

## Contractor Guidelines

Each contractor is expected to cover the below information. This is an opportunity to provide advisors with current details on the ground, practical living advice, and the support available to them by the contracting company. Please make the necessary arrangements so that an experienced representative from your organization can provide advisors with the valuable knowledge outlined below.

Currently there is no prescribed presentation format, but the below outline contains the recommended topics advisors will need during this period. You may use your own corporate presentation, handouts, or other relevant material to cover these topics. It is highly recommended that you observe the previous section of this module to complement what INL provides to advisors.

If you have any questions, please contact a member of the INL training team, or email: [INL-TRAINING@state.gov](mailto:INL-TRAINING@state.gov)

TOPIC	<input checked="" type="checkbox"/>	GENERAL INFORMATION
1. Mission background	<input type="checkbox"/>	How your company started working on this mission, team/org chart, understanding the situation, office locations, points of contact, etc.
2. Deployment and in-processing	<input type="checkbox"/>	Logistics, travel documents (visa), airport/city orientation, etc.
3. Geography and climate	<input type="checkbox"/>	Basic orientation to the geography and weather of the host country.
4. Dress codes and uniforms	<input type="checkbox"/>	5.11, clothing (on and off duty), cultural sensitivity, protective gear, weapons, laundry service, etc.
5. Medical and dental care	<input type="checkbox"/>	Available medical services and emergency precautions
6. Power, devices, and adapters	<input type="checkbox"/>	Power outages/generators, voltage, electrical outlets, and plugs
7. Financial management	<input type="checkbox"/>	Expatriate taxation, accepted currencies, exchange rate, ATMs, shopping, etc.
8. In-country support	<input type="checkbox"/>	Contact info, lodging/housing, transportation, mail service, personal time/recreation, communications, internet, etc.

## Standards of Conduct

The Contractor shall ensure that personnel assigned to this contract observe the highest standards of personal and professional conduct, and that employees assigned to locations outside the United States observe the requirements of the local law and applicable U.S. mission regulations, including but not limited to instructions or policies governing outside employment, commercial activities, currency exchange, travel restrictions, and for U.S. Personnel and locally employed staff non-fraternization with host country nationals.

The Contractor is responsible for recruiting and hiring only those personnel who can maintain the standards of conduct required under this contract. Additionally, the Contractor is responsible for maintaining satisfactory standards of employee conduct and integrity and shall be held fully accountable for the conduct of its employees and its subcontractor's employees.

If the Contracting Officer determines that continued performance under this contract by any Contractor or subcontractor personnel is contrary to the public interest, the Contractor shall remove the employee from all work under this contract. The costs incurred for the removal of personnel for violations of standards of conduct, including but not limited to travel or defense of litigation, shall not be allowable under this contract unless the Contracting Officer determines that the Contractor fulfilled its responsibility in the recruitment, employment and oversight of the individual(s) involved.

Additionally, the Contractor shall adhere to the prohibition of specific activities including any unauthorized involvement in trafficking of person, unauthorized frequenting locations known to be involved with prostitution or trafficking persons, any involvement with the soliciting of persons for the purpose of engaging in sexual acts and any participation in sexual activity in exchange for any monetary or non-monetary form of consideration as described in FAR 52.222-50.