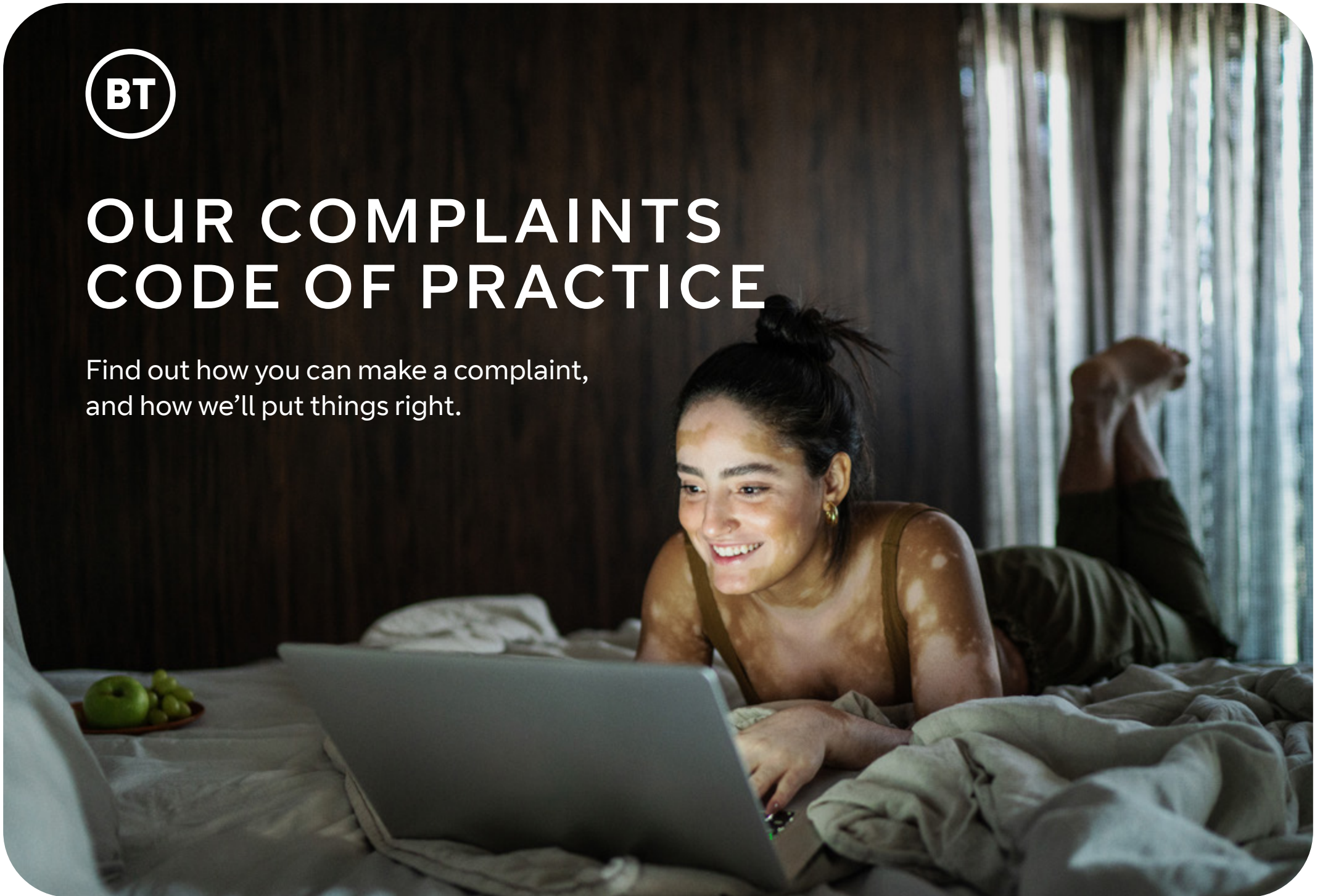




OUR COMPLAINTS CODE OF PRACTICE

Find out how you can make a complaint,
and how we'll put things right.



HOW TO LET US KNOW IF YOU'RE NOT HAPPY

There are a lot of ways to get in touch, but it's probably easiest to ring us or chat online. If you email or write a letter, it might take us up to ten days to get back to you.

However you make your complaint, you'll need to give us your account number and the phone number linked to your service. This will help us investigate and ring you back quickly.

If your landline or broadband service has been delivered late, or you've had a total loss of service that's taken more than two working days to fix, or our engineer has missed an appointment we made with you, your account will be credited automatically in accordance with our Automatic Compensation scheme*. You can see the details at bt.com/compensation

If you're a home or mobile customer:

- visit bt.com/complaints where you can call us, chat to us or log your complaint via the complaints portal
- ring one of these numbers –
for faults **0800 800 151**
for complaints **0800 800 150**
or to use a textphone **18001 0800 800 150**
- you could email us at consumer-resolutions@bt.com
- send a letter to –
Customer Service Manager
BT Limited
PO Box 334
Sheffield
S98 1BT
- or use British Sign Language by going to bt.com/bsl

If you're a small business:

- chat or email by visiting bt.com/business/help
- ring one of these numbers –
for faults **0800 800 154**
for complaints **0800 800 152**
for billing **0800 800 156**
or to use a textphone **18001 0800 800 152**
- send a letter to –
Customer Service Manager
BT Limited
PO Box 334
Sheffield
S98 1BT
- or use British Sign Language by going to bt.com/bsl

To complain about a product your business has rented from us:

- call us on **0800 800 152**. See page 3 for more information.

*This does not apply to business customers.

HOW DO WE RESPOND TO COMPLAINTS?

It's a little different for rented products, but this is what usually happens once a customer makes a complaint.

Step 1

We'll try to fix the issue straight away. If we run into problems, we'll tell you how long it's going to take and when to expect an update.

Step 2

If you're unhappy, you can ask to escalate your complaint. You can do this at any time, but please let us try to sort things out first.

Step 3

If our response falls short, you can escalate for a second time. If you do this, we'll carry out a final complaint review.

Step 4

Once we've fixed your problem, we'll close your complaint. We'll also do this if we've tried to contact you, but haven't been able to reach you. If you still need our help with the complaint, just get back in touch with us within 28 days and we'll continue to work on getting it resolved for you.

If you're concerned about a product your business has rented:

Ring **0800 216 663** and we'll aim to resolve your complaint within eight weeks.

If you're unhappy, you can refer your complaint to the Financial Ombudsman Service, which gives free independent advice. So if you've complained about a rented product and aren't satisfied with our response you can:

- find out more at financial-ombudsman.org.uk
- phone **0800 023 456** or write to them at Financial Ombudsman Service, Exchange Tower, London E14 9SR.



What happens next?

If your complaint is about a rented product, you can refer it to the Financial Ombudsman Service.

If you made another type of complaint, and aren't satisfied with the outcome, you can involve the ombudsman using the Alternative Dispute Resolution scheme. The ombudsman can't deal with complaints about commercial policy (like our prices or broadband availability), and they can't help businesses with more than ten employees. But they will give you advice if you're a home owner or small business customer who either:

- complained six weeks ago and is still struggling with their issue. You'll also get advice if you complained in the last six years, as long as you raised the complaint after 1 October 2015;
- received a 'deadlock' letter in the past 12 months. We'll only send you a 'deadlock' letter when there's nothing more we can do to solve your complaint. You can ask for this letter anytime, but please give us a chance to fix the problem first.

To use the Alternative Dispute Resolution scheme:

- visit ombudsman-services.org
- phone **0330 440 1614**
- textphone **0330 440 1600**
- or write to them at: Communications Ombudsman, PO Box 730, Warrington, WA4 6WU.

PLEASE GET IN TOUCH IF YOU WANT A
PAPER COPY OF THIS BOOKLET – IT'S FREE.

And for braille, large print or an audio CD visit
bt.com/mediatypes



Offices worldwide

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