

Valid From: November 2018**Version:** 1.0 EXT**Who we are**

Medair is a Swiss-based international humanitarian organization dedicated to relieving human suffering in some of the world's most remote and devastated places. We reach people in underserved communities that have been damaged by natural disasters, conflicts and other crises. In doing so, we help people recover with dignity and develop skills to build a better future.

Who must follow this policy

This policy applies to all Medair employees, trustees, board members, consultants, short and long term contractors, volunteers, interns and any other persons acting on behalf of Medair ("representatives"). Representatives are expected to read, understand and comply with all aspects of this policy.

Medair's position on forced labour and human trafficking

Medair operates in countries plagued by crisis and conflict. Such conditions expose vulnerable populations, in particular women and children, to risks of abuse, forced labour and human trafficking.

Medair does not tolerate forced labour, human trafficking or any form of modern slavery. These activities represent serious human rights violations and criminal offences. Medair representatives shall not engage in nor shall they support or facilitate forced labour or human trafficking of any kind.

Medair is committed to preventing, detecting and thoroughly investigating any suspected act of forced labour or human trafficking, and where appropriate, reporting the incident to the relevant law enforcement authorities.

Prohibited acts

The following acts are strictly prohibited:

- Human trafficking, including the recruitment, harbouring, transporting or receipt of people into a situation of exploitation through the use of violence, deception or coercion. Exploitation includes forced prostitution, forced labour, forced begging, forced criminality, domestic servitude, forced marriage and forced organ removal.
- Payment or the exchange of employment, goods or services for any sexual activity.
- Payment or the exchange of employment, goods or services for any form of humiliating, degrading or exploitative behaviour.
- Use of forced labour which includes any work or service an individual is forced to do against their will or under threat of punishment.

- Acts that directly support or advance forced labour, human trafficking or modern slavery, including:
 - Buying, selling or trading another human being
 - Physically constraining another person or restricting their freedom of movement
 - Destroying, concealing, confiscating or otherwise denying an individual access to their identity or immigration documents
 - Soliciting a person for the purpose of employment, or offering employment, by means of false or fraudulent pretences
 - Charging employees recruitment fees
 - Providing or arranging housing that fails to meet housing and safety standards within the host country
 - Failing to provide or pay for return transportation for an employee to the country from which the employee was recruited upon the end of employment if requested

What should I do if I become aware of or suspect a violation of this policy?

Any suspicions or allegations of forced labour or human trafficking, supporting or facilitating forced labour or human trafficking, failing to report such activities, or any other violations of this policy must be promptly reported and investigated. All representatives have a responsibility to respond and act swiftly to such suspicions or allegations in a manner that ensures confidentiality and the safety of those making the claim. Any suspicions or allegations should be reported to your line manager or Medair representative; or, a confidential report can be sent to notify@medair.org.

Responsibilities of Country Programme Management

Medair country programme management must ensure that Medair staff and other representatives are made aware of and trained on this policy. Each country programme should designate a person who will serve as the focal point for this policy and develop country-specific compliance plans. Each country programme should also ensure that beneficiaries are, as appropriate, made aware of this policy.

What are the sanctions for violations of this policy?

Sanctions for violating this policy, whether by engaging in, facilitating, and supporting trafficking activity or failing to report suspected trafficking activity, may include termination of employment, contracts or relationships with Medair, as well as referral to local law enforcement.