

## **“AIDS Foundation East-West (AFEW-Ukraine) Human Trafficking and Worker Exploitation Policy**

### **Purpose**

The purpose of this policy is to ensure that at all AFEW-Ukraine program participants and workers are safe and not exposed to any threat or acts of human trafficking, and that AFEW-Ukraine does not work with other organizations, vendors or suppliers who may be involved in human trafficking.

### **Applicability**

This policy applies to employees of AFEW Ukraine and implementing partners, including consultants and subgrantee organizations

### **General Guidance**

“Human trafficking,” “worker exploitation,” and “modern-day slavery” are terms used to describe situations where one person is exploited by another person for profit. The person or child may be forced to perform labor or engage in a commercial sex act. These are broad terms that cover many types of exploitation that use force, fraud, harassment, trickery or abuse of power.

Human trafficking involves three elements: 1) the perpetrator’s actions to obtain or maintain labor; 2) using force, fraud, or coercion over the victim; and 3) for purpose of taking advantage of the victim.

The use of force, fraud, or coercion over a victim may include preventing a victim from controlling their own freedom, safety, personal documents, working and living conditions, and wages. If a worker does not have control over any of these areas, it is a potential sign of trafficking or exploitation.

Examples of forced labor can include situations where a worker is paid less than promised, does not receive pay, does not have access to their identification documents, or has no control over their money.

### ***Prohibitive Behaviors***

In addition to human trafficking as defined above, actions that directly support or advance trafficking are prohibited. Such actions include, but are not limited to:

- Procuring a commercial sex act using organization’s costs
- Destroying, hiding, taking, or denying an employee access to their identity or immigration documents
- Offering employment under false pretenses
- Charging employees recruitment fees
- Providing wages and benefits that do not meet local legally required minimum standards

- Providing housing that does not meet local housing and safety standards
- Failing to provide transportation to an employee working outside of the country from which they were recruited upon the end of employment.

### ***Mandatory Reporting***

Reporting of human trafficking cases from implementing partners and staff of AFEW may be done via Pact's hotline at [pactworld.ethicspoint.com](https://pactworld.ethicspoint.com) or addressed to the AFEW-Ukraine's Complaint Focal Point:

Joost van der Meer, Chair, AFEW-Ukraine Chair of Supervisory Board  
[vandermeerj\(at\)phesta.nl](mailto:vandermeerj(at)phesta.nl)

Reports may also be made through the Global Human Trafficking Hotline via telephone (1-844-888-FREE) or e-mail ([help@befree.org](mailto:help@befree.org)).

AFEW-Ukraine is required to report any violations of this policy to the funder or prime implementing partner.

### **Implementation**

#### ***Training and Awareness***

Human trafficking policy is a part of new employees orientation attached to general Staff Manual, that needs to be signed by all employees. The policy is available on a corporate shared drive, to which all employees have access. Staff training on anti-trafficking requirements is conducted during new employee orientation and also included in the general staff trainings and updates on the policies and procedures

#### ***Human Resources***

AFEW-Ukraine has an Anti-Trafficking Compliance Plan that outlines how AFEW-Ukraine operationalizes the requirements in this policy, providing specific instructions on the appropriate implementation of recruitment and wage plans and non-salary benefits so that AFEW-Ukraine does not engage in any acts that could be perceived as human trafficking.

### **Assessing Risks at the Project Level**

Management team - Executive Director and Financial Director of AFEW Ukraine are responsible for identifying, mitigating, and monitoring specific trafficking risks in their programs related to programming and country challenges. This includes, but is not limited to conducting due diligence and certification requirements for all organizations, vendors, suppliers or other third parties to ensure they do not partake in any trafficking activities. If any employee of AFEW Ukraine believes that any parties are a higher risk, they should immediately notify Management Team.

#### ***Specific Obligations for USAID Projects***

USAID-funded awards with an estimated value that exceeds \$500,000 are required to annually certify to USAID or the prime recipient that they have implemented a compliance plan and are not engaged in any trafficking-related activities. AFEW-Ukraine has designated the Financial

Director of AFEW-Ukraine responsible for submitting these certifications. If AFEW-Ukraine issues subawards or subcontracts under USAID funding that exceed \$500,000, the subrecipients and subcontractors are required to annually certify to AFEW-Ukraine that they have implemented a compliance plan and are not engaged in any trafficking-related activities.

## **Enforcement**

Violation of this policy constitutes an act of serious misconduct and is grounds for disciplinary action, including termination of employment and referral to law enforcement.

In accordance with AFEW Whistleblower protection policy, it is contrary to the values of AFEW-Ukraine for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of AFEW-Ukraine. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Any vendor/subrecipient or vendor/subrecipient personnel who engages in any prohibited activities, fails to report suspicious activities, or engages in retaliatory actions will be subject to action including termination of the business relationship, and reporting as appropriate.