

## 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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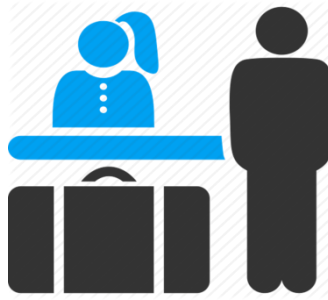
**Your Department:**

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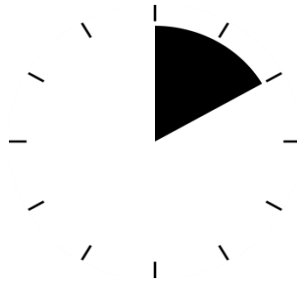
**Your Supervisor's signature:**

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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.



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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**Please turn over for important information**



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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 in hotels and provide guidance on the appropriate actions to undertake to combat human trafficking.

**Target Audience: Front Office 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 'in plain sight'. 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 front office, there are many signs and signals that could potentially indicate an incidence of THB. These can occur before the guest arrives and upon their arrival. For example:**

### Pre Arrival:

- Requests for private and/or isolated rooms
- Reservations made in names other than those staying in the hotel
- Questions raised about hotel security procedures and/or room access

### On Arrival:

- Arrive with limited luggage or excessive luggage
- Guests arrive independently of each other
- Guest is dropped off some distance from hotel
- One person registers for group of guests



**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 these prevent THB. You can find more about these in the Combat Handbook. Particular barriers can also be erected in response to each of the signs or signals listed above.

**What might be potential signals of THB when guests check out of their room?**

## 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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