



USAID Okard Anti-Trafficking Policy & Compliance Plan

Anti-Trafficking Policy

WEI is committed to high standards of ethics and integrity in all aspects of project management, including the prohibition of actions that would support trafficking in persons and procedures to prevent such acts and report any violations.

WEI has developed an Anti-Trafficking Policy in accordance with the U.S. Government's zero-tolerance policy regarding trafficking in persons by government contractors and award recipients, as set out in FAR Subpart 22.17 and 52.222-50(h), USAID Standard Provision M20 for U.S. Nongovernmental Organizations ("Anti-Trafficking Provisions"), and Executive Order "Strengthening Protections Against Trafficking In Persons In Federal Contracts" (dated September 25, 2012). WEI and our partners, subawardees, subgrantees, vendors, employees and other agents are prohibited from engaging in:

1. Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime);
2. Procurement of a commercial sex act;
3. Use of forced labor; and
4. Acts that directly support or advance trafficking in persons, including but not limited to:
 - Destroying, concealing, confiscating, or otherwise denying an employee access to their identity or immigration documents;
 1. exempted from the requirement to provide or pay for such return transportation by the USAID award; or
 2. the employee is a victim of human trafficking seeking victim services or legal redress in the country of employment or a witness in a human trafficking enforcement action;
 3. the employee is legally permitted to remain in the country of employment and chooses to do so. Failing to provide return transportation to an employee relocated by WEI to a posting outside the country in which they were recruited, unless:

5. Use of misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work;
 - Use of recruiters that do not comply with local labor laws of the country in which the recruiting takes place;
6. Charging employees recruitment fees; and
7. Providing or arranging housing that fails to meet housing and safety standards.
8. If required by law or contract, fail to provide an employment contract, recruitment agreement, or other required work document in writing. Such written work document shall be in a language the employee understands. If the employee must relocate to perform the work, the work document shall be provided to the employee at least five days prior to the employee relocating. The employee's work document shall include, but is not limited to, details about work description, wages, prohibition on charging recruitment fees, work location(s), living accommodations and associated costs, time off, roundtrip transportation arrangements, grievance process, and the content of applicable laws and regulations that prohibit trafficking in persons.

This Compliance Plan describes WEI Laos USAID Okard Project policies and procedures for: (1) making employees aware of the conduct prohibited by WEI policy and the Anti-Trafficking Provisions and the actions that may be taken against employees for violations; (2) employing fair recruitment, wage and housing practices; and (3) preventing prohibited trafficking activity by suppliers, subcontractors and subrecipients, and monitoring, detecting and terminating those who engage in such activities.

Compliance Plan

The WEI USAID Okard project contains Standard Provision M20 and exceeds an estimated value of \$500,000, and therefore will ensure compliance with the following:

- Submit to the Agreement Officer annually the “Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013”,
- Implement a compliance plan to prevent the activities described in this provision.

Awareness Program

WEI's USAID Okard project ensures the dissemination of this policy through the following processes:

- **Employees:** Each new employee receives orientation to HR policies and procedures including WEI's Code of Conduct (which forms part of the Employee Handbook and includes this Anti-Trafficking policy in its entirety), scheduled by HR as soon as possible

upon the commencement of their work. All 29 WEI Laos staff, including 23 staff members currently employed by USAID Okard (of which 19 are non-United States citizens), are required to take the “Ethics at WEI” ethics training within 30 days of hire and annually thereafter; other refresher trainings on ethics policies are provided as-needed. This policy, and the Code of Conduct in its entirety, is also accessible to all staff on the WEI Intranet webpage.

- **Subrecipients, Subcontractors and Subgrantees:** WEI award, subcontract and grant templates include reference to this policy and, as applicable, USAID Standard Provision M20 for U.S. Nongovernmental Organizations or M15 for Non-U.S. Nongovernmental Organizations (“Anti-Trafficking Provisions”). All WEI USAID Okard subrecipients, subcontractors and subgrantees must confirm that they have read and understand the referenced policy and provision. Subrecipients, subcontractors and subgrantees may contact WEI at any time for questions, clarifications, or further discussion.
- **Vendors, consultants, suppliers, and other agents:** WEI USAID Okard contractual instruments, including but not limited to consulting agreements, professional service agreements, and purchase orders include reference to this policy and, as applicable, USAID Standard Provision M20 for U.S. Nongovernmental Organizations or M15 for Non-U.S. Nongovernmental Organizations (“Anti-Trafficking Provisions”). Vendors, consultants, suppliers, and other agents must confirm that they have read and understand the referenced policy and provision upon signing the contractual instrument, and may contact WEI at any time for questions, clarifications, or further discussion.

Reporting

All partners, subawardees, subgrantees, subcontractors, vendors, employees, labor recruiters, brokers or other agents are required to report suspected violations of this policy immediately. Reports may be submitted through the following routes:

- **Supervisor or manager:** Individuals may report suspected violations at any time through their direct supervisors or the managers in charge of their procurements or activities. Subsequently, supervisors and managers must in turn forward any reports to the Code of Conduct Helpline at: www.weimanagerreport.ethicspoint.com
- **WEI Code of Conduct Helpline (managed by NAVEX/EthicsPoint):** Any individual may submit a report of suspected violations through the EthicsPoint reporting system online at www.wei.ethicspoint.com. This confidential system allows reporters to remain anonymous unless the reporter wishes to disclose their identity. The EthicsPoint Case Management system centrally retains all information, and allows for efficient management of incident report information and investigation results.
- **Global Human Trafficking Hotline:** Any individual may submit a report of suspected violations directly to 1-844-888-FREE or help@befree.org.

This Anti-Trafficking Policy is implemented in conjunction with the protections afforded by the WEI Whistleblower Policy, described in the Code of Conduct, which strictly prohibits retaliation against any WEI employee who reports prohibited trafficking-related activity or other violations of this policy, or who cooperates with any internal or government investigations of such reports.

Investigations

WEI will internally investigate suspected violations as appropriate using its EthicsPoint Case Management System. If WEI receives credible evidence from any source that alleges that WEI, its employee, contractor, subrecipient, subawardee, partner, vendor, or other agent has engaged in any of the prohibited activities identified in this provision, WEI will notify the cognizant Agreement Officer and the USAID Office of the Inspector General immediately.

WEI will cooperate fully with any US Government agencies responsible for any investigations, audits or corrective actions relating to trafficking in persons, including, but not limited to, providing timely and complete responses to document requests, and providing reasonable access to WEI facilities and staff.

WEI will protect all employees suspected of being victims of or witnesses to prohibited activities, prior to returning to the country from which the employee was recruited, and will not prevent or hinder these employees from cooperating fully with US government authorities.

Recruitment and Wage Plan

WEI prohibits the use of any misleading or fraudulent recruitment practices during the recruitment of employees or offering of employment to employees. The WEI USAID Okard HR Department must fully and accurately disclose, in a format and language accessible to the employee, all key terms and conditions of employment, including wages and benefits, work location, living conditions, housing and associated costs (where provided or arranged by WEI), significant costs to be charged to the employee, and, if applicable, the hazardous nature of the work. Laos-based local hire positions must comply with all Lao PDR labor laws.

WEI prohibits charging recruitment fees to any employee.

WEI prohibits destroying, concealing, confiscating or otherwise denying any employee access to his or her identity or immigration documents.

Housing Plan

WEI does not provide housing to its employees in Laos. Rather, eligible WEI employees working overseas find their own housing, and are reimbursed for housing allowance in accordance with USG regulations. In the event that WEI was to provide housing to employees in Laos, that housing must meet host country housing and safety standards.

Prevention and Monitoring Procedure:

WEI will ensure internal compliance with these provisions through the procedures described and referenced throughout the Anti-Trafficking policy.

All operations are subject to this policy and it is strictly enforced across all WEI USAID Okard locations and activities. Any suspected violation reported to WEI or detected by HR or

management will be investigated, acted upon, and reported per the provisions of this policy and in accordance with WEI's policy and process for investigating and reporting on all ethics and fraud violations.

WEI will take appropriate action, up to and including termination, against WEI employees found to have violated this policy.

Compliance by subrecipients, vendors, suppliers, and other agents will be additionally ensured through a mandatory training program for all WEI staff. Program and technical staff members who manage subrecipient and vendor relationships and deliverables will:

- Become aware of this policy and related terms and conditions in the contractual templates
- Learn how to assess the risk of trafficking in a given scenario and geographic location
- Analyze and apply the relevant terms and conditions in the contractual templates
- Draft and submit compliance monitoring plans for sub-recipients.

Per the terms of the contractual agreements, all counter-parties must confirm their compliance before commencing work with WEI.

During the performance of their work, WEI will implement additional reporting, inspection, and/or site visits with the other parties as appropriate for the size and complexity of the contract, subcontract or subagreement with WEI/and the nature of the activities to be performed under it. Any suspected violation reported to WEI or detected by HR or management will be investigated, acted upon, and reported per the provisions of this policy, including but not limited to:

- Requiring the party to remove an employee or agent from a project
- Requiring the party to terminate its relationship with any other contractor, vendor, consultant, supplier, subcontractor or subrecipient found to be in violation
- Suspending payments to the party until the violation is remedied, and
- Immediately terminating the party's agreement, grant, or contract.