



Creative Services Limited (CSL)
Anti-Terrorism and Extremism Policy
(Version-1, Effective from January 01, 2024)

1. Introduction

Creative Services Limited (CSL) is committed to ensuring a safe environment for employees, suppliers, clients, and stakeholders. The Anti-Terrorism and Extremism Policy establishes a commitment to thwarting these threats within the company. By enforcing this policy, CSL aims to create a secure atmosphere that safeguards the well-being of everyone involved with the company.

2. Scope

This policy applies to all employees, suppliers, volunteers, clients, and stakeholders of CSL. It covers all activities and operations, including interactions with external parties, to prevent and address any potential risks related to terrorism and extremism.

3. Definitions

Terrorism: The unlawful use of violence and intimidation, especially against civilians, in the pursuit of political aims.

Extremism: Holding extreme political or religious views which advocate for the use of violence or other illegal means.

4. Principles

CSL is committed to:

- Security: Ensuring a secure environment free from terrorism and extremism.
- Prevention: Taking proactive measures to identify and mitigate risks.
- Awareness: Raising awareness about the dangers of terrorism and extremism.
- Compliance: Adhering to all relevant laws and regulations related to anti-terrorism and extremism.

5. Policy Statements

5.1 Zero Tolerance: CSL has a zero-tolerance approach to terrorism and extremism. Any involvement in or support for such activities will result in immediate disciplinary action, including termination of employment or contracts.

5.2 Risk Assessments: Regular risk assessments will be conducted to identify and address potential threats related to terrorism and extremism. This includes assessing the security of our facilities, operations, and personnel.

5.3 Reporting and Response: All employees and stakeholders are encouraged to report any suspicious activities or behaviors that may indicate potential terrorism or extremism. Reports will be handled confidentially and investigated promptly.

6. Responsibilities

6.1 Management

- Ensure the implementation and enforcement of this policy.
- Provide training and resources to prevent terrorism and extremism.
- Conduct regular risk assessments and update security measures as needed.

6.2 Employees

- Stay vigilant and report any suspicious activities or behaviors.
- Participate in training and awareness programs.
- Adhere to all security protocols and guidelines.

6.3 Security Team

- Monitor and assess potential threats.
- Investigate reports of suspicious activities.
- Implement and maintain security measures to mitigate risks.

7. Training and Awareness

7.1 Training Programs: CSL will provide regular training programs to all employees on identifying and preventing terrorism and extremism. This includes recognizing signs of radicalization and understanding the importance of reporting concerns.

7.2 Awareness Campaigns: Regular awareness campaigns will be conducted to educate employees and stakeholders about the risks of terrorism and extremism and the importance of maintaining a secure environment.

8. Monitoring and Review

8.1 Monitoring: The effectiveness of this policy will be monitored regularly through audits, risk assessments, and feedback from employees and stakeholders.

8.2 Review: This policy will be reviewed annually and updated as necessary to ensure its continued relevance and effectiveness in addressing the risks related to terrorism and extremism.

9. Reporting Procedure

9.1 How to Report: Reports of suspicious activities or behaviors can be made through the following channels:

- Email: Send a detailed report to cslbd71@gmail.com.
- Phone: Call the Security Hotline at +88-01728-966013.
- In Person: Report directly to the Security Officer or any member of senior management.

9.2 Information to Provide: When making a report, please provide as much detail as possible, including:

- Description of the suspicious activity or behavior
- Names of individuals involved (if known)

- Relevant dates and times
- Any evidence or supporting information
- Contact details for follow-up (optional, if anonymity is desired)

10. Protection for Reporters

10.1 Confidentiality: CSL will protect the confidentiality of individuals who report suspicious activities, unless disclosure is required by law.

10.2 Protection from Retaliation: Individuals who report concerns in good faith will be protected from retaliation, including dismissal, harassment, or any other detrimental treatment.