



# ENVIRONMENTAL POLICY

PETER DREW WORKWEAR

# OUR PRINCIPLES

At Peter Drew Workwear, we recognise the harm caused to the environment by not disposing of waste materials in an environmentally friendly way. We commit to improving sustainability in our business by recycling all cardboard, paper and glass that we come into contact with throughout the company's business processes.

In addition to our commitment to recycling, we aim to reduce the use of non-recyclables in our supply chain to zero and trade with suppliers who have the same goals as us. We will evaluate our efforts and the impact that we are making on the environment and create targets to improve our performance and the performance of those we trade with.

The majority of our businesses have little impact on the environment but, where they do, we ensure a responsible approach is taken at all times and we are nonetheless committed to continually improving our policies and those of our suppliers, towards the environment. We aim to comply with existing UK and European legislation and monitor the progress of such policies annually. Board responsibility for our environmental policy rests with the directors. We do recognise that there are areas in which we can make a difference to a cleaner and better environment. This also involves the education and training of employees in environmental issues and the environmental effects of their activities.



# OUR OBJECTIVES

We have recently introduced a new initiative:

- All waste from our Head Office, is taken away and sorted for recycling. This minimises the frequency of waste collections and allows for proper sorting off the premises.

We continue to:

- Aim to minimise waste wherever possible through better use of resources.
- Aim to recycle as much paper and packaging material as possible.
- Monitor our water and energy efficiency.
- Seek to minimise noise disturbance to neighbours.
- Phase out CFCs and ozone-depleting substances.



## OUR OBJECTIVES

- Use at least 50% recycled materials in all our products by 2024, In progress.
- Replace our 3 combustion engine vehicles with electric vehicles by Autumn 2022, Complete.
- Replace 1 remaining diesel van by 2024, In Progress.
- Purchase new more efficient forklifts, due March 2023, In progress.
- Change heating to heat pumps by 2023, Complete.
- Change all lighting to intelligent LED lighting by 2023, Complete.
- Install 50kWh of photoelectric cells in 2023, Complete.
- Install 2 x 11kWh car charging points in 2023, Complete.
- Export more electrical power than we consume, In progress.
- Screen offices with trees to reduce solar heating, Spring 2023.



## REUSE:

- Reuse cardboard boxes from previous deliveries when sending out to third party suppliers.
- Reuse packaging – e.g., bubble wrap from other deliveries, to reduce waste.
- Donate unused items / clothing which can no longer be sold, to charity.
- Serviceable pallets are offered free for reuse or upcycling by a local business.



## REDUCTIONS:

- Export more mains electricity that we consume, In progress.
- Reduce the paper used in the business to zero, In progress 50%.
- Reduce mains water usage to zero by 2024, In progress.
- Reduce power usage by turning off unused devices. Complete.
- Only use high power devices when solar generation exceeds consumption. In Progress.

# SUPPLY CHAIN

- Trade with partners that have the same sustainability goals as our company.
- Trade with partners who are members of established trade organisations, Sedex and OekoTex.
- Trade with partners who are open to inspection by SGS, Intertek or other recognised bodies.
- Trade with partners who regularly publish and update their tests, principles and goals.
- Inspect and re-inspect partners credential at regular intervals.
- To publish to our customers the policies of our trading partners for inspection at any time.
- To select and monitor the supply of sustainable products and encourage and advise our customers on sustainable purchases.
- To advise and encourage our customers to reuse and re-cycle products sustainably.
- To use zero carbon footprint couriers for UK delivery.



## WELFARE POLICY

We are committed to our employees' welfare and personal and career development. To ensure a flexible and responsive workforce, we have invested in training for all levels of our business and in the implementation of a progressive Management Trainee scheme. This program includes the knowledge and implementation of sustainable practices. We actively recruit from the local area and encourage our staff to work from home, where possible, to reduce carbon footprint.

Managing Director  
Peter Drew Contracts Ltd  
October 2022



# ETHICAL TRADING POLICY

PETER DREW WORKWEAR

The Company's objective is to ensure that all our own brand garments are produced in factories meeting the highest standards of production, staff welfare, health/safety and environmental care. All factories in Europe and Asia have been personally inspected by the Directors, or their employees, and are subject to random inspections. Suppliers on the Indian sub-continent are regularly inspected by our agent, SGS Inspection agency.

## **OUR SUPPLIERS MUST ENSURE THAT**

- Employment is freely chosen.
- Freedom of association and the right to collective bargaining are respected.
- Working conditions are safe and hygienic.
- Child labour shall not be used.
- Working hours are not excessive.
- No discrimination is practised.
- Regular employment is provided.
- No harsh or inhumane treatment is allowed.



Directors

Peter Drew Contracts Ltd

# EQUAL OPPORTUNITIES & DIVERSITY POLICY

PETER DREW WORKWEAR



Peter Drew Contracts Ltd (the company ) recognise that everyone has a contribution to make to our society and a right to equal opportunity. No job applicant or employee, member, volunteer or organisation/individual to which we provide services, will be discriminated against by us on the grounds of:

- Gender (including sex, marriage, gender re-assignment)
- Race (including ethnic origin, colour, nationality and national origin)
- Disability
- Sexual orientation
- Religion or belief
- Age

## OUR AIMS

We aim to promote equal opportunities, eliminate discrimination and eliminate harassment through the following:

- Oppose all forms of unlawful and unfair discrimination.
- All employees will be treated fairly and with respect.
- All vacancies will be advertised internally and externally simultaneously.
- Selection for employment promotion, training or any other benefit will be on the basis of aptitude and ability.
- All employees will be helped and encouraged to develop their full potential and the talents and resources of individuals will be fully utilised to maximise the efficiency of the organisation.
- All employees have a legal and moral obligation not to discriminate and to report incidents of discrimination against any individual or group of individuals to the directors.





## OUR COMMITMENT

- We aim to create an environment in which individual differences and the contributions of all our staff, volunteers, members and beneficiaries are recognised and valued.
- Every employee is entitled to be part of an environment that promotes dignity and respect to all.
- No form of intimidation, bullying or harassment will be tolerated.
- Training, development and progression opportunities are available to all staff/volunteers.
- Breaches of our equality policy will be regarded as misconduct and could lead to disciplinary proceedings.
- This policy is fully supported by the directors and has been agreed with employees representatives.
- The successful implementation of this policy depends on the awareness and commitment of all employees.
- All new staff will be made aware of it's existence and on joining the organisation, and reminded they must conform with it on a regular basis.

Directors

Peter Drew Contracts Ltd

# FACTORY INSPECTION POLICY

PETER DREW WORKWEAR



Peter Drew Contracts Ltd operates an inspection policy of all manufacturing facilities making our own brand garments.

The company has joined Sedex and is proposing to only trade with registered Sedex (Supplier Ethical Data Exchange) partners who pass a biennial SMETA (Sedex Members Ethical Trade Audit) report.

All suppliers have been personally inspected by a director of the company and/or an internationally recognised trade body, like Sedex, SGS or Intertek.

Our staff and agents continually monitor garments in manufacture to ensure that all items are made in the correct factory and are not sent to un-inspected outworkers at any time.

No child labour is employed in any factory manufacturing our own brand garments. All factories have excellent pay and conditions for workers and operate to the highest levels of health and safety.

The Directors of Peter Drew Contracts Ltd have always regarded it as a personal moral issue not to trade with any institution not meeting the highest standards of production, staff welfare, health/safety and environmental care. Over the years, we have built up trading relationships and friendships with many excellent suppliers worldwide and we continue to support them with our orders.

Directors

Peter Drew Contracts Ltd



# FIRE SAFETY POLICY

PETER DREW WORKWEAR

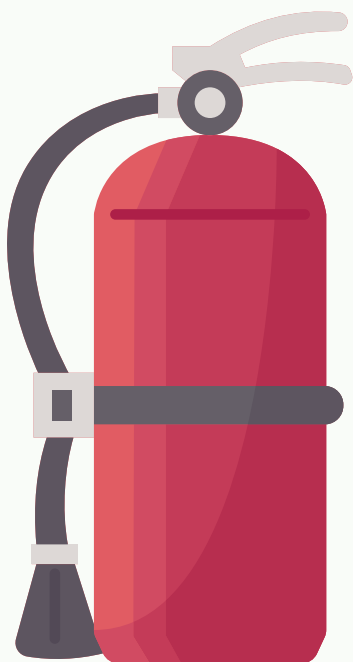
# GENERAL

The Company is a responsible employer that takes our fire safety duties seriously. For this reason, we have formulated this policy to help us comply with our legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005 (The Order).

This policy addresses our obligation under the order that requires the company to:

- Develop a policy to minimize the risks associated with fire.
- Reduce the risk of an outbreak of fire.
- Reduce the risk of the spread of fire.
- Provide a means of escape.
- Demonstrate preventive action.
- Maintain documentation and records in respect of fire safety management.

This fire safety policy also forms part of our General Health and Safety Policy.



# THE RESPONSIBLE PERSON

The Company has appointed a 'responsible person' who is charged with the responsibility to ensure the safety of our employees, any person who may legally come into our premises and anyone not on the premises but who may be affected. The Responsible Person shall make sure as far as is reasonably practical, that everyone on the premises, or nearby, can escape safely if there is a fire.

The responsible person must carry out [or ensure that a competent person carries out] a Fire Safety Risk Assessment.

# COMPETENT PERSONS

The company will appoint competent persons to carry out the following duties:

- Fire Marshal(s).
- To carry out fire fighting duties.
- Make contact with the emergency services.
- Assist in evacuations.

The names and duties of all competent persons will be displayed on the safety notice board(s) within the premises.

A competent person can only be regarded as competent if they have the appropriate level of training, experience, and knowledge.

# DOCUMENTATION & RECORDS

The Company keeps documents and records to prove that we have acted responsibly. The lack of records could leave the matter open to doubt.

Inspectors will require inspection of our records during any enforcement visit and therefore, the following records will be kept (together, in the same file) at all times.



# COMPANY PREMISES

- Fire evacuation procedures.
- Detailed records of all fire training.
- A record of all fire drills (at least one per year) listing all attendees, evacuation times and any comments.
- Records of weekly tests of fire alarms, fire exits.
- Record of annual inspection and test of all fire fighting equipment.
- Records of all scheduled and unscheduled maintenance of fire detection and alarm systems.
- Records of inspection, risk assessment and maintenance of workplace and electrical equipment, storage of hazardous substances and other hazards identified with fire safety.

# COMMUNICATION

We will ensure that any person we employ (directly or indirectly) is provided with all information related to fire safety and consult with our employees on all matters of fire safety policy and arrangements. We will keep staff informed of any changes that are made to our fire safety procedures and fire risk assessment. We will also ensure that all visitors to our premises are briefed in the evacuation procedures and not left alone unless they are aware of, and familiar with, all available escape routes.

# EMPLOYEE'S DUTIES

All employees have a duty to take reasonable steps to ensure that they do not place themselves or others at risk of harm. They are also expected to co-operate fully with us in complying with any procedures that we may introduce as a measure to protect the safety and well-being of our staff and visitors.

# PROCEDURES

The Company has introduced the following procedures in order to maintain high standards of fire safety:

- Following the appointment of the Responsible Person, that person shall make, record, review and where applicable revise Fire Safety Risk Assessments. This task may be delegated by the Responsible Person to some other “competent” person.
- The Fire Safety Risk Assessments must take into consideration everyone who may come on our premises, whether they are employees, visitors or members of the public. Particular attention will be paid to people who may have a disability or anyone with special needs.
- The fire evacuation procedures will be practiced at least annually.
- All employees will be given training, including ‘the action to be taken’ when they commence employment and will receive refresher training as appropriate. Further training would be required if there were any change that may affect fire safety. All training will be provided during normal working hours.
- It is company policy that all staff will be trained in the use of fire extinguishers whether or not they have been given specific fire fighting duties.
- All escape routes will be established, kept in good working order and free from obstruction at all times.
- Fire fighting equipment will be provided. In general this means fire extinguishers but additional provision of fire blankets, hoses or sprinklers may be made where deemed appropriate by the findings of the risk assessment.
- All fire related equipment will be regularly serviced and maintained by a competent person. If any employee notices defective or missing equipment, they must report it to a manager.
- An appropriate fire detection and alarm system will be provided. The type and extent of the alarm system provided will be based on the findings of the risk assessment. Alarm systems will be tested regularly. Staff will be told when a test is scheduled.
- Emergency lighting will be provided for escape routes where applicable. The need for and the extent of the system will be determined by the findings of the risk assessment.
- The risk of fire spread will be controlled by the provision of fire resisting construction and or fire/smoke resisting doors. These provisions will be kept in good order as part of our regular maintenance schedule. All employees are required to ensure that any fire door provided remains closed at all times.
- Any other safety systems provided will be checked regularly to ensure correct operation, where necessary e.g. emergency lighting, fire doors etc.
- Appropriate signs and notices will be displayed, giving appropriate instructions to employees and others in the event of a fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and the emergency exit routes.

This policy forms part of our employee’s terms and conditions of employment. Failure to comply may be treated as a disciplinary matter.



# HEALTH & SAFETY STATEMENT

PETER DREW WORKWEAR



It is the policy of Peter Drew Contracts Ltd to develop a positive health and safety culture throughout the organisation because we believe that high health and safety standards are a pre-requisite in the pursuit of company efficiency and competitiveness.

To achieve this, the Company will progressively identify all workplace hazards and take appropriate measures to eliminate or control risks to employees and others affected by our operations by applying positive control standards and provision of information, training and supervision as needed.

Employees are reminded that they have a duty to ensure that the Company's Health and Safety Policy is observed and in particular they are required:-

- To take reasonable care for their own health and safety at work and of those who may be affected their actions, or by their omissions.
- To co-operate with their employer to ensure that any duty, or requirement, for health and safety imposed upon their employer by law is performed or complied with.
- Not to intentionally, or recklessly, interfere with or misuse anything provided in the interests of health, safety or welfare.
- To report to supervisory staff hazardous conditions or defects in the company safety arrangements.

The company recognises that it has the ultimate legal responsibility for health and safety. Accordingly, the Managing Director accepts overall responsibility for policy formulation and implementation. In turn, all levels of management and all supervisors are responsible for carrying out those health and safety duties placed on them. The Managing Director will ensure that the safety plan includes sufficient resources for the successful implementation of the Health and Safety Management Policy.

Where appropriate, the monitoring and review of the Company's Health and Safety Management Policy will be carried out by the Health and Safety Management Committee under the direction of the director responsible for health and safety within the Group, who will be appointed from time to time by the Managing Director.

Development of the Health and Safety Management Policy will be conducted through the normal business meetings, where health and safety will be given standing equal to other activities of the business.

The company will appoint a number of competent persons to assist the company directors implement this policy. The Safety Officer's role is to provide independent and authoritative advice to managers with individual responsibilities for health and safety.



# ANTI-CORRUPTION & BRIBERY POLICY

PETER DREW WORKWEAR

We expect our employees to act honestly and demonstrate the highest level of ethics and integrity.

## BRIBERY

Our staff have been trained to recognise and report incidents deemed or suspected to be bribery under the following definitions.

Bribery is a form of corruption and consists of, authorizing a bribe; giving or offering a bribe, or agreeing to give or offer a bribe, or requesting, demanding or accepting a bribe, or offering or agreeing to accept a bribe. To “bribe” means to directly or indirectly give, offer or agree to give or offer a loan, reward, advantage or benefit of any kind to an official or officer of a company in order to obtain or retain an advantage in the course of business.

In the United Kingdom, the Bribery Act prohibits the giving of bribes to any person, in either the public or private sector, if it is intended to bring about or to reward improper performance of a function or activity. A bribe is not limited to money and can include anything of value. These values include “Kickback payments” and “Facilitation payments”.

## ANTI-CORRUPTION

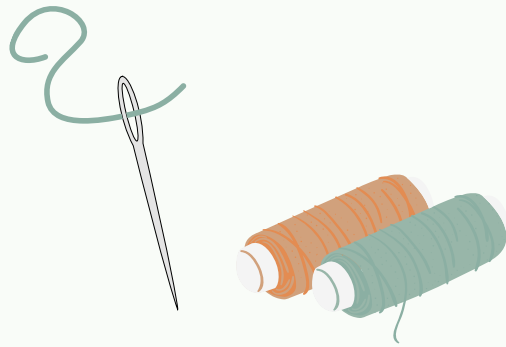
Anti-Corruption Laws are criminal statutes which prohibit the corrupt payment of money or giving of things of value, in order to obtain business or secure an improper advantage. Both individuals and companies can be held liable under anti-corruption laws and may be subject to significant fines or custodial terms.

Peter Drew Contracts Employees will never:-

Agree to give or offer, give or offer, a bribe of any sort whatsoever, directly or indirectly, anywhere in the world; or participate in, encourage, authorize, support, or condone corruption of any kind whatsoever, directly or indirectly.



Directors  
Peter Drew Contracts Ltd



# MODERN SLAVERY POLICY

PETER DREW WORKWEAR

Modern slavery is a crime and a violation of fundamental human rights. It takes various forms, such as slavery, servitude, forced and compulsory labour and human trafficking, all of which have in common the deprivation of a person's liberty by another in order to exploit them for personal or commercial gain.

Peter Drew Contracts Ltd fully acknowledge the principles and our responsibilities (the "Values") as provided for in the UN's International Bill of Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, and local laws in the jurisdictions in which we are active that reflect those provisions, such as the UK's Modern Slavery Act. These Values apply within our business and within our supply chain and include:

- Respect for the dignity of the individual.
- Recognition of the importance of each individual's human rights.
- Securing and increasing equality of opportunity and inclusion.
- Not accepting any form of discrimination, harassment or bullying.
- Not tolerating any form of slavery, human trafficking or forced or compulsory labour.

Directors

Peter Drew Contracts Ltd

These values inform all of our policies and processes related to the rights and freedoms of every person who works for us, or with us through our supply chain. We have also developed and implemented policies and processes which are intended to extend these commitments to the values through our supply chain.

The staff are trained and encouraged to report any incidence that they consider or suspect to be modern slavery to the directors of the company who will act quickly and diligently to report the incidence to the appropriate authority, without prejudice to the member of staff. Suppliers to the company must agree to conform to the same high standards and offer proof that these standards are met, allowing open access to Sedex SMETA inspection at any time. The company operates a zero tolerance policy and any supplier knowingly not conforming to these standards will be terminated indefinitely and action taken against them to the full extent of the law.



# DIGNITY AT WORK

PETER DREW WORKWEAR

**Peter Drew Contracts Ltd (the company) acknowledges that bullying, harassment and victimisation are discriminatory and unlawful, and we view unfair and discriminatory behaviour as unacceptable.**

**We recognise the impact that unacceptable behaviour can have within the workplace and the resultant impact on poor employee relations, low morale, inefficiency and increased complaints.**

**We are committed to taking the appropriate steps to prevent bullying, harassment, victimisation and discrimination within the workplace. The Dignity at Work framework plays an important role in prevention. The Dignity at Work Policy plays an important part in preventing staff from experiencing bullying and harassment whilst at work and ensures all staff are clear about what is acceptable behaviour in the workplace.**



# THE DIGNITY AT WORK FRAMEWORK OUTLINES THAT:

All employees are entitled:

- To a workplace free from bullying, harassment or victimisation.
- To be treated with dignity, respect and courtesy.
- To experience no form of discrimination.
- To be valued for their skills and abilities.

It is essential that unfair and discriminatory behaviour is challenged and stopped within the workplace. Unfair and discriminatory behaviour can be addressed through both informal and formal means. The Grievance Policy and Procedure provides the framework and mechanism for staff to formally address unacceptable behaviour and to have any complaints resolved.

The policy ensures that all genuine complaints and concerns raised by employees will be treated seriously and sensitively with proper investigation; proportionate to the issues raised and carried out in as timely a manner as possible.



# CHALLENGING UNACCEPTABLE BEHAVIOUR



The Dignity at Work Framework therefore enables employees to identify and challenge unacceptable behaviour by invoking the Grievance Policy:

- Towards them individually or as part of a group.
- Towards others within the company.
- From non-company employees.

All employees are entitled to challenge behaviour that they find offensive even if it is not directed at them. Employees who wish to complain are also not required to possess specific protected characteristics in order to challenge behaviour as it can be due to perceptions or association.

All employees are also entitled to challenge unacceptable behaviour from non-company employees (third parties). The company must take appropriate steps to prevent unacceptable behaviour by third parties whenever possible. If you are subject to or witness unacceptable behaviour either directly or by association or perception, you can make use of the Grievance Procedure.

# UNACCEPTABLE AND INAPPROPRIATE BEHAVIOUR

Unacceptable and inappropriate behaviour is considered a breach of the Dignity at Work Framework Code of Conduct and may result in action being taken under the Disciplinary Procedure, where appropriate. Definition of 'Unacceptable Behaviour'

There is no absolute definition of what 'unacceptable behaviour' is as it is the effect the behaviour has on the recipient that often makes it 'unacceptable'. Discriminatory behaviour can occur on the basis of perceived group membership, affiliation or association.

Behaviour that is unwanted, unwelcome and undermines an individual's dignity at work is unacceptable behaviour. This includes behaviour that might unreasonably threaten job security, promotion prospects or create an intimidating working environment. Behaviour may be perceived as unacceptable, even if there was no intent to cause offence. Behaviour may also have overtones that a member of staff finds offensive, even if it was not directed at them.

Unacceptable behaviour can take many forms and can range from physical attack to more subtle conduct. It can also include behaviour, which deliberately or inadvertently excludes individuals from normal activities in the workplace. Unacceptable behaviour excludes legitimate actions by a manager to support and encourage an employee to perform against key objectives and to manage performance appropriately. It also excludes legitimate actions taken within the disciplinary or other formal procedures. It does not exclude persons in authority who use their position to bully, abuse or harass others, or assume a threatening or intimidating management style. Practices, which are discriminatory or potentially discriminatory, do not count as legitimate action (for example, holding a team meeting at 7.30am, which can be potentially discriminatory against those with childcare or other responsibilities for dependants).

# RESPONSIBILITY FOR DIGNITY AT WORK – STANDARDS OF BEHAVIOUR

Managers at all levels have responsibility for upholding the standards of behaviour outlined in this framework. All staff are responsible for their own behaviour within the workplace and to take the necessary steps to change their own inappropriate behaviour, as well as to challenge unacceptable behaviour in others and support colleagues in maintaining acceptable behaviour in the workplace.

These standards of behaviour cover relationships between:

- Managers and staff they manage (including the way that staff behave towards their managers).
- Staff as a peer group (a team or occupational group/cadre).
- Permanent, fixed term and agency staff.
- Company staff and third parties.

All Board members, Managers and Staff have a shared responsibility to create an environment where equality and diversity can be effectively embedded within the organisation and where people's differences are genuinely respected.

Senior Managers are responsible for ensuring that these standards of behaviour are communicated and understood by all staff. They are also responsible for setting the standard and ensuring that their own behaviour is of the highest standard and that appropriate and prompt action is taken if unacceptable or offensive behaviour is identified.

All Managers are responsible for upholding these standards of behaviour and leading by example by treating all employees with dignity and respect. They are responsible for ensuring that all their staff are aware of the behaviour expected of them and that unacceptable behaviour is challenged and corrected. Everyone is responsible for ensuring that:

- They understand what these standards of behaviour require of them and, that their conduct does not cause offence;
- They should be prepared to support colleagues who are being harassed, bullied, victimised or discriminated against;
- They speak out against unacceptable behaviour that they may have witnessed;
- They should be prepared to challenge and when necessary, complain about unacceptable behaviour even if it is not directed at them;
- They should be prepared to challenge all unacceptable behaviour on the basis of perception or association of protected characteristics.

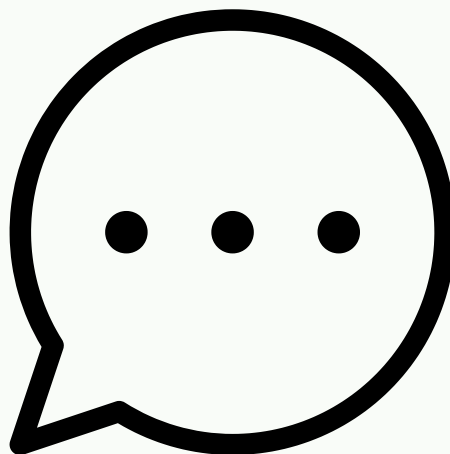
Peter Drew Workwear

# ENFORCEMENT AND MONITORING

Responsibility for implementing or initiating action in relation to these standards of behaviour is the same as for complaints. The Dignity at Work framework will be enforced through informal resolution, the Grievance Policy and Procedure and the Disciplinary Procedure, where appropriate.

This Dignity at Work Framework explains and outlines some examples of behaviour which may be perceived as unacceptable within the workplace, particularly in relation to protected characteristics.

Breaches of the Dignity at Work Policy will be considered to be a breach of discipline, which could lead to disciplinary proceedings, the ultimate sanction being dismissal.





# WHISTLEBLOWING POLICY

PETER DREW WORKWEAR

**A whistleblowing policy is a procedure to empower employees of Peter Drew Contracts Ltd (the company) to raise concerns, in good faith, they may have about wrongdoing, without concern or fear of reprisals.**

**The policy establishes procedures to facilitate the reporting of concerns of improper practice, in confidence, these concerns must be raised in good faith, and applies to all employees. The policy extends to offer legal protection to employees against being dismissed or penalised as a result of publicly disclosing concerns.**

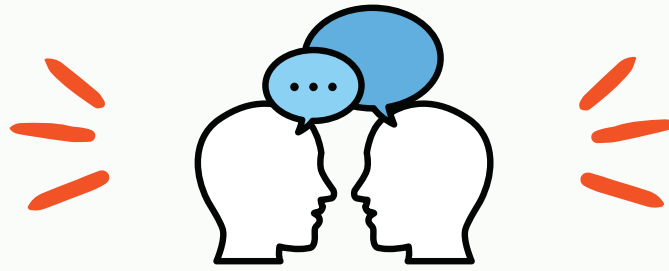
**These concerns may include, concealment of improper activities, criminal activity, such as fraud, bribery, dishonesty, theft, failure to comply with legal or statutory obligations, miscarriages of justice, health and safety, environmental pollution or damage, unethical behaviour;**

**The company wish to make it clear that this policy is intended to assist individuals who believe they have encountered improper activities. The policy is not intended to replace grievance procedures or to dispute commercial decisions taken by the Company.**

**This policy is created to protect employees who disclose improper activities in good faith and the disclosure will be treated as confidential.**

**Employees who raise a genuine concern, in good faith, will not be at risk of damaging their employment position or working arrangements, even if this concern is later found to be untrue. Employees will not suffer any victimisation or for bringing to the company's attention a genuine issue**

**When raising a concern employees may wish that their identity is protected, and the company will not disclose any details of their identity without prior written consent. Should there be a need, for legal or other reasons, to disclose the employee's identity this will be discussed with the individual before proceeding.**



## **ROLES & RESPONSIBILITIES - THE EMPLOYEE**

Should an employee discover, or has knowledge of improper activities, then it is the employee's responsibility to report this to the designated officer in the company.

## **ROLES & RESPONSIBILITIES - THE EMPLOYER**

The company will ensure that employees who report improper activities in good faith are not treated unfairly or less favourably and are not penalised for doing so. Once an employee has reported the company will follow the procedure set out in the employee contract and the Public Interest Disclosure Act 1998.

## **INDEPENDENT ADVICE**

Employees who want independent confidential advice may contact Public Concern At Work who are an independent law firm and offer free confidential advice.

[helpline@pcaw.co.uk](mailto:helpline@pcaw.co.uk) 020 7404 6609.

Further useful information is also available at <https://www.gov.uk/whistleblowing>

For full details of this policy employees should refer to their employment contract.