



Committing to ethical recruitment

Establishing or strengthening existing policies and codes of conduct

Minimum policy commitments:

- Respecting the human and labour rights of migrant workers throughout the labour migration process, including:
 - Prohibiting forced labour and child labour
 - Prohibiting discrimination
 - Protecting the right to freedom of association (when applicable)
- Respecting all applicable laws and regulations relating to the recruitment and employment of migrant workers in countries of origin, transit, and destination
- Prohibiting the charging of recruitment fees and related costs to migrant workers (jobseekers)
 - Direct reference to the ILO Definition of Recruitment Fees and Related Costs
- Respecting freedom of movement for migrant workers, including
 - During migrant workers' free time and in relation to their accommodation (e.g. no curfews, locking workers in)
 - Prohibiting the withholding of migrant workers' identity documents or other valuable items
 - Ensuring that employment contracts include provisions for early termination
- Respecting transparency in employment terms and conditions by providing migrant workers with employment contracts prior to their departure that contain:
 - Clear terms and conditions of employment that comply with the law (e.g. wages, working hours, overtime etc.)
 - Ensuring employment contracts are written in a language understood by the worker
 - Prohibiting contract substitution
- Respecting migrant workers' right to access to effective remedy throughout the entire labour migration process, including after their termination of employment and return

Policies and codes of conduct should apply to company operations and the supply chain, including Tier 1 suppliers, sub-contractors, and labour recruiters.