

Natural Resources Consulting Engineers, Inc. (NRCE) Anti-Trafficking Compliance Plan

Background & Purpose

NRCE has zero tolerance for corruption or unethical behavior. NRCE has developed this Anti-Trafficking Compliance Plan (“Plan”) in accordance with the U.S. Government’s policy regarding trafficking in persons by government contractors and award recipients, as outlined in FAR Subpart 22.17 and 52.222-50(h), and in USAID Standard Provision M20 for U.S. Nongovernmental Organizations.

The purpose of this Plan is to outline NRCE’s policies and procedures for: (1) making employees aware of the conduct prohibited under the Anti-Trafficking Provisions and the actions that may be taken against employees for violations; (2) employing fair recruitment, wage and housing practices; and (3) preventing prohibited trafficking activity by suppliers, subcontractors, and monitoring, detecting and terminating those who engage in such activities.

Pursuant to USAID Standard Provision M20 “Trafficking in Persons” the recipient, sub awardee, or contractor, at any tier, or their employees, labor recruiters, brokers or other agents, must not engage in:

- 1) Trafficking in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking in Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime) during the period of this award;
- 2) Procurement of a commercial sex act during the period of this award;
- 3) Use of forced labor in the performance of this award;
- 4) Acts that directly support or advance trafficking in persons, including the following acts:
 - i. Destroying, concealing, 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:
 - a) exempted from the requirement to provide or pay for such return transportation by USAID under this award; or
 - b) the employee is a victim of human trafficking seeking victim 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 employees recruitment fees; or

v. Providing or arranging housing that fails to meet the host country housing and safety standards.

Applicability

This plan describes baseline standards for anti-trafficking compliance. This plan may be adapted and modified as necessary to ensure that it is appropriate to the size and complexity of each award to which it applies.

Employee Awareness Program

Upon adoption of this plan, all employees and new employees assigned to applicable projects will receive this compliance plan to inform employees about the trafficking related prohibitions, the activities prohibited and the actions/consequences that will be taken against employees for violations. Included are instructions on how to report all activity inconsistent with the policy on prohibiting trafficking.

The plan will also be posted on the NRCE website (www.nrce.com) where it can be accessed by all employees, sub-contractors, agents, suppliers and sub awardees.

Reporting Process

Employees and subcontractors are required to report any and all activity inconsistent with the policy on prohibiting trafficking. Individuals can report without fear of retaliation – NRCE prohibits any form of retaliation against an employee reporting activity inconsistent with the anti-trafficking policy. Employees should report activity to NRCE Headquarters (1-970-224-1851). Reporting may also be directed to the U.S. Department of State’s Global Human Trafficking Hotline at 1-844-888-FREE and email address at help@befree.org.

Recruitment and Wage Plan

NRCE typically conducts its own recruitment directly and seeks to compensate its employees following all applicable labor laws. If NRCE does use an external recruitment company, NRCE only permits the use of recruitment companies with trained employees that comply with all labor laws of the country where the recruitment takes place, prohibits charging of recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.

NRCE prohibits the use of any misleading or fraudulent recruitment practices during the recruitment or offering of employment to employees.

In accordance with applicable labor laws, all key conditions of employment will be fully disclosed in a format and language understandable to employees to whom it applies. When required by law or contract, employees will be provided an employment contract or document that outlines required information.

NRCE, sub-contractors and sub-awardees are required to provide or pay the cost of transportation at the end of employment for any employee who is not a national of the country where the work took place and was brought into that country by the project/program.

Housing Plan

For projects where NRCE or any subawardee intends to provide or arrange housing, all arranged housing is required to meet any host-country housing and safety standards.

Supplier Compliance

All subcontractors, their employees, consultants, vendors, suppliers, etc. must comply with the Anti-Trafficking Plan and all applicable provisions. Subcontractors must include language in all supplier contracts, subcontracts and agreements, including inserting the applicable FAR clauses (52.222-50, 52.222-56).

All subcontractors must be in compliance and have a compliance plan that meets the minimum requirements as set forth in the FAR provision.

NRCE can request a copy of each subcontractors plan and/or request the subcontractor submit a certificate of compliance. Should NRCE find that any subcontractor and/or its affiliates has failed to comply with the Anti-Trafficking Policy, NRCE will take appropriate action which can include, but not limited to: terminating NRCE's relationship with the subcontractor, requiring the subcontractor to terminate its relationship with the noncompliant entity/individual or suspending work with the subcontractor until resolution of issue.

Investigations

NRCE will investigate all reports it receives regarding inconsistent activities with the Anti-Trafficking Policy. All credible information regarding a violation will be reported immediately to the Agreement Office and the USAID Office of the Inspector General. NRCE will fully cooperate with any Federal agencies responsible for audits, investigations, or corrective actions relating to trafficking in persons.

Postings

NRCE will post this Plan on its external website (www.nrce.com) and will also post this Plan at all workplaces, except where the work is being performed in the field or not otherwise at a fixed location.

Additionally, a provision prohibiting the conduct (by sub recipients, contractors, or any of their employees, or other agents, will be included in all applicable sub awards and contracts. The provision will include authorization for NRCE to terminate the award should prohibited activities be identified.