

# PLEASE READ AND COMPLETE THIS FORM

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, I should ask my Supervisor.

**Your name:**

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**Your Department:**

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**Your Supervisor's signature:**

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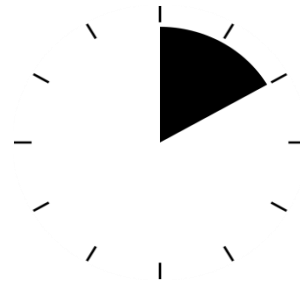
Please cut along the right hand side and give this completed section back to your Supervisor. It will be placed in your training file.

## Please turn over for important information

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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

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## Guidance for the Hotel Industry

### COMBAT HUMAN TRAFFICKING



The Combat Toolkit is a series of three training handbooks developed for the corporate, managerial and unit levels of hotel firms. Additional training tools including PowerPoint slides are also available.

This programme aims to increase awareness of the potential signs of trafficking at the hotel level and provides guidance on appropriate actions to combat human trafficking.

**Target Audience: Housekeeping Employees**



## WHAT YOU NEED TO KNOW

1. **Trafficking in Human Beings (THB) is a rapidly growing criminal activity.** THB is the recruitment, transportation, transfer, harbouring or receipt of persons by means of threat or use of force. Most victims are trafficked for sexual or labour exploitation. THB victims include women, men and children.
2. **Hotels and motels are increasingly used for trafficking for sexual and labour exploitation.** All hotels, regardless of their size, brand or location are vulnerable to THB.
3. **There is no such thing as a 'typical' trafficker.** Although many people think they are middle-aged males, growing numbers of women involved in trafficking.
4. **A proactive approach** to combat THB is important for THB victims, your hotel and law enforcement. By being alert to signs of trafficking, you can help ensure that victims do not remain hidden. By working together you can help to ensure that THB victims do not remain trapped in their circumstances and traffickers can be prosecuted.



## WHAT ARE THE SIGNS OF THB?



Within the housekeeping department there are many signs or signals that could potentially indicate an incidence of THB. For example, during a guest stay you might become aware of the following:

- A DND sign on the door throughout the entire stay
- A stream of visitors to a guest room, despite DND
- Excessive noise or evidence of parties
- Requests for extra towels and/or bedding
- Refusing services of daily room attendant
- Guest rooms found to contain large numbers of condom wrappers and/or drug paraphernalia.



Caution is needed when trying to identify a potentially trafficked victim. It is not a general observation but a process which requires looking for all the possible signs, asking appropriate questions, listening for information and discovering possible indicators of coercion, abuse and exploitation.

Hotel policies can also be implemented to erect barriers to prevent THB. You can find more about these in the Combat Handbook.

**What would you do if you found a DND sign on a door in your hotel for over 24 hours?**

**What would you do if guests kept requesting extra towels and/or clean bedding?**

## WHAT SHOULD YOU DO IF YOU SUSPECT THB?

If you spot one or more signals of THB it is important that you:

- Report your suspicions to the anti-THB champion or your supervisor.
- Record in writing all details of what you have witnessed immediately.
- Provide any support that the THB victim may require.
- Ensure that no evidence of a potential THB crime is destroyed.

THB has serious consequences for victims, hotels and society as a whole. The hotel industry is in the unique position of being able to identify and confront this criminal activity. You can help by being alert to potential signals of THB and taking appropriate action when you spot them.



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