



World Halal Trust

**MECHANISM FOR SAFEGUARDING
IMPARTIALITY**

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INTRODUCTION

World Halal Trust (hereinafter WHT, Certification Body) provides Halal certification services for a wide range of markets and areas. WHT is responsible for all decisions related to the provision, refusal, control, scope expansion/reduction, suspension and withdrawal of its Clients' Halal certification.

Our goal is to provide services that are fully consistent with the principles of justice, responsibility, confidentiality and impartiality. We guarantee that in our organization conflicts of interest are avoided or successfully resolved with full responsibility and openness.

We strive to ensure that our certification process meets international requirements and standards.

Our certification processes are constantly reviewed and improved to increase the effectiveness of the Management System defined in the Quality Manual.

OUR IMPARTIALITY PHILOSOPHY

Effective impartiality management is one of the most important aspects of providing high-quality certification services that our Clients and the community can rely on. We must understand and address the threats of impartiality in order to maintain the objectivity of our actions.

We seek to ensure that:

- a. Impartiality is an integral part of all aspects in the certification process;
- b. Commercial, financial or other pressures do not affect certification decisions;
- c. Threats to impartiality are successfully identified and addressed;
- d. We consult with relevant stakeholders on issues related to impartiality.

PRINCIPLES OF IMPARTIALITY

Threats to impartiality may arise from a number of sources:

- a. Manipulation on certification fees (a potential Client may offer a higher fee in order to obtain a Halal certificate);
- b. Pressure during certification audits (auditors may be offered a bribe for better audit results);
- c. Trust and acquaintance with people in the certification process;
- d. Intimidation, offers of bribery or other unacceptable behavior from the Clients' side (real or perceived), aimed to influence the decision on certification.

To this end, WHT is committed to identify and adequately address threats to impartiality:

- a. Audit reports are periodically evaluated by the Shariah Committee and the Head of the Halal Certification Unit;

- b. All our employees sign confidentiality and code of ethics agreements;
- c. Personnel are required to report all threats, offers of bribery or potential conflicts of interest to the Top Management;
- d. The Top Management is obliged to investigate each report and take appropriate actions, such as termination of cooperation with a compromised Client, removal/dismissal of compromised personnel, report to the relevant authorities, legal processes;
- e. The personnel performing the conformity assessment should not have personal relationships with the personnel of the Client. If there is such a relationship, an employee should immediately inform the Top Management and the WHT Impartiality Committee about this and should be suspended from work with this Client;
- f. All WHT staff is regularly trained on impartiality as a part of WHT training program;
- g. The decision on certification is taken by the Halal Certification Committee, which members are not involved in the certification process itself and, when making decisions, rely on information provided by the Halal Certification Unit.
- h. An impartiality risk assessment is periodically (at least once a year) carried out by the Impartiality Committee to ensure that risks are minimized and controlled;
- i. No commercial or financial pressure is allowed within our organization. In case of such pressure, the employee who is exerted such pressure should immediately inform the Impartiality Committee about this. In turn, the Impartiality Committee is obliged to investigate each such report and take appropriate actions to resolve the risk that has arisen, in a way such as the removal/dismissal of compromised personnel, a report to the relevant authorities, legal processes;
- j. WHT does not provide any advisory services to any organizations to avoid conflicts of interest;
- k. WHT does not stand on the side of its Clients/Partners in any disputes, litigations or other events requiring giving recommendations to the Client/Partner;
- l. The activities of WHT's Clients/subcontractors/Partners are regularly assessed on impartiality risks. If such risks are found, the Top Management and the WHT Impartiality Committee develop and implement measures to reduce/eliminate risks, such as: additional clauses in service/cooperation agreements, termination of cooperation with a compromised Client/subcontractor/Partner, report to the relevant authorities, legal processes;
- m. WHT personnel cannot be used to review or make a certification decision for a product for which they have provided consultancy for a period of 2 (two) years since the provision of the consultancy.

IDENTIFICATION OF RISKS

By identifying risks, the Certification Body can identify, analyze, document and minimize/eliminate potential conflicts of interest and impartiality risks that arise during certification process and/or arising from this activity. The Impartiality Committee regularly (at

least once a year) identifies and analyzes the risks of impartiality according to the following scheme:

- a. Through brainstorming and SWOT analysis, the Impartiality Committee, staff and Top Management of the Certification Body identify all potential impartiality risks, regardless of the existing measures to minimize and control them;
- b. The Impartiality Committee uses the results of brainstorming and SWOT analysis to identify current risks, by analyzing each result, and adding them to the risk tables regardless of the existing measures to minimize and control these risks;
- c. By the cause analysis method, each identified risk is assigned a category of probability of its realization (from low to high);
- d. By the cause analysis method, each identified risk is assigned a consequence severity score in the event of a risk occurrence (from low to high);
- e. For medium and high probability risk realization categories, risk minimization measures shall be established. If these measures are already implemented within the organization, they are put in the corresponding column of the risk table. In the absence of these measures in the organization for a specific risk, risk minimization measures developed by the Impartiality Committee are confirmed with the Top Management, approved by the order the Certification Body's CEO and are carried out by responsible employees within the Certification Body;
- f. After the identification, development and implementation of risk minimization measures, the reassessment of probability of risk realization is carried out (during the reassessment, the probability of the of a risk realization should not exceed the middle category). If it is not possible to achieve this level through risk minimization measures, it is necessary to assemble a council consisting of the Top Management members, the Impartiality Committee members and the Shariah committee members and either to develop the effective methods to minimize the risk or to stop or reduce activities related to this risk;
- g. All identified risks should be continuously monitored and controlled by the Impartiality Committee and the Top Management of Certification Body until the next event of identification, evaluation, analysis and minimization of impartiality risks.

RISK CONTROL

In the event of impartiality risks' identification, WHT takes immediate actions to eliminate or minimize these risks:

- a. Restrictions may be imposed on compromised personnel and/or Clients;
- b. Change of staff if the original staff is compromised;
- c. Labor and/or certification agreements may be suspended or terminated;
- d. Making changes to the organizational activity, for example, the exclusion of the most critical areas;
- e. The identified threats to impartiality may be reported to the relevant authorities.

Top Management

Top management is required to accept all reports of potential threats to impartiality. These reports should be examined by taking all necessary actions to determine whether they are reasonable. In case of a violation of the impartiality principles, immediate actions are required in order to eliminate the threat and prevent its occurrence in the future.

Shariah Committee

The Shariah Committee is responsible for the periodical review of Clients' audit reports submitted by the Halal Certification Unit. The members of the Shariah Committee compare these reports to the information provided in the Clients' documents and in case of any incompatibilities have the right to ask the auditors questions and report these incompatibilities to the Head of the Halal Certification Unit.

Impartiality Committee

The WHT Impartiality Committee consists of representatives from the three interested parties: the Certification Body, Customers and end users. The Committee is responsible for the regular internal reviews. If risks or problems are discovered, the report is sent to the Top Management of the organization for it to take immediate actions. The Committee has the authority to report violations of impartiality to all authorized bodies outside the organization (accreditation bodies).

Head of Halal Certification Unit

The Head of Halal Certification Unit is responsible for the ongoing monitoring of the auditors' work. In the event of any suspicion of a violation of the impartiality principles, has the right to take all necessary actions to investigate the problem and collect all the necessary information for the problem to be solved by the Top management.

Auditors

Are responsible for the performance of their work based on the principles of honesty, justice and impartiality. In case of any pressure or any attempts to violate the principles of confidentiality from the Client, are obliged report the violation of the impartiality principles to the Top Management of the organization.

ADMINISTRATION POLICY

This Mechanism should be annually reviewed by the Head of the Halal Certification Unit, the Shariah Committee and the Impartiality Committee and approved by the CEO of the organisation.