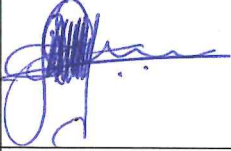







IDI POLICY ON TRAFFICKING IN PERSONS

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1. INTRODUCTION AND PURPOSE

Human trafficking, commonly referred to as trafficking in persons (TIP), is a serious transnational crime that has significantly impacted the global community. In various parts of the world, factors such as conflict, unemployment, and other socio-economic difficulties have rendered migrants particularly vulnerable, allowing transnational organized crime networks to exploit their precarious situations.

A wide range of tools and initiatives have been adopted by numerous Regional Economic Communities (RECs) to combat human trafficking since 2006 (TIP). To further coordinate efforts against human trafficking, several political forums have been established throughout the continent. These include the Khartoum Process, the Rabat Process, and the AU-Horn of Africa Initiative on Human Trafficking and Smuggling of Migrants (AU-HOAI).

The extended asylum and refugee situations in numerous host countries have driven many refugees and asylum seekers into a state of despair, compelling them to relocate to other parts of the continent. Additionally, systematic gender discrimination and inequities prevalent in most rural African communities are significant contributors to TIP across Africa.

The duty assigned to AU member states was to design action plans to support victims and raise public awareness, as well as statutory requirements to guide the prevention and handling of situations involving human trafficking.

This policy's objective is to guarantee that IDI complies with the 2009 Ugandan Prevention of Trafficking in Persons Act (PTIP Act) stipulations. This policy will also guide our physicians to aid them in the identification, treatment, and follow-up of people who have undergone human trafficking. The following policies address vulnerable individuals who may be victims of abuse or neglect: This policy shall be supported by other IDI-related policies, including the Safeguarding Policy and Anti-sexual Harassment Policy.

2. SCOPE

All employees, clients, guests, volunteers, contractors, service providers, grantees, implementing partners, and other external stakeholders are covered by this policy. The scope of the policy includes IDI operations in workplaces and offices, IDI clinics, and supported healthcare facilities, communities, and labs.

3. REFERENCES

- a) Screening for Human Trafficking: Guidelines for Administering the Trafficking Victim Identification Tool (TVIT), Vera Institute of Justice (2014), <https://www.vera.org/publications/out-of-the-shadows-identification-of-victims-of-human-trafficking>, <https://www.vera.org/downloads/publications/human-trafficking-identification-tool-and-user-guidelines.pdf>
- b) Preventing Trafficking in Persons Compliance Plan: Uganda Civil Society Strengthening Activity (CSSA)
- c) The Prevention of Trafficking in Persons Act of Uganda, 2009.
- d) IDI Safeguarding Policy
- e) IDI HR Manual 2024
- f) The Uganda National Child Policy (2020)

g) The 1995 Constitution of the Republic of Uganda.

4. TERMS AND DEFINITIONS

“Trafficking in persons” means the recruitment, transportation (including failure to provide return transportation), transfer, harbouring or receipt of persons through the threat or use of force or other forms of coercion, abduction, fraud, deception, of the abuse of power or 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 exploitation.

“Exploitation” includes, at a minimum, the exploitation of the prostitution of others or other forms of sexual exploitation, forced labour or services, slavery or practices similar to slavery, servitude or the removal of organs.

Human Trafficking – A modern-day form of slavery involving the illegal trade of people for exploitation or commercial gain. A victim need not be physically transported from one location to another for the crime to fall within this definition.

Labour Trafficking – The recruitment, harbouring, transportation, provision, or obtaining of a person for labour or services through the use of force, fraud or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery.

Sex Trafficking – The recruitment, enticement, harbouring, transportation, provision, obtaining, advertising, maintaining, patronising or soliciting by any means of a person of 18 years and older through force, threats of force, fraud, deception, coercion or any combination of such means that shall be used to cause the person to engage in a commercial sex act. In the case of a person who has not attained the age of 18 years, sex trafficking occurs when that person shall be caused to engage in a commercial sex act against their will.

‘Vulnerable Adult’ or ‘Adult at Risk’ refers to a person 18 years or over who is, or may be, unable to protect themselves against harm or exploitation, whether due to age, physical or mental disability or otherwise. It should also be acknowledged that factors such as unequal power dynamics, poverty and gender, amongst others, can also make a person more vulnerable.

‘Safeguarding’ is the responsibility of organisations to make sure their staff, operations and programmes do no harm to children and vulnerable adults or expose them to abuse or exploitation.

‘Sexual Exploitation’ means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from sexual exploitation or another.

“Associate” refers to a range of contracted paid and non-paid individuals committed to work with or support IDI. It includes, among others, board members, volunteers (including community volunteers), interns, sponsors, researchers, donors, consultants and contractors, staff and/or representatives of partner organisations and local governments (when operating in a partnership agreement with IDI).

“Direct beneficiaries” are the people who are the target of and who we know shall be immediately affected by one or more project outputs, irrespective of whether these are delivered directly by IDI or by partners or organisations acting on IDI's behalf.

“Harm” is any detrimental effect on a child or adult at risk, including physical, psychological, or emotional well-being. Harm may be caused by abuse or exploitation, whether intended or unintended.

“Partner” For the purposes of this policy, partner refers to any organisation or person (such as an external service provider or vendor) that IDI works with to deliver services.

“Visitor” refers to a range of persons visiting our offices or programmes and may contact children and young people through IDI, including journalists, media, researchers, visiting sponsors and celebrities.

“Child Labour” Child labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. Whether or not particular forms of “work” can be called “child labour” depends on the child’s age, the type and hours of work performed, the conditions under which it is performed and the objectives pursued by individual countries. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children. It interferes with their schooling by depriving them of the opportunity to attend school and obliging them to leave school early.

“Bullying” is the inappropriate use of power by an individual or group with the intent to injure either physically or emotionally. It is usually deliberate and repetitive. The bullying may be physical or psychological (verbal and non-verbal). Cyberbullying refers to bullying through information and communication technologies such as online chat rooms, sexting, Facebook or other social media.

5. ACROMYNS

OHSE – Occupational Health, Safety and Environment

HR – Human Resources

IDI – Infectious Diseases Institute

TIP – Trafficking in persons

TVIT – Trafficking Victims Identification Tool

5Ps – Policy, Protection, Prevention, Prosecution, and Partnership

6. ROLES AND RESPONSIBILITIES

6.1 IDI management:

- a) Ensure that the anti-trafficking in persons policy is accessible to and understood by all employees, volunteers, associates, and visitors.
- b) Design and undertake all its programs and activities in a way that protects adults and children from any danger of exposure to trafficking in persons.
- c) The institute must set aside funds for the action plan's execution and use the national anti-trafficking in persons action plan as guidance for already-running government initiatives.

- d) Management is responsible for making sure that procedures that sustain an atmosphere free from the dangers of human trafficking are supported and developed.
- e) Management is responsible for providing a secure method for employees and communities to express concerns and for assuring them that concerns shall be promptly addressed.
- f) Management must have a plan of action that is in line with the national anti-trafficking in humans action plan and allocate resources specifically to guarantee adherence to requirements for protecting against human trafficking.

6.2 OHSE & Safeguarding Manager:

- a) Shall work with all managers and team leaders to create and oversee the institution's anti-trafficking in persons action plan and guarantee that subgrantees and contractors follow the policy.
- b) Shall start the partner organisation's safeguarding audits.
- c) Encourage partner organisations to strengthen their ability so they can create systems that comply with laws and regulations against the trafficking of human beings.
- d) Is required to report, look into, record, and keep an incident log of any suspicions about human trafficking.

Orientation of staff on IDI Trafficking in Persons Policy.

6.3 Every employee and partner staff

IDI employees and related staff are required to:

- a) Read, comprehend, and abide by the policies outlined in this document.
- b) Report any suspicions they have of any activity or issues related to human trafficking while on the job to management right away.
- c) By signing, confirm your agreement to abide by the IDI Anti-Trafficking in Persons policy.

7. ANTI-TRAFFICKING IN PERSONS POLICY STATEMENT:

The Infectious Diseases Institute (IDI) is dedicated to acting honorably in all of its interactions, partnerships, and supply chains, and to taking a zero-tolerance stance against modern slavery, sexual exploitation, and human trafficking.

Examples of "Modern Slavery" include forced labour, slavery, servitude, sexual exploitation, and trafficking in persons (TIP). This type of criminal activity deprives victims of their freedom and typically involves financial and other forms of exploitation. IDI upholds fundamental human rights while conducting its business in a fair, moral, and ethical manner. All of our employees, volunteers, interns, graduate trainees, scholars, suppliers, contractors, and business partners are held to the same exacting standards by us.

All employees, labourers, consultants, and other parties doing business with IDI, including all of its wholly-owned businesses, contractors, and suppliers, are subject to the Institute's anti-human trafficking policy. We make sure we know who is working for us and on our behalf by conducting the necessary background checks on all employees, volunteers, consultants, recruitment firms, and suppliers. Whether intentional or not, breaking this policy is punishable by severe consequences that follow the disciplinary guidelines.

Therefore, the goal of this policy is to offer a uniform strategy for raising awareness and preventing TIP within IDI, all of our partners, and the communities in which we operate. Further, with the purpose of sensitising employees, volunteers, partners and other associates to proactively address them for sustainable prevention of the crime throughout the implementation of IDI programs and activities. The 5Ps (Policy, Protection, Prevention, Prosecution, and Partnership) are the cornerstones of international best practices that inform procedural measures aimed at mitigating the dangers associated with human trafficking. Last but not least, the policy paper offers a structure for evaluation, monitoring, and reporting in order to guarantee this policy is implemented successfully.

This policy shall be revised every three years and made available to all of our partners, associates, employees, and key stakeholders.



.....
Dr. Andrew D. Kambugu
The Sande-Mckinnell Executive Director
Infectious Diseases Institute

Date: 25/02/2025

8. PROCEDURES:

8.1 Policy Awareness and Training

- a) IDI must have specific action plans in place to guarantee an ongoing program of awareness- and capacity-building both internally and outside the institute.
- b) IDI will make use of information systems and technology to fight against human trafficking by maintaining privacy, protecting data, and providing easy-to-use channels for awareness, reporting and conducting investigations.
- c) IDI will make this policy visible to everyone it interacts with by sharing copies with partners and colleagues and posting it at all of its work stations. E- banners and posters will be used to raise awareness across the board.
- d) This policy will be explained to all employees, partners, volunteers, service providers, and associates, and they will all sign a pledge at the end stating that they have read it and will follow it to the letter.

8.2 Safe recruitment and selection of personnel and partners

- a) During the hiring process, IDI management, with HR's assistance, will do a fair amount of due diligence on all partners, associates, and candidates to uncover any past information pertaining to any connections to the trafficking of persons.
- b) IDI management, assisted by the supply chain function, will conduct due diligence on suppliers and service providers to make sure that none of the businesses and entities under contract have a history of engaging in human trafficking.
- c) To guarantee partners' commitment from the beginning, IDI will make sure to incorporate the anti-trafficking policy statement in its activity proposals created for external funding as well as in contractual agreements with subgrantees.

8.3 Screening of clients for Human Trafficking

- a) It shall be the responsibility of IDI to make sure that screening interviews are conducted either at random or specifically with clients and partners who may have been exposed to human trafficking. This will be a voluntary exercise that is based on the results of periodic risk assessments, particularly those related to projects and initiatives that involve youth, women and children.
- b) Establishing a relationship, calming anxiety, and posing pertinent questions are all necessary for the screening process to be successful in identifying victims of human trafficking. Interviewers ought to be at ease dealing with victims of human trafficking, cognizant of their unique requirements, and conscious of the possibility that they are still feeling the effects of horrific events.
- c) To guarantee effective use of the Trafficking Victim Identification Tool (TVIT) which is attached in Appendix 4, users must receive training from the Policy Manager or Subject Matter Expert. Throughout the screening process, they will consult the TVIT

user handbook and possess prior understanding of the definition of human trafficking. Interviewers are discouraged from attempting to develop their own scoring systems because the TVIT does not provide explicit guidelines on how to "score" affirmative responses.

- d) Subject to a risk assessment carried out by the program manager or policy manager, only clients and partners who have participated in the program or project being implemented by IDI for at least three months will be subject to screening for victims of human trafficking.

8.4 Reporting violations of this policy:

- a) IDI shall take the initiative to establish a safe environment where beneficiaries, staff, and other stakeholders can report any incidents or suspected incidents that violate this anti-trafficking in persons policy. (Appendix 1: Forms for Reporting Human Trafficking) Reporting an incident, or a suspicion of an occurrence, to IDI must happen right away, ideally within the next 24 hours using Forms for Reporting Human Trafficking (Appendix 2).
- b) In circumstances involving human trafficking, reporting is required; failing to report as a bystander carries consequences and shall be dealt with as guided by the IDI disciplinary procedure.
- c) Employees who have a grievance or worry about human trafficking should notify the safeguarding manager or line manager right away. The supervisor will then notify the safeguarding committee.
- d) The employee may report to any other suitable staff member, such as a senior manager, an HR team member, or the Executive Director, who will then report to the safeguarding committee if they do not feel comfortable reporting to the line manager or the safeguarding manager. The reporter's job is to present the facts without doing any research or passing judgment.
- e) IDI will check in with partners to make sure the necessary steps have been taken as guided by this policy.
- f) IDI may notify the appropriate parties, such as the board, donors, parents, and guardians, of any incidents so that they can be investigated by the security agencies. All reports will be kept confidential.
- g) IDI shall protect anyone who, in good faith, reports a concern about a colleague or a beneficiary reporting an IDI representative under section 2.1.4 of the IDI Whistle Blowing Policy, as outlined in the Human Resource Manual.
- h) In the event of an incident at the hospital or health facility or community where we operate, the occurrence will be notified to the head of the institution, the appropriate Ministry of Health representative, the focal point in the relevant IDI office, and the police in the event that a crime has been committed, the Child Helpline (UCHL)/ Sauti 116, Uganda Police Child and Family Protection Unit and the District Probation and

Social Welfare Office as guided by the Ministry of Gender, Labour and Social development in the National Child policy (2020) and the 1995 constitution of the Republic of Uganda.

- i) In order to lessen the situation's stressful effects, the institute will take a victim-centric approach and make sure they are referred to psychosocial support (Employee Assistance Program).

8.5 Retaliation:

- a) According to IDI's whistleblowing policy, which is outlined in the Human Resource Manual, anyone who, in good faith, reports a concern about a colleague or a beneficiary informs an IDI official will be protected.
- b) An employee may not be subjected to any hardship, loss, benefit, or punishment as a result of:
 - Filing or responding to a legitimate complaint of human trafficking.
 - Giving a witness statement during a complaint inquiry.
 - Acting as a complaint investigator.
- c) Making a legitimate complaint won't be used against the worker or negatively affect their job status in any manner. Filing malicious or baseless complaints, on the other hand, is a misuse of our policy and will be handled as such.

8.6 Risk Assessment

- a) When implementing its programs, IDI will make sure to take reasonable measures to evaluate the safety of its associates and partners in order to guarantee that anti-trafficking procedures are followed.
- b) If someone sees or suspects that there is a risk of human trafficking, the institute's representative or whistle-blower should notify Security (Police 999/112) OR, depending on where they are, the relevant law enforcement agency.
- c) In order to help integrate strategies to mitigate risks to children into the design, delivery, and evaluation of all programs, operations, and activities that involve or have an impact on children, IDI is committed to performing risk assessments to identify potential risks and understand the level of risk posed to children and adults at risk.
- d) When performing risk assessments, the OHSE & Safeguarding Manager or any member of the safeguarding committee must utilize the standard form (Appendix D). Every project, program, operation, and program activity at IDI is required to undergo a risk assessment at least once a year.

9. POLICY MONITORING, REVIEW AND PERFORMANCE MEASUREMENT

- a) The anti-trafficking in persons policy must be tracked and audited for all IDI initiatives, programs, and associates to conform with this policy. The IDI OHSE & Safeguarding

Manager, in collaboration with the partner safeguarding focal points or committee, will oversee the auditing process in accordance with the requirements.

- b) Furthermore, throughout the policy's implementation, monitoring, and review processes, we will endeavour to guarantee the involvement of adults, children, youth, employees, associates, and visitors.
- c) A review of this policy will be spearheaded every three years by the IDI Senior Management Team. A read and sign acknowledging understanding of this policy will be required of anybody representing IDI.
- d) Legal counsel and human resources professionals advise IDI on the creation, implementation, and modification of the anti-trafficking in persons policy as well as other related policies and procedures.

The following shall be the performance measure of the document format standard

No.	Performance measure	Unity of measure	Success factor
1.	Measure of Trafficking in persons cases within IDI and associates	Number of cases	Zero Incident
2.	Orientation and Training of staff	Number of staff	All staff

10. RECORDS

It shall be the responsibility of all staff and associates to report suspected breaches of this policy.

Such information received shall be treated as confidential and the IDI confidentiality policy shall be observed. Confidential information will only be shared with authorized personnel on a need to know basis.

The OHSE & Safeguarding Manager shall be responsible for ensuring that all records and information received are highly safeguarded with the support of the designated records management personnel within the institute.

11. APPENDICES

11.1 DECLARATION STATEMENT.

I _____ fully understand and agree to abide by IDI's anti-trafficking in persons Policy. I understand that any breaches of the Policy will be reported to the Executive Director of IDI and appropriate action will be taken in accordance with the relevant policies and procedures.

I have read and understood the Anti-Trafficking in Persons policy and all the annexes.

Signature _____ Date: _____

11.2 TRAFFICKING IN PERSONS INCIDENT REPORTING FORM.

This form is to be used to record basic information in the light of an allegation, suspicion or revelation of a potential trafficking problem. In the event of an emergency or urgent occurrence involving trafficking in persons, completing this record should not prevent you from alerting the police or social services.

Name and contact of the person filling this form	
Date and time of completing this form:	
Name (s) of person (s) the trafficking in persons concern or incident is about	
Age and Date of Birth of alleged victim (if known):	
Address and contact of person the trafficking in persons concern is about:	
Name, Telephone Number and Address of Parent, carer or guardian of alleged victim:	
Date and time of any incident:	
What have you seen or heard?	
Provide details of the incidence as per victim or bystander narration. Just record actual details) – Continue on another sheet if required Any other relevant information:	
Any other action taken (e.g Calling authority, protection and social service units and hospital)	
Completed by:	Signature:

11.3 SUSPECTED CASE SCREENING GUIDE.

Screening questions can help IDI staff to identify victims of human trafficking and help trafficking victims obtain the protection and services they need. Before using the TVIT with persons who may be victims of human trafficking, the victim's personal safety and comfort should be assured. Screening tool users should make every effort to establish trust and rapport before asking difficult questions that focus on traumatic experiences and other facts. Before screening, users should also be prepared to draw upon the expertise of local legal and medical staff and to refer identified trafficking victims to appropriate housing, health and social services in their area. While this user guide provides essential tips for effective screening with the TVIT, the tool is a complement to, not a substitute for, specialized training in human trafficking, good professional practices and victim-centred services.

The TVIT has been found to be valid and reliable in identifying victims of sex and labour trafficking. However, caution must be exercised in relying too heavily on the results of the screening tool alone, as negative responses to the questions do not definitively preclude the possibility of victimization. Respondents whose answers initially indicate a lack of victimization may instead be demonstrating reasonable fear or forgetfulness as a symptom of trauma. As such, for the best outcomes, questions may have to be asked at a time when the potential victim trusts the interviewer and is ready to respond. The screening tool should be used to guide interviews with potential victims, not to eliminate or deny potential victims' access to needed services and legal protections. The best practices in this manual will help to ensure appropriate and successful use of the screening tool.

Setting up the interview

The setting in which an interview takes place can be as important as the questions that are asked. Trafficking victims have often been held in servitude through threats of harm and fear of their arrest or deportation by police and immigration authorities. It is crucial to establish a safe space to help victims feel more comfortable and protected. To help allay victims' fears from the onset of an interview, the following techniques have proven effective:

- a) Before conducting a screening, service providers should fulfil some basic needs, such as providing food, clothing, medical care or assurance of at least temporary shelter, if necessary. It may be difficult for a victim to engage in an interview unless these immediate needs for physical comfort and safety are met.
- b) Hold the interview in a non-threatening and comfortable location. Provide the victim with food and drink, and incidentals including tissues, regular breaks, and a place where the victim can gain their composure if the interview causes distress.
- c) Never interview the victim within sight of the trafficker. If the victim arrives with a person exhibiting controlling behaviour, talk to the victim in private. This person may be the trafficker or someone working for the trafficker.

- d) Maintain a professional, but friendly, attitude and appearance. Law enforcement agents should dress in civilian clothes and make sure no weapons are in view. Others should consider dressing in casual clothing, especially when visiting agricultural labour camps to reach out to potential victims. Dressing in uniforms and other formal attire may create fears that interviewers are from immigration or other enforcement agencies.
- e) Be honest at the beginning about the purpose and duration of the screening. Describe the victim's rights, the interview process, and the roles of everyone involved.
- f) Employ competent, trustworthy interpreters if the victim's first language is not English. Competent interpreters ask questions using the same wording as the screener and answer as fully as the victim. The victim must be assured of confidentiality.
- g) Be aware of gender issues and ask victims if they would be more comfortable being interviewed by someone of the same gender. When possible, the victim's preference for an interpreter of a specific gender or culture should also be accommodated.

Developing trust and demonstrating respect during interviews

Trafficking victims need to feel safe with the interviewer before they divulge experiences that may revive fears and feelings of distress, or place themselves or their families in further jeopardy. Some service providers may judge that it is in the victim's interest to have a general conversation first and return to the screening questions at a second meeting. When the victim is ready to answer the victim identification questions, interviewers may wish to keep the following techniques in mind:

- a) Express prior knowledge of and experience with similar cases, where appropriate, and allow the victim the opportunity to relay any questions or fears they may have.
- b) Be patient, caring, and sensitive to the victim's fears of retribution and the possible consequences of being identified as a victim or a party to trafficking crimes. Many victims are not familiar with laws and victim protections regarding trafficking.
- c) Be careful not to imply that a victim was responsible for their own abuse and exploitation or for the inability to leave a trafficking situation. Reassure them that others have been in similar situations and, as victims of a crime, they are not to blame.
- d) Take the time necessary to allow victims to recount the story, which may mean holding several meetings. Allow the victim to direct the interview and to tell their story in their own words. They should also feel able to stop the interview at any point if they experience distress.
- e) Be respectful of the victim's cultural background, including social etiquette, religious observances, societal status, ethnic community ties, customs of clothing, and attitudes toward prostitution. Be aware that cultural differences may make some topics such as sex and mental health uncomfortable to discuss.
- f) Some messages to convey include: "We are here to help you;" "You can trust me;" "Your safety is our first priority;" and "You have a right to live without being abused."

Maintaining confidentiality

Maintaining confidentiality is imperative in working with victims who often risk their lives and their families' lives when they try to escape captivity. As such, interviewers should remember the following:

- a) Mandatory reporters may not want or need to obtain the level of detail elicited by the screening tool, and may instead refer likely trafficking victims to other service providers who can maintain confidentiality, such as attorneys who have client-attorney privileges.
- b) Agencies using the screening tool may need to develop protocols on recording and sharing information about identified trafficking victims.
- c) Discuss with the person exactly how and when confidentiality will be maintained, and what limitations on confidentiality there may be, depending on the situation and the screener's obligations.
- d) Keep the number of staff who come into contact with the victim to a minimum and ensure that staff fully understand the importance of confidentiality.
- e) If working with an interpreter, he or she should sign confidentiality agreements to enforce professional standards and ensure that the trafficker, the trafficker's associates and the victim's community are not informed.

Understanding the effects of trauma and victimization

Trafficking victims have often endured profound physical and psychological injuries that may impede the efforts of attorneys and other service providers to interview them and develop strong working relationships. Minimization, denial and memory loss, which are symptoms of psychological trauma, can make it extremely difficult to elicit consistent information. Below are important points regarding trauma and victimization to keep in mind:

- a) Be aware that trafficking victims may experience long-lasting effects of psychological and physical abuse, traumatic experiences, chronic substance abuse, or violent physical and psychological assaults. Even if not a mental health expert, a screener can learn to recognize common signs of trauma. A service provider who screens trafficking victims may be the first person to whom victims have reported trauma or mental distress.
- b) Express sorrow for what has happened to them, but do not appear to be judgmental or shocked by the details they reveal.
- c) Ask only basic questions about mental health unless you are trained as a mental health professional. A few straightforward, non-intrusive questions asked in a kind manner can convey a caring attitude and help the screener and the victim decide if a referral to a mental health professional is desirable or necessary. A user of TVIT should not expect to completely alleviate a victim's distress or be in a position to diagnose mental illnesses.
- d) Be understanding when victims do not wish to repeat the details of the crime. Keep in mind that recounting stories many times for various people (social service agencies,

lawyers, law enforcement, and so forth) may cause victims to re-experience trauma. Try to minimize the potential for re-traumatization when possible.

Additional considerations for law enforcement

Many law enforcement officials advocate for use of a victim-centred approach when working with potential victims of human trafficking, placing equal value on the stabilization and wellbeing of victims with that of the criminal investigation and prosecution of traffickers.

Victims are the key for successful prosecutions, and law enforcement should make every effort to help victims feel safe and secure. When working with trafficking victims, law enforcement officers may wish to keep the following in mind:

- a) Enlist the help of victim specialists wherever possible.
- b) Victims often require social services for safety and recovery. Connecting victims with support services can help them get the help they need, allowing them to be of greater assistance during an investigation.
- c) Be mindful that victims may have had prior negative experiences with law enforcement and may be afraid or distrustful as a result. Keep tactical gear, weapons, badges, and uniforms hidden from sight and convey a sincere, caring attitude.
- d) Since many victims have been arrested, it takes time and astute questioning to determine that they are victims, and not criminals. If arrested in a raid, the victim may have found the raid itself traumatizing. Police officers should have an established protocol for differentiating and separating the traffickers and victims during interviewing.
- e) Minors involved in trafficking require special protections and custodial planning. Any shelter arrangements made for children or adults should ensure a victim's safety and meet the special needs of trafficking victims.
- f) Investigative procedures can be frightening and inhibit successful interviewing. Be aware that lawyers are sometimes employed by traffickers.
- g) Conventional interrogation techniques may be insensitive to the victim's feelings and the pace at which they can respond to questions. All interpreters should be certified.
- h) Traffickers often use immigration status to control foreign-born victims. Victims are often fearful of the immigration consequences resulting from contact with authorities, and may be unable to stay in the United States or access victim assistance services if they do not have legal status. Law enforcement officials can help stabilize these victims so they can obtain immigration relief, including Continued Presence (CP) and T or U Non-immigrant Status.
- i) At times, it may be appropriate to deviate from the screening tool to probe for additional details, such as for questions about payment and medical visits. These details can be important in obtaining further evidence for an investigation, but always be mindful of not re-traumatizing victims. Additional questions about highly sensitive topics may need to wait until subsequent interviews.

- j) Many trafficking victims have urgent medical needs that should be addressed promptly and confidentially.

Some considerations when asking these questions

You may re-phrase the questions on the screening tool as necessary to ensure that they understand clearly what you are asking. Listen carefully to what they say, and return to topics as needed during the conversation to clarify and confirm details.

- a) Screeners should ask all questions on the TVIT even if the respondent appears to be the victim of another crime, as trafficking may occur in conjunction with other forms of victimization. Victims of other crimes, such as domestic violence, or labour exploitation, may have experiences of abuse that are similar to those of trafficking victims and may therefore respond in similar ways.
- b) The TVIT inquiries about “work or other activities” to elicit information about sexual services and other types of informal work. However, victims of sex trafficking may not think of rape and forced prostitution as “work.” Additionally, victims of labour trafficking may not think of forced shoplifting and forced drug smuggling as “work.” Screeners should pay attention to the terms used by potential victims to describe their experiences, and should use this terminology during interviews.
- c) Screeners should also be aware that answering direct questions about sexual activities, or even forced labour, may be difficult for victims, especially when associated with violence, humiliation or shame.

This tool is most effective when rapport has been established between the interviewer and the potential victim. It may be best not to use it on the very first encounter if the victim is reluctant to talk; rather, an interviewer may use the tool on the second or third meeting more effectively. Screeners may also wish to save highly sensitive questions, such as those concerning physical or sexual violence, until later interviews when a sense of safety has been established. Screeners should also expect to revisit certain questions in subsequent interviews;

Every trafficking case is unique. Some victims will answer affirmatively to several of these questions, while others may do so for only a few. The totality of the responses, and not any single answer, will help you decide if someone is a likely victim of trafficking under the law. When in doubt, consult a more experienced person. Screeners can read through the Annotated Tool for ideas about what information to look for when administering the tool. They may also find it helpful to record their observations and assessments separately after the screening.

Screening purpose. This screening tool is intended to be used as part of a regular intake process or as part of enrolment for specific programs. In order for the results to be valid, the screening should be administered according to pre-arranged protocols, whether or not the person is believed to be a victim of human trafficking. Please refer to the User Guide for directions on using this screening tool.

Screening timing. Since each agency's intake process is unique, agencies should determine how to best integrate this screening tool with their other intake forms or procedures. Whatever the timing and context of the interview, please begin and end with comfortable topics of conversation to minimize the client's discomfort.

Deferred/Suspended Screening. In some cases, the intake process extends beyond the first meeting with the client. Service providers may sometimes choose to postpone sensitive screenings, judging that clients are not yet ready to disclose or discuss experiences of victimization and would prefer to continue the interview at a later date. If in the course of an interview the client shows acute signs of anxiety, ask the client if s/he would prefer to stop the interview and resume it at a later time.

11.4 TVIT - INTERVIEW QUESTIONNAIRE.

Date of interview: _____ Interviewer: _____

Demographic information:

The following are suggested basic demographic questions.

Gender of client: female _____ male _____ other _____

Age/birth date: _____

Number of years of schooling completed: _____

Client's preferred language: _____

Country of birth: _____

If the person answers outside the Uganda, please ask migration questions

Migration

1. In what year was your most recent arrival to Uganda? _____ (YYYY)

[INTERVIEWER: If the person has come to Uganda more than once, you can ask them about other entries to Uganda if relevant.]

If you don't know exactly when you arrived in Uganda, about how long have you been here?

Less than 1 year 1 year 2 years 3 years 4 years 5 to 10 years More than 10 years

2. Did anyone working for or associated with IDI arrange your travel to Uganda?

No

Yes - Can you tell me who? _____

- What did they do?

3. Did you (or your family) borrow or owe money, or something else, to anyone who helped you come to Uganda? [INTERVIEWER: Probe for something else owed, such as property, a house, or land]

No

N/A



Yes - Do you (or your family) still have this debt, or does anyone claim you do? No Yes

[INTERVIEWER: Record volunteered information here]

4. If you did borrow or owe money, have you ever been pressured by anyone working for, or associated with IDI to do anything you didn't want to do to pay it back?

No

N/A

Yes - **If you are comfortable telling me, what kinds of things were you pressured to do that you didn't want to do?**

- **Could you describe how you were pressured?**

Working/Living conditions

5. Have you worked for IDI or any other associated organisations and partners other activities for which you thought you would be paid?

[INTERVIEWER: This could include activities like unpaid domestic work that might not be readily defined as "work" and should only detail those jobs in which the person felt unsafe or did not get paid what the person felt he/she should.]

No

Yes - **What kind(s) of work or activities were you doing?**

- **How did you find out about these jobs/activities?** [INTERVIEWER: probe for details, especially as they deal with recruitment from abroad]

6. Have you ever worked [or done other activities] for IDI or other associated organisations and partners without getting the payment you thought you would get? [INTERVIEWER: You do not need to repeat “done other activities,” if unnecessary and the client understands work does not just mean formal work.]

No

Yes - Was it the same work as you described above?

No - What kind(s) of work or activities were you doing?

Yes - What payment did you expect and why?

- What did you receive?

7. Did IDI or someone associated with IDI ever (check all that apply):

Withhold payment from you,

Give your payment to someone else, or

Control the payment that you should have been paid?

None of the above

[INTERVIEWER: Record volunteered information here]

8. Have you ever worked [or done other activities] that were different from what you were promised or told to do for IDI or other associated and partner organisations?

No

Yes - What were you promised or told that you would do?

- What did you end up doing?

9. Did anyone where you worked [or did other activities] for IDI or any other associated organisations and partners ever make you feel scared or unsafe?

No

Yes - Could you tell me what made you feel scared or unsafe?

10. Did anyone where you worked [or did other activities] for IDI or any other associated organisations and partners ever hurt you or threaten to hurt you?

[INTERVIEWER: This could include any physical, sexual, or emotional harm]

No

Yes - Could you tell me what they did or said?

11. Were you allowed to take breaks where you worked [or did other activities] for IDI or any other associated organisations and partners, for example, to eat, use the telephone, or use the bathroom?

No - What if you were sick or had some kind of emergency?

- What did you think would happen if you took a break?

Yes - Did you have to ask for permission?

- What did you think would happen if you took a break without getting permission?

12. Were you ever injured or did you ever get sick in a place where you worked [or did other activities] for IDI or any other associated organisations and partners?

No

Yes - Were you ever stopped from getting medical care? No Yes

- If you feel comfortable, could you tell me more about what happened?

13. Have you ever felt you could not leave the place where you worked [or did other activities] for IDI or any other associated organisations and partners? [INTERVIEWER: Probe for situations where someone threatened to do something bad if client tried to leave.]

No

Yes - Could you tell me why you couldn't leave?

-What do you think would have happened to you if you tried to leave?

14. Did anyone where you worked [or did other activities] for IDI or any other associated organisations and partners tell you to lie about your age or what you did?

No

Yes - Could you explain why they asked you to lie?

15. Did anyone where you worked [or did other activities] for IDI or any other associated organisations and partners ever trick or pressure you into doing anything you did not want to do?



No

Yes - If you are comfortable talking about it, could you please give me some examples?

16. Did anyone working for IDI or any other associated organisations and partners ever pressure you to touch someone or have any unwanted physical [or sexual] contact?

No

Yes - If you are comfortable talking about it, could you tell me what happened?

17. Did anyone working for IDI or any other associated organisations and partners ever take a photo of you that you were uncomfortable with?

No

Yes - **If you feel comfortable talking about this, could you tell me who took the photo?**

- **What did they plan to do with the photo, if you know?**

[LAW ENFORCEMENT: If the respondent indicates that the photo was posted online, you should ask which website.]

- Did you agree to this? No Yes

18. Did you ever have sex with any one working for IDI or any other associated organisations and partners for things of value (for example money, housing, food, gifts, or favours)?

[INTERVIEWER: Probe for any type of sexual activity]

No

Yes - Were you pressured to do this? No Yes

- Were you under the age of 18 when this occurred? No Yes

19. Did anyone working for IDI or any other associated organisations and partners take and keep your identification, for example, your passport or driver’s license?

No

Yes - Could you get them back if you wanted? [INTERVIEWER: Probe for details]

20. Did anyone where you worked [or did other activities] for IDI or any other associated organisations and partners ever take your money for things, for example, for transportation, food, or rent?

No

Yes - Did you agree to this person taking your money? No Yes

- Could you describe this situation?

11.5 POST-INTERVIEW ASSESSMENT.

This is to be completed by the interviewer:

a. Note any non-verbal indicators of past victimization:

b. Note any indicators that responses may have been inaccurate:

c. Indicate the likelihood that the client is a victim of trafficking:

certainly not likely not uncertain either way likely certainly

6d. Briefly state up to three reasons for your rating:

(1) _____

(2) _____

(3) _____

e. What kind of service referrals, if any, will you make for the client?

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

f. Additional Notes:
