



Dated:
January 1, 2019

COMBATING TRAFFICKING IN PERSONS

Date Effective:
January 1, 2019

PURPOSE & APPLICABILITY

To establish requirements for compliance with Federal Acquisition Regulation (FAR) 52.222-50 that prohibits trafficking in persons and trafficking-related activities. Accordingly, A.M. Castle & Co. (the “Company”), its employees and subcontractors must comply with this policy, as well as FAR 52.222-50, as applicable, in the performance of certain contracts the Company has or may have as a prime contractor or subcontractor of the United States government.

DEFINITIONS

- A. “Debt Bondage, Employee, Forced Labor, Individual, Involuntary Servitude, Sex Trafficking, Subcontract, Subcontractor and United States” are as defined in FAR 52.222-50.
- B. “Commercial Sex Act” means any sex act on account of which anything of value is given to or received by any person.
- C. “Severe Forms of Trafficking in Persons” means sex trafficking in which a commercial sex act is induced by force, fraud or coercion or in which the person induced to perform such act has not attained 18 years of age; or the recruitment, harboring, transportation, provision or obtaining of a person for labor or services through the use of force, fraud or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage or slavery.

POLICY

As it applies to the Company and its employee’s and subcontractors in respect of its and their obligations as a prime contractor or subcontractor of the United States government, FAR 52.222-50 prohibits the Company and its employees and subcontractors during the period of performance of such contract(s) from engaging in trafficking and trafficking-related activities.

Specifically, FAR 52.222-50 states as follows:

The United States Government has adopted a policy prohibiting trafficking in persons, including the trafficking-related activities of this clause. Contractors, contractor employees, and their agents shall not—

- (1) Engage in severe forms of trafficking in persons during the period of performance of the contract;
- (2) Procure commercial sex acts during the period of performance of the contract;
- (3) Use forced labor in the performance of the contract;
- (4) Destroy, conceal, confiscate, or otherwise deny access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;



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- (5) (i) Use misleading or fraudulent practices during the recruitment of employees or offering of employment, such as failing to disclose, in a format and language accessible to the worker, basic information or making material misrepresentations during the recruitment of employees regarding the key terms and conditions of employment, including wages and fringe benefits, the location of work, the living conditions, housing and associated costs (if employer or agent provided or arranged), any significant cost to be charged to the employee, and, if applicable, the hazardous nature of the work;
- (ii) Use recruiters that do not comply with local labor laws of the country in which the recruiting takes place;
- (6) Charge employees recruitment fees;
- (7) (i) Fail to provide return transportation or pay for the cost of return transportation upon the end of employment—
- (A) For an employee who is not a national of the country in which the work is taking place and who was brought into that country for the purpose of working on a U.S. Government contract or subcontract (for portions of contracts performed outside the United States); or
- (B) For an employee who is not a United States national and who was brought into the United States for the purpose of working on a U.S. Government contract or subcontract, if the payment of such costs is required under existing temporary worker programs or pursuant to a written agreement with the employee (for portions of contracts performed inside the United States); except that—
- (ii) The requirements of paragraphs (7)(i) of this clause shall not apply to an employee who is—
- (A) Legally permitted to remain in the country of employment and who chooses to do so; or
- (B) Exempted by an authorized official of the contracting agency from the requirement to provide return transportation or pay for the cost of return transportation;
- (iii) The requirements of paragraph (7)(i) of this clause are modified for a victim of trafficking in persons who is seeking victim services or legal redress in the country of employment, or for a witness in an enforcement action related to trafficking in persons. The contractor shall provide the return transportation or pay the cost of return transportation in a way that does not obstruct the victim services, legal redress, or witness activity. For example, the contractor shall not only offer return transportation to a witness at a time when the witness is still needed to testify. This paragraph does not apply when the exemptions at paragraph (7)(ii) of this clause apply.
- (8) Provide or arrange housing that fails to meet the host country housing and safety standards; or
- (9) If required by law or contract, fail to provide an employment contract, recruitment agreement, or other required work document in writing. Such written work document shall be in a language the employee understands. If the employee must relocate to perform the work, the work document shall be provided to the employee at least five days prior to the employee relocating. The employee's work document shall



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include, but is not limited to, details about work description, wages, prohibition on charging recruitment fees, work location(s), living accommodations and associated costs, time off, roundtrip transportation arrangements, grievance process, and the content of applicable laws and regulations that prohibit trafficking in persons.

All employees must comply with FAR 52.222-50 as required by contract. Violations may result in disciplinary action, up to and including termination of employment.

Any credible information received from any source (including host country law enforcement) that an employee, subcontractor, or subcontractor employee has violated FAR 52.222-50 must be reported immediately to the Company's Legal Department, who will further notify the appropriate leaders in Human Resources, and, if the matter involves Company subcontractors, the appropriate leaders in the Supply Chain. The Legal Department and the appropriate leader(s) in Supply Chain, as applicable, will inform the Contracting Officer and Inspector General of the allegation. The Legal Department will make any other required disclosures, including those that may be required under FAR 52.203-13, as applicable.

Employees may also report, without fear of retaliation, activity inconsistent with this policy to the Company's Legal Department and/or the Company's confidential incident reporting hotline at 1-800-461-9330 or www.convercent.com.

If a violation of FAR 52.222-50 is substantiated, the Company's Human Resources department, in consultation with the Company's Legal Department, will ensure that the appropriate disciplinary action is taken.

In the event that a Company subcontractor fails to comply with FAR 52.222-50, the appropriate leader(s) in Supply Chain, in consultation with the Company's Legal Department, will (i) take appropriate action against such subcontractor, up to and including termination of the Company's relationship with such subcontractor; and (ii) inform the Contracting Officer and Inspector General of any such actions taken against such subcontractor.

COMPLIANCE PLANS

In the event that the Company holds a contract as the prime contractor or subcontractor of the United States government:

1. For (a) the supply of materials or products (i) other than commercially available off-the-shelf items, and (ii) acquired outside the United States, or (b) services to be performed outside the United States; and
2. That has an estimated value that exceeds \$500,000,

The Company will establish and maintain a compliance plan for combating trafficking in persons for such contract.



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RESPONSIBILITY

The Legal Department is responsible for maintaining and enforcing this Policy.

APPROVAL

Michelle McIntosh
Vice President, Legal & Secretary