

**MSI will not engage in, tolerate, or commit acts that support trafficking in persons or any other form of slavery.**

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## Anti-Modern Slavery and Human Trafficking Policy

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### Introduction

MSI Reproductive Services (MSI) is a Global Partnership, with its head office based in London and offices in 37 countries around the world (Country Programmes). MSI is absolutely committed to opposing all forms of human trafficking and modern slavery (see Annexure 1 for definitions).

MSI will not tolerate the use of the organisation's resources (human, material, or time) to support any activity constituting or connected to modern slavery, including human trafficking and exploitation.

MSI is an organisation that promotes the rights of women and girls. It is therefore committed to upholding high ethical standards in its own operations and ensuring we respect the rights of MSI's people and its partners. MSI is also a signatory to the United Nations Global Compact in support of the UNGC's ten principles, including the principle of elimination of all forms of forced and compulsory labour (principle 4), the effective abolition of child labour (principle 5), and the elimination of discrimination in respect of employment and occupation (principle 6). Further, as MSI's headquarters is in the UK, it is subject to the *Modern Slavery Act 2015* which criminalises modern slavery.

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## 1. Scope and Purpose

- 1.1. This document sets out MSI's principles in tackling human trafficking and modern slavery in its operations and supply chain.
- 1.2. It applies to all persons at MSI, including all employees, contractors, trainees, volunteers, sessional workers, and agency staff workers (collectively, *MSI People*, and individually, an *MSI Person*).
- 1.3. The principles in this Policy are also expected to be upheld by MSI's partners, including social franchisees, consultants, suppliers, external partners and any other third parties receiving funds or any kind of support from MSI (*MSI Partners*).
- 1.4. This Policy should be read in conjunction with:
  - *Global Due Diligence Policy on Suppliers and Employees (including Business Partner Code of Conduct)*
  - *Due Diligence on External Partners (sub awardees): Policy and Procedures*
  - *MSI Adult Safeguarding Policy for International Operations and Child Safeguarding Policy*
  - *MSI Code of Conduct Policy*

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## 2. Prohibited Activities

- 2.1. MSI People and MSI Partners shall not engage in any of the following activities while employed by MSI, or using any resources provided by MSI<sup>1</sup>:
  - (1) Holding another person in slavery or servitude (in accordance with the definition in Annexure 1)
  - (2) Trafficking in persons (in accordance with the definition in Annexure 1) or aiding, abetting, counselling or procuring any acts that constitute human trafficking, or engaging in acts that directly support or advance human trafficking
  - (3) Use of child labour, which is defined as a person less than 18 years of age in the *Worst Forms of Child Labour Convention, 1999 (No. 182)*.
  - (4) Requiring another person to perform forced or compulsory labour, or otherwise using forced or compulsory labour
  - (5) Restricting freedom of movement or employment rights in any way (and care should be taken in considering this principle)
  - (6) Any conduct amounting to discrimination, harassment, intimidation or violence

These are further explained in the *Ethical Rules and Principles* at Annexure 2.

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<sup>1</sup> This includes using facilities, accommodation, vehicles or any other material resource paid in full or partially by MSI.

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## 3. Prevention of Modern Slavery

### Employment Practices

- 3.1. MSI shall comply with its Ethical Rules and Principles set out in Annexure 2 to this Policy (“Ethical Rules”).
- 3.2. In its own employment practices, MSI shall comply with the Employment Terms and Conditions set out in Annexure 3 to this Policy.
- 3.3. MSI shall only use reputable employment agencies to source labour and shall carry out appropriate background checks on such agencies and ensure that they do not charge candidates recruitment or registration fees as these can constitute debt bondage. Staff responsible for recruitment activities shall adhere to this Policy and ensure that a thorough verification of a potential employee’s right to work is carried out **before** employment commences to ensure MSI does not illegally employ anyone and breach applicable laws. It is recommended that the identification and right to work checks are carried out at interview stage.

### Supply Chain

- 3.4. MSI expects all MSI Partners to comply with its Ethical Rules, and to take steps to ensure that their contractors do the same.
- 3.5. MSI expects that all Country Programmes and support offices:
  - Consider the approach of MSI Partners to ethical business conduct, including modern slavery, as part of any competitive tender process, or any decision whether to award them approved supplier status or enter business relations with them.
  - Ensure that appropriate due diligence is conducted on all suppliers, and that suppliers agree to adhere to our MSI Business Partner Code of Conduct (as per the *Global Due Diligence Policy on Suppliers and Employees*) which includes provisions related to modern slavery.
  - Include contractual clauses related to modern slavery in contracts with suppliers, where non-compliance with anti-modern slavery undertakings is grounds for terminating the contract.

### Annual Statement

- 3.6. Pursuant to section 54(1) of the *UK Modern Slavery Act (2015)*, MSI shall publish a statement each year setting out the steps it is taking against modern slavery and human trafficking in its business or supply chains. This statement, which shall be approved by the board of MSI, will be placed on MSI’s website.

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## 4. Reporting Suspicious Acts

- 4.1. Where an individual suspects that an MSI Person or MSI Partner is involved in modern slavery, or that an MSI Person has otherwise breached this Policy, the individual should report their concerns through one of the following MSI Speak Up Channels:
- Line manager (in the case of an MSI Person), or main contact person within MSI (in the case of an MSI Partner); or
  - Country Director (in the case of Country Programmes) or the Finance Director or relevant team Director (in the case of support offices); or
  - Safecall, MSI's confidential independent speaking up service. The speaking up service can be accessed by:
    - telephone, using the telephone number for the reporting individual's country that is listed in Annexure 3 to this Policy;
    - webmail: [www.safecall.co.uk/report](http://www.safecall.co.uk/report); or
    - email: [speakingup@safecall.co.uk](mailto:speakingup@safecall.co.uk)

### Speaking Up Safely

- 4.2. MSI encourages openness and will support anyone who raises genuine concerns under this Policy.
- 4.3. MSI will not tolerate any harassment, victimisation, or other form of reprisal, against any MSI Person who raises concerns which they genuinely believe to be true and will take appropriate action to protect such MSI People. Any harassment, victimisation or other form of reprisal will be treated as a serious disciplinary offence and may result in dismissal.
- 4.4. However, any claims or allegations made by any MSI Person that are found to be malicious or fabricated may result in disciplinary action being taken against the person making false allegations.
- 4.5. We will treat the identity of any victim(s), MSI People who speak up, and any person suspected of wrongdoing or malpractice as confidential, to the extent that we are able to do so. Information will be shared on a strictly need to know basis and never openly discussed. We may need to reveal individuals' identities during a disciplinary process, employment tribunal or court proceedings or otherwise as required by law, however, will always make every effort to maintain confidentiality and will consult with relevant parties first.

### Anonymous allegations

- 4.6. MSI encourages any individual who reports a suspected act of modern slavery, or any other breach of this Policy, to provide their name to facilitate investigation of the concern and enable provision of support to the reporting person. However, anonymous reports will always be investigated to the full extent possible with the information available.
- 4.7. When a concern is reported anonymously, the following factors will be considered in considering whether MSI can investigate the concern:

- the seriousness of the concern raised;
- whether the concern appears credible; and
- whether it is possible to sufficiently investigate the concern based on the information provided, and if not, whether it is possible to investigate from other sources.

## Issues discovered through checks

- 4.8. Where, as a result of the auditing or monitoring of MSI's operations, a suspected act of modern slavery or other breach of this Policy is detected, the suspected act or breach must be reported in a timely manner to the Country Director (in the case of Country Programmes) or Finance Director or relevant team Director (in the case of support offices).

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## 5. Investigations and Sanctions

- 5.1. MSI is committed to carrying out thorough and objective investigations into suspected acts of modern slavery or other breaches of this Policy that are reported or discovered.
- 5.2. If, after an investigation has been conducted, it appears that an MSI Person or MSI Partner is involved, or is more likely than not to be involved, in an act of modern slavery or any other breach of this Policy, then:
- In the case of an MSI Person, a disciplinary hearing shall be held and the MSI Person shall be appropriately sanctioned.
  - In the case of an MSI Partner, steps shall be taken to terminate MSI's relationship with them as quickly as possible.
  - MSI will also consider reporting breaches to relevant authorities, and will report any breaches which are required to be reported by law.

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## Annexure 1

### Modern Slavery Definitions

1. **Slavery** occurs where someone is:
  - forced to work, through mental or physical threat; or
  - owned or controlled by an “employer”; or
  - dehumanised or treated as a commodity; or
  - physically constrained or has restrictions placed on his/her freedom of movement
2. **Human trafficking** (also known as trafficking in persons) is a form of modern slavery. It involves the movement and/or harbouring of people against their will and under the control of others for the purpose of exploitation (whether financial or otherwise). The definition of Human Trafficking involves:
  - *An act: the recruitment, transportation, transfer, harbouring or receipt of persons*
  - *By the means of: threats, force or coercion, abduction, fraud or deception, abuse of power or a position of vulnerability, or the giving or receiving of payments or benefits*
  - *For the purpose of: having control over another person, for the purpose of exploitation*

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## Annexure 2

### Ethical Rules and Principles

#### Freely chosen employment

- MSI shall not use and shall strictly prohibit forced labour, debt bondage<sup>2</sup> or indentured labour<sup>3</sup>, and involuntary prison labour. Nobody shall be forced to work for MSI.
- All MSI People shall be free to leave MSI after reasonable notice is served.
- No MSI Person shall be forced to work overtime in breach of statutory or contractual obligations. Eligibility for overtime will be stipulated in contracts.

#### Child labour

- MSI shall not employ children under 18 years of age (or under the minimum age for remunerated work as stated in applicable national law when this is higher than 18).

#### Recruitment

- MSI shall not charge recruitment fees to any potential or actual MSI Person under any circumstances either directly or via other MSI People. MSI People who recommend others for roles within MSI may not charge the successful candidate.
- Only recruitment companies with good reputations and trained employees shall be used for recruitment processes. Appropriate checks shall be conducted on recruitment companies before they are selected, including that they do not charge candidates recruitment or registration fees as these can constitute debt bondage.
- Identity, travelling and/or immigration documents shall only be requested for the purposes of processing visas, work permits, travelling authorisations, and in accordance with national laws. Original documents will be returned as soon as they are no longer required by the administrative procedure. If a potential or actual MSI Person requests the return of their documents during an administrative procedure, MSI shall comply immediately and, if the documents are not in MSI's possession, MSI shall use its best endeavours to retrieve the documents from the relevant officials. Copies of identity documents will be stored securely in personnel files and retained as per relevant document retention standards applicable under local law.

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<sup>2</sup> Debt bondage happens when a person gives him/herself into slavery as security against a loan or debt. The situation may look like normal employment, only for the employee to find that repayment of the loan or debt is impossible. Enslavement then becomes permanent.

<sup>3</sup> Indentured labour is where an employee ("indenturee"), within a system of unfree labour, is bound by a contract ("indenture") to work for a particular employer for a fixed period of time, without any possibility of termination. Indenturees usually enter into an indenture to meet a legal obligation, such as debt bondage.

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## Annexure 3

### Employment terms and conditions

- Employment offers and job frameworks shall be given to potential MSI People on time (and before employment begins) and shall provide a true and fair picture of:
  - the conditions of employment, including salaries and benefits, work location, living conditions, housing and associated costs, and whether such costs will be covered by MSI; and
  - the expected scope of work at the commencement of employment; and where appropriate and applicable, any potentially hazardous aspects of the work.
- Employment remuneration paid to MSI People shall, at a minimum, meet the legal requirements applicable to the country where the employment is primarily carried out.
- Salaries shall be paid in monetary form, not in kind.
- No deduction shall be made from the salary/payment of any MSI Person unless such deduction is permitted by contractual provisions, national law, or expressly consented to by the MSI Person.
- An employment contract or other work document, written in a language the MSI Person understands, shall be provided to the MSI Person at the start of employment containing the minimum following information:
  - conditions of employment: duration of the employment, remuneration and when it will be paid, work description, work location, hours of work, annual leave entitlement, and any employment benefits; and
  - a copy of, or a reference to where to find, relevant organisational policies and processes – for example, in relation to performance reviews, IT usage, speaking up about malpractices, raising grievances etc.
- MSI shall ensure that, if any actual or potential MSI Person is unable to read, the contract shall be read and explained to them by an appropriate third party.
- Any requests from an MSI Person to understand their legal or contractual employment rights, shall be responded to within a reasonable timeframe, and referred to the most appropriate person within the organisation i.e. local or international HR teams.
- When an MSI Person has been recruited in a country for a role that is based in a different country, MSI will provide transportation for getting to the country of duty. MSI shall also cover the cost of the return transportation at the end of employment to the country of recruitment, regardless of the time frame and circumstances under which the employment is terminated. The relevant Country Programme shall ensure that it budgets for this cost.



- When, within the same country, an MSI Person is transferred by MSI to a different work location from where they have been recruited, and they are not a resident in the new location (for example, an MSI Person recruited and living in the capital is transferred to a satellite office), MSI shall cover the cost of the return transportation to the place of recruitment at the end of employment, regardless of the time frame and circumstances under which the employment is terminated. The relevant Country Programme shall ensure that it budgets for this cost.
- Working hours shall comply with national laws or industry standards.
- No MSI Person shall be required to work in excess of 48 hours a week (or less, if there is a statutory or contractual requirement to this effect). MSI People shall be provided with at least one day (and, ideally, two consecutive days) off for every seven day period of work (unless the particular role requires travel for work which is appropriately outlined in the employment contract, organisation policies, and in accordance with local statutory requirements). Under local laws employees may be able to voluntarily opt out of restrictions on working hours and this process must be clearly outlined in organisational policies.

## **No harsh or inhumane treatment**

- All MSI People are entitled to be treated with respect. No MSI Person shall be subject during their work to physical abuse, verbal abuse, sexual abuse, any form of intimidation or other harassment, or to the threat of any of the aforesaid. These principles are codified in MSI's employee Code of Conduct which all new MSI Persons must sign when joining MSI. See also MSI Safeguarding and Sexual Harassment policies.
- There shall be a written grievance procedure that is clear and easy to understand and accessible to all MSI People.
- If an MSI Person is unable to read, the grievance procedure shall be read and explained to them by a member of the HR team or appropriate person.
- Disciplinary measures shall be clearly recorded.

## **No discrimination**

- There shall be no discrimination in hiring, compensation, access to training, promotion, employment termination, or retirement based on race, caste, national origin, religion or beliefs, age, disability, sex, gender identity, marital status, sexual orientation, union membership or political affiliation.

## **Health and safety**

- MSI shall provide a safe and hygienic working environment. Adequate steps shall be taken to prevent accidents and injury to health arising out of workplace hazards.

- MSI shall provide access to clean toilet facilities, drinkable water and, if appropriate, sanitary facilities for food storage and appropriate facilities and equipment for infection prevention.
- MSI shall ensure that all MSI People are competent to carry out the health and safety aspects of their responsibilities and duties.
- Where MSI provides housing, it shall be clean, safe and meet the basic needs of those using the housing. The accommodation shall meet appropriate living and safety conditions standards.

## Gross misconduct

- The following activities shall be considered gross misconduct and shall result in immediate dismissal without notice for the MSI Person concerned:
  - (a) Trafficking in persons.
  - (b) Use of forced labour.
  - (c) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretences, representations, or promises regarding that employment.
  - (d) Destroying, concealing, confiscating or otherwise denying any MSI Person access to his or her identity or immigration documents.

## Annexure 4

### Safecall: Telephone Numbers by Country Programme and Support Office

**NOTE:** You will be charged to call the UK numbers (beginning with +44) below. However, you may ask to be called straight back.

The free of charge numbers below may be called by you without charge to you. They are literally “free” as the charge will be passed to MSI.

#### UK Numbers

Bangladesh	+44 191 5167756
Burkina Faso	+44 191 5167764
DRC	+44 191 5167764
Ethiopia	+44 191 5167764
Ghana	+44 191 5167764
Kenya	+44 191 5167764
Madagascar	+44 191 5167764
Malawi	+44 191 5167764
Mali	+44 191 5167764
Mongolia	+44 191 5167766
Myanmar	+44 191 5167761
Nepal	+44 191 5167775
Niger	+44 191 5167764
Nigeria	+44 191 5167764
Papua New Guinea	+44 191 5167764
Senegal	+44 191 5167764
Sierra Leone	+44 191 5167764
Tanzania	+44 191 5167764
Timor-Leste	+44 191 5167764
Uganda	+44 191 5167764
Yemen	+44 191 5167756
Zambia	+44 191 5167764
Zimbabwe	+44 191 5167764

#### Free of Charge Numbers

Afghanistan	0790899499*
Australia	0011 800 72332255
Austria	00800 72332255
Belgium	00800 72332255
Bolivia	800 110328
Cambodia	1800 209761
China (China Telecom)	10800 4400682
China Unicom/Netcom	10800 7440605
India	000800 4401256
Mexico	01800 1231758
Pakistan	00800 900 44036
Romania	0372 741 942
South Africa	0 800 990 243
Sri Lanka (Colombo)	2423109
Sri Lanka (outside Colombo)	2423109
UK	0800 9151571
USA	1 866 901 3295
Vietnam (VNPT)	120 11157
Vietnam (Viettel)	122 80725

\* (links to Safecall no +44 191 516 7787)

## Policy Version Control

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