



# The National Referral Mechanism for Victims of Trafficking in Persons

The National Committee for  
Combating Trafficking in Persons



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Kingdom Of Bahrain



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## INTRODUCTION

The crime of trafficking in persons is one that violates not only the principals of faith, law, and basic human rights; it's a crime that principally reduces human value to that of an object, a traded commodity without the dignity that makes humans unique among other creatures.

The Government of Bahrain believes that this cross-boarder crime is a phenomenon that should be eradicated. It is further believed that investigation, prosecution, and punishment aren't enough to stop it; preventive measures through a pan-national collaboration is a must if trafficking is to obliterated.

Unifying and choreographing the national efforts requires a formal National Referral Mechanism. The NRM outlines roles, steps, and process flow of procedures that detects, identifies, helps, and protect victims of trafficking, and those vulnerable to victimization. The NRM follows and controls the life cycle of the case from suspicion of victimization, to legal, social and humanitarian conclusion.

The National committee for Combating Trafficking in Persons aims to ensure that the relevant individuals and bodies take the necessary measures to guarantee that every individual receives the required assistance and support as soon as there are signs of abuse or vulnerability, and that the diplomatic mission of the victim's country is informed and involved from start to finish.

The National Referral Mechanism was developed within the framework of partnership with the United Nations Office on Drugs and Crimes (UNODC), and the International Organization for Migration (IOM), for which the National Committee for Combating Trafficking in Persons (NCCTIPs) and the Labour Market Regulatory Authority ( LMRA) gives it's appreciation and gratitude.

## DEFINITIONS

- A. **The crime of Trafficking in Persons under the Bahraini Legal System:** Article (1) of the Bahraini Law on Combating Trafficking in Persons No. (1) of 2008 has adopted the international definition of Trafficking in Persons in its broadest sense as defined by the UN protocols:

“.. the recruitment, transportation, transfer, harboring or receipt of persons with the intent of abuse through: coercion, threat, deceit, or the abuse of position (job), influence, or any form of authority on said persons, or through any other means whether lawful or unlawful, directly or indirectly.

The term abuse shall include the use of said persons in prostitution, or any form of sexual abuse or assault, forced labour or service, servitude, slavery or practices resembling slavery, or harvesting of organs” (Translated from Arabic: Law No.1 of 2008 of Human Trafficking Law).

- B. **Abuse:** as described above in the quoted article of Law No.1 of 2008.
- C. **Victim:** A person who experiences one or more of the forms of abuse as described above in the quoted article of Law No.1 of 2008.
- D. **The presumed victim of trafficking:** This term applies to the person who is deemed victim of trafficking but not yet officially categorized by the concerned authorities as victim, or who may refuse to be categorized formally or legally as a victim.
- E. **The potential victim of trafficking:** Is an individual who may exhibit warning signs and indicators that deems the said individual as “vulnerable to exploitation or victimization”.
- F. **The victim receiving assistance:** Applicable to any individual classified as a victim of Trafficking in Persons by a competent authority and has consented to receiving protection and legal assistance, as well as to receiving support from either governmental or non-governmental organizations.
- G. **The NRM team:** The staff members of the Labour Market Regulatory Authority designated to carry out the process of the National Referral Mechanism for victims of Trafficking and/or the case management with any of the stakeholders of the referral mechanism.
- H. **First responder:** The first person to encounter a victim/potential victim mainly (but not exclusively) due to the nature of their jobs; first responders include police, medical staff, labour inspectors, human trafficking helpline staff, other officials such as immigration officers, or members of clergy and civil society.
- I. **Initial reporting centres:** Any location, body, person, or authority whose responsibility is to receive, assist, give information, or treat potential or presumed victims of trafficking.

## THE NATIONAL REFERRAL MECHANISM FOR VICTIMS OF TRAFFICKING IN PERSONS

- A. **The Objective:** To Identify and support any victim of Trafficking in Persons in the Kingdom of Bahrain and ensure they receive the appropriate protection and support.
- B. **Definition:** The National Referral Mechanism (NRM) is a process set up to identify, support, and follow up victims of trafficking in the Kingdom of Bahrain. It is a collaborative framework through which stakeholders fulfill their obligations to protect, recover, and promote the human rights of the trafficked -or vulnerable- person in a timely manner coordinating all the efforts in a strategic national partnership.

**The National Referral Mechanism for victims of trafficking in persons of the Kingdom of Bahrain has been endorsed and adopted by the National Committee for Combating Trafficking in Persons (NCCTIPs) on the 12th Dec 2016.**

- C. **Concept:** Pursuant to Law No. (1) of 2008 with regards to combating Trafficking in Persons, in particular to the following articles:
- Article 5: pertaining to the proceedings of investigation and the courts,
  - Article 8: pertaining to the establishing of the National Committee for Combating Trafficking in Persons, defining its specialization and jurisdiction, and activation of a national strategy for combating trafficking in persons that constitutes protection of human rights and dignity, in addition to protection and support of the victims of trafficking in persons crimes.
- D. **Stakeholders:** All government authorities represented on the National Committee for Combating Trafficking in Persons in their capacity, and those who by virtue of their occupation or profession who are involved with dealing with victims of trafficking.

## STAGES OF THE NATIONAL REFERRAL MECHANISM FOR VICTIMS OF TRAFFICKING IN PERSONS

### STAGE I: IDENTIFICATION OF A VICTIM OF TRAFFICKING IN PERSONS

In the initial stage of the (NRM) a person is classified as a potential victim of trafficking based on the initial observation of the first respondent, and preliminary indicators, i.e. the appearance of the individual, health and psychological signs of assaults; restricted movement, sexual abuse, exploitation, and personal accounts of his/her state. [For more information on these indicators. Please check appendix\(1\)](#)

### STAGE II: CASE DOCUMENTATION

Following the initial assessment of a potential victim by a first respondent, the case must be referred to the NRM team or to the nearest police station as the case may require.

At this stage the NRM team receives the case, where urgent care and assistance will be provided. This shall include lodgings and food if required, medical assistance based on the initial screening and assessment done by the first responders, as well as documenting the medical and overall state of the person.

The process includes documenting the incident, where a case file is created for the referred person, which shall include a comprehensive report on the status of the referred person based on initial screening where an initial classification is determined supported by any available evidence.

### STAGE III: CASE CONFIRMATION

Once an individual is classified as a potential victim, the case should be referred to the relevant authorities, to receive assistance and support as per the requirements and the nature of the case, as stated below:

**Presumed victim of trafficking:** The NRM team is to immediately report the case to the competent authorities (Anti Human Trafficking Division at The Ministry of Interior and The Public Prosecution) to classify it formally, thus initiating Article Five of the Law No. (1) Of 2008.

“The following actions shall be considered in the stage of investigation or court proceedings in respect of a crime of trafficking in persons:

1. *Informing the victim of his legal rights in a language he/she understands.*
2. *Enabling the victim to explain his position as a victim of the crime of trafficking in persons, as well as his legal, physical, psychological and social status.*
3. *The victim shall be examined by a specialist physician if he/she so requests, or if it transpires that he/she is in need of medical or psychiatric care.*
4. *Admitting the victim into a medical or psychiatric centre or a welfare centre if it transpires that his medical or psychological condition or age requires it.*
5. *Admitting the victim into a shelter, licensed rehabilitation centre, or an approved body to undertake providing accommodation to him/her if it is required.*
6. *Arranging security protection for the victim if so required.*

**Labour Exploitation cases :** The NRM team will accept the case and deal with the causes of exploitation and provide the necessary services required to protect the individuals’ vulnerability to further exploitation and/or trafficking depending on the severity and merits of the case.

#### STAGE IV: PROTECTION AND ASSISTANCE

This stage includes provision of assistance during investigation and litigation process until the victim receiving support takes a decision to resume work in the Kingdom of Bahrain, subject availability, and to the provisions of the law or to return voluntarily to his/her home country. During this stage, efforts shall be exerted to provide a suitable environment that will contribute in the recovery of the victim. Taking into consideration that the victim is free to decide to return to his/her country at any stage of the NRM process or to work in the Kingdom if that option is preferred(1).

Services and assistance provided to a potential victim includes:

- Shelter
- Legal assistance
- Litigation
- Rehabilitation
- Medical assistance
- Psychological assistance
- Interpretation/translation services
- All necessary assistance as required and within the (NRM) procedures.

The above mentioned facilities and services are not time limited or dependent on the victim's cooperation in the investigation or legal proceeding. The potential victims, for as long as he /she is deemed as such, shall continue to receive these services unless he/she willingly declines the services.

**The chairman of the National Committee for Combating Trafficking in Persons (NCCTIPs) shall establish a task force to follow up cases and procedures which need extraordinary decisions not covered by this referral process. This task force shall meet every two weeks or when deemed necessary to consider the cases brought before it.**

#### STAGE V: REINTEGRATION OR VOLUNTARY RETURN

To provide an opportunity for the victim to receive assistance and facilitate the necessary measures to enable him/her to move forward with his/her life, either by remaining in the Kingdom to continue to work in safety and with dignity, whenever an adequate employment opportunity exists within a reasonable period, or voluntary return to his/her country or by arranging for an alternative home in a third-country. This stage constitutes a socially and economically viable long term solution for the victim.

**The above stages may overlap based on the needs of individual case.**

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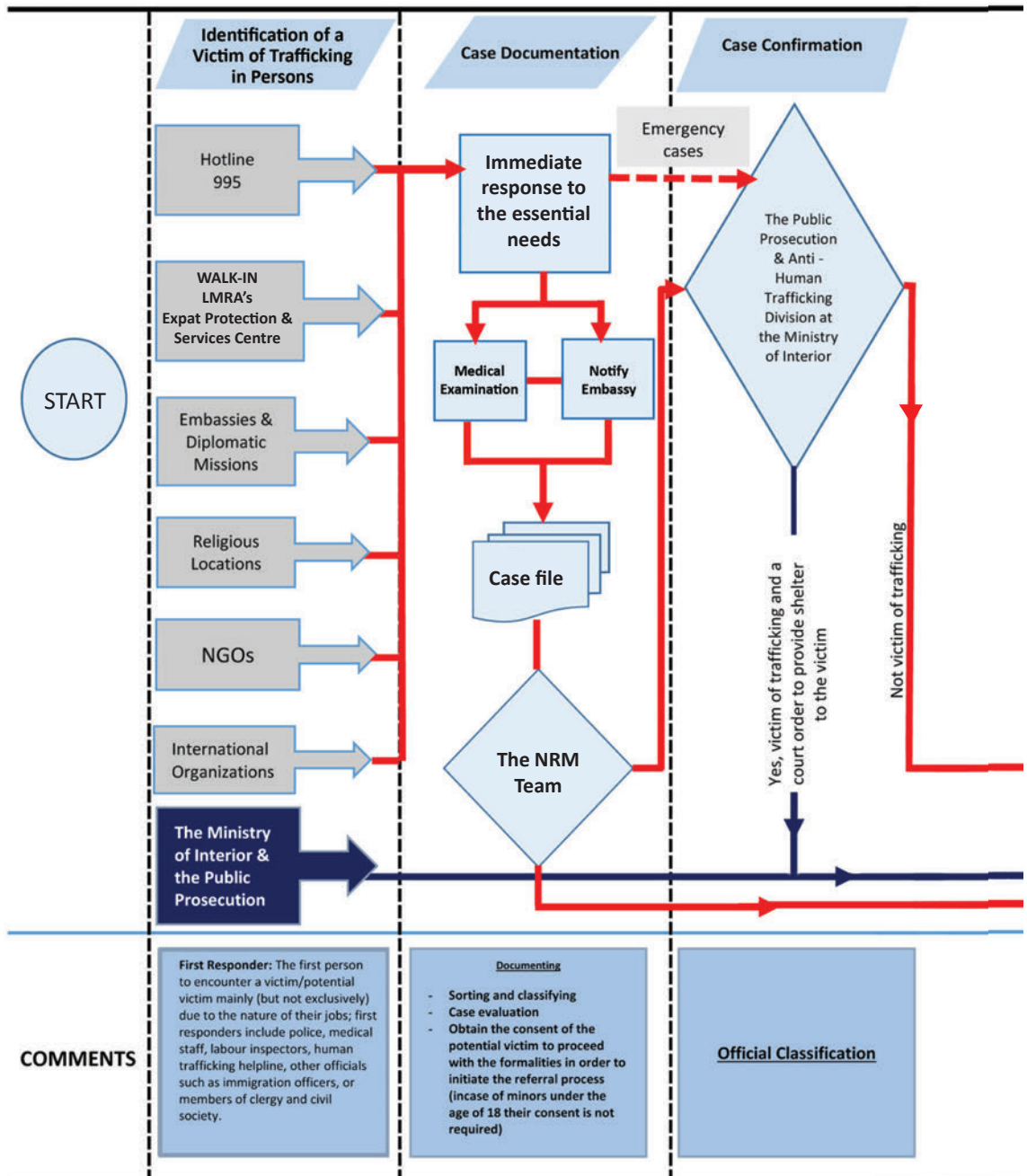
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(1) Inline with article (5) and (6) of the Bahraini law No. (1) of 2008 for combating trafficking in persons.

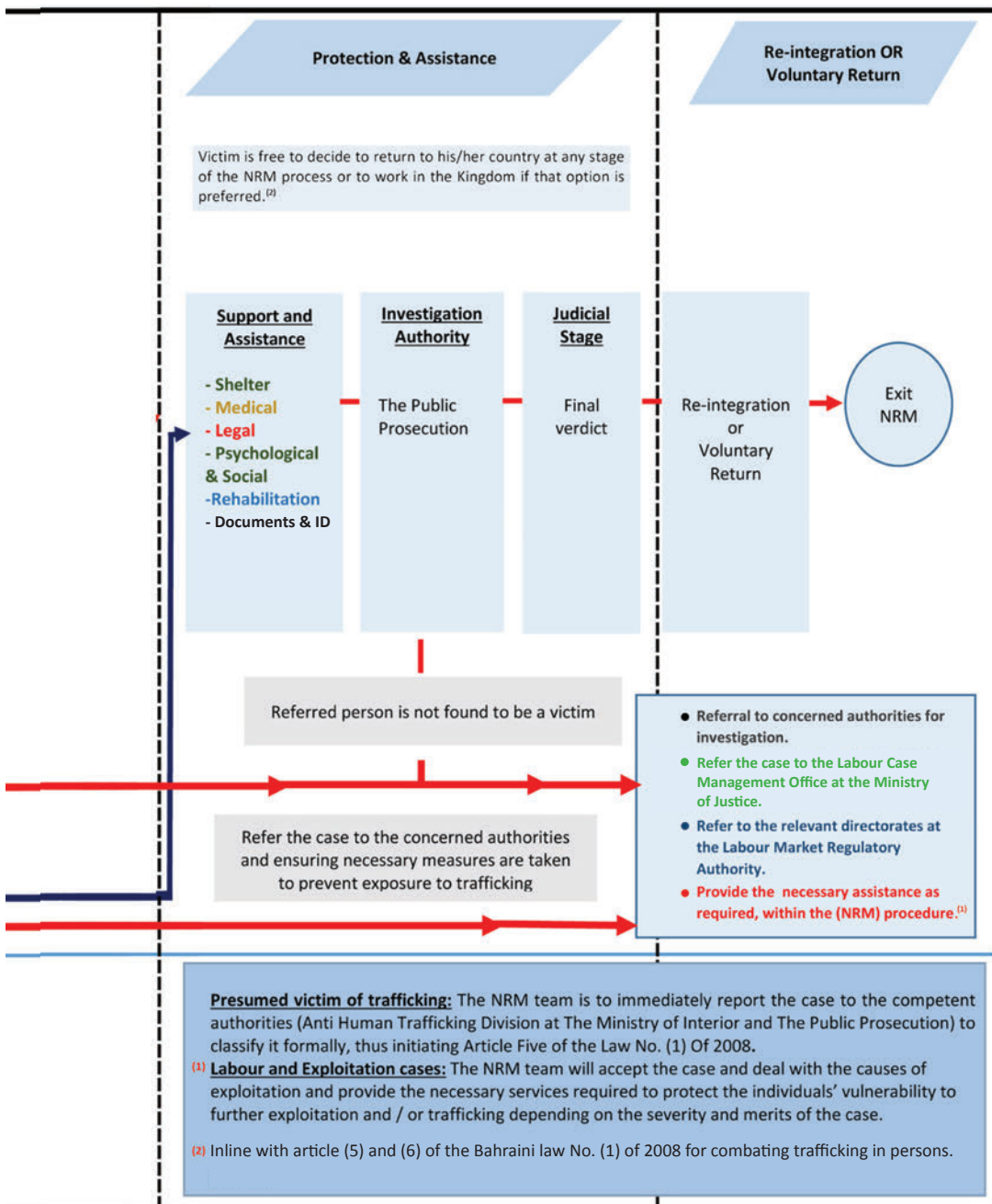


## PROCEDURES OF THE NATIONAL REFERRAL MECHANISM FOR VICTIMS OF TRAFICKING IN PERSONS

## Process Flow of the National Referral Mechanism for the Victims of Trafficking in Persons



The above stages may overlap based on the needs of individual case.



STAGE ONE	IDENTIFICATION OF A VICTIM OF TRAFFICKING IN PERSONS
OBJECTIVE	To validate initial indications of Trafficking in Persons.
RELEVANT AUTHORITIES	First Responders
TEMPLATES	
APPENDICES	Appendix No.1
THE PRESENCE OF THE POTENTIAL VICTIM IN THE VICINITY OF THE FIRST RESPONDER	
IDENTIFY ANY INDICATORS OF EXPLOITATION AND/OR TRAFFICKING	
ACTION	REFER THE PERSON TO THE INITIAL REPORTING CENTRES (LMRA'S EXPAT PROTECTION AND SERVICES CENTRE /POLICE STATIONS)*

\*IN CASE OF INJURY CALL FOR POLICE ASSISTANCE AND AMBULANCE

STAGE TWO		DOCUMENTING
OBJECTIVE	RELEVANT AUTHORITIES	To inform the Initial reporting centres of person who may be a potential victim of Trafficking In Persons.
		First Responders, Initial Reporting Centres, The NRM Team , Police , Hospitals, Relevant Embassy
		Form No.1
		Appendix No.1
PROCEDURE (1)	PROCEDURE (2)	<ol style="list-style-type: none"> <li>1. Reception of the referred person by the NRM team</li> <li>2. Observing the general appearance and state of mind of the referred person, and providing interpretation/translation services if needed. <a href="#">Form No.1 &amp; Appendix No.1</a></li> <li>3. Evaluation by the NRM team. <a href="#">Form No.1</a></li> <li>4. The result of initial evaluation: <ul style="list-style-type: none"> <li>- Initial acceptance of the referred individual, outlining reasons for acceptance.</li> <li>- Referral of the case to relevant authorities, according to the requirement of the case.</li> </ul> </li> <li>5. Provide emergency medical care when needed.</li> <li>6. Report to the relevant security authorities in the event of a suspected crime.</li> <li>7. Obtain the consent of the potential victim to proceed with the formalities in order to initiate the referral process (in case of minors under the age of 18 their consent is not required). <a href="#">Form No.1</a></li> </ol>
		<ol style="list-style-type: none"> <li>1. Secure essential basic needs, including temporary shelter if necessary for the referred person.</li> <li>2. Inform security authorities, and complete the section of administrative checks. <a href="#">Form No.1</a></li> <li>3. Inform the relevant Embassy of the presence of one of its citizens at LMRA's Expat Protection and Services Centre.</li> <li>4. <b>Medical examination and documentation of the case:</b> Document the physical and psychological status of the victim through official examination, ensuring that the victim is free from communicable diseases, before admitting to the general area of the shelter.</li> </ol>

(Continued... page 12)

	PROCEDURE (3)	<ol style="list-style-type: none"> <li>1. Following procedure (1) &amp; procedure (2) of this stage, conduct a formal interview by filing the section pertaining to the interview while observing the guidelines for such interviews. <a href="#">Form No.1</a></li> <li>2. The NRM team to create a case file.</li> <li>3. Complete the assessment procedures of the case, and document it.</li> </ol>	
	PROCEDURE (4)	CASE CLASSIFICATION (3)	
		PRESUMED VICTIM OF TRAFFICKING	LABOUR EXPLOITATION CASES
		Report the case to Anti-Human Trafficking Division at the Ministry of Interior and The Public Prosecution by a referral letter and phone the duty officer.	The NRM team shall adopt the case and deal with the causes of exploitation; provide help to protect the person as Exploitable or Vulnerable to Trafficking. <b>(Preventive Role)</b>

STAGE THREE		CASE CONFIRMATION	
RELEVANT AUTHORITIES	OBJECTIVE	The official and legal identification of victims of trafficking in persons	
	RELEVANT AUTHORITIES	The NRM team, Anti-Human Trafficking Division at The Ministry of Interior, The Public Prosecution, The Ministry of Justice	
	TEMPLATES	Form No.1	
	APPENDICES	Appendix No. 1	
	PROCEDURE (1)	<ol style="list-style-type: none"> <li>1. Assessment of the Individual by The Public Prosecution and determining whether he/she is a Victim of Trafficking or not.</li> <li>2. Advise the NRM team with the result and decision of The Public Prosecution.</li> </ol>	
PROCEDURE (2)		<b>PROVEN CASE OF TRAFFICKING IN PERSONS</b> <ol style="list-style-type: none"> <li>1. The Public Prosecution shall formally classify the victim as Victim of Trafficking in Persons entitled to full provisions of the law.</li> <li>2. In addition the Public Prosecution shall commence proceedings in the case of Trafficking in Persons.</li> </ol>	<b>NOT PROVEN AS A CASE OF TRAFFICKING IN PERSONS</b> <ol style="list-style-type: none"> <li>1. The NRM team to obtain a legal evaluation of the case, and determine next steps depending on the type of case and applicable laws: <ul style="list-style-type: none"> <li>- Criminal Penal Code</li> <li>- Labour Law</li> <li>- Civil Law</li> <li>- Other.</li> </ul> </li> <li>2. The NRM Team shall deal with the case (Preventive Role) taking into account the associated humanitarian requirements.</li> </ol>

STAGE FOUR	PROTECTION AND ASSISTANCE
OBJECTIVE	To Provide an appropriate environment for the victim during the investigation and legal proceedings stages
RELEVANT AUTHORITIES	The NRM Team, The Public Prosecution, Anti-Human Trafficking Division of The Ministry of Interior, Civil Society Organizations
TEMPLATES	Form No. 1
APPENDICES	
VICTIM OF TRAFFICKING	LABOUR EXPLOITATION CASES
<p><a href="#">Services based on the decision</a></p> <p>Admit the case in the shelter as Victim of Trafficking in Persons.</p> <p><a href="#">Assistance, investigation and legal process</a></p> <ul style="list-style-type: none"> <li>- To inform and engage the victim into the administrative, legal and judicial proceedings regarding the case as per judicial standards in the Kingdom and inform the victim of his/her right to obtain compensation and to benefit from the relevant legal procedures.</li> <li>- Provide psychological, health, social and legal services as needed.</li> <li>- Provide rehabilitation as needed.</li> <li>- Facilitate employment for the victim in this period, if he/she so wishes and work is available.</li> <li>- Facilitate the provision of travel means and identification documents to the victim if he/she so wishes.</li> </ul> <p><a href="#">Follow-up</a></p> <ul style="list-style-type: none"> <li>- The NRM and involved parties to update the case file with the progress of the case and to keep individual informed as to progress.</li> </ul> <p><a href="#">Court judgment</a></p> <ul style="list-style-type: none"> <li>- Implementation of final verdict.</li> </ul>	<p><a href="#">Prevention</a></p> <ul style="list-style-type: none"> <li>- Resolve with cases that are not classified as presumed victim of trafficking, considering the causes of exploitation and protection from being vulnerable to trafficking.</li> <li>- Provide shelter if necessary.</li> </ul> <p><a href="#">The NRM procedures</a></p> <ul style="list-style-type: none"> <li>- Referral to concerned authorities for investigation.</li> <li>- Refer the case to The Labour Case Management Office at The Ministry of Justice.</li> <li>- Refer to the relevant directorates at the Labour Market Regulatory Authority.</li> <li>- Provide the necessary assistance as required, within the (NRM) procedure.</li> </ul> <p><a href="#">Provide necessary assistance</a></p> <ul style="list-style-type: none"> <li>- Medical and psychological assistance.</li> <li>- Legal assistance.</li> <li>- Rehabilitation if needed.</li> <li>- Interpretation/translation services.</li> <li>- Facilitate the provision of travel means and identity documents.</li> </ul>



STAGE FIVE OBJECTIVE RELEVANT AUTHORITIES TEMPLATES APPENDICES	RE-INTEGRATION OR REPATRIATION	
	Provide an opportunity for victim to move forward with his/her life.	
	The NRM team, The Relevant Embassy, The Labour Market Regulatory Authority, The Ministry of Interior	
PROCEDURE (1)	<a href="#">Prepare a future plan</a> A consultative meeting to be held in the presence of a representative of relevant Embassy and the NRM team with the victim to formulate a plan for individual assistance to enable him/her to determine his/her next steps.	
PROCEDURE (2)	<ol style="list-style-type: none"> <li>1. Remove any impediments that hinder the victim from working in the kingdom.</li> <li>2. Provide an opportunity to look for work, assist with introductions.</li> <li>3. Facilitate the application process for work permit in the Labour Market Regulatory Authority system.</li> <li>4. Exit formalities from the shelter.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make sure there is a valid travel document.</li> <li>2. Coordinate with the relevant Embassy to arrange return formalities.</li> <li>3. Provide a return ticket.</li> <li>4. Exit formalities from the shelter.</li> <li>5. Arrange reception in his/her native country or the reception, in coordination with the relevant Embassy.</li> </ol>

NUMBER		APPENDIX NAME	PAGE
Appendices			
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Templates			
1	Form No. (1)	The NRM Referral Form	19



## HUMAN TRAFFICKING INDICATORS

For additional information about  
Trafficking in Persons and the  
United Nations Office on Drugs  
and Crime, including our  
publications, please visit our  
website: [www.unodc.org](http://www.unodc.org)

Photo front: Howard G. Buffett

# HUMAN TRAFFICKING INDICATORS

Not all the indicators listed below are present in all situations involving trafficking in humans. Although the presence or absence of any of the indicators neither proves nor disproves that human trafficking is taking place, their presence should lead to investigation.

Victims of trafficking in humans can be found in a variety of situations. You can play a role in identifying such victims.

## GENERAL INDICATORS

People who have been trafficked may:

- Believe that they must work against their will
- Be unable to leave their work environment
- Show signs that their movements are being controlled
- Feel that they cannot leave
- Show fear or anxiety
- Be subjected to violence or threats of violence against themselves or against their family members and loved ones
- Suffer injuries that appear to be the result of an assault
- Suffer injuries or impairments typical of certain jobs or control measures
- Suffer injuries that appear to be the result of the application of control measures
- Be distrustful of the authorities
- Be threatened with being handed over to the authorities
- Be afraid of revealing their immigration status
- Not have possession of their passport or travel or identity documents, as these documents are being held by someone else
- Have false identity or travel documents
- Be found in or connected to a type of location likely to be used for exploiting people
- Be unfamiliar with the local language
- Not know their home or work address
- Allow others to speak for them when addressed directly
- Act as if they were instructed by someone else
- Be forced to work under certain conditions
- Be disciplined through punishment
- Be unable to negotiate working conditions
- Receive little or no payment
- Have no access to their earnings
- Work excessively long hours over long periods
- Not have any days off
- Live in poor or substandard accommodations
- Have no access to medical care
- Have limited or no social interaction
- Have no contact with their families or with people outside of the workplace
- Be unable to communicate freely with others
- Be under the perception that they are bonded by debt
- Be in a situation of dependence
- Come from a place known to be a source of human trafficking
- Have had the fees for their transport to the country of destination paid for by facilitators, whom they must payback by working or providing services in the destination
- Have acted on the basis of false promises

## CHILDREN

Children who have been trafficked may:

- Have no access to their parents or guardians
- Look intimidated and behave in a way that does not correspond with behaviour typical of children their age
- Have no friends of their own age outside of work
- Have no access to education
- Have no time for playing
- Live apart from other children and in substandard accommodations
- Eat apart from other members of the "family"
- Be given only leftovers to eat
- Be engaged in work that is not suitable for children
- Travel unaccompanied by adults
- Travel in groups with persons who are not relatives

The following might also indicate that children have been trafficked:

- The presence of child-sized clothing typically worn for doing manual or sex work
- The presence of toys, beds and children's clothing in inappropriate places such as brothels and factories
- The claim made by an adult that he or she has "found" an unaccompanied child
- The finding of unaccompanied children carrying telephone numbers for calling taxis
- The discovery of cases involving illegal adoption

## DOMESTIC SERVITUDE

People who have been trafficked for the purpose of domestic servitude may:

- Live with a family
- Not eat with the rest of the family
- Have no private space
- Sleep in a shared or inappropriate space
- Be reported missing by their employer even though they are still living in their employer's house
- Never or rarely leave the house for social reasons
- Never leave the house without their employer
- Be given only leftovers to eat
- Be subjected to insults, abuse, threats or violence

# HUMAN TRAFFICKING INDICATORS

## SEXUAL EXPLOITATION

People who have been trafficked for the purpose of sexual exploitation may:

- Be of any age, although the age may vary according to the location and the market
- Move from one brothel to the next or work in various locations
- Be escorted wherever they go to and return from work and other outside activities
- Have tattoos or other marks indicating "ownership" by their exploiters
- Work long hours or have few if any days off
- Sleep where they work
- Live or travel in a group, sometimes with other women who do not speak the same language
- Have very few items of clothing
- Have clothes that are mostly the kind typically worn for doing sex work
- Only know how to say sex-related words in the local language or in the language of the client group
- Have no cash of their own
- Be unable to show an identity document

The following might also indicate that children have been trafficked: unprotected and/or violent sex.

- There is evidence that suspected victims cannot refuse unprotected and/or violent sex.
- There is evidence that a person has been bought and sold.
- There is evidence that groups of women are under the control of others.
- Advertisements are placed for brothels or similar places offering the services of women of a particular ethnicity or nationality.
- It is reported that sex workers provide services to a clientele of a particular ethnicity or nationality.
- It is reported by clients that sex workers do not smile.

## LABOUR EXPLOITATION

People who have been trafficked for the purpose of labour exploitation are typically made to work in sectors such as the following: agriculture, construction, entertainment, service industry and manufacturing (in sweatshops).

People who have been trafficked for labour exploitation may:

- Live in groups in the same place where they work and leave those premises infrequently, if at all
- Live in degraded, unsuitable places, such as in agricultural or industrial buildings
- Not be dressed adequately for the work they do: for example, they may lack protective equipment or warm clothing
- Be given only lentors to eat
- Have no access to their earnings
- Have no access to their identity documents
- Work excessively long hours
- Depend on their employer for a number of services, including work, transportation and accommodation

- Have no choice of accommodation
- Never leave the work premises without their employer
- Be unable to move freely
- Be subject to security measures designed to keep them on the premises
- Be disciplined through fines
- Be subjected to insults, abuse, threats or violence
- Lack basic training and professional licences

The following might also indicate that people have been trafficked for labour exploitation:

- Notices have been posted in languages other than the local language
- There are no health and safety notices.
- The employer or manager is unable to show the documents required for employing workers from other countries.
- The employer or manager is unable to show records of wages paid to workers.
- The health and safety equipment is of poor quality or is missing.
- Equipment is designed or has been modified so that it can be operated by children.
- There is evidence that labour laws are being breached.
- There is evidence that workers must pay for tools, food or accommodation or that those costs are being deducted from their wages.

## BEGGING AND PETTY CRIME

People who have been trafficked for the purpose of begging or committing petty crimes may:

- Be children, elderly persons or disabled migrants who tend to beg in public places and on public transport
- Be children carrying and/or selling illicit drugs
- Have physical impairments that appear to be the result of mutilation
- Be children of the same nationality or ethnicity who move in groups with only a few adults
- Be children of the same nationality or ethnicity who have been "found" by an adult of the same nationality or ethnicity
- Move in groups while travelling on public transport: for example, they may walk up and down the length of trains
- Participate in the activities of organized criminal gangs
- Be part of large groups of children who have the same adult guardian
- Be punished if they do not collect or steal enough
- Live with members of their gang
- Travel with members of their gang to the country of destination
- Live, as gang members, with adults who are not their parents
- Move daily in large groups and over considerable distances

The following might also indicate that people have been trafficked for begging or for committing petty crimes:

- New forms of gang-related crime appear.
- There is evidence that the group of suspected victims has moved, over a period of time, through a number of countries.
- There is evidence that suspected victims have been involved in begging or in committing petty crimes in another country.

For additional information about the Global Initiative to Fight Human Trafficking please visit [www.ungift.org](http://www.ungift.org)



**UN.GIFT**  
Global Initiative to  
Fight Human Trafficking

**HUMAN TRAFFICKING**  
A CRIME THAT SHAMES US ALL

## إستمارة التصنيف الأولي والإحالة Initial Screening And Referral Form



Reference No. رقم المراجعة

(A) Admission details				(أ) بيانات الدخول	
Date and time التاريخ والوقت	Staff ID الرقم الوظيفي	Filled by	اسم الموظف		
Referred by			جهة الإحالة		
<input type="checkbox"/> Walk-in <input type="checkbox"/> السفارة <input type="checkbox"/> وزارة الداخلية <input type="checkbox"/> NGOs <input type="checkbox"/> أخرى <input type="checkbox"/> Other			<input type="checkbox"/> شخصي <input type="checkbox"/> السفارة <input type="checkbox"/> وزارة الداخلية <input type="checkbox"/> NGOs <input type="checkbox"/> أخرى <input type="checkbox"/> Other		
Accompanying person details			بيانات الشخص المرافق إن وجد		
Relation صلة القرابة	Contact No.	ID No.	Name رقم الهوية	الاسم	

(B) Case details				(ب) بيانات الحالة	
Age العمر	Date of birth تاريخ الميلاد	Gender الجنس	Name الاسم		
		<input type="checkbox"/> Male <input type="checkbox"/> Female			
Personal No.	Passport No.	Nationality الجنسية			
Qualifications المؤهلات	Marital status الحالة الاجتماعية	Language اللغة	Contact No.	رقم الإتصال	
Address عنوان السكن					
Additional related information		E-mail	البريد الإلكتروني		
Contact No.	Relatives in Bahrain	أقارب في البحرين			
Translator details (If required)		إذا استدعى التعامل مع هذا الشخص الاستعانة بمترجم، دُون بياناته في المكان المخصص			
Signature التوقيع	Contact No.	ID No.	Translator's name اسم المترجم		

(C) Employers details				(ج) بيانات صاحب العمل	
Contact No.	Personal No.	Employer's name	اسم صاحب العمل		
CR No.	Establishment name	اسم المنشأة			

(D) Work permit and RP details				(د) بيانات تصريح العمل والإقامة	
Expiry date تاريخ الانتهاء	Issue date تاريخ الإصدار	Type of work permit نوع التصريح	Occupation الوظيفة		
Cancellation date تاريخ الإلغاء	Permit status حالة التصريح	Date of arrival تاريخ دخول البحرين			
		<input type="checkbox"/> Valid <input type="checkbox"/> Not valid			
Is there absence to work filled in LMRA?		هل هناك بلاغ ترك عمل بحق هذا الشخص في نظام الهيئة؟			
<input type="checkbox"/> لا يوجد <input type="checkbox"/> لا ينطبق <input type="checkbox"/> N/A					
If Yes, Has it been verified?		إذا كان الجواب نعم، هل تم تثبيت البلاغ؟			
<input type="checkbox"/> لا <input type="checkbox"/> نعم					
Remarks ملاحظات					

## (E) Type of claimed abuse

## (هـ) نوع الضرر المزعوم

- ☐ سكن غير لائق  
Improper accommodation  
☐ سوء المعاملة  
Maltreatment  
☐ أجر غير مدفوع  
Unpaid wages  
☐ ساعات عمل إضافية غير مدفوعة  
Unpaid over-time  
☐ مخالفة شروط تصريح العمل  
Work permit offence

- ☐ التهديد  
Threat  
☐ احتجاز جواز السفر  
Passport retention  
☐ طرد من السكن  
Eviction from accommodation  
☐ طرد من العمل  
Expulsion from work  
☐ ظروف عمل غير ملائمة  
Improper working conditions

- ☐ تحرش جنسي  
Sexual harassment  
☐ اعتداء جنسي  
Sexual assault  
☐ اعتداء جسدي  
Physical abuse  
☐ تقييد حرية التنقل  
Restricted movement  
☐ تقييد حرية الاتصال  
Restricted communication  
☐ نفاضي مزية  
Exaction

أخرى  
Other

Who is the perpetrator of the claimed abuse  
and what is his/her role?

من هو الشخص الذي تعتقد الحالة بمسؤوليته عن إخضاعها لهذه الممارسات؟  
وما هو دوره؟

## (F) General appearance

## (و) الوضع العام للحالة

Visible disabilities هل توجد إعاقة ظاهرة	Signs of physical abuse هل توجد آثار اعتداء ظاهرة	General appearance الوضع العام للحالة
<input type="checkbox"/> لا No <input type="checkbox"/> نعم Yes	<input type="checkbox"/> لا No <input type="checkbox"/> نعم Yes	<input type="checkbox"/> غير مستقر Unstable <input type="checkbox"/> مستقر Stable
Specify وصف الإعاقة	Description of physical abuse وصف آثار الاعتداء	Notes ملاحظات
SAMPLE		

## (G) Initial case classification

## (ز) تصنيف الحالة المبدئي

Do you think this person is a victim of trafficking?

☐ لا  
No  
☐ نعم  
Yes

هل تعتقد بأن هذا الشخص ضحية جريمة إتهار بالأشخاص  
من أي نوع كان؟

If No, Does he/she match any of the following cases?

إذا كان الجواب لا، هل ينطبق على الشخص أي من الأوصاف التالية؟

☐ عمالة غير نظامية  
Illegal workers  
☐ أخرى  
Other

If you think this person is a victim of trafficking, refer her/him immediately to anti human trafficking department (MOI), contact them on the following numbers: 17718888 / 922, and fill the following boxes:

إذا كان تصنيف الحالة إتهاراً بالأشخاص، يجب أن تتم إحالة الحالة فوراً إلى شعبة مكافحة الاتجار بالبشر بوزارة الداخلية وذلك بالتواصل معهم على الأرقام التالية: 17718888 / 922، وتسجيل بيانات المصنف ورفع خطاب الإحالة في المكان المخصص.

رقم خطاب الإحالة Referral letter No.

ملاحظات  
Remarks

Referred by

تم التصنيف والإحالة من قبل

Signature التوقيع Date and time التاريخ والوقت Staff ID الرقم الوظيفي Filled by اسم الموظف

## (H) Referral

## (ج) الإحالة

The case was referred to:

تمت الإحالة إلى:

محكمة الأمور المستعجلة  
Court of urgent matters (MOJ)  
هيئة تنظيم سوق العمل (خدمات الزبائن)  
LMRA (Customer Service)

مكتب إدارة الدعوى العمالية بوزارة العدل  
Labour case management office (MOJ)  
مركز الشرطة  
Police station

هيئة تنظيم سوق العمل (التفتيش)  
LMRA (Inspection Department)

فريق نظام الإحالة الوطني  
The NRM team (LMRA)  
وزارة العمل  
Ministry of Labour

هيئة تنظيم سوق العمل (التظلمات)  
LMRA (Grievances Department)

أخرى  
Other

## Referred by

## تم التصنيف والإحالة من قبل

Signature التوقيع Date and time التاريخ والوقت Staff ID الرقم الوظيفي Filled by اسم الموظف

## Declaration

## إقرار

I hereby declare that the details given above are true and correct to the best of my knowledge and belief and I undertake to inform the (NRM) team of any changes therein, immediately. In case any of the above information is found to be false or untrue or misleading or misrepresenting, I am aware that I may be held liable for it. I hereby authorize sharing of the information given on this form with LMRA and other government agencies.

أقر بأن كل ما ورد أعلاه صحيح على حد علمي ومعرفتي، وأنعهد بإشعار فريق نظام الإحالة الوطني بأي تغيير فوراً، كما وأنحمل كامل المسؤولية في حال ثبت أن المعلومات أفهه الذكر غير صحيحة أو مضللة، لا مانع عندي من تصرف هيئة تنظيم سوق العمل أو أية جهة حكومية أخرى بالمعلومات الواردة في هذه الإستمارة بالصورة التي تشاء.

Date التاريخ

Translator sign. توقيع المترجم

Claimant sign. توقيع الحالة

## Redirected to NRM team

## الإحالة إلى فريق نظام الإحالة الوطني

If the case was redirected to NRM team, specify the reasons

إذا تم إعادة تحويل الحالة إلى فريق نظام الإحالة الوطني، حدد الأسباب

SAMPLE

• If the case was referred or redirected to NRM team, please fill up section (I) of this form

• إذا تم تحويل أو إعادة تحويل الحالة لفريق الإحالة الوطني، الرجاء ملئ الفقرة (ط) من هذه الإستمارة

## (I) Screening interview

## (ط) مقابلة التصنيف

## Interviewed By

## تم إجراء المقابلة من قبل

Signature التوقيع Date and time التاريخ والوقت Staff ID الرقم الوظيفي Filled by اسم الموظف

## Recruitment

## الإستقدام

How was contact Initiated between the individual and his/her recruiter? كيف كان منشأ الإتصال بين الشخص ومن قام بتوظيفه؟

What kind of work did the individual believe he/she was going to be engaged in following arrival at the final destination? ما هي الوظيفة التي اعتقد الشخص المستقدم بأنه سيشغلها حال وصوله إلى البحرين؟

What was the individual told would be his/her monthly salary following arrival at final destination? ما هو الأجر الشهري الذي إتفق صاحب العمل مع الشخص على تقاضيه حال إنضمام الأخير للآخر؟

How much did the individual pay to the recruiter in advance? كم مقدار المبالغ التي دفعها الشخص مقدما للشخص الذي قام بتوظيفه؟

## Transportation

## وسائل النقل

If any travel costs were incurred before departure, who paid them? في حال ترتب على الشخص دفع مبالغ نظير مغادرته لبلاده، من الذي تكفل بدفعها؟

Specify the means of transportation used: حدد وسائل النقل التي تم استخدامها:

Did the individual use his/her own identity documents or were false identity documents provided? هل استخدم الشخص وثائق السفر الرسمية الخاصة به أم أنه تم تسليمه هويات أخرى لا تخصه؟

Where are the identity documents now? هل وثائق السفر سالفة الذكر بحوزته أم أنها بحوزة شخص آخر؟

Did the individual spend any time in transit countries? If YES, Specify: هل أمضى الشخص وقتاً يذكر في دول العبور؟ إذا كان الجواب نعم، حدد المدة: لا ☐ نعم ☐Did he/she engage in any activity in these countries? If YES, Specify: هل مارس الشخص أي نشاط في دول العبور؟ إذا كان الجواب نعم، حدد طبيعة النشاط أو نوعه: لا ☐ نعم ☐

## Exploitation

## الاستغلال

What activity has the individual been engaged in since his/her arrival at the final destination? ما هو النشاط الذي يمارسه الشخص منذ وصوله إلى البحرين؟

How soon after arrival at the final destination did the above activity begin? متى بدأ الشخص بممارسة النشاط المذكور أعلاه؟

Did he/she engage in any activity in these countries? If YES, How? هل تم إجبار الشخص قسراً على ممارسة أي نشاط؟ إذا كان الجواب نعم، حدد نوع الممارسات وكيفية إجباره على القيام بها: لا ☐ نعم ☐



## (I) Screening interview

## (ط) مقابلة التصنيف

## Exploitation

## الاستغلال

Was the individual allowed to keep his/her earnings?

جزئياً  
Partiallyلا  
Noنعم  
Yes

هل كان مسموحاً للشخص بالإحتفاظ بأجوره؟

Did the individual had to pay a debt to recruiters/transporters/exploiters, How much was the debt and what was it for?

في حال ترتب على الشخص دفع مبالغ أو ديون لصاحب العمل/النقلين/المبتزين، كم كان مقدارها ولأي سبب تختم عليه دفعها؟

What degree of freedom of movement did the individual have?

ما هو مستوى حرية التنقل الممنوحة للشخص من قبل صاحب العمل؟

حرمان تام  
Restrictedالخروج بمعية مرافق  
accompaniedلا قيود  
No restrictions imposedأخرى  
Other

## Attached documents

## الوثائق المرفقة

بلاغ مركز الشرطة  
Police reportنسخة من بيانات العامل في هيئة تنظيم سوق العمل  
EMS print-outنسخة من الوثائق الثبوتية  
Copies of identification documentsتذاكر سفر أو أي وثائق ذات صلة  
Travel tickets or related documentsنسخ من عقود العمل أو إعلانات الشواغر  
Copies of employment contract or the original vacancy advertisementتقارير طبية ذات صلة  
Related medical reportsأخرى  
Other

## Final conclusion

## الاستنتاج النهائي

Do you think this person is a victim of Ttrafficking?

لا  
Noنعم  
Yes

هل تعتقد بأن هذا الشخص ضحية جريمة إجتار

If No, Does he/she fall in any of the following cases?

إذا كان الجواب لا، هل ينطبق على الشخص أي من الأوصاف التالية؟

عمالة غير نظامية  
Other Irregular labour

Does the person want to voluntarily leave Bahrain?

لا  
Noنعم  
Yes

هل ترغب الحالة بالعودة طوعية لبلادها؟

Does the person prefer to stay and work in Bahrain?

لا  
Noنعم  
Yes

هل ترغب الحالة بالبقاء والعمل بالمملكة؟

Is he/she eligible for admission to NCCTIPs shelter?

لا  
Noنعم  
Yes

هل وضع الشخص يهمله للإستفادة من خدمة الإيواء؟

If No, Why?

إذا كان الجواب لا، وضح الأسباب؟

## Approval

## الموافقة

Accepted to benefit from NRM assistance by:

تم قبول الحالة بنظام الإحالة الوطني لمكافحة الإجتار بالأشخاص من قبل:

## Second approval

## الموافقة الثانية

## First approval

## الموافقة الأولى

Name الاسم

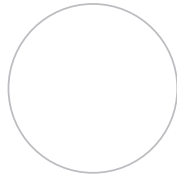
Position الوظيفة

Signature التوقيع

Date التاريخ

Official stamp

الختم الرسمي



Name الاسم

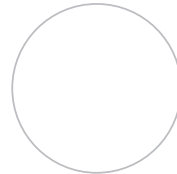
Position الوظيفة

Signature التوقيع

Date التاريخ

Official stamp

الختم الرسمي



## NOTES



# **Important Numbers**

	Expat Protection and Assistance Center ( Shelter )	995
	Call Center ( LMRA )	17506055
	Embassy of the Russian Federation	17725222
	Embassy of the People's Republic of China	17723093
	Embassy of The State of Palestine	17276099
	Embassy of The State of Kuwait	17534040
	Embassy of the Kingdom of Saudi Arabia	17537722
	Embassy of the Federal Republic of Germany	17745277
	Embassy of the Republic of India	17712683
	Embassy of the Republic of Tunisia	17714149
	Embassy of the United States of America	17242700
	Embassy of the Arab Republic of Egypt	17720005
	Embassy of The United Arab Emirates	17748333
	Embassy of Libya	17722252
	Embassy of the State of Qatar	17722922
	Embassy of the People's Democratic Republic of Algeria	17740659
	Embassy of the Republic of France	17298660
	Embassy Of The Republic Of Yemen	17822110
	Embassy of the Islamic Republic of Pakistan	17244113
	Embassy of the Republic of Iraq	17741472
	Embassy of the People's Republic of Bangladesh	17233925
	Embassy of the Republic of Philippines	17721234
	Embassy of Republic of Turkey	17533448
	Embassy of the Kingdom of Morocco	17180444
	Embassy of the United Kingdom	17574100
	Embassy of the Republic of Lebanon	17579001
	Embassy of The Sultanate of Oman	17293663
	Embassy of Japan	17716565

	Embassy of the Hashemite Kingdom of Jordan	17291109
	Royal Thai Embassy	17274142
	Embassy of the Republic of Sudan	17717959
	Embassy of the Syrian Arab Republic	17722484
	Embassy of Malaysia	17564551
	Embassy of the Republic of Senegal	17821060
	Embassy of the Republic Of Italy	17252424
	Embassy of Brunei Darussalam	17720222
	Embassy of the Republic of Indonesia	17400164
	Embassy of the Republic of Korea	17531120
	Embassy of the Democratic Socialist Republic of Sri Lanka	17660408
	The Republic of Nepal	17720787
	Portuguese Honorary Consulate	17456688
	Honorary Consulate of Spain	17380285
	Consulate General of Switzerland	17517780
	Consular Agency of the Kingdom of the Netherlands	17530704
	Royal Danish Consular Agency	17216473
	Consulate General of Eritria	17721817
	General Consular Agency of thr Republic of Cyprus	17598800
	Honorary Consulate of the Hellenic Republic	17598800
	Swedish Consulate Agency	17339799
	Royal Norwegian Consular Agency	+97126211221
	Consulate of the Republic of Indonesia	17233875
	Consulate General of the Czech Republic	17764961
	Consulate of the Republic of Ireland	17728555
	Consulate of Canada	17536270
	Consular Agency of the Republic of Hungary	17694115
	Consulate of the Republic of Albania	17530808

17291109	سفارة المملكة الأردنية الهاشمية	
17274142	سفارة مملكة تايلند	
17717959	سفارة جمهورية السودان	
17722484	سفارة الجمهورية العربية السورية	
17564551	سفارة ماليزيا	
17821060	سفارة جمهورية السنغال	
17252424	سفارة جمهورية إيطاليا	
17720222	سفارة بروناي دار السلام	
17400164	سفارة جمهورية اندونيسيا	
17531120	سفارة جمهورية كوريا	
17660408	سفارة جمهورية سريلانكا الديمقراطية الاشتراكية	
17720787	جمهورية النيبال	
17456688	قنصلية البرتغال	
17380285	قنصلية مملكة أسبانيا	
17517780	قنصلية الاتحاد السويسري	
17530704	قنصلية مملكة هولندا	
17216473	قنصلية مملكة الدنمارك	
17721817	القنصلية العامة لدولة أترية	
17598800	قنصلية جمهورية قبرص	
17598800	قنصلية جمهورية اليونان	
17339799	قنصلية مملكة السويد	
+97126211221	قنصلية مملكة النرويج	
17233875	قنصلية الجمهورية الاندونيسية	
17764961	قنصلية جمهورية التشيك	
17728555	قنصلية جمهورية ايرلندا	
17536270	قنصلية كندا	
17694115	قنصلية جمهورية المجر	
17530808	قنصلية جمهورية ألبانيا	

995	مركز حماية ودعم العمالة الوافدة	
17506055	مركز الإتصال (هيئة تنظيم سوق العمل)	
17725222	سفارة روسيا الاتحادية	
17723093	سفارة جمهورية الصين الشعبية	
17276099	سفارة دولة فلسطين	
17534040	سفارة دولة الكويت	
17537722	سفارة المملكة العربية السعودية	
17745277	سفارة جمهورية ألمانيا الاتحادية	
17712683	سفارة جمهورية الهند	
17714149	سفارة الجمهورية التونسية	
17242700	سفارة الولايات المتحدة الأمريكية	
17720005	سفارة جمهورية مصر العربية	
17748333	سفارة دولة الإمارات العربية المتحدة	
17722252	سفارة دولة ليبيا	
17722922	سفارة دولة قطر	
17740659	سفارة الجمهورية الجزائرية الديمقراطية الشعبية	
17298660	سفارة الجمهورية الفرنسية	
17822110	سفارة الجمهورية اليمنية	
17244113	سفارة جمهورية باكستان الإسلامية	
17741472	سفارة جمهورية العراق	
17233925	سفارة جمهورية بنغلادش الشعبية	
17721234	سفارة جمهورية الفلبين	
17533448	سفارة الجمهورية التركية	
17180444	سفارة المملكة المغربية	
17574100	سفارة المملكة المتحدة	
17579001	سفارة جمهورية لبنان	
17293663	سفارة سلطنة عمان	
17716565	سفارة اليابان	



# أرقام تفهمك