

Whistleblowing Policy

POLICY STATEMENT

In this policy 'Whistleblowing' means the reporting by employees of suspected misconduct, illegal acts or failure to act within PrintBerry Ltd policies.

The aim of this Policy is to encourage employees and others who have serious concerns about any aspect of PrintBerry Ltd work to come forward and voice those concerns.

PrintBerry Ltd will not tolerate any harassment or victimisation of a whistleblower (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith. This will be treated as a serious disciplinary offence.

Who can raise a concern under this Policy?

The Policy applies to all:

- Employees of PrintBerry Ltd
- Employees of contractors working for PrintBerry Ltd for example, agency staff, builders and drivers
- Employees of suppliers

What should be reported

Any serious concerns that you have about the conduct of employees of PrintBerry Ltd or others acting on behalf of PrintBerry Ltd.

These might relate to:

- Conduct which is an offence or a breach of the law (a criminal offence has been committed)
- Racist, sexual, disability or any other discrimination
- Serious health and safety breaches
- Breach of the ethical policy or Ethical Trade initiative base code
- Breaches of the modern slavery policy

- Breach of anti-bribery & Corruption policy
- Harassment and violence

This list is not exhaustive.

Procedure for raising concerns under this policy

Concerns can be raised verbally or in writing. When raising the concern, you may choose to either include your identity or remain anonymous. However, remember that once you have raised your concern it will be investigated. In the interests of everyone involved, this is a confidential process.

- you should normally first raise the issue with your immediate supervisor.
- If, for whatever reason, you feel you cannot tell your immediate supervisor, you should raise the issue with a member of the management team verbally or in writing
- If you feel you cannot tell the management team then you can contact the following organisations: -
 - ❖ The whistleblowing charity, Public Concern at Work (PCAW) on line <https://protect-advice.org.uk/> Tel: 020 3117 2520
 - ❖ Modern Slavery Helpline on 08000 121 700 or fill out an online form.
 - ❖ Gangmasters and Labour Abuse Authority to report concerns about the mistreatment of workers on Tel: 0800 432 0804, or by email intelligence@glaa.gsi.gov.uk.
 - ❖ Contact Crimestoppers on 0800 555 111.
 - ❖ Contact the Police.

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