

CODE OF FAIR EMPLOYMENT

August 2016

FORCED OR INVOLUNTARY LABOUR

Workers shall not be subject to any form of forced, compulsory, bonded, indentured or prison labour. All work must be voluntary and workers shall have the freedom to terminate their employment in accordance with any applicable legislation or labour agreement.

CHILD AND ILLEGAL LABOUR

The use of any form of child labour or illegal labour is strictly prohibited.

HUMAN TRAFFICKING

The use of or involvement in any form of human trafficking is strictly prohibited.

DOCUMENT RETENTION

Confiscating or withholding worker identity documents or other valuable items, including work permits, ID or travel documentation is strictly prohibited. The retention of personal documents shall not be used as a means to bind workers to employment or to restrict their freedom of movement.

CONTRACTS OF EMPLOYMENT

Written contracts of employment shall be provided to all workers (including migrant workers) in a language they understand, clearly indicating their rights and responsibilities with regard to wages, working hours and other working and employment conditions. Migrant workers shall be provided with their employment contract prior to deployment.

DEPOSITS

Workers shall not be required to lodge deposits or security payments at any time as “runaway insurance”.

HUMANE TREATMENT

The workplace shall be free of any form of harsh or inhumane treatment. Disciplinary policies and procedures shall be clearly defined and communicated to all workers, and shall not include any inhumane disciplinary measure. The use or threat of physical or sexual violence, harassment and intimidation against a worker, his or her family, or close associates, is strictly prohibited.

WORKPLACE EQUALITY

All workers, irrespective of their nationality or legal status, shall be treated fairly and equally. Migrant workers shall benefit from conditions of work (including but not limited to wages, benefits, and accommodation) no less favourable than those available to country nationals. Migrant workers (or their family members) shall not be threatened with denunciation to authorities to coerce them into taking up or maintaining employment.

WAGES AND BENEFITS

All workers shall be paid at least the minimum wage required by applicable laws and shall be provided all legally mandated benefits. Wage payments shall be made at regular intervals and directly to workers, in accordance with national law, and shall not be delayed, deferred, or withheld. Only deductions, advances, and loans authorised by national law are permitted. Clear and transparent information shall be provided to workers about hours worked, rates of pay, and the calculation of legal deductions. All workers must retain full and complete control over their earnings. Wage deductions must not be used to keep workers tied to the employer or to their jobs. Workers shall not be held in debt bondage or forced to work in order to pay off a debt. Deception with regard to wage commitments, payment, advances, and loans is prohibited.

WORKING HOURS

Workers shall not be forced to work in excess of the number of hours permitted by national law. No worker shall be made to work overtime as a disciplinary measure, or for failure to meet production quotas.

FREEDOM OF MOVEMENT AND PERSONAL FREEDOM

Workers shall not be physically confined to the workplace or related premises, such as employer- or recruiter- operated residences; nor shall any other coercive means be used to restrict workers' freedom of movement or personal freedom. Workers shall be free to terminate their employment according to the terms of their contract of employment and to leave the workplace at any time.

GRIEVANCE PROCEDURE

An effective grievance procedure shall be established to ensure that any worker, acting individually or with other workers, can submit a grievance without suffering any prejudice or retaliation of any kind.

RECRUITMENT FEES

Workers shall not be charged any fees or costs for recruitment, either directly or indirectly, including any costs associated with travel, processing official documents and, where applicable, work visas in both home and host countries.

EMPLOYMENT AGENCIES AND LABOUR RECRUITERS

When staff are recruited through recruitment agencies, these agencies should operate legally, comply with our standards and not engage in fraudulent behaviour that places workers at risk of forced labour or trafficking for labour exploitation.