



Anti-Trafficking in Persons Policy

I. Purpose:

This policy describes D-tree's guiding principles with respect to combating trafficking in persons.

II. Scope:

This policy applies to all Representatives as defined above at all times. D-tree shall include provisions regarding compliance with this policy in all subawards.

III. Policy Statements

1. Definitions:

The following definitions apply for purposes of this policy:

- i. **Representative:** D-tree staff, volunteers, consultants, visitors, and partner or sub organizations intervening or acting on behalf of D-tree
2. D-tree is opposed to all forms of trafficking in persons and is committed to mitigating the risk of trafficking in persons in connection with its operations and programs.
3. D-tree prohibits the following activities:
 - Engaging in any form of human trafficking
 - Using force, fraud, or coercion to subject a person to involuntary servitude, or obtaining labor from a person by threats of serious harm to that person or another person
 - Destroying, concealing, confiscating, or otherwise denying access to an employee's identity or immigration documents
 - Procuring or engaging in commercial sex acts (even if this practice is legal in their jurisdiction) that may be directly associated with D-tree, which includes during work hours, while attending off-site functions, and any time in work travel status
 - Using recruiters that do not comply with local labor laws
 - Using misleading or fraudulent recruiting practices

- Charging employee candidates recruitment fees for employment
 - Failing to pay contractually agreed return transportation costs for certain employees who have finished employment outside that employee's nation of residence
 - Providing or arranging housing that fails to meet the host country's housing and safety standards
4. D-tree personnel must immediately report concerns or suspicions regarding activities described above by a Representative. Reports may be submitted to D-tree's HR Manager or COO or via email to D-tree's email address for receiving such reports, ethics@d-tree.org
 5. D-tree has a zero tolerance towards trafficking in persons. All concerns and complaints regarding D-tree Representatives will be investigated.
 6. Associated Policies. This policy should be read in conjunction with the following other policies of D-tree: Child Protection Policy, Prevention of Sexual Exploitation and Abuse Policy, Sexual Harassment Policy, Code of Conduct Statement, Ethical Conduct and Reporting/Whistleblower Policy, Anti-Corruption Policy.

IV. Administrative:

Approved by: Alison Clark, COO

Effective date: January 1, 2021

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