



SAVANNA RAGS INTERNATIONAL LTD.

EXPORTERS & PROCESSORS OF RECYCLED CLOTHING & CLEANING CLOTHS

Savanna Mill, Forest Road, Mansfield, NG18 4BU

TEL: 01623 421555

FAX: 01623 428835

www.savanna-rags.com

E-mail: srags@savanna-rags.com

Whistle Blowing Policy

Jan 2022

Whistleblowing encourages and enables employees to raise serious concerns within the organisation rather than overlooking a problem or 'blowing the whistle' outside. Employees are often the first to realise that there is something seriously wrong within the organisation. However, they may not express their concerns as they feel that speaking up would be disloyal to their colleagues or to the organisation.

Our Organisations Commitments

Savanna Rags International Limited is committed to the highest possible standards of openness, probity, and accountability. In line with that commitment, we expect employees, and others that we deal with, who have serious concerns about any aspect of the organisations work to come forward and voice those concerns.

Who Does the Policy Apply To?

The policy applies to all employees, (including those designated as casual hours, temporary, agency, authorised volunteers or work experience), and those contractors working for Savanna Rags International Limited on the premises, for example, agency staff, builders, drivers. It also covers suppliers and those providing services under a contract with Savanna Rags International Limited.

Policy Aims

- Provide avenues for you to raise concerns in confidence and receive feedback on any action taken.
- Ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- Reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made a disclosure in good faith.

What Types of Concerns Are Covered?

- All low cases at start, conduct which is an offence or a breach of law.
- Disclosure related to miscarriages of justice.
- Health and safety risks, including risks to the public as well as other employees.
- Damage to the environment.
- The unauthorised use of public funds.
- Possible fraud and corruption.

- Sexual or physical abuse of clients.
- Other unethical conduct.

NB. Other procedures are available to employee e.g. The grievance procedure which relates to complaints about your own employment. This policy also does not replace other complaints procedure which are for public use.

Safeguards

Savanna Rags International Limited recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you provide a service. Savanna Rags International Limited will not tolerate any harassment of victimisation and will take appropriate action to protect you when you raise a concern in good faith.

Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness. This policy encourages you however to put your name to your concern whenever possible. Please note that you:

- Must disclose the information in good faith.
- Must believe it to be substantially true.
- Must not act maliciously or make false allegations.
- Must not seek any personal gain.

How To Raise Your Concern

As a first step, you should normally raise concerns either verbally or in writing with your immediate supervisor/manager. This may depend, however, on the seriousness and sensitivity of the issue involved and who is suspected of the malpractice. For example, if you believe that management is involved you should approach a more senior level of management. Financial allegations require that the Director of Finance shall be notified of all financial or accounting irregularities or suspected irregularities.

For independent advice please call: Public Concern at Work Website: www.pcaw.co.uk
Helpline: 020 7404 6609 Email: whistle@pcaw.co.uk

This policy was reviewed and approved by Savanna Rags International Limited's management team on 04/01/2022.