



Combating Trafficking in Persons

Policy: GOV027
 Responsible Executive: Vice Provost and
 Chief Risk and Compliance Officer
 Responsible Office: Risk and Compliance
 Effective Date: 09/12/2017
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Policy Statement

The Johns Hopkins University (“University”) recognizes that trafficking in persons and related activities, are inherently harmful, dehumanizing, and contrary to the mission and values of the University. Trafficking in persons includes the recruitment, harboring, transportation, provision, or obtaining of persons through the use of force, fraud, or coercion for the purpose of involuntary servitude, peonage, debt bondage, or slavery. It also includes sex trafficking, procurement of a commercial sex act and prostitution in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

Federal law, various state laws, and University policy prohibit trafficking in persons and related activities. It is the policy of the University that its employees will not engage in, support, or use funds received from any source for such activities.

The University, its employees, and its contractors and subcontractors (and their respective employees) are prohibited from:

- Destroying, concealing, confiscating, or otherwise denying access to an individual’s identity or immigration documents;
- Using misleading or fraudulent practices by a recruiter about the recruitment process or when offering employment;
- Using recruiters that do not comply with local labor laws in the countries in which recruiting takes place;
- Charging employees recruitment fees;
- Providing or arranging housing that fails to meet host country housing and safety standards;
- If required by law or contract, failing to provide an employment contract, recruitment agreement, or similar work paper in writing in the employee’s native language prior to the employee departing from his or her country of origin;

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- Under certain circumstances, failing to supply return transportation or payment for return transportation at the conclusion of employment; and
- Other specific activities that the Federal Acquisition Regulation Council identifies as directly supporting or promoting any aspect of trafficking in persons.

Who Is Governed By This Policy

- All divisions of the University

Policy Purpose

The purpose of this Policy is to ensure compliance with the zero-tolerance policy of Federal Acquisition Regulation (“FAR”) Subparts 22.17 and 52.222-50 regarding trafficking in persons by government contractors and federal award recipients. This policy aims to ensure that University employees, agents, contractors, and subcontractors at any tier and at any value are aware of the conduct prohibited under the FAR, as well as actions that may result from violations thereof. This policy defines terms for recruitment, wages, and housing, as well as procedures to prevent trafficking in persons, including monitoring, detection, and sanctions.

Definitions

Principal Investigator	The individual(s) designated by the University to have the appropriate level of authority and responsibility to direct the project or program to be supported by the award. The University may designate multiple individuals as program principal investigators (PIs) who share the authority and responsibility for leading and directing the project, intellectually and logistically. When multiple PIs are named, each is responsible and accountable to the University, or as appropriate, to a collaborating organization for the proper conduct of the project or program including the submission of all required reports. The presence of more than one PI on an application or award diminishes neither the responsibility nor the accountability of any individual PI.
Human Trafficking or Trafficking in Persons	Trafficking in persons includes the recruitment, harboring, transportation, provision, or obtaining of persons through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. It also includes sex trafficking, procurement of a commercial sex act and prostitution in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.

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Responsibilities

Principal Investigator or Project Director	<p>It is primarily the responsibility of the PI who receives the award to ensure compliance with this Policy and to take the actions outlined below.</p> <p>Specifically, the PI shall:</p> <ol style="list-style-type: none"> 1. Prior to engaging any non-U.S. citizens to work on the project, coordinate with Human Resources (“HR”) and International Business Support (“IBS”) to ensure that recruitment, wages, and housing procedures are in accordance with this Policy. 2. Notify employees working on the project of: <ol style="list-style-type: none"> a. The zero tolerance policies of the U.S. Government and the University regarding trafficking in persons; b. The actions that will be taken against employees for violations of this Policy, which may include, without limitation, removal from the contract or grant or other disciplinary action, up to and including termination of employment; and c. The requirement to notify University research administration immediately of any information received from any source (including host country law enforcement) that alleges an employee, contractor, or subcontractor (or employee of such contractor or subcontractor) has engaged in conduct that violates this Policy.
Research Administration Office	<p>For any federal contract and subcontract where the estimated value of the supplies acquired or services required to be performed outside of the United States exceeds \$500,000, the appropriate research administration office shall assist the PI in creating a tailored compliance plan specific to the project and local circumstances.</p>

Procedures

Compliance Plans	<p>Federal law requires that an anti-trafficking compliance program be in place for any federal contract and subcontract where the estimated value of the supplies acquired or services required to be performed outside of the United States exceeds \$500,000.</p> <p>For such contracts and subcontracts, the appropriate research administration office shall assist the PI in creating a tailored compliance plan specific to the project and local circumstances. The compliance plan will be appropriate to the size and complexity of the contract and to the nature and scope of the activities to be performed thereunder, including the number of non-U.S. citizens expected to be employed and the risk that the contract or subcontract will involve services or supplies susceptible to trafficking in persons. In addition, the PI is required to make annual certifications to research administration for the duration of the project. <i>See Appendix A.</i></p>
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Policy Enforcement

<i>Violations</i>	<p>It is an explicit violation of this Policy to do any of the following:</p> <ul style="list-style-type: none"> • Failure of University employees, agents, contractors, and subcontractors to properly report trafficking in persons or related activities in accordance with applicable federal laws, state laws, and University policy, or otherwise failing to follow the procedures outlined in this Policy; • Failure of the PI to submit a compliance plan according to the specifications outlined in this Policy; • Retaliation against individuals who make good faith reports of suspected wrongful conduct under this Policy. <p>Known or suspected violations of this Policy must be reported immediately to the appropriate research administration office.</p>
<i>Enforcement</i>	<p>The PI is primarily responsible for ensuring that his/her practices and the project are consistent with this Policy. This responsibility includes the entire set of activities within enforcement, including surveillance and detection of non-compliance with the Policy, the identification and implementation of individual corrective actions, and (where appropriate and after consultation with relevant University offices) the imposition of sanctions.</p> <p>Research administration will work with the applicable University offices to implement institutional-level corrective actions as necessary. Sanctions may include, but are not limited to, one or more of the following:</p> <ul style="list-style-type: none"> • removal from the contract or grant or other disciplinary action; • suspension or termination of access; • disciplinary action up to and including termination of employment; • student discipline in accordance with applicable University policy; • civil or criminal penalties.
<i>Reporting Trafficking in Persons</i>	<p>Always contact 911 or local law enforcement if you or someone else is in immediate danger. University employees must also immediately notify the appropriate research administration office if they become aware of any activities that they suspect meet the definition of or are related to trafficking in persons. Reports can also be made through:</p> <ol style="list-style-type: none"> 1. The University's anonymous compliance hotline at 1-844-SPEAK2US (1-844-773-2528) or online at https://johnshopkinsspeak2us.tnwreports.com/ 2. The Global Human Trafficking Hotline at 1-844-888-FREE or by email at help@befree.org. <p>Upon receipt of credible information that a JHU employee or contractor or subcontractor (or their respective employee) has violated this Policy, research administration, in coordination with the Office of the Vice President and General Counsel, shall promptly immediately notify the applicable federal contracting officer and agency inspector general.</p>

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Reporting Child Abuse and Neglect	<p>University faculty, staff, students, and volunteers, including certain contractors and subcontractors, are required to comply with all applicable laws and regulations on the reporting of child abuse and neglect, which includes trafficking in persons under the age of 18. While the laws vary from jurisdiction to jurisdiction, Maryland law generally requires that any person who has reason to believe that a child has been subject to abuse or neglect, which includes physical injury, mental injury, or sexual abuse, must report this abuse or neglect to the local Department of Social Services Child Protective Services or the appropriate law enforcement agency. See the University Policy on the Safety of Children in University Programs, available at https://www.jhu.edu/university-policies/.</p> <p>In addition to making a report to the appropriate governmental entity, the person making the report must also promptly notify the University's Office of the Vice President and General Counsel (excluding clinical faculty and staff who are obligated to report under established clinical procedures) at (410) 516-8128.</p>
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Related Resources**University Policies and Documents**[University Policy on the Safety of Children in University Programs](#)**Contacts**

Subject Matter	Office Name	Telephone Number	E-mail/Web Address
Policy Clarification and Interpretation	Office of the Chief Risk and Compliance Officer	(410) 516-6880	jlinks1@jhu.edu
Recruitment, Wages, and Housing Requirements	Human Resources	(443) 997-5242	https://hrmt.jhu.edu
International activities and program management	International Business Support Office	(443) 997-8155	http://finance.jhu.edu/depts/ibso/about_ibs.html or InternationalBusinessCompliance@jhu.edu
Policy Violations	Office of the Vice President and General Counsel	(410) 516-8128	http://web.jhu.edu/administration/general_counsel/index.html
Compliance Plans (Bloomberg School of Public Health, the Whiting School of Engineering, School of Education, School of Nursing, Carey School of Business, SAIS, and JHPIEGO)	Johns Hopkins University Research Administration	(443) 997-1922	https://research.jhu.edu/jhura/ or jhura@jhu.edu

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Compliance Plans (School of Medicine)	School of Medicine Office of Research Administration	(410) 955-3061	http://www.hopkinsmedicine.org/research/resources/offices-policies/ora/
Compliance Plans (Krieger School of Arts and Sciences)	Business and Research Administration Office (BARA) of the Krieger School of Arts & Sciences	(410) 516-4525	http://krieger.jhu.edu/kasper/sponsored-projects/ or bara@jhu.edu

Approved By

Senior Planning Group