



MSL Ltd UK Policies

Modern Slavery and Human Trafficking Policy

1. Introduction

MSL UK LTD is committed to acting ethically and with integrity in all its business operations, including taking a zero tolerance approach to modern slavery and human trafficking. This policy outlines our commitment to preventing these heinous crimes in our operations and supply chain.

2. Policy Statement

MSL UK LTD acknowledges the seriousness of modern slavery and human trafficking and is dedicated to preventing, detecting, and eliminating these crimes. We will comply with all applicable laws and regulations related to modern slavery and human trafficking.

3. Our Responsibilities

Our company's leadership, employees, and suppliers are responsible for upholding this policy and ensuring its effective implementation. We will maintain clear lines of communication and reporting to address concerns related to modern slavery and human trafficking.

4. Risk Assessment

MSL UK LTD will conduct regular risk assessments to identify and evaluate the potential risks of modern slavery and human trafficking in our operations and supply chain.

5. Supplier and Contractor Due Diligence

We will assess our suppliers and contractors to ensure they share our commitment to preventing modern slavery and human trafficking. Contracts with suppliers will include clauses requiring compliance with anti-slavery laws and regulations.

6. Training and Awareness

We will provide training and raise awareness among our employees and suppliers to help them recognize and report signs of modern slavery and human trafficking. Employees will be educated about the consequences of non-compliance.

7. Reporting and Whistleblowing

MSL UK LTD encourages the reporting of any concerns related to modern slavery and human trafficking without fear of retaliation. We will establish procedures for reporting concerns and protect whistleblowers.

8. Investigations

Any allegations of modern slavery or human trafficking will be thoroughly investigated, and appropriate action will be taken.

9. Continuous Improvement

We will regularly review and update this policy to ensure it remains effective in preventing modern slavery and human trafficking.

We will strive to improve our practices and procedures in this area.

10. Compliance and Communication

This policy will be communicated to all employees, suppliers, contractors, and other relevant stakeholders.

Non-compliance with this policy may result in disciplinary action, termination of contracts, or legal consequences.

11. Approval

This policy is approved by the senior management of MSL UK LTD and will be reviewed annually or as needed.

Corporate and Social Responsibility Policy of MSL UK LTD

1. Introduction

MSL UK LTD is dedicated to conducting its business operations in a responsible and sustainable manner. We recognize our obligation to contribute positively to society and minimize our environmental impact.

2. Ethical Business Practices

We are committed to the highest standards of ethical conduct, honesty, and integrity in all our business activities.

We will comply with all applicable laws and regulations, including those related to bribery, corruption, and competition.

3. Environmental Sustainability

MSL UK LTD is committed to minimizing our environmental footprint and promoting sustainability throughout our operations.

We will implement environmentally responsible practices and seek to reduce waste, energy consumption, and greenhouse gas emissions.

4. Supply Chain Responsibility

We will work with suppliers and partners who share our commitment to responsible business practices.

We will ensure that our supply chain respects human rights, labour standards, and environmental regulations.

5. Employee Well-being

We value our employees and are dedicated to providing a safe, inclusive, and respectful workplace.

We will invest in employee development, diversity and inclusion, and health and safety.

6. Community Engagement

MSL UK LTD is committed to being an active and responsible member of the communities in which we operate.

We will engage in community outreach, support charitable initiatives, and contribute to local development.

7. Customer and Product Responsibility

We will prioritize customer satisfaction and the delivery of high-quality products and services.

We will ensure our products are safe, comply with relevant regulations, and have minimal negative impacts on customers.

8. Reporting and Accountability

We will regularly report on our CSR efforts, progress, and challenges to stakeholders, including shareholders, employees, customers, and the public.

Our leadership and management teams are accountable for the implementation of this policy.

9. Continuous Improvement

MSL UK LTD is committed to continuous improvement in our CSR practices.

We will seek innovative solutions to enhance our environmental, social, and ethical performance.

10. Compliance

All employees are expected to adhere to this CSR Policy.

Non-compliance with this policy may result in disciplinary action.

11. Review and Adaptation

This policy will be reviewed periodically to ensure its relevance and effectiveness in meeting our CSR goals.

Changes and updates will be made as necessary.

12. Approval

This CSR Policy is approved by the senior management of MSL UK LTD.

Ethics and Anti-Bribery Policy:

1. Introduction

MSL UK LTD is dedicated to conducting its business with the highest standards of ethics, integrity, and transparency.

We are committed to preventing bribery and corruption in all our operations.

2. Ethical Conduct

We expect all employees, officers, directors, and representatives of MSL UK LTD to act with honesty, fairness, and integrity in all business dealings.

Unethical behaviour, including but not limited to bribery, extortion, and embezzlement, is strictly prohibited.

3. Compliance with Laws

We will comply with all applicable anti-bribery and anti-corruption laws and regulations, both in the UK and internationally.

4. Bribery Prevention

MSL UK LTD will not offer, provide, request, or accept bribes, kickbacks, or any improper advantages, whether directly or indirectly, to or from any person or organization. We will not tolerate bribery or corruption, even if it is a common practice in a particular industry or region.

5. Gifts, Entertainment, and Hospitality

We recognize that legitimate and reasonable gifts, entertainment, and hospitality may be part of business relationships. However, such gestures must not be excessive or intended to influence improper actions.

All gifts and hospitality given or received must be accurately recorded and reported in accordance with company policies.

6. Due Diligence

MSL UK LTD will conduct due diligence on third parties, including suppliers, agents, and partners, to ensure they share our commitment to ethical conduct and anti-bribery principles.

7. Reporting and Whistleblowing

We encourage employees and stakeholders to report any concerns or suspicions of bribery or unethical behaviour.

Reports can be made without fear of retaliation.

MSL UK LTD will investigate all reports promptly and confidentially.

8. Consequences of Non-Compliance

Non-compliance with this policy may result in disciplinary action, including termination of employment or contractual relationships.

Violations of anti-bribery laws may also lead to legal consequences, including fines and imprisonment.

9. Training and Awareness

MSL UK LTD will provide training and resources to educate employees and stakeholders about the risks of bribery and corruption and how to prevent them.

10. Continuous Improvement

We are committed to continuous improvement in our anti-bribery and ethics practices. This policy will be reviewed periodically to ensure its effectiveness and alignment with evolving laws and best practices.

11. Approval

This Ethics and Anti-Bribery Policy is approved by the senior management of MSL UK LTD.

Expenses Policy:

1. Purpose

MSL UK LTD recognizes that employees may incur expenses while performing their job duties. This policy aims to provide clear guidelines for the reimbursement of these expenses and ensure that such expenses are incurred for legitimate business purposes only.

2. Scope

This policy applies to all employees and authorized representatives of MSL UK LTD who incur business-related expenses.

3. Expense Categories

MSL UK LTD will reimburse employees for expenses falling into the following categories:

- Travel Expenses: Including transportation, accommodation, meals, and related costs.
- Entertainment and Hospitality: Expenses associated with hosting clients or business partners.
- Office Supplies: Expenses for necessary office supplies or equipment.
- Professional Development: Costs related to training, seminars, conferences, and certifications.
- Miscellaneous Expenses: Other expenses are approved in advance by the appropriate authority.

4. Pre-Approval

Employees must seek pre-approval for all expenses whenever possible. This approval can be obtained from the appropriate supervisor or department head.

Failure to obtain pre-approval may result in the rejection of the expense reimbursement.

5. Documentation and Receipts

All expenses must be supported by original receipts, invoices, or other appropriate documentation.

Documentation should include the date, description, vendor name, and the amount of the expense.

Credit card statements alone are not sufficient documentation.

6. Expense Reports

Employees are required to complete and submit expense reports promptly, typically on a monthly basis, using the company's designated expense reporting system.

Expense reports should provide a clear breakdown of each expense category, along with attached documentation.

7. Reimbursement Process

- Expense reports will be reviewed and approved by the appropriate manager or department head.
- Once approved, reimbursements will be processed according to company procedures.
- Reimbursements will be made to the employee's designated bank account or by other approved payment methods.

8. Limits and Restrictions

MSL UK LTD may set limits or restrictions on certain expenses. These limits should be adhered to, and any exceptions must be approved in advance.

Expenses that exceed approved limits without proper authorization may be partially or fully denied.

9. Personal Expenses

Employees are responsible for separating personal expenses from business expenses.

Personal expenses will not be reimbursed, and any attempts to submit personal expenses for reimbursement may result in disciplinary action.

10. Compliance and Auditing

The company may periodically audit expense reports to ensure compliance with this policy. Any violations of this policy may result in corrective action, including reimbursement repayments or disciplinary measures.

11. Review and Updates

This Expenses Policy will be reviewed regularly and updated as needed to reflect changes in company practices or applicable laws and regulations.

12. Approval

This Expenses Policy is approved by the senior management of MSL UK LTD.

Health and Safety Policy

1. Introduction

MSL UK LTD is dedicated to ensuring the health, safety, and well-being of all employees, visitors, contractors, and other stakeholders.

This policy outlines our commitment to creating a safe and healthy work environment.

2. Compliance with Laws and Regulations

We will comply with all applicable health and safety laws, regulations, and standards, both in the UK and internationally.

We will also adhere to industry-specific safety guidelines and best practices.

3. Responsibilities

MSL UK LTD's leadership, managers, and employees share the responsibility for health and safety.

Roles and responsibilities for health and safety will be clearly defined and communicated.

4. Risk Assessment

We will regularly assess workplace risks and hazards to identify potential dangers and implement preventive measures.

Risk assessments will be conducted for new processes, equipment, and facilities.

5. Training and Education

We will provide employees with appropriate training, resources, and information to promote safety and ensure they understand their responsibilities.

All employees will receive health and safety induction training.

6. Incident Reporting

We encourage the reporting of accidents, incidents, near misses, or hazards promptly.

Reporting mechanisms will be accessible and confidential, and there will be no repercussions for reporting.

7. Emergency Response and Evacuation

We will establish and maintain emergency response plans and evacuation procedures.

Emergency equipment and exits will be clearly marked and regularly maintained.

8. Safety Equipment and Protective Gear

Employees will be provided with necessary safety equipment and protective gear. Proper use and maintenance of safety equipment will be emphasized.

9. Health and Well-being

We will promote the physical and mental well-being of employees and provide access to health resources and support.

Stress management and mental health awareness will be part of our wellness initiatives.

10. Hazardous Substances

We will ensure the safe handling, storage, and disposal of hazardous substances.

Safety data sheets (SDS) will be readily available for all relevant chemicals.

11. Contractors and Visitors

Contractors and visitors will be informed of our health and safety policies and procedures.

We will ensure that they adhere to our safety standards while on our premises.

12. Continuous Improvement

We are committed to continuous improvement in our health and safety practices.

This policy will be reviewed periodically to ensure its effectiveness and alignment with evolving safety standards and best practices.

13. Communication

This Health and Safety Policy will be communicated to all employees, contractors, visitors, and stakeholders.

It will be prominently displayed in the workplace and made available to anyone who requests it.

14. Review and Updates

This policy will be reviewed regularly and updated as needed to reflect changes in company practices or applicable laws and regulations.

15. Approval

This Health and Safety Policy is approved by the senior management of MSL UK LTD.

Security Policy

1. Introduction

MSL UK LTD recognises the critical importance of security in protecting our business assets, data, and the privacy of our employees and clients.

This policy outlines our commitment to maintaining a secure environment.

2. Scope

This policy applies to all employees, contractors, vendors, and third parties who have access to MSL UK LTD's information systems, data, and physical facilities.

3. Information Security

We will implement measures to protect sensitive and confidential information from unauthorised access, disclosure, or alteration.

Access to data and systems will be based on the principle of least privilege, granting only the minimum access required for job duties.

4. Physical Security

We will secure physical facilities, including offices, data centres, and storage areas, to prevent unauthorised access and protect against theft and damage.

Visitors and contractors will be properly identified and supervised when on company premises.

5. Data Privacy

MSL UK LTD is committed to complying with all applicable data protection and privacy laws and regulations.

We will handle personal data responsibly and ensure it is protected from unauthorized access.

6. Employee Responsibility

All employees are responsible for adhering to security policies and procedures.

Employees will receive training on security best practices and the handling of sensitive information.

7. Password and Access Controls

We will implement strong password policies and access controls to ensure that only authorised personnel can access systems and data.

Passwords will be securely stored and never shared.

8. Network and Systems Security

We will implement firewall, intrusion detection, and encryption technologies to protect our network and systems from threats.

Regular vulnerability assessments and security audits will be conducted.

9. Incident Response

MSL UK LTD will maintain an incident response plan to address security breaches, data breaches, or other security incidents.

Employees are required to promptly report any security incidents or breaches to the designated authorities.

10. Business Continuity and Disaster Recovery

We will establish and maintain a business continuity and disaster recovery plan to ensure the continuity of critical operations in the event of a disaster or disruption.

11. Third-Party Security

Vendors and third parties with access to our systems or data will be required to meet security standards and comply with our security policies.

12. Compliance and Auditing

Regular audits and assessments will be conducted to ensure compliance with this policy and applicable security standards.

Non-compliance may result in corrective action, including disciplinary measures.

13. Review and Updates

This policy will be reviewed periodically and updated as needed to reflect changes in company practices or evolving security threats.

14. Communication

This Security Policy will be communicated to all employees, contractors, vendors, and stakeholders.

It will be readily accessible and regularly reviewed with employees.

15. Approval

This Security Policy is approved by the senior management of MSL UK LTD.

Privacy Policy

1. Introduction

MSL UK LTD is committed to safeguarding the privacy and data protection rights of individuals. This policy outlines our practices regarding the collection, use, disclosure, and protection of personal information.

2. Information We Collect

We may collect various types of personal information, including but not limited to:

Contact information (name, address, email, phone number).

Financial information for payment processing.

Employment-related information for employees.

Website usage data (cookies, IP address, browser information).

3. How We Use Information

We use personal information for the following purposes:

To provide services or products.

To communicate with customers and respond to enquiries.

For billing and payment processing.

To manage employment relationships.

To improve our services and website.

4. Data Sharing

We may share personal information with:

Authorised employees and contractors for business purposes.

Service providers and partners who assist us in delivering services.

Legal authorities when required by law or to protect our rights.

5. Data Protection

We implement reasonable security measures to protect personal information from unauthorized access, disclosure, or alteration.

We regularly review and enhance our security practices.

6. Data Retention
We will retain personal information only for as long as necessary for the purposes stated in this policy or as required by law.

7. Your Rights

Individuals have certain rights regarding their personal information, including the right to access, correct, or delete their data.

Requests to exercise these rights can be made through our designated channels.

8. Cookies and Tracking

We use cookies and tracking technologies on our website to enhance user experience. Our Cookie Policy provides details on their usage.

9. Consent

By using our services or visiting our website, individuals consent to the practices described in this Privacy Policy.

10. Changes to the Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or regulatory requirements.

11. Contact Information

For questions or concerns related to privacy or data protection, individuals can contact our Data Protection Officer or designated privacy contact.

12. Compliance with Data Protection Laws

We adhere to applicable data protection laws and regulations, including the General Data Protection Regulation (GDPR) if applicable.

13. International Data Transfers

If personal data is transferred outside the European Economic Area (EEA), we will ensure appropriate safeguards are in place to protect the data.

14. Children's Privacy

Our services are not directed to children under the age of 13. We do not knowingly collect personal information from children.

15. Effective Date

This Privacy Policy is effective from 1st May 2021.

I have read, understand, and agree to abide by the terms and conditions above.