

**We are focused on enhancing the lives of our customers through our support. We will continually look for ways to improve quality and add value to the services and support our customers choose to access from us.**

Great customer service is a priority for Multicap so that our customers, and the people they choose to represent them, are satisfied with our support. This Policy provides guidance to the Multicap Board, management, and all staff regarding our expectations around delivering high quality customer experiences.

### Scope:

This Multicap Group Policy (and related document/s) applies to Multicap Limited and all subsidiary companies, related entities, and affiliates anywhere in Australia.

### We will:

- ✓ Design and deliver our services in a person-centred way, enabling each customer, and the people they choose to represent them, to exercise choice and control through the provision of clearly articulated and documented service and support options.
- ✓ Support each customer's needs by providing and delivering professional, individual, high-quality service and support.
- ✓ Ensure we recognise and respond to the diverse and changing support needs of our customers.
- ✓ Be professional, helpful, responsive, and courteous at all times.
- ✓ Be open, transparent, and proactive in our communication and information provision.
- ✓ Support our customers to maintain and where possible improve their health and wellbeing.
- ✓ Ensure communication with customers occurs in a way which best suits each person's individual needs.
- ✓ Maintain a high standard of customer service by investing in our staff and engaging with them on service and support challenges.
- ✓ Take a human rights-based approach to services and support for our customers.

**We recognise** that different customers have different needs requiring flexibility in the support we offer. Our customer service may extend to connecting people to an extensive range of services available in the community.

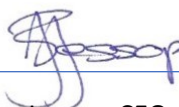
**Our objective** is to enhance the lives of customers that choose our services. We will achieve this by respecting their rights, privacy, and dignity, while understanding and providing services that satisfy their needs and support them to achieve their goals and aspirations.

**Accountability** sits with the Chief Executive Officer who is accountable to the Board for the delivery of high-quality customer service and support. We will hold ourselves and each other accountable for our commitment to high quality customer services and support.

**We will comply** with all relevant legislative, regulatory, and legal requirements and uphold the United Nations Convention on the Rights of Persons with Disabilities.



Angela Tillmanns, Chair  
April 2022



Joanne Jessop, CEO  
April 2022

