

1. PURPOSE:

Aim of this instruction is how to use Halal Certificate, Halal Mark/logos for the companies that are certificated within the framework of the Halal system certification executed by Muslim Religious Union in Poland (MRU).

2. SCOPE:

This instruction notes the bases of usage of suitable dimensions of Halal Certification Mark/Seal and use / display of Halal Certificate.

3. RESPONSIBILITIES

- ☉ All Companies certified by Muslim Religious Union in Poland as per Halal System Certification Procedures.

4. INSTRUCTIONS

a. INTELLECTUAL PROPERTY

- ☉ Halal mark/seal is the sole intellectual property of Muslim Religious Union in Poland and can only be used by a company when they have an MRU Certified product with a Valid MRU certificate and they have understood and agreed to the terms and instruction for the use of Halal certificate and Halal mark/seal.

b. TERRITORIAL RESTRICTIONS:

- ☉ MRU Mark can be used by the companies for Halal Certified products only. However, if there is restriction by the local municipality for use of Halal Mark on products manufactured and distributed in local market, local companies must get the permission from their local municipality to use the Halal Mark. For foreign companies (outside Poland) if, there is no restriction and they can freely use the MRU Mark/Seal based on their legal requirements.

c. AUTHRORITIES OF MUSLIM RELIGIOUS UNION IN POLAND:

- ☉ Muslim Religious Union in Poland has an instruction governing Halal Mark/Seal that it authorizes certified clients to use. This assures, among other things, traceability back to the certification body. This assures that there will be no ambiguity, in the mark or accompanying text, as to what has been certified and which certification body has granted the certification.
- ☉ MRU Mark/Seal is granted only after the unanimous decision and consent of the Muslim Religious Union in Poland Decision committee.

- ☉ Muslim Religious Union in Poland does not permit its Mark/Seal to be applied to laboratory test, calibration or any inspection reports.
- ☉ Non-confidential information relating to a client certificated Halal system may be placed in the public domain by Muslim Religious Union in Poland with due consent of the Client (if required) as follow;
 - ✓ Name / logo of the client
 - ✓ Certification scope and product category
 - ✓ Validity of the certification
 - ✓ Standard on which certification is based.
 - ✓ Any other information if and when required
- ☉ Muslim Religious Union in Poland does not allow or permit the use of a certification document or any part thereof in a misleading manner.
- ☉ Upon suspension or withdrawal of its certification, the client must immediately discontinue the use of all advertising matter that contains a reference to certification, as directed by the Muslim Religious Union in Poland.
- ☉ Muslim Religious Union in Poland does not imply that the certification applies to activities that are outside the scope of certification.
- ☉ Muslim Religious Union in Poland management has exercised complete controls over ownership, use and display of Halal certificates and Halal Mark/Seal of conformity.
- ☉ Guidance on the use of Accreditation Halal Mark/Seal permitted by the Muslim Religious Union in Poland should be obtained from related Accreditation documents and Muslim Religious Union in Poland.
- ☉ Muslim Religious Union in Poland will decide to conduct a new audit to control the conformity to related standard when there is a change in product/production sites of certified client as per the maintained Halal Rules and procedures in Muslim Religious Union in Poland.
- ☉ The MRU has exercised complete control of ownership of its Halal scheme and any incorrect references to the Halal certification system or misleading use or display of licenses, certification documents, audit reports, Halal certificates or Halal Mark/Seal, found in advertisements, catalogues, etc. must be dealt by suitable/legal action from the Muslim Religious Union in Poland. Such action could be corrective actions, withdrawal of certificate, publication of transgression and if necessary, legal action by the Muslim Religious Union in Poland as per the laws of Poland.

d. RESPONSIBILITIES OF CERTIFIED CLIENT FOR THE USE OF HALAL CERTIFICATE:

- ☉ Certificate is allowed to be displayed only at sites covered and audited as per defined certified scope and no. of products addressed on the halal certificate.

- ☞ Certified client is not permitted or allowed any false declaration related the status of its certification.
- ☞ Certified client is not permitted or allowed any misleading use / information of the certificate and/or any part of the certificate in a misleading manner.
- ☞ Client must not use any reference to the certification as if it is applicable to the activities and product which are out of scope, like specific to system process/ service and product.
- ☞ Certified client must declare any changes in product/production scope during their certification cycle.
- ☞ Certified client must make required amendments in its advertisement activities when its certified scope is reduced by Muslim Religious Union in Poland.
- ☞ Certified client must return the certificate to Muslim Religious Union in Poland and stop any advertisement containing reference to certification when the certificate will be withdrawn, terminated or suspended by Muslim Religious Union in Poland.
- ☞ Certified client is not allowed to use its certification in a way which may compromise the reputation of Muslim Religious Union in Poland or certification system and cause the harm of public trust.
- ☞ The certificate holder must not reproduce Halal certificate granted in part and/or in a way that would hinder the legibility, nor shall he tamper with the original copies or photocopies of the Halal certificate; he must not translate the certificate and/or inspection reports in other languages without the control and consent of the Muslim Religious Union in Poland.
- ☞ Halal certificate owners who failed to renew their Halal certificates will not be allowed to use the Halal mark at the premises or on the manufactured Halal products/services.

e. RESPONSIBILITIES OF CERTIFIED CLIENT FOR THE USE OF HALAL MARK/SEAL:

- ☞ MRU Certification Mark/Seal can only be used by Companies that are audited and certified by Muslim Religious Union in Poland. The client loses their rights of using Halal Mark/Seal and certificate, if their certificate is invalid, suspended, withdrawn, cancelled and for particular batch or export purpose only.
- ☞ Muslim Religious Union in Poland Mark/Seal will only be granted to a Companies once after successful Stage-1 and Stage-2 Halal Certification and re-certification audits and closes all Major and Minor Non-Conformities along with their objective evidences as per approved subcontractor conducting evaluation activities.
- ☞ Halal Certification Mark/Seal must only be used for the activities defined in Companies certified scope and must present on Companies advertisement and stationary materials in an original way.
- ☞ Advertising must be truthful and must not give rise to doubts or misinterpretations concerning the type, category, characteristics and performance of the relevant products. It must also be prepared in a way so as to avoid any misunderstanding between Certified and non-Certified products.
- ☞ Halal Mark/Seal must only be used to represent the conformity of the Halal certified products mentioned on the certificate.

- ☞ Design, shape of Muslim Religious Union in Poland Halal Certification Mark/Seal must not be changed by the client.
 - ☞ Certified client must not make or allow any misleading statement related to its certification and is not allowed to use the Mark/Seal in a manner that would harm the reputation of 'Muslim Religious Union in Poland' and/or certification system and loss of public trust
 - ☞ If the Certified client decides to add a new category/flavor/raw and packaging material in a product which is not MRU Certified, they are responsible to inform all the details of the stated above to Muslim Religious Union in Poland in advance and only after the Muslim Religious Union in Poland successful evaluation, they can be added.
 - ☞ Halal Mark/Seal must not be used for departments, sites and premises which do not appear on the certificate. Certification must not be referenced in a manner that is different from the certification scope.
 - ☞ Use of Accreditation Mark (If provided) and Halal Certification Mark/Seal terminates upon the validity of certificate expiry, or certificate is suspended or withdrawn. In that case, certified client must terminate the use of all advertising matter containing a reference to certification.
 - ☞ Halal Mark/Seal must be printed clearly on all certified Halal products and labeled on each box/package after reviewing all legal requirement related to labeling or printing of Halal Mark.
 - ☞ Companies are allowed to print the colored Mark/Seal suitable to its packaging as long as it does not change the original specification(s) of the Mark/Seal but only with prior written approval from Muslim Religious Union in Poland over the required art work.
 - ☞ The Halal Mark/Seal/certificate can be exhibited only at the entrance/reception of certified establishment.
- f. BREACH OF USE OF CERTIFICATE, HALAL MARK AND SEAL RULES:**
- ☞ In case of any breach or violation in use of Muslim Religious Union in Poland Certification Halal mark, seal/logo, Accreditation body logo (if applicable) by the client, MRU has the right to prohibit the use of certificate and logo and initiate the legal and juridical stages. In such cases, written notification will directly be sent to related certified client and accordingly informed the accreditation body too.
 - ☞ As soon as Muslim Religious Union in Poland informed about the breach of rules;
 - ✓ Client is investigated about the use of certificate, seal and logo rules. Data and information in media and publication is investigated. Moreover, complaints from customers/clients are investigated. When a breach of use of certificate and logo rules are detected, corrective action request should be made by the client immediately. If corrective actions are not taken within defined period, MRU must implement below defined actions:
 - a. Certificate may be suspended.

- b. Certificate may be cancelled (withdrawn).
- c. Certificate may not be renewed.
- d. If required, then should inform the accreditation body.
- e. Certificate suspension or withdrawal will be announced to public (through web or any media).
- f. Legal procedures are initiated.

- ✓ In case of any of above-mentioned situation, Muslim Religious Union in Poland will facilitate a written notification to the certified client.

g. Halal Mark / Seal Approved Dimensions

Following MRU Halal Mark / Seal can be used by the certified client. All applicable dimensions are mentioned below; however, any change to the registered MRU Halal Mark/Seal can be done with prior approval from MRU.

- ☉ The customer is obliged to use the Halal logo in a manner that does not exceed the certified scope.
- ☉ The Halal logo may be printed and used by the customer on their certified products.
- ☉ On a document printed in multicolor, the Halal logo appears in its original color format and is clearly visible.
- ☉ The Halal logo may be enlarged or reduced in size, provided that the text remains legible. The Halal logo may not be altered in terms of shape.
- ☉ The Halal logo must always be presented in a size that allows the inscription to be read. This size may vary depending on the packaging on which it is used, but as a general rule, the circle of the logo should not be smaller than 1 cm.
- ☉ It is essential to maintain free space around the Halal logo so that it remains recognizable and does not disappear among other elements of the signage.
- ☉ The logo may only appear in selected colors – black and white, shades of gray or colour version. No other colors should be used in the presentation of the logo, nor should these colors be altered in any way, e.g., by using fading, or other effects.



COLOUR VERSION	SHADES OF GRAY	BLACK AND WHITE
CMYK	CMYK:	CMYK:
- white 0;0;0;0	- white 0;0;0;0	- white 0;0;0;0
- red 20;100;100;10	- red 0;0;0;62	- black 0;0;0;100
- green 100;0;80;20	- green 0;0;0;57	
- black 0;0;0;100	- black 0;0;0;100	

h. SUSPENSION / TERMINATION OF CERTIFICATE

☞ Certificates are suspended / terminated in below cases;

- a. The Halal certified management system has persistently and seriously failed to meet Halal certification requirements.
- b. Surveillance audits and recertification audits not allowed to be conducted according to required frequency or as scheduled and delay for 02 months from the due date.
- c. In case of any breach or violation in use of Muslim Religious Union in Poland Halal Certification seal/logo, accreditation body logo (if applicable) by the client,
- d. Violation of the terms of the signed certification agreement, e.g.:
 - Non-payment of fees
 - Incorrect use of the certification mark.
- e. Client voluntarily requesting temporary suspension or termination.
- f. Evidence received from authorities or direct consumers that could affect the Halal status of certified products, e.g.:
 - Evidence of non-compliance to regulatory/statutory requirements relevant for the Halal certification.
 - Evidence of a non-effective Halal managements system in case of serious incidents and condition found in Halal certified products and the status of certified products is in jeopardized.

☞ Management representative (MR) within the Muslim Religious Union in Poland will decide on the action to be taken, based on a review and duly considerations of evidences. Client has the right to respond and appeal to the decision as per complaints / appeal procedure and instructions. At the end of expiry date of corrective actions closing date, all evidences shall be sent to Muslim Religious Union in Poland. MRU will verify that conditions are met and requested corrective actions are implemented. Dependent on this verification Muslim Religious Union in Poland will either:

- a. Declare a positive result, revoke the suspension and declare a valid Halal certificate.
- b. Declare a negative result due to failure to resolve the issues that resulted in suspension. This situation will normally result in permanent withdrawal of the certificate by submission of revoke confirmation letter and made publicly available on their website.

☞ In either case the Client will receive a letter confirming the result. Suspension will not be exceeded more than 6 months.

i. WITHDRAWAL/CANCELLATION OF CERTIFICATE:

☞ Withdrawal of the certificate will be initiated if;

- a. If the audit shows that the non-compliance is of a serious nature.

- b. if the surveillance or re-audit is delayed by more than 4 months beyond the due date
 - c. If the client fails to settle the due payment of its financial obligation.
 - d. If the client fails to take adequate measures in case of suspension.
 - e. If any actions are taken by the client which would bring the Muslim Religious Union in Poland scheme into disrepute.
- ☉ The decision to withdraw a certificate shall be formally communicated to the client including the requirements to:
- a. Terminate use of the Halal certification mark/seal and any reference to certification.
 - b. Return certificate(s) and copies to Muslim Religious Union in Poland.
- ☉ The client has a right to appeal. An appeal may be lodged through the Muslim Religious Union in Poland complaints / appeal procedure.
- ☉ Certificates will be **cancelled** in the following cases;
- ✓ If the client does not wish to continue certification to the scheme.
 - ✓ If the product, process or service is no longer offered
 - ✓ If the client ceases trading for whatever reason.
- ☉ When certificate is cancelled, it is published at web site www.halalpoland.pl . All costs incurred by Muslim Religious Union in Poland, in the investigation of the misuse of the halal certificate/mark and in suspending and reinstating of certificates will be charged to the client.

5. RELATED DOCUMENT & RECORDS:

- ☒ MRU-HAL-SOP -003 Standard Operating Procedure for control of Complaint/Appeal Dispute and Information
- ☒ MRU-HAL-SOP-007 Standard Operating procedure for Termination, Suspension and Withdrawal
- ☒ Termination, Suspension, Withdrawal and Scope Reduction Policy
- ☒ Memorandum of Agreement for the Use of MRU Halal Certificate and Halal Mark/Seal

6. REVISION HISTORY

Revision History				
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Approved By:

Chairman