

AIS Policy Against Human Trafficking



Respect for Human Rights is a fundamental principle and one that AIS is committed to honor. Accordingly, AIS complies with all applicable laws, regulations, and executive orders pertaining to fighting slavery and strengthening protection against human trafficking. AIS prohibits and will not tolerate our employees, consultants, contractors, subcontractors (including indirect subcontractors), subcontractor employees, and their agents from:

- Engaging in severe forms of trafficking in persons during the contract performance period;
- Procuring commercial sex acts during the period of contract performance;
- Using forced labor in the performance of the contract;
- Destroying, concealing, confiscating or otherwise denying access by an employee to the employee's identity or immigration documents (*e.g.*, driver's license or passport);
- Using misleading or fraudulent practices during the recruitment of employees or when offering employment;
- Using recruiters that do not comply with the local labor laws of the country in which the recruiting takes place;
- Charging recruitment fees to employees;
- If required by law or contract, failing to provide an employment contract, recruitment agreement or other required work document in writing in a language the employee understands, and failing to satisfy certain other related requirements;
- Providing or arranging housing that fails to meet the host country housing and safety standards; and
- Under certain circumstances, failing to provide or pay for return transportation upon the end of an employee's period of employment for employees who are not nationals of the country they were brought into for the purpose of working on a contract or subcontract.

The foregoing prohibitions apply to all contracts, including those for commercially available off-the shelf, or COTS, items. There is no *de minimis* exception.

Any AIS employee who receives credible information and/or discovers any violation of this policy is required immediately report the conduct, and may do so without fear of reprisal, to his/her Supervisor, the Contract Manager, Human Resources, or the CEO. Upon receipt of this information, AIS will promptly notify any and all appropriate individuals and agencies, including the contracting officer and/or the agency Inspector General.

Any AIS employee who is found to have violated this policy will be subject to discipline, up to and including termination of employment. Any consultant, contractor or subcontractor who has violated this policy will be subject to appropriate consequences, up to and including termination of the contract.