

# SLAVERY AND HUMAN TRAFFICKING STATEMENT

This statement is made in accordance with Section 54 of the Modern Slavery Act 2015 ('the Act') and constitutes our slavery and human trafficking statement. This statement was reviewed last on the 01/07/2018.

We are alert to the risks that slavery and human trafficking poses to both us and our suppliers. We are confident that our approach which is set out below, will prevent slavery and human trafficking within our company and supply chain.

## **Our Business**

Minster Law Ltd, founded in 2003, is a limited company and a subsidiary to BHL (UK) Holdings Limited. We provide legal services in England (registered number 4659625) and are authorised and regulated by the Solicitors Regulation Authority and the Financial Conduct Authority.

We are one of the largest personal injury solicitors in the UK, employing more than 500 people within our Wakefield office. We have opened cases for over 800,000 people in the UK since 2006 and have secured damages of £1.1 billion on behalf of our customers.

## **Related Company Policies**

We have incorporated our responsibilities in relation to slavery and human trafficking as set out in the Act, within our company policies.

Key policies such as our Recruitment and Selection Policy, Whistleblowing Policy and Contract Approval and Monitoring Policy reflect our zero tolerance approach to slavery and human trafficking within our company and our chain.

Our policies are reviewed annually by our Executive Management Team to ensure that they remain up to date. They are easily accessible and available to all colleagues on our local intranet.

## **Due Diligence Process**

All colleagues are paid at least the UK National Living Wage.

Our contractual due diligence process requests all suppliers to confirm whether they are aware of their obligations to prevent modern slavery in their organisation and supply chain, in line with the Act. Our process also requests that suppliers provide further details in relation to this where relevant. Furthermore, suppliers are requested to make us aware of any material breaches of the Act.

We have previously written to suppliers confirming our attitude to slavery and human trafficking and provided guidance to them to help ensure compliance with the Act.

## **Risk Assessment**

Regular risk assessments are undertaken to ensure we identify any high risk areas within the business and our supply chain. Any adverse findings shall be promptly and robustly addressed.

Risks within the business are assessed using internal metrics. When assessing our suppliers, the type of supplier, the geographical location of the supplier and any internal procedures used by the supplier to

prevent slavery and human trafficking are all taken into consideration. Suppliers have been grouped into tiers, based on value and importance. This allows us to identify which of our service providers we should focus on.

## **Performance Indicators**

We monitor the effectiveness of our procedures by:

- Conducting an annual review of our policies to ensure they remain current
- Continually monitor any relevant developments/best practise material
- Continually embed our policies throughout the business
- Considering the responses from our suppliers and identify any areas for improvement

## **Training**

Training for colleagues is an important element in ensuring that our zero tolerance approach to slavery and human trafficking is communicated to all colleagues. Our training promotes a business-wide sense of responsibility to prevent modern slavery. It provides examples of red flags and explains our reporting procedures for any suspected cases.

Slavery and human trafficking training is included in our new employee induction material. We also provide mandatory annual training to all colleagues on this topic through our e-learning system.

A communication to all colleagues is delivered upon publication of this statement to raise further awareness of the same.

This statement was approved by the Minster Law Board of Directors on the 25<sup>th</sup> July 2018. A signed copy of this statement can be made available upon request.

**Shirley Woolham**  
**Chief Executive Officer**