

Public Grievance and Whistleblowing Policy

Purpose

Alex Begg Group Limited is a wholly owned subsidiary of Lindéngruppen AB, with manufacturing sites located in Ayr and Hawick, and a retail store in the Burlington Arcade. The purpose of this policy is to provide a framework to deal with concerns, raised by stakeholders in the course of their interaction with the business in matters affecting themselves as individuals or their organisation, and to protect those who raise concerns in good faith.

Scope

This policy covers all business activities, does not form part of any organisation's contract with the Company and may be amended at any time. Grievances for all stakeholders may address broader concerns, including ethical, legal, environmental, and social impacts.

Responsibility

The Head of Human Resources is responsible for the implementation of this policy and the management of grievances raised, and the joint Managing Directors are responsible for the management of whistleblowing and whistleblower protection. The Company will seek to encourage the active involvement of all stakeholders in adhering to this policy.

Policy Statement

This whistleblower process is intended to cover concerns and grievances against compliance violations. These violations could include:

- Corruption/ Conflict of interests
- Data privacy incidents
- Serious/ continued infringements of environmental protection or security regulations
- Harassment or discrimination
- Infringement of competition or monopolies legislation
- Other serious infringements of legal regulations and criminal incidents
- Deliberate attempt to conceal any of the above

Raising a Formal Grievance

Stakeholders, including employees, customers, partners or suppliers should firstly raise any grievance or concern either verbally or in writing with their line manager or to the HR Department at HR@alexbegg.com. All stakeholders have the opportunity to report the incident anonymously or enter contact details. All information will be treated confidentially.

On receipt of the grievance, a manager will be appointed to oversee the grievance process, and if appropriate a hearing will be arranged to discuss the issues raised

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Prepared By:	M. Gray	Approved By:	N. Clark / E. White

For more serious grievances, the Company uses an independent whistleblowing agency which can be submitted here:

- www.safecall.co.uk/freephone
- www.safecall.co.uk/report

Protection from Reprisal

Alex Begg Group will not tolerate any mistreatment or victimisation of a whistleblower and will take action to protect anyone who raises complaints or concerns in good faith.

Outcome

If contact information was submitted, there will be an acknowledge receipt of the report within seven (7) days and contact no later than three (3) months regarding further action. Where a grievance has not been upheld, reasons will be provided. Where a grievance has been upheld to any degree, any appropriate corrective action required will be communicated where possible.

Untrue Allegations

If an individual makes malicious or vexatious allegations, and particularly if they persist in making them, disciplinary action may be taken against that individual. The grievance procedure should not be used for appeals against disciplinary decisions. Grievances raised while subject to disciplinary proceedings will usually be heard only when the disciplinary process has been completed.

Communication

The Company maintains a record of all internal and external grievances, and the number raised and resolved is shared annually with the Board. This policy will be shared on the Alex Begg Group website and will also be communicated to all employees through Toolbox Talks, ensuring that they are educated, trained, and encouraged to have a sound understanding and awareness of the Company's policy.

Review

This policy will be reviewed annually by the Senior Leadership Team to ensure it remains relevant to all business activities and in line with current legislation.

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