

HUMAN TRAFFICKING AWARENESS

FEDERAL REQUIREMENT FOR HOSPITALITY INDUSTRY

Employee Name: Test Employee

Employee ID: test-employee

Property: Test Hotel

Position: N/A

Date: August 09, 2025

WHAT IS HUMAN TRAFFICKING?

Human trafficking is a form of modern-day slavery that involves the use of force, fraud, or coercion to obtain labor or commercial sex acts. It affects millions of people worldwide, including in the United States, and can happen in any community.

TYPES OF HUMAN TRAFFICKING

- **Labor Trafficking:** The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through force, fraud, or coercion.
- **Sex Trafficking:** The recruitment, harboring, transportation, provision, obtaining, or advertising of a person for commercial sex acts through force, fraud, or coercion.

WARNING SIGNS IN THE HOSPITALITY INDUSTRY

As a hospitality worker, you may encounter situations that could indicate human trafficking. Be aware of these warning signs:

- Guests who appear malnourished, injured, or show signs of physical abuse
- Individuals who seem fearful, anxious, or not allowed to speak for themselves
- People who lack control of their identification documents

- Guests who appear to be under the control or influence of others
- Individuals who seem disoriented or unfamiliar with their location
- Multiple people sharing a room with very few personal belongings
- Guests who avoid eye contact or interaction with staff
- Evidence of excessive security measures (cameras, locks, bars on windows)
- Individuals who appear to be living or staying at the property long-term
- Signs of people being transported in groups at unusual hours

NATIONAL HUMAN TRAFFICKING HOTLINE

1-888-373-7888

Available 24/7 • Confidential • Multilingual • Free

REPORTING PROCEDURES

If you suspect human trafficking at your workplace:

1. **DO NOT** confront suspected traffickers or attempt to rescue victims
2. **DO NOT** take photos or videos
3. **DO** call the National Human Trafficking Hotline: 1-888-373-7888
4. **DO** report to local law enforcement if there is immediate danger: 911
5. **DO** notify your supervisor or HR department

LEGAL REQUIREMENTS FOR HOSPITALITY WORKERS

Federal law requires hospitality businesses to train employees to recognize and report suspected human trafficking. This training is mandatory for all employees who may come into contact with guests or the public.

EMPLOYER RESPONSIBILITIES

- Provide annual human trafficking awareness training to all employees
- Post information about human trafficking resources in employee areas
- Maintain procedures for reporting suspected trafficking
- Cooperate with law enforcement investigations
- Protect employees from retaliation for good faith reporting

ADDITIONAL RESOURCES

- **Polaris Project:** polarisproject.org
- **Department of Homeland Security:** dhs.gov/human-trafficking
- **Department of Justice:** justice.gov/humantrafficking
- **National Human Trafficking Training:** nationalhttc.org

EMPLOYEE ACKNOWLEDGMENT

By signing below, I acknowledge that I have received, read, understood, and will comply with the human trafficking awareness training requirements. I understand my responsibility to report suspected human trafficking activities and agree to follow the reporting procedures outlined in this document.

Electronic Signature: N/A

Date Signed: N/A

IP Address: N/A

Signature ID: N/A

This human trafficking awareness training document has been electronically signed and is legally binding. A copy will be maintained in your personnel file and may be provided to law enforcement or regulatory agencies as required by law.