

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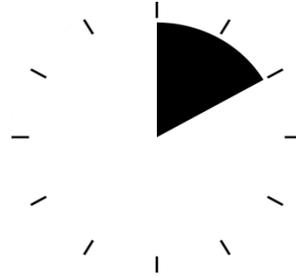
Please cut along the right hand side and give this completed section back to your Supervisor. It will be placed in your training file.

**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 to introduce

This programme aims to increase awareness of the potential signs of human trafficking at the hotel level. It also introduces appropriate actions to take in order to combat human trafficking.

**Target Audience: Spotting the Signs of Labour THB (all employees)**

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## 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. **There are growing numbers of victims** of labour trafficking in many countries around the world.
3. **Hotels and motels are increasingly used for trafficking for labour exploitation.** All hotels, regardless of their size, brand or location are vulnerable to this type of THB.
4. **Employment practices and outsourcing strategies** impact directly on a hotel's vulnerability to labour trafficking.
5. **These factors enable labour victims to remain undetected** by those who employ them, their co-workers and within the organisations that supply hotels.
6. **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?



There may be labour victims of THB working within any hotel department or within firms that supply the hotel. There are also many signs or signals that could potentially indicate when a co-worker may be a victim of this type of THB, for example:

- physical appearance: victims may show signs of abuse, appear malnourished, exhausted or unkempt
- isolation: victims may associate rarely with co-workers at work or outside of working hours
- few or no personal possessions: victims may have few personal possessions and might always wear the same clothes day in day out
- restricted freedom of movement: victims may not be able to move freely outside of work
- unusual travel times: victims may be dropped off/collected for work on a regular basis either very early or late at night



**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 Reference Guide.

**What questions could you ask a co-worker if you suspected they might be a THB victim?**

## WHAT SHOULD YOU DO IF YOU SUSPECT THB?

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

- Try to talk to any potential co-worker you suspect might be a victim of THB.
- Provide any support that the THB victim may require.
- Report your suspicions to the anti-THB champion or your supervisor.
- Record in writing all details of what you have witnessed immediately.
- 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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