

# Whistleblowing Policy

## **POLICY STATEMENT**

In this policy 'Whistleblowing' means the reporting by employees of suspected misconduct, illegal acts or failure to act within The T-Shirt Factory policies.

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

The T-Shirt Factory 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 The T-Shirt Factory
- Employees of contractors working for The T-Shirt Factory 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 The T-Shirt Factory or others acting on behalf of The T-Shirt Factory.

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](mailto:intelligence@glaa.gsi.gov.uk).
- ❖ Contact Crimestoppers on 0800 555 111.
- ❖ Contact the Police.

*Nick Higgins & Adam Steventon*

*Managing Directors*

The Tshirt Factory Europe Limited. Hayre Building, Ulverscroft Road, Leicester, LE4 6BY



Amendments			
Version Number	Detail	Date	Approved by
1	<i>Version 1.0 original policy issued</i>	02/08/2020	Jason Arrowsmith
2	<i>Version 2.0 Review of standards and updates to all sections</i>	07/08/2022	Jason Arrowsmith
3	<i>Version 2.0 2 year review no changes</i>	31/10/2024	Jason Arrowsmith
4	<i>Version 2.0 year review no changes</i>	31/10/2025	Adam Steventon