

Contractor Trafficking in Persons Compliance Plan Checklist

This checklist is provided to assist Contracting Officers and Contracting Officer Representatives in the review of the Contractor's Trafficking in Persons Compliance Plan submitted as required by FAR 52.222-50. Annual review or certification of the Plan is required.

Contract Number: _____ Contract Value: _____

Contractor: _____ Contract Type: _____

Period of Performance: _____ Place of Performance: _____

Contracting Officer: _____

Contracting Officer's Representative: _____

Date of Plan: _____ Date of Government Assessment: _____

Does the Compliance Plan contain the following elements or information?

Yes **No** **N/A**

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1. Awareness Program:

The contractor's awareness program informs employees about the Government's policy prohibiting trafficking-related activities described in FAR 52.222-50(b) and the activities prohibited, and the actions that will be taken against the employee for violations. (Refer to FAR 52.222-50(h)(3)(i))

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2. Employee Reporting Process:

The contractor has a process for their employees to report without fear of retaliation, activity inconsistent with the policy prohibiting trafficking in persons, including a means to make available to all employees the hotline phone number of the Global Human Trafficking Hotline at 1-844-888-FREE and its email address at help@befree.org. (Refer to FAR 52.222-50(h)(3)(ii))

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3. Recruitment and Wage Plan:

The contractor has a recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging recruitment fees to the employees or potential employees and ensures that wages meet applicable host-country legal requirements or explains any variance. (Refer to FAR 52.222-50(h)(3)(iii))

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4. Housing Plan:

The contractor or subcontractor's housing plan meets host-country housing and safety standards. (Refer to FAR 52.222-50(h)(3)(iv))

Yes No N/A

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5. Procedures for preventing TIP violations:

The contractor has procedures in place to prevent agents and subcontractors at any tier and at any dollar value from engaging in trafficking in persons (including activities described in FAR 52.222-50(b)) and to monitor, detect, and terminate any agents, subcontracts, or subcontractor employees that have engaged in such activities. (Refer to FAR 52.222-50(h)(3)(v))

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6. The number of non-US citizens that are employed on this contract. (Refer to FAR 52.222-50(h)(2)(ii))

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7. Information included in the plan discusses the size and complexity of the contract. (Refer to FAR 52.222-50(h)(2)(i). Does the plan include contract specific information regarding the contract number, dollar value, number of employees, number, and location of work sites?)

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8. Does the contractor use Third Party National (TCN) labor (brought from another non-US country) to work on contract?

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9. Information regarding the nature and scope of activities performed (Refer to FAR 52.222-50(h)(2)(ii). Does the plan discuss the nature of activities performed including the contract type, period of performance? Is the scope of the contract clearly identified? Does it address the services/products/equipment; if the contract covers multiple types of services are all included; what type of work sites are needed to perform these activities?)

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10. Is the Plan written to Department of State requirements? (*ex. additional guidance for housing plans, recruitment plans, or awareness program*)

In accordance with FAR 52.222-50, the (*Contracting Officer/Contracting Officer's Representative*) determines that the Contractor's Trafficking in Persons Compliance Plan, dated _____ is (*compliant/* *non-compliant*).

(In the event the Compliance Plan is non-compliant, include information on steps taken to bring it into compliance or identify the need for corrective actions or remedies as outlined in FAR 52.222-50(e). This should include a due date for the contractor to submit or revise their compliance plan.)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

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