



## USfalcon Combating Trafficking in Persons Policy and Compliance Plan

USfalcon's Combating Trafficking in Persons Policy and Compliance Plan (CTP) applies to employees, subcontractors, subcontractor employees and agents of USfalcon performing work under a federal contract subject to Federal Acquisition Regulation (FAR) 52.222-50 -- Combating Trafficking in Persons and/or Defense Federal Acquisition Regulation Supplement (DFARS) 252.203-7004 -- Display of Hotline Posters, and/or 252.225-7040 -- Contractor Personnel Supporting U.S. Armed Forces Deployed Outside the United States, in each case as applicable.

### **POLICY**

USfalcon is opposed to all forms of human trafficking, sex trafficking, slavery, involuntary servitude, forced or compulsory labor and all other trafficking-related activities. USfalcon is committed to (a) fully complying with all applicable labor and employment laws, rules and regulations and (b) working to mitigate the risk of human trafficking in our business and supply chains. This policy is consistent with the USfalcon Code of Ethics & Business Conduct. USfalcon's policy against trafficking in persons and compliance plan is compliance with FAR 52.222-50.

The United States has long had a policy prohibiting government employees and contractor personnel from engaging in trafficking in persons activities, including severe forms of trafficking in persons. The FAR prohibits federal contractors and subcontractors from engaging in prohibited practices such as destroying, concealing, confiscating, or otherwise denying access by an employee to his or her identity or immigration documents; using misleading or fraudulent recruitment practices; charging employees recruitment fees; and providing or arranging housing that fails to meet the host country housing and safety standards. USfalcon complies with, and requires that its employees, subcontractors, subcontractor employees and agents to comply with, FAR 52.222-50, which can be accessed at <http://www.acquisition.gov>.

USfalcon employees, subcontractors, subcontractor employees and agents shall fully comply with all applicable labor and employment laws, rules and regulations, and shall not:

- (1) Engage in severe forms of trafficking in persons as defined in FAR 52.222-50;
- (2) Procure commercial sex acts;
- (3) Use forced labor;
- (4) Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
- (5) (i) Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language understood by employee or potential employee, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee or potential employee, and, if applicable, the hazardous nature of the work or (ii) use recruiters that do not comply with local labor laws of the country in which the recruiting takes place;
- (6) Charge employees recruitment fees;
- (7) (i) Fail to provide return transportation or pay for the cost of return transportation upon the end of employment: (A) for an employee who is not a national of the country in which the work is taking place

and who was brought into that country for the purpose of working on a U.S. Government contract or subcontract (for portions of contracts performed outside the United States); (B) or for an employee who is not a United States national and who was brought into the United States for the purpose of working on a U.S. Government contract or subcontract, if the payment of such costs is required under existing temporary worker programs or pursuant to a written agreement with the employee (for portions of contracts performed inside the United States); except that:

(ii) The requirements of this paragraph (b) (7)(i) shall not apply to an employee who is (A) legally permitted to remain in the country of employment and who chooses to do so or (B) exempted by an authorized official of the contracting agency from the requirement to provide return transportation or pay for the cost of return transportation; or (iii) The requirements of this paragraph (b)(7)(i) are modified for a victim of trafficking in persons who is seeking victim services or legal redress in the country of employment, or for a witness in an enforcement action related to trafficking in persons. The contractor shall provide the return transportation or pay the cost of return transportation in a way that does not obstruct the victim services, legal redress, or witness activity. For example, the contractor shall not only offer return transportation to a witness at a time when the witness is still needed to testify. This paragraph does not apply when the exemptions in this paragraph (b) (7) (ii) apply.

(8) Provide or arrange housing that fails to meet the host country housing and safety standards

(9) If required by law or contract, fail to provide an employment contract, recruitment agreement, or other required work document in writing. Such written work document shall be in a language the employee understands. If the employee must relocate to perform the work, the work document shall be provided to the employee at least five (5) days prior to the employee relocating. The employee's work document shall include, but is not limited to, details about work description, wages, prohibition on charging recruitment fees, work location(s), living accommodations and associated costs, time off, roundtrip transportation arrangements, grievance process, and the content of applicable laws and regulations that prohibit trafficking in persons.

#### **DISCIPLINARY ACTION**

USfalcon will take appropriate action against employees, subcontractors, subcontractor employees and agents that violate this Policy and Plan, which action may include, but is not limited to, the following, as applicable:

(i) Removal of employees from the contract, or requiring the subcontractor to remove a subcontractor employee or employees from the contract;

(ii) Reduction in employee benefits;

(iii) Termination of employment;

(iv) Declining to exercise available options under the contract;

(v) Termination of the contract for default or cause, in accordance with the termination clause of the contract, or requiring the subcontractor to terminate a contract; or

(vi) Termination of the business relationship with the subcontractor, including suspension or debarment.

Any creditable information received from any source (including host country law enforcement) that alleges a contractor employee, subcontractor, subcontractor employee or their agent has engaged in conduct that violates FAR 52.222-50 must be reported immediately to their supervisor or human resources. A member of the contracts department, in consultation with the President, will inform the Contracting Officer and the agency Inspector General of the allegation.

#### **COMPLIANCE PLAN**

USfalcon has established the following compliance plan in compliance with FAR 52.222-50(h):

##### **A. Awareness Program**

USfalcon distributes this Policy and Plan to employees performing work under a federal contract subject to FAR 52.222-50(h). USfalcon prominently displays the Department of Defense's Combating Trafficking in Persons Hotline Poster and this policy and plan on the USfalcon internal portal which is accessible by all employees. This policy and plan are also posted on our external website.

Effective 10/1/2020

## **B. Grievance Mechanism**

USfalcon personnel, subcontractors, subcontractor employees and agents are required to report any violations of or activity inconsistent with the U.S. Government's policy prohibiting trafficking in persons set forth in FAR 52.222-50(b), and may do so without fear of retaliation and subject to employee protection, if applicable, under U.S.C. 2409 as implemented in the DFARS subpart 203.9, by contacting their supervisor/manager, Human Resources representative, or any member of the management team or contact [hr@usfalcon.com](mailto:hr@usfalcon.com) and may also contact the Global Human Trafficking Hotline at 1-844-888-FREE or via email at [help@befree.org](mailto:help@befree.org).

## **C. Recruitment and Wages**

USfalcon prohibits employees, subcontractors, subcontractor employees and agents from:

- (i) Using misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work;
- (ii) Using recruiters that do not comply with local labor laws of the country in which the recruiting takes place; and
- (iii) Charging employees recruitment fees.

In addition, USfalcon only permits the use of recruitment companies that provide proper training to employees, do not charge recruitment fees to employees, and that have established procedures to ensure that wages meet applicable host country legal requirements.

## **D. Housing**

In the event USfalcon or a subcontractor intends to provide or arrange housing in connection with performing work under a federal contract subject to FAR 52.222-50(h), USfalcon, and if applicable, the subcontractor shall establish a housing plan for such work that ensures that the housing meets host-country housing and safety standards.

## **E. Compliance Procedures**

In order to prevent agents and subcontractors at any tier and at any dollar value from engaging in trafficking in persons (including the activities identified in the U.S. Government's policy prohibiting trafficking in persons set forth in FAR 52.222-50(b)) and to monitor, detect, and terminate any agents, subcontracts, or subcontractor employees that have engaged in such activities, USfalcon requires that its agents and subcontractors performing work under a federal contract subject to FAR 52.222-50(h) complete annually the USfalcon Combating Trafficking in Persons Due Diligence Representation and Certification. This representation and certification is designed to provide USfalcon with sufficient information to adequately assess the practices of its agents and subcontractors with respect to combating trafficking.