

# SLAVERY AND HUMAN TRAFFICKING STATEMENT 2018/19

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. The firm's financial year concludes on 30 June; therefore, this statement covers the period 1 July 2018 – 30 June 2019. This statement was approved by the Minster Law Board of Directors on 8 August 2019 and signed by our CEO, Shirley Woolham. A signed copy of this statement can be provided on request.

As a firm of solicitors, Minster Law are alive to our legal and regulatory responsibilities to uphold the law, act with integrity, behave ethically and to inspire trust and confidence in the profession. We are committed to taking steps to prevent slavery and human trafficking from arising within our organisation and supply chains.

## **Our Structure**

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 (registered number 383018) and the Financial Conduct Authority.

Minster Law works with insurers and brokers to provide their customers with market leading motor related claims management and legal services, with a particular expertise in personal injury.

Minster Law Ltd are one of the UK's largest personal injury specialists. We have specific expertise in motor and bike accidents, as well as specialists supporting in consumer claims, residential property disputes and employment law.

Regardless of the severity of personal injury, we have unrivalled expertise supporting all of our insurers and brokers' customers. This includes specialisms in complex brain, spinal and amputee injuries as well as pioneering fast track operations and the evolution of digital servicing.

## **Within our business**

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

Each year Minster Law conduct a role and salary benchmarking exercise across the legal industry and similar industries to ensure our colleagues are paid fairly and in line with the overall market.

There are provisions concerning our responsibilities under the Act within our Recruitment, Selection and Referencing Policy and associated guidance note. All prospective colleagues undergo various pre-employment checks to ensure that our approach to recruitment and selection complements our aim to combat slavery and human trafficking.

## **Our Policies**

Minster Law continue to incorporate our responsibilities to prevent slavery and human trafficking under the Act within our company policies.

Minster Law have several policies which underpin our zero-tolerance approach to slavery and human trafficking, together with our commitment to conducting business in an ethical, responsible and inclusive manner.

Key policies include our Recruitment and Selection Policy, Contract Approval and Monitoring Policy, Internal and External Equal Opportunities Policies, Anti Bribery and Corruption Policy, CSR Policy and Whistleblowing Policy.

Our policies are owned by an appropriate key stakeholder and reviewed annually by our Executive Management Team to ensure they remain up to date and fit for purpose. Our colleagues can easily access our policies on our local intranet.

### **Supplier Due Diligence Process**

Minster Law look to work with organisations who reflect our values and share our approach to conducting business in a fair, ethical, responsible and transparent way.

Our supplier due diligence process continues to support our commitment to opposing slavery and human trafficking by questioning how those we work with approach their obligations under the Act.

Additionally, our suppliers are contractually obligated to make us aware of any material legislative breaches within their organisation.

Minster Law expect our suppliers to complete the required due diligence to ensure that slavery and human trafficking are not present in their organisation or supply chain. We have the contractual right to audit key suppliers and incorporate exploring compliance with the Act into our audit process.

### **Risk Assessment**

Minster Law has a defined and embedded risk management framework. The Corporate Risk Register for Minster Law includes monitoring and managing risks around new and existing partners and suppliers together with our legal and regulatory obligations.

Risk management activities in this area include the maintenance of a supplier audit plan.

All risks are owned, managed and monitored by a member of the Executive Team with reporting in to our monthly Executive Risk Meeting.

### **Training**

Minster Law recognise that ensuring our colleagues have an awareness of what modern slavery is and have sufficient knowledge to identify indicators of possible modern slavery and human trafficking.

Our training promotes a business-wide sense of responsibility to prevent modern slavery. It includes examples of red flags and explains our reporting procedures for any suspected cases.

Slavery and human trafficking is included in the training materials delivered to new colleagues. In addition, mandatory annual training on this topic is also provided to all colleagues via our e-learning system.

### **Performance Indicators**

Minster Law monitor the effectiveness of our procedures by:

- Monitoring the annual review of our policies;
- Monitoring completion of mandatory Elearning delivered to colleagues;
- Monitoring completion of pre-employment checks;
- Monitoring completion of the supplier audit schedule.

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## Future Goals

Building on the steps Minster Law have taken to date, we have identified the following areas of focus for the next financial year:

- Continuing with the development of our enhanced supplier framework.
- Review the training provided to colleagues concerning modern slavery with a focus on expanding our current offering.

**Shirley Woolham**  
Chief Executive Officer

