

Trafficking in Persons (TIP) Compliance Plan

International Medical Corps strongly opposes trafficking in persons and forced labor in any form and prohibits its personnel,¹ implementing partners,² or other third party that is conducting business with International Medical Corps from engaging in behaviors that facilitate or support trafficking in persons. Trafficking in persons means the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services by using threats, force, or other forms of coercion, abduction, fraud, deception, or abuse of power of a position of vulnerability or giving or receiving payments or benefits to achieve consent for purposes of exploitation. Exploitation for purposes of this definition includes, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude, or the removal of organs.

Trafficking in persons is the trade in people and does not necessarily involve the movement of persons from one place to another. The consent of a victim of trafficking is irrelevant. The recruitment, transportation, transfer, harboring, or receipt of someone below the age of 18 for the purpose of exploitation is considered trafficking in persons even if this does not involve the use of threat or other means referenced above. For purposes of compliance with U.S. Government requirements, including 2 CFR Part 175, this definition is intended to encompass the “severe forms of trafficking in persons” as defined in the U.S. Trafficking Victims Protection Act (22 U.S.C. § 7102). For clarity, trafficking in persons includes sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced has not attained 18 years of age, regardless of whether force, fraud, or coercion is present.

International Medical Corps personnel and implementing partners will not engage in:

- Severe forms of trafficking in persons;
- The procurement of a commercial sex act;
- The use of forced labor;
- Acts that directly support or advance trafficking in persons, including the following acts:

(i) Destroying, concealing, removing, confiscating, or otherwise denying an employee access to that employee's identity or immigration documents;

(ii) Failing to provide return transportation or pay for return transportation costs to an employee from a country outside the United States to the country from which the employee was recruited upon the end of employment if requested by the employee, unless exempted from the requirement to provide or pay for such return transportation by the Federal department or agency providing or entering into the grant or cooperative agreement; or the employee is a victim of human trafficking seeking victim

¹ *Personnel* means directors, officers, employees, consultants, volunteers, interns, agents, or any other type of worker or representative of International Medical Corps.

² *Implementing Partner* means vendors, service providers, contractors, subrecipients, or other partners with whom we contract.

services or legal redress in the country of employment or a witness in a human trafficking enforcement action;

- (iii) Soliciting a person for the purpose of employment, or offering employment, by means of materially false or fraudulent pretenses, representations, or promises regarding that employment;
- (iv) Charging recruited employees a placement or recruitment fee; or
- (v) Providing or arranging housing that fails to meet the host country's housing and safety standards.

In this regard, International Medical Corps personnel are required to comply with applicable U.S. Government regulations and any award conditions on trafficking in persons, as well as International Medical Corps' Safeguarding Policy, which includes provisions on trafficking in persons (these provisions are referred to as the "TIP Prevention Policy" in this Plan).

This document sets forth the primary components of International Medical Corps' global Compliance Plan in accordance with the requirements of 2 CFR 175 and Department of State Standard Terms and Conditions for Federal Awards, Appendix 3, which may be modified for specific awards based upon the size and complexity of the award and the nature and scope of the activities.

Compliance Plan Components

The key components of International Medical Corps' Trafficking in Persons Compliance Plan are summarized below and are more fully described in the sections that follow.

- (1) An awareness program to inform personnel and implementing partners about the U.S. Government's policy prohibiting trafficking-related activities, trafficking-related prohibitions described in the Safeguarding Policy, the activities prohibited, and the action that will be taken against the personnel for violations.
- (2) A reporting process for personnel and implementing partners to report, without fear of retaliation, activity inconsistent with the TIP Prevention Policy.
- (3) A recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging recruitment fees to the personnel or potential personnel, and ensures that wages meet applicable host-country legal requirements, or explains any variance.
- (4) A housing plan, if International Medical Corps or any subrecipient, contractor, or subcontractor intends to provide or arrange housing, that ensures that the housing meets host-country housing and safety standards.
- (5) Procedures for International Medical Corps to prevent any subrecipient, contractor, or subcontractor at any tier and at any dollar value from engaging in trafficking in persons, including activities described in 2 CFR 175 and Department of State Standard Terms and Conditions for Federal Awards, Appendix 3, and procedures to monitor, detect, and terminate any agents, subgrants, or subrecipient, contractor, or subcontractor employees that have engaged in such activities.

1. Awareness Program

All International Medical Corps staff members are informed of the TIP Prevention Policy, reporting mechanisms, and actions that will be taken for violations. The TIP Prevention Policy and related materials are available on our internal website, and information on the Safeguarding Policy is included on posters available in all field and headquarters offices.

International Medical Corps requires all personnel to complete training on Safeguarding and Respectful Workplace, which includes training on International Medical Corps' TIP Prevention Policy; certify that they have read and understand International Medical Corps' Code of Conduct & Ethics; agree to comply with the policies, procedures, and principles of the TIP Prevention Policy; and report any known or suspected violations.

International Medical Corps also conducts annual refresher training for all personnel that includes training on combatting human trafficking.

As part of its awareness program, International Medical Corps distributes the applicable TIP Compliance Plan, which is required for all U.S. grants and cooperative agreements under which the estimated value of services to be performed outside the U.S. exceeds \$500,000, to personnel working on the project at the initiation of the project via email. The Compliance Plan is also available at fixed project offices and worksites. Any questions about the TIP Compliance Plan can be sent to TIP@InternationalMedicalCorps.org.

2. Reporting Process

All International Medical Corps personnel have a responsibility to report, in good faith and without fear of retaliation, any activity that violates the TIP Prevention Policy. Personnel are subject to protection under 10 U.S.C. § 2409 and International Medical Corps' Whistleblower Policy against reprisal for reporting on actual or potential trafficking in persons violations.

Reporting mechanisms include:

In person, report to any of the following:

- Supervisor
- Country Director
- Safeguarding Focal Point
- Human Resources Department (local or HQ)
- Ethics & Compliance Department (local or HQ)
- Legal Department (HQ)

Email:

report@internationalmedicalcorps.org

On the Internet: Ethics Point

www.internationalmedicalcorps.ethicspoint.com

- >To Make A Report> “Select the country in which you are located.”

Personnel should consult their immediate supervisor, the Human Resources Department, the Ethics & Compliance Department, or the Legal Department if they are uncertain whether a specific action would be in violation of the TIP Prevention Policy.

International Medical Corps notifies the cognizant Agreement Officer and Office of Inspector General upon receipt of any credible information from any source that alleges that International Medical Corps, a subrecipient, a subcontractor, or agent has engaged in any of the prohibited activities identified in the TIP Prevention Policy if the allegation pertains to a program funded by a United States government entity. International Medical Corps will investigate such allegations and take appropriate remedial measures. In addition, International Medical Corps will fully cooperate with any United States federal government agencies responsible for audits, investigation, or corrective actions relating to trafficking in persons.

3. Recruitment and Wage Provisions

International Medical Corps’ recruitment personnel will comply with all internal policies and host country recruitment standards to combat trafficking in persons and trafficking-related activities.

To the extent that International Medical Corps uses recruitment companies, only companies with employees trained in combatting human trafficking may be used, and no recruitment fees may be charged to employees.

International Medical Corps will pay all employees wages that meet applicable host-country legal requirements, or will explain any variance.

4. Housing Provisions

International Medical Corps ensures that housing for all our personnel meets host-country housing and safety standards. International Medical Corps maintains Accommodations Guidelines to provide standard principles for personnel accommodations in its country programs.

5. Subawards and Contracts

Subawards and contracts under the applicable awards must include a provision prohibiting the conduct described in Appendix 3 (provisions applicable to any recipient) of the Department of State Standard Terms and Conditions for Federal Awards. Subrecipients will receive a copy of the applicable Compliance Plan and be bound to the same requirements as International Medical Corps. Prior to issuing any subawards exceeding an estimated value of \$500,000, International Medical Corps shall obtain from each subrecipient the same certification as required by the applicable U.S. regulations.

In addition, International Medical Corps maintains a Vendor Code of Conduct, published on its website and signed as part of the vendor registration process, which states:

Vendors must adhere to regulations prohibiting human trafficking and comply with all applicable local laws in the country or countries in which they operate. Vendors must refrain from violating the rights of others and address any adverse human rights impacts of their operations. Vendors must educate employees on prohibited trafficking activities, discipline employees found to have violated the law or rules, and notify International Medical Corps of violations and action taken against employees. Specifically, vendors will be prohibited from the following in all contracts: • Destroying, concealing, or confiscating identity or immigration documents; • Using misleading or fraudulent tactics in recruiting; • Charging employee recruitment fees or providing inadequate housing based on local standards, laws, and directives; • Failing to provide employment contracts and other documentation in the employee's native language; • Failing to provide return transportation upon the end of employment for employees brought to the country for the purpose of working on a U.S. Government award; and • Failing to interview and protect employees suspected of being trafficking victims.

Violation of this Compliance Plan or International Medical Corps' TIP Prevention Policy is grounds for International Medical Corps to take any and all appropriate actions, up to and including termination of the subaward or the contract.

Questions

Questions regarding International Medical Corps' TIP Prevention Policy and actions to combat trafficking in persons may be directed to the Human Resources Department, the Ethics & Compliance Department, the Legal Department, or TIP@InternationalMedicalCorps.org.