

Jhpiego Antitrafficking Compliance Plan

Jhpiego has developed this Antitrafficking Compliance Plan (“plan”) in accordance with the US government’s zero-tolerance policy regarding trafficking in persons by government contractors and award recipients, as set out in the following government regulations (collectively referred to as “antitrafficking provisions”): Federal Acquisition Regulations, Subpart 22.17 and 52.222-50(h) for contractors; Title 2 Code of Federal Regulations, Chapter 1, Part 175.5-175.25, the Office of Management and Budget’s *Governmentwide Guidance for Grants and Agreement*, for recipients of all federal awards; and *USAID Standard Provisions* M20, for US nongovernmental organizations and M15 for non-US nongovernmental organizations, for recipients of United States Agency for International Development assistance awards.

Combating Trafficking in Persons

The above-referenced regulations fully detail the US government’s antitrafficking policies. The following summarizes the fundamentals of those policies:

As a recipient of US government funding, Jhpiego, including its employees, consultants, subrecipients, and subcontractors, is prohibited by US government policy from:

- (1) **Engaging in severe forms of trafficking in persons** while working on a program or project sponsored by the US government. This means:
 - a. **Sex trafficking, in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform the act is under 18 years of age;** or
 - b. **Recruiting, transporting, or harboring a person for labor or services through the use of force, fraud, or coercion** for the purposes of involuntary servitude, peonage, debt bondage, or slavery.
- (2) **Procuring commercial sex acts during the contract period**
- (3) **Using forced labor** in performing the contract
- (4) Destroying, concealing, confiscating, or otherwise **denying access by an employer to the employee’s identity papers or immigration documents**, such as passports, identification cards, or drivers’ licenses
- (5) Using **deceptive or unlawful employment strategies**, including:
 - a. Failing to disclose the following to the employee in a format and language that he or she understands:
 - Terms and conditions of employment, including wages and fringe benefits
 - The location of work
 - The living conditions, housing, and associated costs
 - Any significant costs to be charged
 - If applicable, the hazardous nature of the work
 - b. **Using recruiters who do not comply with local labor laws of the country in which the recruiting takes place**
- (6) **Charging employees recruitment fees**

The Compliance Plan

The purpose of this plan is to set out Jhpiego policies and procedures for (1) making Jhpiego employees aware of the conduct prohibited under Jhpiego policy and the antitrafficking 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.

Scope

This plan sets forth Jhpiego standards for antitrafficking compliance and applies presumptively to all US government contracts, subcontracts, cooperative agreements, awards, and subawards. However, it may need to be adapted or modified for projects that are larger, more complex, or involve greater risk of trafficking activity. For all contracts and awards with an estimated value of \$500,000 or more, or involve activities outside the US, project staff must examine each one individually to assess the risk of trafficking activity based on factors such as the number of non-US citizens to be employed and whether the contract or award will involve services or supplies susceptible to trafficking in persons. Project staff must adapt or modify the plan as necessary to ensure that it is appropriate to the size and complexity of the contract or award, and the nature and scope of the activities to be performed.

Jhpiego has adopted the Policy on Combating Trafficking in Persons (“policy”) that reflects the antitrafficking provisions prohibiting trafficking-related activities, describes the actions Jhpiego may take against employees and agents who violate the policy, and sets out the procedure for reporting and investigating policy violations. The policy is also included in all Jhpiego field office employee manuals.

Jhpiego posts the policy and this plan on its internal MyJhpiego site, where they can be accessed by all personnel at any time.

Upon initial adoption, all Jhpiego personnel will be notified of the new policy via a companywide email containing a link to the policy on MyJhpiego with instructions to access and review the policy.

All new personnel are required to read and acknowledge the policy, including the antitrafficking provisions, at the time of hire.

Jhpiego also will periodically conduct specialized training on the antitrafficking provisions, the policy, and the plan on an as-needed basis.

Jhpiego Recruitment and Wages

Jhpiego prohibits the use of any misleading or fraudulent recruitment practices during the recruitment of employees or offering of employment to employees. Jhpiego 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 Jhpiego), significant costs to be charged to the employee, and, if applicable, the hazardous nature of the work.

Jhpiego prohibits the use of recruiters who do not have trained employees or who do not comply with all labor laws of the country where the recruitment takes place.

Jhpiego prohibits charging recruitment fees to any employee.

Jhpiego will pay to all employees such wages that meet applicable host-country legal requirements or will explain any variance.

Where required by law or contract, Jhpiego will provide to every employee an employment agreement or other required work document, written in a language the employee understands, containing all required information about the terms of conditions of employment, which may include, by way of example, the work description, wages, work location, living accommodations and associated costs, time off, transportation arrangements, grievance process, the content of applicable laws and regulations prohibiting trafficking in persons, and the prohibition on recruitment fees. If the employee must relocate to perform the work, Jhpiego will facilitate the obtainment and cover the cost of the required work document prior to relocation.

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

Jhpiego will provide or pay the cost of return transportation at the end of employment for any employee who is not a national of the country where the work took place and was brought into that country by Jhpiego for purposes of working on a covered US government contract or award.

Jhpiego will provide or pay the cost of return transportation at the end of employment for any employee who is not a US national and was brought into the US for purposes of working on a covered US government contract or award, if payment of such costs is required under existing temporary work programs or pursuant to a written agreement with the worker for portions of contracts and awards performed outside the US.

If, upon completion of a Jhpiego assignment, an employee takes a job with an organization that provides relocation to a new post, Jhpiego will have no obligation to pay the cost of relocating the employee back to his or her home of record. In addition, if the employee chooses to terminate his or her employment before one year, he or she is obligated to reimburse Jhpiego for any relocation expenses (including any shipping and freight fees) paid to him or her, or on his or her behalf.

Supplier Compliance

All Jhpiego contractors, consultants, vendors, suppliers, subcontractors, and subrecipients (“suppliers”) must agree to comply with the policy and all applicable antitrafficking provisions. Jhpiego will include language to that effect in all supplier contracts, subcontracts, and subagreements (“supplier contracts”), including inserting Federal Acquisition Regulations 52.222-50, Federal Acquisition Regulations 52.222-56, and USAID Standard Provisions where applicable.

Jhpiego offices will make all suppliers aware of Jhpiego’s antitrafficking policy. All contractors and subrecipients contracted for an amount \$500,000 or greater are required to have a compliance plan to prevent prohibited trafficking-related activities; monitor, detect, and terminate any of their contractors,

consultants, suppliers, subcontractors, or subrecipients engaging in prohibited trafficking-related activities; and reserve the right to request a copy of said plan from Jhpiego. The supplier's compliance plan must meet the minimum requirements in the antitrafficking provisions and be appropriate to the size and complexity of the contract, subcontract, or subagreement with Jhpiego and the nature of the activities to be performed under it.

Jhpiego offices may request, prior to the award of any supplier contract, and on an annual basis thereafter, all Jhpiego suppliers to submit a certification to Jhpiego that:

- The supplier has implemented a compliance plan and has complied with it.
- After conducting due diligence, to the best of the supplier's knowledge and belief, neither it nor any of its employees, contractors, consultants, suppliers, subcontractors, subrecipients, or their employees engaged in any prohibited trafficking-related activities. If any abuses relating to prohibited trafficking-related activities were found, supplier took appropriate remedial and referral actions.

For suppliers and supplier contracts that may be more susceptible to trafficking-related activities, Jhpiego may, in situations where it has direct access, inspect the supplier's workplace or any housing provided by the supplier for signs of trafficking-related activities. In lower-risk situations and in situations where the supplier is distant, Jhpiego will review the plans and certifications of its suppliers to ensure they include adequate monitoring procedures and reporting mechanisms.

If any supplier fails to comply with the policy or applicable antitrafficking provisions, Jhpiego will take appropriate action to remediate the violation and prevent future violations, including but not limited to:

- Requiring the supplier to remove an employee or agent from a project
- Requiring the supplier to terminate its relationship with any supplier contractor, consultant, supplier, subcontractor, or subrecipient
- Suspending payments to supplier until violation is remedied
- Immediately terminating the supplier contract

Reporting Requirements and Procedure

All Jhpiego personnel, suppliers, and supplier personnel are required to report any suspected trafficking-related activity or violation of this policy to Jhpiego.

Jhpiego employees are strongly encouraged to report any violation of this policy directly to the Jhpiego chief financial officer/vice president (CFO/VP) and/or chief human resources and administrative officer (CHRAO) as an effective and expeditious means of addressing the required reporting of potential violations. In addition and in the case of suppliers/contractors and their personnel, as well as Jhpiego employees, reports may be made to any Jhpiego supervisor, senior country office management (which includes country directors or project chief of party), or headquarters human resources representative. Any Jhpiego supervisor, member of senior Country Office management, or headquarters human resources representative who receives such a report is required to immediately forward the report to Jhpiego's CFO/VP and CHRAO. Supplier personnel who believe they or others have been subjected to prohibited trafficking-related activities may report the activity as outlined above. Reports may be also be

made via Jhpiego's anonymous compliance hotline online at www.integritycounts.ca/, by email to jhpiego@integritycounts.ca, or by phone:

US: 1-866-921-6714

Philippines: 00-800-2002-0033

India: 0008001007980

Indonesia PT Indosat: 0018030208158

Indonesia PT Telkom: 0078030208158

For all other countries, contact the international operator, ask to place a collect call to 001-604-922-5953, then ask for a whistleblower agent.

Human resources will investigate all reports of prohibited trafficking-related activity or violations of this policy and take appropriate action. The Office of the CFO/VP will make all required notifications to government agencies, as more fully set out in this compliance plan.

Jhpiego strictly prohibits retaliation against any Jhpiego 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. Employees may do so without fear of reprisal. Jhpiego personnel who engage in any form of retaliation against those who report prohibited trafficking-related activities or other violations of this policy are subject to disciplinary action, up to and including termination of employment with Jhpiego.

Follow-Up on Reported Violations

If Jhpiego receives credible information from an employee report or any other source alleging prohibited trafficking-related activity, Jhpiego's CFO/VP will notify Johns Hopkins University and, in consultation with the university, conduct an investigation and report its findings, determining what, if any, remedial action is appropriate. The Jhpiego chief operating officer will monitor Jhpiego management's implementation of such remedial action.

The CFO/VP will be responsible for immediately notifying the contracting officer and the appropriate agency inspector general of the information received and any resulting remedial action taken.

Jhpiego 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 Jhpiego facilities and staff.

Jhpiego 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.

Notification

Jhpiego will post this plan and policy internally on MyJhpiego and the policy on its external website, www.jhpiego.org. Jhpiego will also post the policy at all workplaces, except where work is not being performed at a fixed location.