K6 WORLDWIDE

CORPORATE POLICY DOCUMENT

Combating Trafficking in Persons Compliance Plan

K6 Worldwide's plan to prevent trafficking in persons, forced labor and abusive recruitment in its global workforce operations, structured to the requirements of FAR 52.222-50(h), Executive Order 13627, 22 CFR Part 175 and the Trafficking Victims Protection Act.

DOCUMENT
K6-CTIP-001

REVISION
1.0

EFFECTIVE DATE
[date of approval]

NEXT REVIEW
12 months from effective date, and on each contract award

OWNER
Managing Member, K6 Worldwide LLC

APPLIES TO
All K6 operations; all employees, contract personnel, recruiters, subcontractors and agents

This document is controlled. It is posted at the workplace and on K6's website as required by FAR 52.222-50(h)(3)(iii), and provided to contracting officers on request. Printed copies are uncontrolled. Red bracketed items are completed before external issue.

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1 Policy Statement

K6 Worldwide LLC recruits workers from many countries and deploys them far from home, to places where they may not speak the language, know their rights, or have anyone to turn to. That makes our workers exactly the people trafficking law exists to protect, and it makes K6 responsible for making sure that every one of them is recruited honestly, paid fully, housed decently, keeps their own documents, and can go home when they choose.

K6 has zero tolerance for trafficking in persons, forced labor, debt bondage, child labor, and the recruitment practices that lead to them. This applies to K6's own conduct and to that of every recruiter, subcontractor, agent and partner we use, in every country, on every contract, whether or not a client requires it. A violation of this plan by anyone is grounds for immediate termination and will be reported to the authorities.

The Managing Member is personally responsible for this plan.

Matt Kallberg, Managing Member, K6 Worldwide LLC · Date

2 Purpose, Applicability and Legal Basis

2.1 Purpose

This plan establishes the procedures by which K6 prevents, detects, reports and remedies trafficking in persons and related prohibited conduct in its operations, and satisfies the compliance-plan and certification requirements that apply to contracts and subcontracts for services performed outside the United States with an estimated value exceeding USD 550,000.

2.2 Applicability

This plan applies to all K6 operations worldwide, including domestic US work, regardless of contract value. It applies to all K6 employees, members, independent contractors, deployed workers, recruiters, labor brokers, subcontractors, agents and in-country partners ("covered persons"). It is incorporated into every subcontract and recruitment agreement.

2.3 Legal basis

Authority	Relevance
Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. ch. 78)	Criminal prohibition on trafficking, forced labor, and benefiting from them; authority for contract termination.
Executive Order 13627 (2012)	Strengthened protections against trafficking in federal contracts; basis for expanded FAR rule.
FAR Subpart 22.17 and clause 52.222-50	Prohibited conduct, compliance plan elements, certification, notification, flow-down to subcontractors at any tier.
FAR 52.222-56	Pre-award certification regarding a compliance plan.

22 CFR Part 175 (Department of State)	Parallel requirements for State Department grants and cooperative agreements.
DFARS 222.17 and 252.222-7007	Department of Defense supplementary requirements.
USAID ADS 303 / standard provisions; 2 CFR 175	Trafficking provisions in USAID awards.
ILO Conventions 29, 105, 138, 182 and the Forced Labour Protocol (2014)	International standards on forced and child labor.
UK Modern Slavery Act 2015; Australian Modern Slavery Act 2018	Applicable where K6 works for UK or Australian primes or in those jurisdictions.
Host-nation law	Identified for each deployment; applies where more protective.

3 Prohibited Conduct

Consistent with FAR 52.222-50(b), K6 and all covered persons are prohibited, during the period of performance of any contract and at all other times, from:

1. Engaging in severe forms of trafficking in persons;
2. Procuring commercial sex acts;
3. Using forced labor in the performance of any contract;
4. Destroying, concealing, confiscating or otherwise denying access by an employee to the employee's identity or immigration documents, such as passports or drivers' licenses, regardless of issuing authority;
5. Using 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 recruitment about 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 costs to be charged to the employee, and, if applicable, the hazardous nature of the work;
6. Using recruiters that do not comply with local labor laws of the country in which the recruiting takes place;
7. Charging employees recruitment fees;
8. Failing to provide return transportation or pay for the cost of return transportation upon the end of employment, 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 US government contract or subcontract, or for an employee who is not a US national and was brought into the United States for the purpose of working on a US government contract or subcontract, except as permitted by the clause;
9. Providing or arranging housing that fails to meet the host country housing and safety standards; or
10. If required by law or contract, failing to provide an employment contract, recruitment agreement, or other required work document in writing, in a language the employee understands, before the employee departs from their country of origin, that contains the details of the employee's 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.

"Recruitment fees" has the broad meaning in FAR 22.1702: any fee, charge, cost, assessment or other expense associated with the recruiting process, regardless of the time, manner or location of imposition or collection, including fees for soliciting, identifying, considering, interviewing, referring, retaining, transferring, selecting, training, providing orientation to, skills testing, recommending or placing workers; medical examinations; visas and work permits; passports and travel documents; transportation to the work location; background and security checks; equipment and uniforms; and any similar cost. All such costs are borne by K6.

4 Risk Assessment

K6 assesses trafficking risk for each contract and deployment country before mobilization and at least annually, considering: the countries of recruitment and their recruitment-industry practices; the deployment country's legal protections and enforcement; the trades and skill levels involved (lower-skilled and migrant workers face higher risk); the use of third-party recruiters or labor suppliers; housing arrangements; the US State Department Trafficking in Persons Report tier for each country; and the client's requirements. Risk ratings drive the intensity of due diligence, monitoring and audit under this plan.

K6's current operating model carries the following inherent risks, which this plan is designed to control: multi-national recruitment of trades workers, including from countries where worker-paid recruitment fees are customary; deployment to post-conflict and post-disaster countries with weak labor enforcement; employer-arranged housing and transport; and reliance on in-country partners for local-national labor.

5 Plan Element 1: Awareness Program

FAR 52.222-50(h)(3)(i): an awareness program to inform contractor employees about the Government's policy prohibiting trafficking-related activities, the activities prohibited, and the actions that will be taken against the employee for violations.

5.1 Training

- **All K6 personnel and deployed workers** receive CTIP training during onboarding or pre-deployment orientation, before departure, in a language they understand, covering: the US government's zero-tolerance policy; the prohibited conduct in Section 3; the indicators of trafficking; the worker's own rights (Appendix A); how to report; non-retaliation; and the consequences of violation. Duration: minimum 1 hour. Materials: K6 CTIP module, drawing on the DoD CTIP General Awareness course and the Department of State's materials.
- **Supervisors, SSHOs, camp managers, recruiters and anyone involved in hiring, housing or payroll** receive additional training on recruitment fee prohibitions, document retention, housing standards, contract requirements, red flags, and their duty to monitor and report.
- **Force protection and security personnel** receive training on the particular risks at entry-control points, camps and during movements, and on procuring commercial sex, which is prohibited regardless of local legality.
- **Subcontractor and partner personnel** receive the same training as K6 personnel before working on a K6 deployment.
- Training is refreshed annually and on each new contract. Completion is recorded in the personnel file.

5.2 Posting

The worker rights notice in Appendix A, including the Global Human Trafficking Hotline number and K6's reporting channels, is posted in English and in the languages of the workforce at every K6 workplace, camp and accommodation, and provided to each worker in writing. This plan is posted on K6's website (www.k6worldwide.com) and at the workplace as required by FAR 52.222-50(h)(3)(iii).

5.3 Consequences

Personnel are informed in training and in the Code of Business Conduct that violation of this plan results in removal from the contract, termination of employment, repatriation at the worker's own expense where the violator is the perpetrator, and referral to law enforcement.

6 Plan Element 2: Reporting Process and Non-Retaliation

FAR 52.222-50(h)(3)(ii): a process for employees to report, without fear of retaliation, activity inconsistent with the policy prohibiting trafficking in persons, including a means to make available to all employees the hotline phone number of the Global Human Trafficking Hotline at 1-844-888-FREE and its email address at help@befree.org.

6.1 Reporting channels

Any person may report a concern, suspicion or violation, in any language, anonymously if they choose, through any of:

- Their supervisor, the SSHO or the camp manager;
- The Managing Member directly: mkallberg@k6worldwide.com · *[phone / WhatsApp]*;
- ethics@k6worldwide.com *[configure alias]*;
- The **Global Human Trafficking Hotline: 1-844-888-FREE (1-844-888-3733) · help@befree.org**, available 24/7 in more than 200 languages;
- The client's or prime contractor's hotline, and the relevant agency Inspector General hotline (DoD 800-424-9098; State OIG 800-409-9926; USAID OIG 800-230-6539), which are posted on site;
- Host-nation authorities and the nearest US Embassy.

Workers are told at orientation that they may contact any of these directly, without going through K6, and that K6 will not know or ask who contacted a hotline.

6.2 Non-retaliation

> **K6 prohibits any retaliation, threat, intimidation, demotion, removal, deduction, repatriation or other adverse action against any person for reporting a trafficking concern in good faith, cooperating with an investigation, or refusing to participate in prohibited conduct. Retaliation is itself a violation of this plan and will result in termination.**

6.3 Handling reports

Every report is logged, acknowledged within 2 business days where the reporter is known, and investigated promptly and confidentially by the Managing Member or, where the Managing Member is implicated, by outside counsel. Where a report indicates a credible violation, K6 takes immediate protective action for the

affected worker (safe accommodation, access to the Global Human Trafficking Hotline and local victim services, no contact with the alleged perpetrator, return of any documents, payment of any wages owed) before and regardless of the investigation outcome, and notifies the contracting officer per Section 14.

7 Plan Element 3: Recruitment and Wage Plan

FAR 52.222-50(h)(3)(iii): a recruitment and wage plan that only permits the use of recruitment companies with trained employees, prohibits charging recruitment fees to the employee, and ensures that wages meet applicable host-country legal requirements or explains any variance.

7.1 Employer-pays principle

K6 pays every cost of recruitment, selection, documentation, medical examination, visa and work permit, travel to and from the work location, and orientation. No worker is charged, deducted, or asked to pay any recruitment fee or related cost, directly or indirectly, at any stage, by K6 or by anyone acting for K6. Where a worker reports having paid a fee to anyone in connection with K6 employment, K6 reimburses the worker in full within 30 days and terminates and reports the party that charged it.

7.2 Direct recruitment

K6's primary recruitment channel is direct application through its own multilingual application form (apply.k6worldwide.com), which allows candidates in more than 100 languages to apply without an intermediary. The form states that K6 charges no fees. Candidates are asked at interview and in the pre-departure acknowledgment (Appendix C) whether they have paid anyone in connection with their application.

7.3 Use of recruiters and labor suppliers

Where K6 uses a recruitment company, labor broker or in-country partner, that party must, before engagement:

- Pass K6 due diligence: licensing under the recruitment laws of the country where recruiting takes place; ownership and sanctions screening; references; adverse-media check; and inspection of its fee practices;
- Sign the compliance agreement in Appendix B, which prohibits recruitment fees, document retention and misleading recruitment, requires CTIP training of its staff, grants K6 audit rights, and provides for termination and reporting;
- Certify that its employees involved in recruiting have completed CTIP training, and provide training records;
- Agree to K6's right to interview workers it supplies, without the recruiter present, about fees, documents and recruitment practices.

Recruiters are monitored throughout the engagement through worker interviews, fee reimbursement claims and spot audits, and re-screened annually. Any recruiter found to have charged a worker a fee or retained a document is terminated immediately and reported to the licensing authority and the contracting officer.

7.4 Wages

K6 pays every worker at least the higher of: the wage stated in the worker's employment agreement; the applicable host-country minimum wage and any legally required overtime, allowances and benefits; the wage required by the client's contract (including Service Contract Act or Davis-Bacon determinations where applicable); and the wage advertised during recruitment. Wages are paid in full, on the schedule stated in the

agreement (bi-weekly), by traceable means to an account in the worker's name or, where banking is unavailable, by a documented method the worker has chosen, with an itemized statement showing hours, rate, per diem, and any lawful deductions. No deductions are made for recruitment, housing, transport, equipment, PPE or training. Any variance from host-country wage requirements, such as where a worker is covered by home-country employment law under a secondment, is documented and explained to the contracting officer on request.

7.5 Accurate representation

All recruitment advertising, job postings and candidate communications accurately state the job, location, wage, hours, housing and conditions. Material representations made during recruitment are reflected in the written employment agreement. Hazardous conditions (post-conflict, remote, climate, security threat) are disclosed in writing before the candidate accepts.

8 Plan Element 4: Housing Plan

FAR 52.222-50(h)(3)(iv): a housing plan, if the contractor or subcontractor intends to provide or arrange housing, that ensures that the housing meets host-country housing and safety standards.

Where K6 provides or arranges housing, whether in a prime-provided camp, a K6-managed camp, or leased accommodation, K6 ensures before occupancy and throughout the deployment that it meets host-country housing and safety standards and, as a minimum regardless of local standards:

- Structurally sound, weather-tight, and safe from fire (smoke detection, extinguishers, two means of egress, electrical safety);
- Minimum sleeping space of 4 m^2 per person in shared rooms, with a bed and secure storage per person; no more than 4 persons per room except in transit accommodation; separate facilities by sex;
- Potable water, sanitation (minimum 1 toilet and 1 shower per 10 persons), laundry, and waste removal;
- Adequate ventilation, heating or cooling appropriate to the climate, and lighting;
- Access to food of adequate quantity and quality, with provision for religious and medical dietary needs;
- Security appropriate to the threat environment, with workers free to come and go outside working hours subject only to genuine security restrictions that apply equally to all personnel, including K6 and client staff;
- Access to communication (phone and internet) with family;
- Medical access as set out in the Site-Specific Safety Plan;
- Inspected by the SSHO or camp manager on occupancy and monthly thereafter, with findings recorded and corrected.

Housing costs are borne by K6 (or the client under the contract) and are never deducted from wages. Housing conditions and any associated costs are disclosed in writing before departure.

9 Plan Element 5: Procedures to Prevent Subcontractor and Agent Violations

FAR 52.222-50(h)(3)(v): procedures to prevent agents and subcontractors at any tier and at any dollar value from engaging in trafficking in persons, and to monitor, detect and terminate any agents, subcontractors or subcontractor employees that have engaged in such activities.

1. **Flow-down.** FAR 52.222-50 and this plan are incorporated into every subcontract, recruitment agreement and agency agreement, at any tier and any value, by the compliance agreement in Appendix B.
2. **Due diligence.** Every subcontractor, recruiter and agent is screened before engagement (Section 7.3) and re-screened annually.
3. **Training.** Subcontractor and agent personnel working on K6 deployments complete K6 CTIP training or demonstrate equivalent training.
4. **Certification.** Subcontractors with services performed outside the US exceeding USD 550,000 provide their own compliance plan and annual certification; all others certify compliance with this plan annually.
5. **Monitoring.** K6 interviews a sample of subcontractor-supplied workers (minimum 10%, without the subcontractor present) within 30 days of arrival and periodically thereafter about fees, documents, contracts, wages and housing; reviews subcontractor payroll and housing records; and includes CTIP items in every site inspection.
6. **Audit.** K6 reserves and exercises the right to audit subcontractor and recruiter records and premises.
7. **Detection and termination.** Any credible indication of a violation triggers immediate investigation, protective action for affected workers, and, where substantiated, termination of the subcontractor or agent, removal of involved individuals, notification to the contracting officer (Section 14), and referral to law enforcement.

10 Employment Contracts and Documents

Every deployed worker receives, before departure from their country of origin, a written employment agreement in English and in a language the worker understands (verified by the worker's confirmation and, where needed, an interpreter), containing: job description and trade; wage, rate basis, pay schedule, overtime and allowances including per diem; work location(s); hours and rest days; duration and rotation; living accommodation and any associated cost (none to the worker); time off and leave; round-trip transportation arrangements at K6's expense; the prohibition on recruitment fees; the grievance process and reporting channels; the worker's right to retain their own documents; the worker's right to terminate and be returned home; and a summary of the laws prohibiting trafficking in persons. The agreement is not altered or substituted on arrival. The worker signs the pre-departure acknowledgment in Appendix C, and K6 retains both documents for the engagement plus 5 years.

11 Passports and Identity Documents

Workers keep possession of their own passports, identity cards, drivers' licenses, work permits and other identity or immigration documents at all times. K6 and its subcontractors do not retain, hold "for safekeeping", or restrict access to any worker's documents. The only exception is temporary custody strictly for visa or permit processing, with the worker's written consent, a signed receipt, and return within 5 working days of the completion of processing; the worker may demand return at any time. Where a client or camp requires document checks, the check is performed and the document returned immediately. Secure individual lockable storage is provided in accommodation so workers can safeguard their own documents.

12 Return Transportation

K6 provides, at its own expense, return transportation to the worker's country of origin or country of recruitment at the end of employment for every worker who is not a national of the country where work is performed, including on early termination by either party, on medical repatriation, and on evacuation. The worker's return ticket is arranged by K6 and the worker is not required to pay for it, work off its cost, or forfeit wages to obtain it. The only exceptions, consistent with FAR 52.222-50(b)(8), are where the worker is legally permitted to remain and chooses to, or where the worker is a victim of trafficking seeking victim services or legal redress and wishes to remain, or where the worker was exempted by the contracting officer; and where the worker was terminated for a serious violation and their return remains funded by K6 regardless. Transportation is not conditioned on the worker's continued cooperation, silence, or signing of any release.

13 Monitoring, Auditing and Corrective Action

- **Arrival interview.** Every deployed worker is interviewed privately within 7 days of arrival, in a language they understand, using a standard questionnaire: Did you pay anyone to get this job? Do you have your passport? Did you receive a written contract before departure, and does the job match it? Is your housing as described? Do you know how to report a concern?
- **Periodic interviews.** A rotating sample of at least 10% of workers is interviewed each month on the same questions.
- **Payroll review.** Monthly check that wages paid match contracts and host-country law and that no unauthorized deductions have occurred.
- **Housing inspection.** On occupancy and monthly (Section 8).
- **Site inspections.** CTIP items (posting, document possession, freedom of movement, worker awareness) included in SSHO weekly inspections.
- **Subcontractor audit.** Per Section 9.
- **Annual program audit.** The Managing Member (or an independent reviewer where the client requires) audits this plan annually: training records, interview records, recruiter due diligence, contracts, payroll, housing inspections, reports and investigations, and corrective actions.
- **Corrective action.** Findings are logged with owner and due date; worker-affecting findings are corrected immediately.

Records of all monitoring are retained for 5 years and are available to the contracting officer and prime contractor on request.

14 Notification and Cooperation with Government

Consistent with FAR 52.222-50(d), K6 immediately informs the contracting officer and the agency Inspector General of: any credible information it receives from any source (including host-country law enforcement) that alleges a K6 employee, subcontractor, subcontractor employee or agent has engaged in conduct prohibited by this plan; and any actions taken against any such person. K6 notifies the prime contractor at the same time. K6 fully cooperates with any government agency investigating a trafficking allegation, including by providing timely and complete access to documents, facilities and personnel, protecting employees who cooperate, and not impeding any investigation.

15 Remedies for Violations

K6 recognizes that under FAR 52.222-50(e) the government may, for a violation by K6 or its subcontractors at any tier: require removal of personnel; require termination of a subcontract; suspend payments; withhold award fee; decline to exercise options; terminate the contract for default; and suspend or debar K6. K6's internal remedies for any covered person who violates this plan: immediate removal from the contract; termination of employment or engagement; repatriation; forfeiture of discretionary payments; recovery of costs; and referral to law enforcement in the United States and the host country. Where a K6 recruiter or subcontractor is found to have charged fees or retained documents, K6 reimburses affected workers directly and recovers from the violator.

16 Certification

Before award and annually during performance of any contract or subcontract subject to FAR 52.222-50(h), K6 certifies to the contracting officer (or to the prime for flow-down) that: it has implemented a compliance plan to prevent prohibited activities and to monitor, detect and terminate any agent, subcontractor or subcontractor employee engaging in prohibited activities; and, after due diligence, either to the best of its knowledge and belief neither it nor any of its agents, subcontractors or their agents is engaged in any such activities, or, if abuses have been found, it has taken the appropriate remedial and referral actions. The certification template is in Appendix D. This plan is appropriate to the size and complexity of K6's contracts and to the nature and scope of its activities, including the number of non-US citizens expected to be employed and the risk that the contract will involve services susceptible to trafficking, and will be expanded as K6's contracts grow.

A Appendix A: Worker Rights Notice (Poster)

KNOW YOUR RIGHTS

K6 WORLDWIDE · COMBATING TRAFFICKING IN PERSONS

You did not have to pay anyone to get this job. If you paid any fee to anyone, tell us. We will pay you back.

You keep your own passport and documents. Nobody may take them from you or hold them.

You have a written contract in your language. Your job, pay, housing and hours must match it.

You are paid in full, on time, with a statement. No deductions for recruitment, housing, transport or equipment.

You can leave. You may end your employment, and K6 will pay for your transport home.

Your housing must be safe and decent. You are free to come and go outside work hours.

Nobody may threaten, hurt or force you, or force you to do anything sexual. This is a crime.

You will not be punished for reporting. Retaliation is forbidden.

TO REPORT A CONCERN, IN ANY LANGUAGE, ANY TIME:

Global Human Trafficking Hotline
1-844-888-FREE (1-844-888-3733) · help@befree.org

K6 Worldwide: ethics@k6worldwide.com *[alias]* · Managing Member *[phone / WhatsApp]*
Client / agency hotline: see site posting · Nearest US Embassy

The United States Government has a zero-tolerance policy on trafficking in persons. This notice is provided under FAR 52.222-50. Posted in: English · *[languages of workforce]*

B Appendix B: Recruiter / Subcontractor Compliance Agreement

Combating Trafficking in Persons Compliance Agreement between K6 Worldwide LLC ("K6") and _____ ("Partner"), effective _____.

1. **Incorporation.** FAR 52.222-50, Combating Trafficking in Persons, and the K6 Combating Trafficking in Persons Compliance Plan (K6-CTIP-001) are incorporated into this agreement and into every agreement between K6 and Partner. Partner shall flow these requirements down to any lower-tier subcontractor or agent.
2. **Prohibited conduct.** Partner, its employees and agents shall not engage in any conduct prohibited by Section 3 of the Plan, including charging any worker any recruitment fee or cost of any kind; retaining any worker's identity or immigration document; making any misleading representation about the terms of employment; or using any recruiter not licensed under local law.
3. **Fees.** Partner certifies that it has not charged and will not charge any worker any fee. Partner's compensation is paid solely by K6. Any fee found to have been charged to a worker will be reimbursed to the worker by K6 and deducted from, or recovered from, Partner, in addition to any other remedy.
4. **Training.** Partner shall ensure that all its personnel involved in recruiting, managing, housing or paying workers for K6 complete CTIP training before performing such work, and shall provide training records on request.
5. **Contracts and documents.** Partner shall provide each worker a written employment or recruitment agreement in a language the worker understands before departure, consistent with Section 10 of the Plan, and shall not hold any worker's documents.
6. **Housing.** Where Partner provides housing, it shall meet Section 8 of the Plan and host-country standards.
7. **Audit and interviews.** K6 and its clients and the US Government may audit Partner's records and premises relevant to this agreement, and may interview any worker supplied by Partner without Partner present.
8. **Reporting.** Partner shall immediately report to K6 any allegation or indication of prohibited conduct by anyone connected to the work.
9. **Certification.** Partner shall certify compliance with this agreement annually and on request.
10. **Termination.** K6 may terminate this agreement and all work with Partner immediately on any violation, report Partner to licensing authorities, the contracting officer and law enforcement, and recover its losses.

For Partner	**For K6 Worldwide LLC**
Name / title:	Name / title:
Signature:	Signature:
Date:	Date:

C Appendix C: Worker Pre-Departure Acknowledgment

To be completed by the worker before departure, in a language the worker understands, with an interpreter if needed. The worker keeps a copy.

1. I have received a written employment agreement in a language I understand.	☐ Yes ☐ No
2. The agreement states my job, pay, hours, location, housing, time off, and transport home.	☐ Yes ☐ No
3. I have **not** paid any fee, deposit or cost to anyone (K6, a recruiter, an agent, or anyone else) to get this job, my visa, my medical, my travel or my documents.	☐ Correct ☐ I paid: _____
4. I have my own passport and identity documents and no one has asked to keep them.	☐ Yes ☐ No
5. I have been told the work location, living conditions, and any hazards (climate, security, remoteness).	☐ Yes ☐ No
6. I have received the Worker Rights Notice and the hotline numbers, and I know how to report a concern.	☐ Yes ☐ No
7. I understand that I may end my employment and K6 will pay for my transport home.	☐ Yes ☐ No
8. I understand that I will not be punished for reporting a concern.	☐ Yes ☐ No
9. I have completed CTIP awareness training.	☐ Yes ☐ No

Worker name (print)	**Signature / date**
Language of this form	**Interpreter (if used) name / signature**
K6 representative name	**Signature / date**

Any "No" on items 1, 2, 4–9, or any fee reported on item 3, is escalated to the Managing Member before the worker departs and resolved in the worker's favor.

D Appendix D: Annual Certification Template

Certification Regarding Trafficking in Persons Compliance Plan
FAR 52.222-50(h)(5) / FAR 52.222-56

Contract / subcontract: _____ Prime contractor: _____

K6 Worldwide LLC certifies that:

1. It has implemented a compliance plan (K6-CTIP-001, Rev ____) to prevent any prohibited activities identified at paragraph (b) of FAR 52.222-50 and to monitor, detect and terminate any agent, subcontractor or subcontractor employee engaging in prohibited activities; and
2. After having conducted due diligence, either:
   ☐ to the best of its knowledge and belief, neither it nor any of its proposed agents, subcontractors or their agents is engaged in any such activities; or
   ☐ if abuses relating to any of the prohibited activities identified in FAR 52.222-50(b) have been found, it or the proposed agent or subcontractor has taken the appropriate remedial and referral actions.

The compliance plan is appropriate to the size and complexity of the contract and to the nature and scope of its activities, and is posted at the workplace and on K6's website.

Name / title	**Signature / date**
Matt Kallberg, Managing Member	

E Appendix E: FAR 52.222-50(h) Cross-Reference

FAR paragraph	Requirement	Plan section
(h)(3)(i)	Awareness program: government policy, prohibited activities, actions against employees	5
(h)(3)(ii)	Reporting process without fear of retaliation; Global Human Trafficking Hotline number and email available to all employees	6, Appendix A
(h)(3)(iii)	Recruitment and wage plan: trained recruiters only; no recruitment fees; wages meet host-country requirements or variance explained	7
(h)(3)(iv)	Housing plan meeting host-country housing and safety standards	8
(h)(3)(v)	Procedures to prevent, monitor, detect and terminate agents and subcontractors at any tier and value	9
(h)(2)	Plan appropriate to size and complexity of contract and nature and scope of activities	4, 16
(h)(3)	Plan posted at workplace and on website; provided to contracting officer on request	5.2
(h)(5)	Certification before award and annually	16, Appendix D
(b)(1)–(10)	Prohibited conduct	3
(b)(4), (b)(7), (b)(8), (b)(9), (b)(10)	Documents; recruitment fees; return transportation; housing; employment contracts	11, 7.1, 12, 8, 10
(d)	Notification to contracting officer and IG; cooperation	14
(e)	Remedies	15
(i)	Flow-down to subcontracts	9, Appendix B

F Appendix F: Revision History

Rev	Date	Description	Approved
1.0	*[date]*	Initial issue	Managing Member