Prohibited Worker Abuses

The United States has a *"zero tolerance"* policy against human rights abuses. All U.S. Defense contractors must treat employees fairly, domestically and abroad. Companies recruiting workers to support the U.S. Department of Defense (DoD) cannot engage in unfair tactics such as:

- Illegal confiscation of passports
- Deceptive hiring practices
- Excessive recruitment fees
- Substandard living conditions
- Circumvention of immigration procedures
- Forcing sex acts

To learn more about the DoD program to combat trafficking in persons, see **http://ctip.defense.gov**

DoD contracts require the following employee protections:

All employees of Defense Department contractors or subcontracts must be provided a signed copy of their employment contract

Contractors and subcontractors must:

- abide by international and host country laws for work visas and transit and entry
- comply with personal living space standards, if providing housing
- use licensed recruiting firms, who cannot charge excessive fees, if using recruiting firms

Worker Bill of Rights

Employees supporting U.S. installations abroad have a right to:

- hold their own passport
- receive agreed upon wages on time
- take lunch- and work-breaks
- leave the place of employment at any time
- identify grievances without fear of reprisal
- have a copy of their employment contract
- be paid wages not below legal in-country minimum wage
- if housing is provided, live in habitable space that is comparable to others on the U.S. base.

Under the Director, Defense Procurement and Acquisition Policy (DPAP), the Contingency Contracting team is committed to combating trafficking in persons by increasing awareness through publications such as this one.

DPAP's Defense Contingency Contracting Handbook also contains guidance on this topic.

For more information on the Defense Contingency Contracting Handbook, see http://www.acq.osd.mil/dpap/pacc/cc/jcchb or email contingencycontracting@osd.mil

VIOLATORS FACE SEVERE CONSEQUENCES, INCLUDING LOSS OF ALL U.S. GOVERNMENT BUSINESS

The U.S. Department of Defense

FAIR TREATMENT FOR ALL WORKERS

Supporting U.S. Installations Abroad

If your organization receives contract funding from the U.S., you must ensure your workers are treated fairly.

Trafficking in PerSons

Introduction

The success of any U.S. contingency operation—whether military engagement or response to natural disaster—depends upon the quality of its contracting support. All U.S. Military Services use contractors to provide essential services. When the contingency is abroad, the U.S. often relies on local companies to provide these services, either directly or by subcontract. To receive these funds, the local companies must abide by the terms and conditions of the contract.

A commitment to *Combating Trafficking in Persons* is an essential requirement in any U.S. contract. This means organizations who receive U.S. funding cannot employ people who have been compelled into labor through force, fraud, or coercion, or people who are forced to commit sex acts. Trafficking in Persons is a form of modern-day slavery that is strictly forbidden.

If you are aware of any situation that involves recruiting, harboring, providing, or obtaining victims, immediately notify your Contracting Officer—the U.S. government official responsible for the contract.

Ver 1.1, Pub 08/11

Preventing Worker Abuses

Rigorous U.S. Inspections to Prevent Abuses

Performance of U.S. government contracts is monitored by Contracting Officer's Representatives (CORs)—individuals who serve as DoD's "eyes and ears" at government installations where services are performed. CORs receive training, helping them spot the warning signs for human abuses. They report findings to the Contracting Officer, who takes appropriate action.

The DoD Inspector General periodically evaluates DoD contracts for compliance with the "Trafficking Victims Protection Act," by conducting site visits at U.S. military installations. The DoD Inspector General Hotline is available to report suspected trafficking in persons:

DoD IG Hotline Email: *hotline@dodig.osd.mil*

DoD IG Hotline Telephone:

From U.S. base with DSN: *94-800-424-9098*

Within U.S.: *800-424-9098* ***(toll free) or*** *703-604-8799*

Outside U.S.: *00-1-703-604-8799*

Remedies against Abusers

Company Self-Reporting

Companies should prohibit human rights violations, remove employees who engage in them, and report such actions to the U.S. Contracting Officer. Self-correction can save you from severe consequences. If human rights abuses occur under a U.S. contract, significant penalties are possible, including:

- Administrative actions
  - Order to remove employee
  - Order to terminate a subcontract
  - Termination of contract
  - Placement on suspension or debarment list, making you ineligible for business with the U.S. government
- Legal actions
  - Monetary fines
  - Jail time

DON'T WAIT FOR THE U.S. TO FIND THE VIOLATION. REPORT FORBIDDEN ACTIONS:

DEBT BONDAGE

INVOLUNTARY SERVITUDE

SLAVERY

PROCURING SEX ACTS