

# PLEASE READ & PRINT AS REQUESTED BELOW

Hotel corporate conduct demonstrated each day through our world-class service, ethical business practices, commitment to our employees, and our culture. We demonstrate our purpose, values and principles of responsible business through policies on employment, human rights, environment, supply chain, and in the conduct we uphold and expect of others.

Today I participated in a training programme designed to brief me on anti-THB activities. I agree to observe and follow the practices described to me in this training. I understand that if I have any further questions regarding this programme or any security issue, I should ask my Supervisor.

**Your name**

-----

**Your job title**

-----

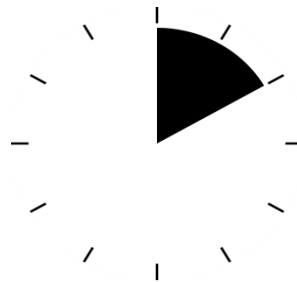
Please cut along the right hand side and give this completed section back to your Supervisor. It will be placed in your training file.

**Please turn over for important information**

© 2016 of Oxford Brookes University, University of West London, Lapland University of Applied Science, Ratiu Foundation for Democracy. All rights reserved. Licensed to the European Union under condition.



This training programme is part of the 10 Minute Trainer Series for the Hotel Industry



Developed by COMBAT Human Trafficking Project

For additional information please contact your Risk Management / anti-THB Champion

*This project has been funded with support from the European Commission. This publication reflects the views only of the authors, and the European Commission cannot be held responsible for any use which may be made of the information contained therein.*



Co-funded by the Prevention of and Fight against Crime Programme of the European Union

## Guidance for Hotel Industry

-----

## COMBAT HUMAN TRAFFICKING

-----



The programme is developed for hotel corporate level, management and employees. It offers recommendations for the development of strategies and policies aimed at counteracting and, if present, disrupting trafficking. It also forwards guidelines for reporting procedures and supporting victims at strategic and tactical levels.

Hotel partners, vendors and other 3rd parties may find this programme useful for establishing cooperation with hotels.

**Target audience: Regional and senior management**



## WHAT YOU NEED TO KNOW

1. **Trafficking in Human Beings (THB) is a rapidly growing field of criminal activity.** THB means recruitment, transportation, transfer, harbouring or receipt of persons by means of threat or use of force. The most extensive forms are forced labour and trafficking in women and girls for the purpose of sexual exploitation.
2. **Hotels and motels are increasingly used for trafficking for sexual and labour exploitation.** Risk of human trafficking exists in hotel properties and operations, amongst hotel suppliers and sub-contractors, with business partners, and with the use of hotel products and services by guests.
3. **All hotels, regardless of their size, brand or location are vulnerable to THB.** The characteristics that make hotels vulnerable are strategic, organizational, technological, operational, employment practices and outsourcing strategies. A failure to take action against human trafficking can cause significant damage.
4. **There is no such thing as a 'typical' trafficker,** although they are often considered to be, or imagined as, middle-aged males. Growing numbers of women are involved in trafficking.

Polaris, the US National Trafficking Resource Center, identifies that hotels and motels are second only to brothels as the most popular venue for trafficking for sexual exploitation, and restaurants and bars, two of the most popular venues for labour exploitation.

## WHAT YOU NEED TO DO

1. **As manager you have overall responsibility for the leadership and management of anti-THB activities.** Conduct risk assessment procedure in your management line. You are in a crucial position to encourage and motivate your staff members to optimize their work efforts in combating trafficking.
2. **Be aware of responsibilities for the prevention and control of THB crime.** Get details on the roles and responsibilities of executives, leaders, managers and employees
3. **Be aware of the risk and signs of trafficking.** Maintain continuous learning by reading manuals and participating in trainings to stay up-to-date with new developments of trafficking risk. Share your knowledge with your staff members.
4. **Communicate the company's Code of Ethics and Business Conduct in your management line** to reflect clear and unambiguous 'zero tolerance' to any form of THB. Demonstrate an unequivocal commitment to the organisation's anti-trafficking programme.
5. **Keep in mind company's anti-THB policy statement.** Make sure that its objective is understood among your staff members. Be aware of expectations and concerns of all key stakeholders relevant to your operations.
6. **Plan and participate anti-THB initiatives in your management line.** A proactive approach to addressing THB helps your hotel chain to mitigate against legislative, regulatory, reputational and financial business risks.

A failure to take action against THB can cause significant damage. The reporting of a single human trafficking incident can result in:

- extensive negative publicity;
- business interruptions by law enforcement agencies or public protest;
- potential criminal or civil lawsuits as identified above.

Be prepared to help victims of human trafficking. They should be protected and safe in case THB tragedy should strike your hotel.

Trafficking in human beings is a serious risk for a hotel as well as society as a whole. The industry is in the unique position of being able to identify and confront this criminal activity and support the reintegration of survivors into society.

**Along with the legal obligations, hotel companies have an ethical and moral obligation to combat human trafficking.**

For more information about THB, please see the COMBAT Training Toolkit



Co-funded by the Prevention  
of and Fight against Crime  
Programme of the European Union