

## HUMAN TRAFFICKING PREVENTION POLICY

[INSERT COMPANY NAME] believes it is our responsibility to respect and help protect human rights by doing our part to eradicate human trafficking and forced labor. [INSERT COMPANY NAME] has a zero-tolerance policy and strictly prohibits employees from engaging in any form of trafficking in persons.

[INSERT COMPANY NAME] is committed to:

- Training employees in the prevention of human trafficking and how to report suspected cases.
- Educating staff on company policies surrounding human trafficking and providing training in multiple languages.
- Displaying human trafficking indicator signage and ensuring it is visible to all employees.
- Establishing a safe and secure reporting mechanism.

Employees are prohibited from:

- Engaging in any form of trafficking in persons in the performance of any work; soliciting or procuring commercial sex, regardless of whether such conduct is during work hours and regardless of where the conduct occurs.
- Viewing/searching online advertisements for commercial sex, either during work hours or using company equipment (including computers, cellphones, tablets).
- Visiting any venue that provides erotic entertainment during work hours or while traveling for work purposes.
- Using forced labor in the performance of any work.
- Destroying, concealing, confiscating, or otherwise denying access by an employee to the employee's identification or immigration documents, such as passports or drivers' licenses, regardless of their issuing authority.

[INSERT COMPANY NAME] will not:

- Provide hotel rooms to guests without proper identification.
- Use vendors or contractors who do not comply with state and federal laws around human and labor trafficking.
- Retaliate against any employee who reports activity inconsistent with this policy to company management.

### Employee Responsibilities

All employees are expected to:

- Ensure that they do not participate in any form of human trafficking, including sex and labor trafficking, or paying for sexual activity, either within or outside the workplace.
- Report behavior in the workplace which they believe to be human trafficking conduct that constitutes the solicitation or purchase of commercial sexual activity to their immediate supervisor.
- Cooperate in the investigation of alleged human trafficking or forced labor by providing information they possess concerning such matters, in the event they witness, or have information about human trafficking or forced labor, by or against anyone other than themselves.

Any employee who violates any related state or federal laws, will be subject to discipline, up to and including discharge. [INSERT COMPANY NAME] may also bring the matter to the attention of appropriate law enforcement authorities.

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