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Home Office



Morson Projects Limited
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28 March 2019

Dear CEO,

Review your Modern Slavery Statement before the Home Office audit on 31 March 2019

This is the second time that we have written to Morson Projects Limited regarding the requirement to publish a Modern Slavery Statement under Section 54 of the Modern Slavery Act 2015. We are writing to remind you that the Home Office intends to commence an audit of compliance on 31 March 2019. Following further communication with organisations identified through the audit as not meeting the legal requirements, the Home Office may publish the names of non-compliant organisations or take enforcement action through the use of injunctions.

To ensure that your organisation is prepared for this audit, ask the person or team in your organisation responsible for developing your Modern Slavery Statement to complete the following actions:

- 1. Check that your Modern Slavery Statement meets the legal requirements** using the compliance checklist on the overleaf.
- 2. If you are publishing a group statement, check that it names all of the organisations covered.** Please turn over for more detail on group statements.
- 3. Make sure that your Modern Slavery Statement is up to date.** The Home Office expects organisations to publish their statement, at most, within six months of their financial year end.
- 4. Register for guidance and resources.** To receive guidance on preparing future statements, register on our Modern Slavery Contact Database at www.gov.uk/homeoffice/modern-slavery-database using the code TX5875.

Please turn over for the legal requirements and further advice on what to include in your statement.

Not in scope?

If you do not believe that this legislation applies to your organisation, please read the following guidance: www.gov.uk/homeoffice/modern-slavery-business-guidance. If you have any questions, please contact modernslaverystatements@homeoffice.gov.uk.

Yours sincerely,

Rebecca Kirby
Director of Tackling Slavery and Exploitation, Home Office

Guidance for producing your Modern Slavery Statement

Visit www.gov.uk/homeoffice/modern-slavery-business-guidance for the Home Office's new guidance and additional resources to help you develop your statement.

Recommended content:

As set out in the Home Office statutory guidance, your statement should cover six key areas:

1. Structure and supply chains
2. Policies on modern slavery
3. Due diligence processes
4. Risk assessment
5. Measuring effectiveness
6. Training for staff

A good statement should:

- **Be transparent** about instances or indicators of modern slavery you have found in your business and supply chains and the actions you have taken in response.
- **Prioritise activity** where your business can have the most impact.
- **Demonstrate progress** by setting and reporting against clear targets.

Compliance checklist:

To demonstrate that you have met the minimum legal requirements, your statement must:

- **Detail the steps** your organisation has taken to prevent modern slavery from occurring in your business and supply chains. If no steps have been taken, the statement must make this clear.
- **Be prepared for each financial year.** To make this clear, please state the date of your organisation's financial year end and the period that your statement covers. The Home Office expects organisations to publish their statement within six months of their financial year end. Most organisations will need to have published their 2017/18 statement by 31 March 2019, but the Home Office recognises that this will not be the case for all organisations.
- **Be published on your website.** If you have a website, the link must be in a prominent place on the homepage. If you do not have a website, you must provide a copy of the statement in writing to anyone who asks for one within 30 days.
- **Be approved by the Board of Directors (or equivalent management body).** The Home Office expects that this should be clearly indicated in the statement with the date of approval.
- **Be signed by a director (or equivalent).** Their name, job title and the date should be included.

Group statements:

Some large organisations may have more than one entity that meets the threshold for reporting. In these cases, the subsidiary organisations can choose to publish separate statements, or the parent company can publish a group statement covering all of the relevant subsidiary organisations. Group statements:

- Must detail the steps taken to tackle modern slavery in the business and supply chains of all the subsidiary organisations covered;
- Should clearly name all of the subsidiary organisations covered;
- Should be published on the websites of the Group and on the websites of the subsidiary organisations covered.