

While we strive to deliver excellent customer service to our customers, we aren't perfect and understand that at times things go wrong.

You have a right to complain, and if you do, we will deal with your complaint in a fair, efficient, objective manner and through a transparent process.

We strive to solve any problems you may have during your first contact with us.

Our complaint handling process complies with the requirements of the Telecommunications Consumer Protections Code (TCP Code) and responsibility for compliance with the process lies with our Chief Executive Officer.

We will not charge you for dealing with your complaint.

## How to make a Complaint

If you wish to make a complaint, please contact us:

**Office hours:** Monday to Friday 9am to 7pm  
**Phone:** 1800 828 668  
**Email:** [complaints@vonex.com.au](mailto:complaints@vonex.com.au)  
**Postal:** PO Box 1488, MILTON QLD 4064  
**Office:** Level 6, 303 Coronation Drive, MILTON QLD 4064

We will help you with formulating, lodging and progressing your complaint if you request this.

You can appoint an authorised representative or advocate to make a complaint on your behalf.

## What we will do

We will acknowledge your complaint immediately if you made the complaint in person or over the phone, and within 2 business days if you have lodged your complaint through any other channel including email or post.

When we acknowledge your complaint, we will give you a unique reference number to enable you to easily follow up on your complaint. We will also give you an indicative timeframe for resolving your complaint. You can follow up on your complaint by contacting us via:

**Phone:** 1800 828 668  
**Email:** [helpdesk@vonex.com.au](mailto:helpdesk@vonex.com.au)

Our goal is to always fix the issue during your first contact with us. Sometimes this is not possible, and we need to investigate the matter.

We will reach agreement with you on how to fix the issue (this may include waiving of fees or other commercial solutions) and advise you accordingly within 10 business days of receiving your complaint. We will advise you in writing if you request this.

Occasionally it may take longer than 10 business days to investigate the issue and, in this case, we will explain why and give you a new expected timeframe.

If the delay is more than 10 business days (and is not the result of a mass service disruption) we will also inform you about your options for external dispute resolution such as the TIO.

We will implement all actions required to fix the problem within 10 business days unless you agreed otherwise, or you have not done something that we needed you to do and we cannot proceed because of this.

If you tell us that you are not satisfied with the complaint timeframes, its progress or the outcome or if you tell us your complaint ought to be treated as urgent, we will escalate your complaint internally. If you are still dissatisfied, we will inform you about your options for external dispute resolution such as the TIO.

We will only close your complaint with your consent, unless:

- We have been unable to contact you to discuss your complaint, or
- We have been unable to reach agreement with you on how to resolve your complaint and we have informed you of your options for external dispute resolution such as the TIO.

We will never cancel your service only because you have contacted an external dispute resolution scheme.

## Urgent Complaints

Your complaint will be classified as urgent if:

- You have applied for being in financial hardship under our Financial Hardship Policy and the issue you are complaining about directly contributes to the Financial Hardship you are experiencing, or
- Your service has been disconnected or is about to be disconnected and due process has not been followed.

In this case we will reach agreement with you on how to address the issue and implement all required actions to fix the issue within 2 business days.

If there is a delay, we will explain why, provide you with a new expected timeframe, and if the delay is longer than 10 business days (and is not the result of a mass service disruption) we will also inform you about your options for external dispute resolution such as the TIO.

## What if I am dissatisfied?

We encourage you to always contact us first if you experience any problem or are unhappy. We will do our best to solve your problem during our first contact.

You can contact the TIO as follows:

**Phone:** 1800 062 058  
**Online:** <https://www.tio.com.au/complaints>  
**Email:** [tio@tio.com.au](mailto:tio@tio.com.au)  
**Post:** PO Box 276, Collins Street West, VIC 8007  
**Fax:** 1800 630 614

Access using a language interpreter, Auslan interpreter or the National Relay Service - [Interpreters and accessibility](#) webpage

The services of the TIO are free of charge.