

Short Standard Report Form
For ongoing and yearly reporting on
implementation of the Code of Conduct for the
Protection of Children from Sexual Exploitation in
Travel and Tourism



...(number) Short Standard Report Form of(company name)
for the period of..... to.....

Foreword

Criteria 6 of the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism foresees an annual report on the level of implementation of the Code of Conduct. The first annual report must be very comprehensive as it gives feedback on the overall changes made within the company after the signature of the Code of Conduct. The subsequent annual reports remain short and focused on the new measures taken and objectives achieved within the year.

Firstly, the completion of this short annual report allows the company to take stock of the efforts made and the results achieved. Secondly, the necessary measures for improvement in implementation of the Code of Conduct can be defined on the basis of this evaluation. Thirdly, the short annual report is critical at international level as the short annual report:

- allows sharing of experience and improvement of implementing the Code;
- encourages the adoption of the Code of Conduct by new tourism businesses;
- helps local Code representatives and the Executive Committee of “The Code” organization to monitor and to follow the improvement of this project, based on the practical experience achieved so far, challenges met and inputs made by the signatory members.
- Supports the accountability and transparency that the Code of Conduct requires to be a successful corporate social responsibility and quality-standard initiative.

On the basis of the annual reporting the signatory company is asked to undertake ongoing-monitoring on the implementation of the Code of Conduct in close cooperation with the local Code representatives.

Please note that the Code of Conduct, originally elaborated by ECPAT Sweden, a member of ECPAT International,¹ and the UN World Tourism Organization (UNWTO), was developed for tour operators but as an efficient instrument, the Code of Conduct was quickly adopted by different kinds of businesses in travel and tourism. However, the six criteria of the Code – perfectly adapted to the work context of Tour Operators – cannot be implemented exactly the same way in other industries (i.e. hotels). Therefore, areas of implementation which are less or not at all relevant for the implementation of the Code of Conduct by hotels are signaled with * while points especially important for hotels are signaled with **. For small and independent hotels, only the minimum standards which are applicable are relevant and should otherwise be considered as targets or objectives to strive towards.

¹ ECPAT International is a network of organizations and individuals working together to eliminate the commercial sexual exploitation of children. It seeks to encourage the world community to ensure that children everywhere enjoy their fundamental rights free from all forms of commercial sexual exploitation. The ECPAT acronym stands for 'End Child Prostitution, Child Pornography and Trafficking of Children for Sexual Purposes'. It is represented today in every region of the world by 77 organizations in 70 countries.

Please send the Short Standard Report Form to the address below.

《返送先》

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Contact details of the company

Name of the company	
Head Office (address, phone number, home page)	
Name of the legal representative of the company	
Contact details (address, phone number, e-mail)	
Manager officially designated for the implementation of the Code of Conduct (name, contact details)	
Contact person (name, position, contact details)	
Date	
Date of the signature of the Code of Conduct	

Criteria 1: Establishment of an ethical policy regarding commercial sexual exploitation of children

Has the corporate policy of your company regarding the protection of children from commercial sexual exploitation changed? If yes, please quote the new corporate policy.	No ☐ Yes ☐
Has the corporate policy of your company regarding the protection of children from commercial sexual exploitation changed in terms of the strategic document where it is contained? If yes, please describe the new corporate policy and the shift of the policy regarding CSEC.	No ☐ Yes ☐
Other comments	
Related attachments, please list:	

Criteria 2: Training of the personnel in the country of origin and in the travel destinations

How many training sessions have been held during the reporting period: • in the company's country of origin • in all destination countries • in the main destination countries	
How many employees were trained during the reporting period (in absolute numbers and in percentage of total staff): • * in the company's country of origin • in all destination countries • in the main destination countries	
The training sessions held during the reporting period involved employees (in absolute numbers and in percentage of total staff) who are: • * in direct contact with customers in the company's country of origin • in direct contact with customers in destination countries • working at management level in the company's country of origin • working at management level in the destination countries	
The training sessions held during the reporting period involved how many new employees (in absolute numbers and in percentage of total new staff) who are: • * in direct contact with customers in the company's country of origin • in direct contact with customers in destination countries • working at management level in the company's country of origin • working at management level in the destination countries	
Who has led the training sessions? • external experts (local Code representatives, legal advisers, etc.) • internal trainers • internal trainers in cooperation with external experts (local Code representatives, legal advisers, etc.)	No ☐ Yes ☐ Who? No ☐ Yes ☐ No ☐ Yes ☐
Has the training on the prevention of sexual exploitation of children already become part of the normal service-quality and on-the-job training?	No ☐ Yes ☐

If not, please specify to which category this training belongs in the company's structure	
Has the company produced new training materials to distribute to the staff during the training? E.g.: • Training's book • Brochures • Leaflets • Other, please specify which	No ☐ Yes ☐ Print run: No ☐ Yes ☐ Print run: No ☐ Yes ☐ Print run: No ☐ Yes ☐ Print run:
What is the feedback from employees on the trainings?	
Have follow-up trainings been organised for employees who have already participated in an initial training? If not, please specify from when on such follow-up trainings are foreseen and for which employees.	No ☐ Yes ☐
What is the willingness of employees to engage with the Code of Conduct at the destinations?	
What processes are in place for employees to communicate cases of commercial sexual exploitation of children reported by customers?	
During the period of reporting have there been new cases or suspicions reported by customers and employees? If yes, please elaborate.	No ☐ Yes ☐ Which?
Other comments	
Related attachments, please list:	

Criteria 3: Introduction of a clause in contracts with suppliers, stating a common repudiation of commercial sexual exploitation of children

Has the clause on the common repudiation of sexual exploitation of children to be used in contracts with service providers/suppliers changed? If yes, please quote the new clause.	No ☐ Yes ☐
In how many new contracts (in absolute numbers and in percentage of total new contracts) with relevant service providers/suppliers (accommodations, ground transport, bars, etc.) has the company introduced this clause during the reporting period: * in the company's country of origin - in all destination countries - in the main destination countries?	
In how many renewed contracts (in absolute numbers and in percentage of total renewed contracts) with relevant service providers/suppliers (accommodations, ground transport, bars, etc.) has the company introduced this clause during the reporting period: * in the company's country of origin - in all destination countries - in the main destination countries?	
In how many memoranda of understanding with retailers (in absolute numbers and in percentage of total new and existing memoranda of understanding) has the company introduced this clause during the period of reporting?	
How many service providers/suppliers (in absolute numbers and in percentage of total suppliers) has the company reached with information about the Code of Conduct and the company's policy in this regard: * in the company's country of origin - in all destination countries - in the main destination countries?	
Other comments	
Related attachments, please list:	

Criteria 4: Information provision to customers (travelers) by means of catalogues, in-flight videos, ticket-slips, home pages, etc.

In the reporting period, has the company started to use new means of communication to inform its customers of the Code of Conduct and the company's policy in this regard? If yes, please specify which. In case of printed materials, please specify the print run for each.	No ☐ Yes ☐
How many customers (in absolute numbers and in percentage of all customers approximately) did your company reach with information on the Code of Conduct who were travelling to: • All destinations • Main destinations?	
What is the feedback from the customers?	
Other comments	
Related attachments, please list:	

Criteria 5: Information provision on the Code of Conduct and the company's policy in this regards to local "key persons" at the destinations

In which of the company's main destination countries has the company already started to provide information to "key persons"? At which new destinations the company started to provide information to "key persons" during the reporting period?	
Who are the local partners the company has defined as important "allies" in the fight against commercial sexual exploitation of children in these destinations?	
Are local employees at the destinations collaborating with "key persons" for the prevention of commercial sexual exploitation of children?	
Are other signatory-companies of the Code of Conduct operating at the chosen destinations? If yes, has your company made contact with them for the implementation of criteria 5 of the Code of Conduct?	
What are the company's main objectives in providing information to local "key persons"?	
Were these objectives be achieved? (please specify)	
At which destinations does the company plans to start information provision to "local key persons" in the next year?	
Other comments	
Related attachments, please list:	

Criteria 6: Annual reporting on the level of implementation of the Code of Conduct

How has the information gathering inside the company for the preparation of the short annual report functioned this time?	
Has your company held a meeting with the local Code representative regarding ongoing monitoring of the implementation of the Code of Conduct during the reporting period ? Please specify when, where and with whom.	
Other comments	
Related attachments, please list:	

General considerations

During the reporting period, has responsibility for the coordination of the implementation of the Code of Conduct changed at the level of management?	No ☐ Yes ☐ If yes, please specify how:
During the reporting period have human resources been sufficient to reach the defined objectives? If not, please specify why and if there is already a proposed a solution.	Yes ☐ No ☐
During the reporting period have financial resources been sufficient to reach the defined objectives? If not, please specify why and if there is already a proposed a solution.	Yes ☐ No ☐
During the reporting period have there been enough awareness-raising materials distributed to reach defined objectives? If not, please specify why and if there is already a proposed a solution.	Yes ☐ No ☐
Are there any major organisational problems in the implementation of the Code of Conduct? If yes, please specify what these are and if there is already a proposed solution.	
Please describe the cooperation between your company and partners (local Code representatives, the Executive Committee of "The Code"-organizationn, child rights organisations, police at the destinations, etc.) and whether this has been satisfactory to date?	
Other comments	

Objectives for the year of implementation

For criteria 1:	
For criteria 2:	
For criteria 3:	
For criteria 4:	
For criteria 5:	
For criteria 6:	
Others:	

Date,

Place,

This report reflects the work of(name of the company) with the Code of Conduct for the Protection of Children from Sexual Exploitation in Travel and Tourism for the period from.....until

I,(name),.....(position) on behalf of(company), hereby certify that the information provided is accurate.