

TENANT HOUSING SERVICES

COMPLIMENTS POLICY

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SIGNED:	
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1. PURPOSE

This policy outlines Cornerstone's responsibility in the way compliments are received and recorded.

2. APPLICATION

This policy applies to all Cornerstone staff.

3. SUBORDINATE DOCUMENTS

- THSX017-3A COMPLIMENTS REGISTER

4. DEFINITIONS

'Compliment' means a formal or informal written statement of gratitude or praise

5. POLICY STATEMENT

- 5.1. All verbal compliments will be recorded against the relevant electronic tenant files.
- 5.2. All written compliments will be recorded on the *Compliments Register (THSX017-3A)*, and the relevant electronic tenant files.
- 5.3. Cornerstone will inform all other relevant departments of the compliment.

6. VERSION CONTROL

<i>Revision</i>	<i>Comment</i>	<i>Date</i>
1.0	New Policy	10/09/2019

