

What is Whistleblowing?

If you see or find out about something you think is wrong at the business, you should report it. You should go first to your line-manager or any other senior person. If you cannot or do not wish to do this for any reason you should follow this guidance.

Raising concerns about wrongdoing can be one of the most difficult and challenging things to do in a work environment. Under this policy you may come forward with legitimate concerns without fear of being blamed or suffering any disadvantage for doing so.

Types of Concerns

The UK Public Interest Disclosure Act (PIDA) 1998 provides protection for workers who reasonably believe that they are acting in the public interest and where the disclosure falls into one of more of the following categories:

- A criminal offence that has, is being, or is likely to be committed
- Unauthorised or inappropriate disclosure, misuse, or loss of confidential, personal and / or sensitive information.
- A miscarriage of justice.
- Risk or damage to the environment.
- Danger(s) to the health and safety of employees and/or others.
- Attempts to suppress or hide information relating to wrongdoing.

The concern can be about an incident that happened in the past, is happening now or that you believe is likely in the future. If you hold a reasonable belief that the information is true then you will be covered by the protection set out in this policy regardless of whether you are mistaken, or the matter cannot be proved.

Raising Concerns

Internally - Where possible, you should raise concerns with your line manager verbally or in writing. If you feel unable to do so, please speak to another manager/colleague.

Externally - Please contact us via whistleblower@interweavetextiles.com

Please endeavour to include as much detail as possible including dates and times of incidents, any eyewitness details and any supporting documents that you have.

Next Step

The person who you raised the concern to will listen to and consider your concern in full and determine whether any action is needed. This may mean reporting it to a more senior member of staff.

We will endeavour to keep you informed about the actions that we are taking in relation to the concern including how we propose to deal with the matter, whether we need further assistance from you, any action that is taken and the outcome of the investigation. However, we may not be able to provide you with much detail where we have a duty to keep the confidence of other people.

Anonymous Claims

It is possible for you to raise your claim anonymously if you wish to do so. However, this may mean that it is difficult to investigate fully if you haven't provided us with enough information.

We assure you that we will not tolerate any harassment or victimisation of individuals and would encourage you to provide us with your name so we can fully investigate the matter. You may ask for confidentiality when doing so and we will respect this.

If you ask for confidentiality, we will make every effort to protect your identity unless required to disclose it by law. If it becomes clear that we are unable to resolve the issue without revealing your identity we will discuss this with you, considering your views and our wider legal obligations before deciding whether to proceed with the investigation.

Support

Whistleblowing may be very difficult. We will take every step to ensure we protect and support whistleblowers both internally and externally. However, we recognise that people may feel more comfortable seeking external support in this situation.