 8300 9495](tel:02083009495) for advice on this. We can give you a factsheet on PRS upon request.

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 our Chanell Tomkins, Billing and Operations Manager on [020 8300 9495](tel:02083009495) 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 Ombudsman Services.

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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 0845 070 0707.

Useful Addresses

The Ombudsman Services

3300 Daresbury Park, Daresbury, Warrington WA4 4HS

T: 0330 440 1614

E: enquiry@ombudsman-services.org

W: www.ombudsman-services.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: 0800 500 212 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)

The Grainger Suite, Dobson House, Regent Centre, Newcastle upon Tyne NE3 3PF

T: 020 7186 5432

E: fcs@fcs.org.uk

W: www.fcs.org.uk



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