

# Whistleblowing Policy

East Riding Sacks Limited are committed to the highest standards of product safety, quality, legality, honesty, integrity, openness, and accountability. Whistleblowing means deciding to tell somebody official about something that is going on, or you believe is going on, within a company which is illegal or criminal, or that endangers people or the environment, or is against the rules that apply to the business.

The following examples demonstrate what this might be:

- Fraud, corruption, bribery, or other malpractice
- Criminal offences, e.g. Theft, Drug taking,
- Breaches relating to the accuracy or integrity of the Company's financial statements
- Failure to comply with product safety, legality, and quality obligations.

If you become aware of any such activities or other possible malpractices you are encouraged to report this. You can report this in writing confidentially to the HR Department or by email, [hrdept@eastridingsacks.co.uk](mailto:hrdept@eastridingsacks.co.uk). If you need advice from an independent third party, you can call an organisation called PROTECT for free and confidential advice on 020 3117 2520.

Personal grievances e.g. bullying, harassment, discrimination, aren't classed as whistleblowing but should always be reported.

Once you have made a report, preliminary enquiries will then be made by an independent senior manager as confidentially as possible. If the person raising the concern is required to attend, he or she may be accompanied by a fellow employee of their choice. If it is determined that a fuller investigation is necessary, this will proceed either with further internal investigations or by referral to the appropriate external body dependent upon the nature and the seriousness of the report.

East Riding Sacks Limited will do everything possible to keep your identity as confidential as possible during the investigation and you may assume that only East Riding staff investigating the malpractice concern will know your identity. However, there may be circumstances (for example, if your report becomes the subject of a criminal investigation) where you may be needed as a witness and, once the investigation is complete, the findings may need to be communicated to the individual(s) concerned.

We aim to encourage openness and will support people who raise any genuine concerns under this policy, even if they turn out to be mistaken. People who raise a genuine concern under this policy will not be at risk of losing their job or suffering any form of retribution or harassment as a result. This policy does not, however, extend to anyone who maliciously raises a concern that they know is untrue.

For and on behalf of the Board of Directors, East Riding Sacks Limited.