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Document No: G09	Reporting Unethical Conduct & Practices	Revision Date: first issue
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Issued By: B Dunn		Approved By: C Thomson

All employees at Expac are committed to maintaining a business which operates ethically, fairly and respects the rights of all its stakeholders such as employees, suppliers, customers and the local communities in which our activities can impact.

Unethical conduct can be experienced by a person in a variety of forms, typically this can be bullying, discrimination, harassment, abuse or health and safety risks. In the course of business unethical practice can be seen in the form of fraud, theft, conflict of interests, excessive favours, bribes and cash payments.

Where our standards are not seen to be met we have a process based on confidentiality giving the stakeholder raising the grievance assurance there will be no repercussions for doing so. The process also allows stakeholders to raise an anonymous grievance in a way which does not require expert assistance or involve cost beyond that to raise and communicate the grievance.

The process has transparency to all stakeholders from first raising the grievance through to the final outcome and communicated where appropriate through statistics or case studies. Confidentiality and privacy is respected and maintained throughout the process.

To raise a grievance anonymously you can either:

Do this by telephoning the Expac main number 01772 453925 and ask to speak with Chris Thomson.

Or in writing to:

C Thomson

Managing Director

Expac (Preston) Ltd

Leyland

PR25 2DY

Details of the grievance will be taken and investigated, you will be able to get updates on the investigation and outcomes by telephone. Due to the confidential and anonymous nature of the process information and findings relating to the raised grievance may not be made in a public manner.

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