


The ICA logo consists of the letters 'ICA' in a bold, white, sans-serif font. The 'I' is composed of three parallel vertical bars.

Inter-American Institute for
Cooperation on Agriculture



Policy against Human Trafficking and Child Labor

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1. Overview

IICA recognizes that human rights are universal, inalienable, and indivisible. All people deserve respect and protection, regardless of their socioeconomic condition, ethnicity, religion, age, disabilities, gender, language, political persuasion, sexual orientation, or any other condition.

Within this context, IICA emphasizes respect and protection of human rights, particularly of vulnerable people, and commits to implementing mechanisms to guarantee an environment in which human trafficking and child labor are not permitted, in compliance with international guidelines for human rights protection.

The Institute commits to promoting and protecting the rights of boys, girls and adolescents, as well as fighting against human trafficking, through the implementation of this Policy.

2. Regulatory framework

This Policy is consistent with international regulations and complements the following institutional regulatory guidelines, as well as any other regulatory document that may be approved or updated after the issuing of this document and that is related to this Policy:

- a. Gender Policy, which institutionalizes a gender equality perspective and approach for internal management and technical cooperation provided to member countries.
- b. Code of Ethics, which promotes a culture based on high ethical standards, with a moral commitment to carry out our daily activities, guided by our own principles and rights and those of others.
- c. Environmental and Social Sustainability Policy, which, in Section 29 of its General Guidelines, establishes that IICA will not support or implement projects that could potentially infringe on the obligations assumed by countries under international treaties and agreements related to human rights and sustainable development; and is aligned with Performance Standard 2 on Labor and Working Conditions.
- d. Policy for the Prevention of Money Laundering and Financing of Terrorism, which in Article V, Section B, sub-paragraph 2, indicates that the Institute shall establish and continue to enforce mechanisms to prevent the establishment of linkages with counterparts involved in money laundering and the financing of terrorism
- e. Anti-fraud and Anti-Corruption Policy, which indicates that IICA is committed to prevent, detect, investigate, correct, and if needed, to punish all acts of fraud or corruption, committed against the organization, whether by members of its own staff, employees from other institutions or third parties.

3. Applicability and scope

This Policy applies, without exception, to all individuals who are directly or indirectly connected to IICA. Without exclusion, this Policy refers to relationships with the following groups: staff, consultants, providers, associated personnel, interns, counterparts and strategic partners, among others, in all Member States and at Headquarters, with whom IICA is interacting to achieve its mission. Individuals through which IICA is executing technical cooperation actions in its Member States, should avoid complicity with any practice that may involve the trafficking of persons or child labor.

4. Objective

To establish the regulatory institutional framework, as well as the mechanisms through which the Institute, in its sphere of influence, shall prevent and promote zero tolerance for the violation of human rights, through human trafficking, child labor or any other related practices in all of the Institute's activities.

Drawing on applicable international standards governing the respect and protection of these groups, the following specific objectives have been defined:

- a. To promote an environment of respect, protection, and promotion of adequate support for vulnerable persons that are directly or indirectly linked to projects headed and/or implemented by IICA.
- b. To develop an effective model to implement and adjust internal and external mechanisms to ensure respect for and protection of these groups, ensuring that their rights are not breached by staff of the Institute or any other persons acting on its behalf.
- c. To extend the scope of this commitment to include all key individuals in the Institute and others who are involved in the execution of projects.
- d. To abide by include principles of respect and protection in all the Institute's work processes.

5. Definitions

- a. **Trafficking in persons**¹: is the recruitment, transportation, transfer, harboring or receipt of persons, by means of the threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or of the giving or receiving of payments or benefits to achieve the consent of a person having control over another person, for the purpose of exploitation. **Exploitation shall include, but shall not be limited to**, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labor or services, slavery or practices similar to slavery, servitude or the removal of organs.

¹ Protocol for the Prevention, Suppression and Punishment of Human Trafficking, Particularly of Women and Girls, which complements the United Nations Convention against Organized Transnational Crime, Article 3a.

- b. **Child labor**²: all work that deprives children of their childhood, their potential and their dignity, and that is harmful to their physical and mental development. Thus, it refers to work that:
- is mentally, physically, socially or morally dangerous and **harmful** to children; and/or
 - interferes with their schooling, by:
 - depriving them of the opportunity to attend school,
 - obliging them to leave school prematurely, or
 - requiring them to combine school attendance with excessively long and heavy work.
- c. **Girl/ boy**³ : person below the age of 18 years.
- d. **Global supply chains**⁴: refer to goods and services that cross international borders for consumption or as inputs for further production.

6. Basic principles

- a. **Honesty and transparency**: The Institute is characterized by the transparency of its processes and honesty of its actions. Its agile and efficient systems provide it with the solidity and confidence to administer institutional and external resources.
- b. **Focus on the entire supply chain**: The products and services that are produced and provided are comprised of inputs from numerous countries and are processed, assembled, packaged, transported and consumed across borders and markets. The Institute recognizes the need for efficient and ongoing actions to fight against the violation of fundamental rights governing labor in supply chains, and thus, the Institute provides a regulatory framework that aims for responsible behavior and due diligence in its own activities and its projects, recognizing the need for due diligence, visibility and traceability.
- c. **Data collection (traceability)**: The Institute operates in accordance with the current needs of the environment, best practices and international standards regarding the handling of personal data, with a view to strengthening control mechanisms and ensuring transparent and proper handling of the personal information of individuals interacting with the Institute.
- d. **Procurement practices**: The Institute has established guidelines with respect to purchasing and/or hiring, ensuring alignment with administrative processes and guaranteeing objectivity, equity, transparency, sustainability, efficiency and respect for the rights of all persons.

² ILO Minimum Age Convention (No. 138), 1973; the ILO Worst Forms of Child Labor Convention, 1999 (No. 182); the United Nations Convention on the Rights of the Child and the International Program on the Elimination of Child Labor - IPEC Latin America.

³ Protocol to Prevent, Suppress and Punish Trafficking in Persons, Especially Women, that complements the United Nations Convention on Transnational Organized Crime, Article 3d.

⁴ Joint study by the International Labor Organization (ILO), the Organization for Economic Co-operation and Development (OECD), the International Migration Organization (IMO) and the United Nations Children's Fund (UNICEF), under the auspices of Alliance 8.7, about the link between child labor, forced labor and human trafficking and global supply chains.

- e. **Communication:** The Institute promotes an active communication policy with relevant content about concrete institutional actions to promote rural and agricultural development and its interaction with civil society.

7. Institutional commitments and actions

- a. To ensure that IICA's actions strictly adhere to international provisions on human trafficking in and child labor, as well as to the laws of Member States, while supporting actions being undertaken to eradicate these practices in IICA's sphere of influence.
- b. To ensure that staff selection processes comply with the provisions of this Policy, in keeping with institutional rules and procedures and the laws of each of the Member States.
- c. To establish, as part of the evaluation criteria for procurement of goods and services, the stipulation that providers, whether they be individuals or businesses, should include the fight against human trafficking and child labor as part of their practices.
- d. To analyze any actions that the Institute plans to undertake, with a view to identifying and reporting cases or suspected cases of human trafficking or child labor, within the conditions inherent to the project, to the counterpart, action, provider, etc.
- e. To complete, on a timely basis, all existing forms and instruments or others that may developed for this purpose and undertake a thorough assessment of all the information collected.
- f. To communicate clearly and on a periodic basis to all staff of the Institute, as well as to providers, counterparts, partners and consultants, that human trafficking and child labor, in any form, are unacceptable and will result in unappealable sanctions and a permanent severing of all working or business relationships with the offenders.

8. Responsibilities

The Institute states that it does not tolerate human rights violations, by staff and/ or any other person who is directly or indirectly linked to the Institute, with respect to human trafficking and child labor, as defined in different international instruments on these issues.

Implementation of and compliance with this Policy shall be the responsibility of all members of staff of the Institute. The senior management at IICA has the responsibility of ensuring that all persons related to the activities of the Institute are aware of the content of this Policy and agree to abide by it.

The Institute shall effectively oversee the work of its employees, through ongoing supervision and training regarding the protection of vulnerable groups. This should be done by providing opportunities to increase awareness about regulations on the protection and care of vulnerable groups, as well as training for managers of programs or areas, so that they may identify prohibited practices that infringe upon the dignity of persons.

The Administrators in the Delegations and the Director of Corporate Services shall ensure compliance with this Policy. The Internal Audit Unit shall undertake annual reviews of the application of this Policy and provide recommendations to the Director General and the Director of Corporate Services.

Adherence to this Policy shall be mandatory for all staff of the Institute, who shall confirm that they have read and understood it and commit to observing its provisions.

Likewise, all work contracts signed by the organization, from the approval of the present Policy, shall include a clause indicating that violations of this Policy shall be considered a contractual breach and will attract the respective sanction, which will be a warning to cease any activity that violates or may violate this Policy, or if not, to face dismissal without liability on the part of the employer.

9. Reports

If staff, consultants, interns, providers, associated staff, counterparts and strategic partners, among others, identify actions that promote human trafficking or child labor within the Institute, as part of the technical cooperation actions that it is undertaking with counterparts or any other actors with which it is connected, they may voice their concerns using the channels that IICA has established to receive and address complaints regarding the issues dealt with in this Policy, in a confidential manner, and are as follows:

- a. the Institute's official website: www.iica.int, in the REPORTING/ COMPLAINTS section; and,
- b. the email address: ec.ce@iica.int

All reports, complaints, research, written reports and information in reference to the reported matter shall be examine and analyzed objectively by the Institute's Ethics Committee, which will determine an approach, disciplinary measures and the corresponding actions.

If the complainant so requests, he/ she will be advised about the status of the complaint and, where applicable, the results of the investigation, at an appropriate time. To this end, the complainant should provide an email address.

10. Publication

This Policy will be available in the Knowledge Repository of the Institute, on its official website, as well as on its intranet platform.

11. Review and adjustments

The senior management of the Institute, or whosoever they designate, shall be responsible for updating the content of this Policy, in keeping with the highest international standards, in areas related to the Institute's activities.

12. Validity:

This Policy shall enter into force on the date it is announced by the Director General.
