



Swiss TPH Anti-Human Trafficking and Worker Exploitation Action Plan

General guidance and action plan

06 March 2025

PURPOSE

The purpose of this plan is to ensure that all Swiss Tropical and Public Health Institute (Swiss TPH) employees and consultants interfacing with USAID funding, are safe and not exposed to any threat or acts of human trafficking or worker exploitation, and that Swiss TPH staff does not work with other organizations, vendors or suppliers who may be involved in human trafficking or worker exploitation.

Swiss TPH is committed to protecting employees and consultants and responding promptly and appropriately to any allegations of trafficking or exploitation incidents. This plan complements Swiss TPH's procedures for preventing human trafficking through awareness, reporting, recruitment and wage plans, housing plans, sub-award compliance, and investigations as defined in the Swiss TPH code of conduct.

APPLICABILITY

Swiss TPH prohibits its employees and consultants from engaging in any form of human trafficking or forced labour.

GENERAL Guidance

"Human trafficking," "worker exploitation," and "modern-day slavery" are terms used to describe situations where one person is exploited by another person for profit. The person or child may be forced to perform labour or engage in a commercial sex act. These are broad terms that cover many types of exploitation that use force, fraud, harassment, trickery or abuse of power.

Human trafficking involves three elements:

1. the perpetrator's actions to obtain or maintain labour;
2. using force, fraud, or coercion over the victim; and
3. for purpose of taking advantage of the victim.

The use of force, fraud, or coercion over a victim may include preventing a victim from controlling their own freedom, safety, personal documents, working and living conditions, and wages. If a worker does not have control over any of these areas, it is a potential sign of trafficking or exploitation.

Examples of forced labour can include situations where a worker is paid less than promised, does not receive pay, does not have access to their identification documents, or has no control over their money.

Prohibitive Behaviours

In addition to human trafficking as defined above, actions that directly support or promote trafficking are prohibited. Such actions include, but are not limited to:

- Procuring a commercial sex act;
- Destroying, hiding, taking, or denying an employee access to their identity or immigration documents;

- Offering employment under false pretences;
- Charging employees recruitment fees;
- Providing wages and benefits that do not meet local legally required minimum standards;
- Providing housing that does not meet local housing and safety standards;
- Failing to provide transportation to an employee working outside of the country from which they were recruited upon the end of employment.

Mandatory Reporting

All Swiss TPH employees must report any suspicions or allegations of human trafficking or non-compliance with the Anti-Human Trafficking and Worker Exploitation Action Plan to the [Swiss TPH Tell-Us System](#). Swiss TPH has implemented a Tell-Us System with which employees, students and third parties can report grievances, abuses, harassments, fraud or other kind of misconduct and malpractice. The system allows for both anonymous and non-anonymous reports, while ensuring the security and the confidentiality of the reporting person

Swiss TPH can report any violations of this policy to the funder or prime implementing partner. Swiss TPH is required to report any violations if employees of the funder or prime implementing partner are involved.

IMPLEMENTATION

Awareness

All Swiss TPH employees and consultants working on a USAID funded project receive this action plan and are required to read and sign it. The plan can afterwards always be found on the Human Resources intranet page of Swiss TPH.

Recruitment and Wage Plan

In all hiring practices...

- Swiss TPH abides by local labor laws.
- Swiss TPH workers are prohibited from charging recruitment fees to any candidate as a condition of their prospective employment at Swiss TPH.
- Swiss TPH workers should not solicit any candidate for purposes of employment using false or fraudulent pretenses, representations, or promises regarding that employment.
- Swiss TPH workers are prohibited from keeping, concealing, or destroying an employee's identity or immigration documents.

ASSESSING RISKS AT THE PROJECT LEVEL

Staff working in the position of Project Leader are responsible for identifying, mitigating, and monitoring specific human trafficking and worker exploitation risks in their projects related to programming and country implementation. Project Leaders perform regular checks that the Action Plan is known and applied in project offices of the Swiss TPH as well as during on-site missions or country visits.

ENFORCEMENT

Violation of this action plan constitutes an act of serious misconduct and is grounds for disciplinary action, up to and including termination of employment and referral to law enforcement.

Employees may not be disadvantaged in the employment relationship on the basis of permissible reports. Disadvantages include, in particular, dismissal, disregard in terms of the career hierarchy and all other career-related obstructions as well as deliberate derogations of a psychological nature and their tolerance. Anyone who is nevertheless affected by a disadvantage due to a permissible report may appeal to higher authorities.

Any vendor/subrecipient or vendor/subrecipient personnel who engages in any prohibited activities, fails to report suspicious activities, or engages in retaliatory actions will be subject to action including termination of the business relationship, and reporting as appropriate.

The general guidance and action plan have been approved by the directorates conference (ILK) on **23.11.2023**

Any questions regarding this Anti-Human Trafficking and Worker Exploitation Action plan can be addressed to <mailto:hr@swisspth.ch>