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Policy Pack

Company policies of Stitch Away Ltd, approved by the Directors

No.	Reference	Policy
1	SAL-POL-003	Health and Safety Policy
2	SAL-POL-004	Quality Management Policy
3	SAL-POL-005	Environmental and Sustainability Policy
4	SAL-POL-006	Equality, Diversity and Inclusion Policy
5	SAL-POL-007	Anti-Bribery and Corruption Policy
6	SAL-POL-008	Data Protection and Privacy Policy
7	SAL-POL-009	Modern Slavery Reporting and Response Procedure

RELATED DOCUMENTS

- Codes of Practice: ethical trading, quality and supplier conduct (SAL-POL-001)
- Modern Slavery Statement, year ending 30 September 2026 (SAL-POL-002)

ABOUT STITCH AWAY LTD

Stitch Away Ltd (Company No. 16746502) is a UK-registered, UK-managed clothing manufacturer based in Sherborne, Dorset. Garments are made in our own factory in Pakistan, registered in the Stitch Away name, with its own fabric and flat-knit production and its own HR team. Final quality checks are carried out in the UK before delivery. The company is run by its two Directors, who are responsible for every policy in this pack.

Each policy applies to our UK operation and our factory in Pakistan. Where the law in the UK or Pakistan sets a higher standard than this pack, we follow the law. All policies are reviewed at least once a year, or sooner if our operations or the law change.

1. Health and Safety Policy

Document reference	SAL-POL-003	**Version**	1.0
Effective date	8 November 2026	**Next review**	November 2027
Policy owner	Directors	**Applies to**	All operations, UK and Pakistan

COMMITMENT

1.1 Stitch Away Ltd is committed to providing safe and healthy working conditions for everyone who works for us or is affected by our work, in our UK operation and in our factory in Pakistan.

1.2 We comply with the Health and Safety at Work etc. Act 1974 and related UK regulations, and with the health and safety laws that apply to our factory in Pakistan.

RESPONSIBILITIES

2.1 The Directors have overall responsibility for health and safety and for making sure this policy is put into practice.

2.2 Day-to-day health and safety at the factory is managed by factory management and the factory HR team, who report to the Directors.

2.3 Everyone working for us is expected to work safely, follow instructions and report hazards, accidents and near misses straight away.

ARRANGEMENTS

3.1 We make sure that:

- working conditions are safe and healthy, with properly maintained machinery and equipment;
- sewing, cutting, knitting and pressing equipment is guarded and used only by trained staff;
- workers receive suitable training for the work they do, including the safe use of machines;
- fire exits and escape routes are kept clear, and fire-fighting equipment is provided and maintained;
- first-aid provision is available on site;
- working areas are kept clean, well lit and ventilated;
- working hours are reasonable and comply with the law;
- accidents and incidents are recorded, investigated and acted on.

3.3 In the UK, goods are handled, checked and packed at our Sherborne quality-control location using safe manual-handling practices.

INSURANCE AND REVIEW

4.1 We hold employers' liability, public liability and products liability insurance.

4.2 Risks are reviewed whenever we introduce new equipment, processes or premises, and this policy is reviewed every year.

2. Quality Management Policy

Document reference	SAL-POL-004	**Version**	1.0
Effective date	8 November 2026	**Next review**	November 2027
Policy owner	Directors	**Applies to**	All operations, UK and Pakistan

COMMITMENT

1.1 Our aim is to deliver garments that match the customer's agreed specification every time, on time.

1.2 Our quality management system has been approved for ISO 9001 certification.

HOW WE CONTROL QUALITY

2.1 Every order follows the same controlled process:

- we agree the tech pack and specification with the customer;
- we make a sample to the agreed specification, and bulk production only starts once the customer has approved it;
- quality checks are carried out before production, during production and before dispatch;
- a final check is carried out in the UK, against the approved sample and order requirements, before delivery;
- no specification is substituted or changed without the customer's written approval;
- up-to-date specification sheets are kept for every item supplied.

CUSTOMER SERVICE AND IMPROVEMENT

3.1 Queries and complaints are investigated and responded to within 48 hours.

3.2 Any product change or discontinuation is notified to the customer in writing within 48 hours of our becoming aware of it.

3.3 Quality reports are available to customers on request.

3.4 We record and review any quality issues so we can find the cause and stop them happening again.

3. Environmental and Sustainability Policy

Document reference	SAL-POL-005	**Version**	1.0
Effective date	8 November 2026	**Next review**	November 2027
Policy owner	Directors	**Applies to**	All operations, UK and Pakistan

COMMITMENT

1.1 We are committed to reducing the environmental impact of our business and to complying with all environmental laws that apply to us in the UK and Pakistan.

WHAT WE DO

2.1 Our production unit uses solar energy.

2.2 Fabric offcuts are reused where possible, and waste is managed responsibly.

2.3 Making fabric and garments in our own factory means fewer separate suppliers and fewer shipments between them.

2.4 Packaging is limited to what is needed to protect goods in transit.

2.5 We consolidate shipments where possible to reduce freight.

2.6 We make garments to order rather than holding large amounts of unsold stock.

IMPROVEMENT

3.1 Over the next year we plan to start recording key environmental information, such as energy use and waste, so we can set measurable targets.

3.2 This policy is reviewed every year.

4. Equality, Diversity and Inclusion Policy

Document reference	SAL-POL-006	**Version**	1.0
Effective date	8 November 2026	**Next review**	November 2027
Policy owner	Directors	**Applies to**	All operations, UK and Pakistan

COMMITMENT

1.1 Stitch Away Ltd is committed to treating everyone fairly and with dignity: our workers, customers, suppliers and anyone else we deal with.

1.2 We comply with the Equality Act 2010 in the UK and with the employment laws that apply to our factory in Pakistan.

WHAT THIS MEANS

2.1 We do not discriminate on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

2.2 Recruitment, pay, training and promotion are based on skills and ability.

2.3 Harassment, bullying and intimidation are not tolerated.

2.4 Our production provides skilled employment and training, particularly for women from underprivileged backgrounds, including widows and women supporting their families.

RAISING CONCERNS

3.1 Anyone who feels they have been treated unfairly can raise it with factory HR or directly with the Directors at info@stitchaway.co.uk. Concerns are taken seriously, and nobody will be treated badly for raising one in good faith.

5. Anti-Bribery and Corruption Policy

Document reference	SAL-POL-007	**Version**	1.0
Effective date	8 November 2026	**Next review**	November 2027
Policy owner	Directors	**Applies to**	All operations, UK and Pakistan

COMMITMENT

1.1 Stitch Away Ltd does not tolerate bribery or corruption in any form. We comply with the Bribery Act 2010 and with anti-corruption laws in Pakistan.

RULES

2.1 No one acting for Stitch Away may:

- offer, give, ask for or accept a bribe or any improper payment or advantage;
- make facilitation payments to speed up routine actions, including customs clearance;
- offer gifts or hospitality intended to influence a business decision.

2.3 Modest, reasonable gifts or hospitality are acceptable only where they are open, proportionate and not intended to influence a decision.

2.4 Payments are made only against proper invoices and recorded in our accounts.

THIRD PARTIES AND REPORTING

3.1 We expect agents, suppliers and business partners, including customs and logistics agents, to follow the same standards.

3.2 Any suspected bribery must be reported to the Directors. Anyone who raises a concern in good faith will be protected.

6. Data Protection and Privacy Policy

Document reference	SAL-POL-008	**Version**	1.0
Effective date	8 November 2026	**Next review**	November 2027
Policy owner	Directors	**Applies to**	All operations, UK and Pakistan

COMMITMENT

1.1 Stitch Away Ltd handles personal data in line with the UK General Data Protection Regulation and the Data Protection Act 2018.

WHAT WE HOLD AND WHY

2.1 We hold only the personal data we need to run our business, such as business contact details, enquiry and order information, and supplier and staff records.

2.2 We use it to respond to enquiries, prepare quotes, manage orders and contracts, pay and invoice, and meet legal, tax and accounting requirements.

HOW WE PROTECT IT

3.1 Data is kept on secure, password-protected business systems, and access is limited to people who need it.

3.2 Customer designs, tech packs and brand assets are treated as confidential and remain the customer's property.

3.3 Where data is shared with our factory in Pakistan for production, only the information needed for the order is shared.

3.4 Data is kept only for as long as it is needed and then securely deleted.

RIGHTS AND BREACHES

4.1 People can ask to see, correct or delete their data by emailing info@stitchaway.co.uk, and we respond within one month.

4.2 Any data breach is investigated straight away and, where required, reported to the Information Commissioner's Office within 72 hours.

7. Modern Slavery Reporting and Response Procedure

Document reference	SAL-POL-009	**Version**	1.0
Effective date	8 November 2026	**Next review**	November 2027
Policy owner	Directors	**Applies to**	All operations, UK and Pakistan

PURPOSE

1.1 This procedure sets out how Stitch Away Ltd responds to any report or suspicion of modern slavery, forced labour, child labour or human trafficking in our business or supply chain. It supports our Modern Slavery Statement (SAL-POL-002) and Codes of Practice (SAL-POL-001).

HOW TO REPORT

2.1 Anyone, including workers, suppliers, customers or members of the public, can report a concern to the Directors at info@stitchaway.co.uk, or in person to factory HR, who must pass it to the Directors the same day.

2.2 Reports can be made anonymously. Nobody who reports a concern in good faith will be penalised.

OUR RESPONSE

3.1 We will:

- acknowledge the report within 48 hours;
- make sure anyone at immediate risk is protected first, contacting the police or other authorities where needed;
- investigate within 14 days, led by a Director;
- keep the identity of the person reporting confidential;
- record the report, the findings and the action taken.

ACTION

4.1 Where a problem is found, the priority is to protect the workers affected and put it right.

4.2 Where a supplier is involved, we will require a written action plan setting out the cause and the corrective action, and agree a deadline. We will not automatically stop working with a supplier who was not at fault, but we will end the relationship if the supplier refuses to co-operate or the problem continues.

4.3 Every report and its outcome is reviewed by both Directors as part of the annual review of our Modern Slavery Statement.

APPROVAL

The policies in this pack (SAL-POL-003 to SAL-POL-009) have been approved by the Directors of Stitch Away Ltd and apply to all our operations in the UK and Pakistan.

Signed for and on behalf of Stitch Away Ltd



Muhammad Hamza Bin Azhar, Director

Date: 8 November 2026



Tara Kozana, Director

Date: 8 November 2026