**Instruction on how to use Source Country Recruitment Agency (SRA) Checklist**

* What is the SRA Checklist?

The SRA Checklist is an International Organization for Standardization (ISO)-standardized tool for the Thai Recruitment Agency (TRA) to administer on-site to the source country partner recruitment agency (SRA) assisting its activities to import legal workers under the Memorandum of Understanding (MOU) recruitment method. The SRA Checklist can also be used as a self-assessment questionnaire, with guidance and follow-up from the TRA.

* Purpose of the SRA Checklist

The SRA Checklist will help the TRA to monitor the SRA’s level of compliance with policies, practices and social management systems elements that are components of the FAIR Fish Responsible Recruitment Model. This is a crucial component of due diligence that aims to avoid indirect involvement in potential violations of human and labor rights through systematic management of social risks in the TRA’s recruitment supply chain.

* Who will use this Checklist? (Users)

The users for the SRA Checklist are Social Management System (SMS) or Internal Quality Audit (IQA) Team members of the TRA, TRA and SRA key staff and top management. Personnel administering the checklist must be trained by qualified trainers on FAIR Fish policies, implementation procedures and reference criteria, including national laws, international standards and guidelines for human and labor rights.

* When will this SRA Checklist be used?

The TRA will determine use of the SRA Checklist in a 2nd party audit based on results of due diligence and risk assessment, with priority on first-time or high-risk partners. If the SRA checklist is used as a self-assessment questionnaire, detailed follow-up is a must.

* How to use this SRA Checklist? (i.e. what steps to be taken)

The SRA Checklist is the main tool for systematic collection and evaluation of objective evidence. It is used to identify gaps in the SRA’s practices or documents, for which the TRA could recommend improvements. Monitoring will follow the steps of initiation/scheduling, preparation, performance, evaluation, reporting, corrective/preventive action request, follow-up/surveillance, closure.

**SELF ASSESSMENT - SOCIAL MANAGEMENT SYSTEM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name:** |  | | |
| **Filled Out by:** |  | **Date:** |  |

| **No.** | **List** | **Result** | | | |
| --- | --- | --- | --- | --- | --- |
| **Yes[[1]](#footnote-1)** | **Need Improvement[[2]](#footnote-2)** | **No[[3]](#footnote-3)** | **Explanation and evidence (if any)** |
| **Policies and Procedures** | | | | | |
| 1 | Does your agency have recruitment policy (no charging of fees to migrant workers, no fake documents, no use of sub-agents, no confiscation of documents, no sexual harassment, no gender discrimination, no discrimination (e.g., ethnicity, disability), no use of violence, use of safe transportation, provision of temporary accommodation in source country and provision of pre-departure training)  Tip on how to fill in the assessment:   * If yes, please indicate which aspects of the recruitment policy (e.g., no charging fees, no fake documents) your agency has? Is each aspect of the policy written? * If not, please explain why. |  |  |  |  |
| 2 | Does your agency explain the standard operating procedures on recruiting migrant workers to jobseekers in their own language so that they understand the entire process from selection, contracts, hiring, pre-departure orientation, remuneration and guidance on filing grievances?  Tip on how to fill in the assessment:   * If yes, please describe what and how you explained this. * If not, please explain why. |  |  |  |  |
| 3 | Does your agency address sensitive issues affecting women in recruitment and migration? (Note: The sensitive issues include safety during the application and interview process, transportation and accommodation arrangements, inappropriate medical checks, maternity rights and provisions in the employment contract, and the provision of confidential grievance channels and emergency contacts.)  Tip on how to fill in the assessment:   * This question is intended to ask about the agency’s practices related to gender sensitive issues. * If yes, please explain what your agency did. * If not, please explain why. |  |  |  |  |
| 4 | Does your agency have a monitoring plan or agreement with village recruiters or their sub-contractors to ensure that migrant workers' rights are respected ?  Tip on how to fill in the assessment:   * If yes, please describe the monitoring plan or agreement your agency has with village recruiters or sub-contractors (e.g., how to monitor that village brokers provide accurate and complete information about jobs to jobseekers?) * If not, please explain why your agency does not have a monitoring plan or agreement. |  |  |  |  |
| **Job Advertisement/Application** | | | | | |
| 5 | Do all job advertisements provide clear and accurate information on each of the following:  Tip on how to fill in the assessment:   * If yes, please describe the details included in the job advertisement. * If not, please explain why. |  |  |  |  |
| •   Job description? |  |  |  |  |
| •   Eligibility requirements including training, certification and skills? |  |  |  |  |
| •   Duration of employment? |  |  |  |  |  |
| •   Hours of work? |  |  |  |  |
| •   Living conditions? |  |  |  |  |
| •   Breakdown of any fees to be paid by the migrant worker? |  |  |  |  |
| 6 | Are any occupational health and safety (OHS) risks or hazards associated with this job and the work environment explained in the job advertisements?  Tip on how to fill in the assessment:   * If yes, what information related to risks and hazards do you provide in the job advertisements? (e.g., photos and descriptions on possible risks and hazards, and/or the list of personal protective equipment to be provided by the employer). * If not, please explain why. |  |  |  |  |
| 7 | Is the job description in the job advertisement given to the jobseeker in a language they understand?  Tip on how to fill in the assessment:   * If yes, what language? (e.g., Myanmar official language or ethnic minority groups’ languages). Please also explain if workers understand the language used in the job advertisement. * If not, please explain why. |  |  |  |  |
| 8 | Is support provided to fill out the job application forms for jobseekers who cannot read or write?  Tip on how to fill in the assessment:   * If yes, what support is provided? * If not, why. |  |  |  |  |
| 9 | Are any applicants excluded on the basis of any kind of discrimination (gender, ethnicity, disability, sexual orientation)? (who and why?)  Tip on how to fill in the assessment:   * If yes, please explain how/why applicants are excluded? |  |  |  |  |
| 10 | Is the age of potential migrant workers verified to be an adult?  Tip on how to fill in the assessment:   * If yes, how is the age verified? (e.g., verify by the source country government agencies) * If not, why. |  |  |  |  |
| 11 | Does the recruitment agency verify the authenticity of the migrant’s work-related documents?  Tip on how to fill in the assessment:   * If yes, how are documents verified? (e.g., verify by the source country government agencies) * If not, why. |  |  |  |  |
| **Job Interview** | | | | | |
| 12 | Are interviews conducted in the native language for all potential workers or are interpreters used?  Tip on how to fill in the assessment:   * If yes, what language is used for interviewing potential workers? If there are interpreters to help, what kinds of help/support are provided by interpreters? * If not, please explain why. |  |  |  |  |
| 13 | Does your agency ensure that during the job interview, the recruitment agency informs job applicants about the nature and risks of work, working conditions, migrant workers' human and labor rights, and emergency contacts in case of accidents and grievances? |  |  |  |  |
| 14 | Does your agency ensure that migrant workers are informed of interview results and reasons for acceptance or rejection?  Tip on how to fill in the assessment:   * If yes, please give an example of how your agency informs about the results and reasons * If not, please explain why. |  |  |  |  |
| **Employment Contract Signing** | | | | | |
| 15 | Does your agency ensure that the workers are informed of occupational health and safety (OHS) risks or hazards associated with this job and the work environment explained before they sign employment contracts?  Tip on how to fill in the assessment:   * If yes, how does your agency ensure this? (e.g., give an example of how you explain about OHS risks and hazards to workers)   If not, please explain why |  |  |  |  |
| 16 | Does your agency ensure that migrant workers voluntarily sign their employment contract without force, coercion, or deception?  Tip on how to fill in the assessment:   * If yes, please give an example of what your agency does to make sure that workers sign the contract at their own will (e.g., explain to workers that if they are not happy with the contract, they can refuse to sign without any negative consequences to the workers) * If not, please explain why. |  |  |  |  |
| 17 | Does your agency ensure that the migrant worker receives a signed copy of the employment contract in a language s/he understands? Does your agency give the contract to potential workers to read the terms and conditions of the contract at least three days prior to the contract signing date?  Tip on how to fill in the assessment:   * If yes, please explain what your agency does. * If not, please explain why. |  |  |  |  |
| 18 | Does your agency clarify to the jobseeker that any agreements between jobseekers and all other recruiters or brokers are not substitutes or alternatives to the official MOU Employment Contract signed at the Labor Office in source countries?  Tip on how to fill in the assessment:   * If yes, please give an example of how your agency informs /clarifies to jobseekers. * If not, please explain why. |  |  |  |  |
| **Pre-departure preparation** | | | | | |
| 19 | Does your agency ensure that all workers receive pre-orientation that is aligned with the requirements of the source country?  Tip on how to fill in the assessment:   * If yes, please explain what your agency does. * If not, please explain why. |  |  |  |  |
| 20 | Does your agency ensure that the migrant worker is provided with the full travel itinerary including transit and immigration?  Tip on how to fill in the assessment:   * If yes, please describe what details are included in the itinerary. * If not, please explain why. |  |  |  |  |
| **Fees/advance money/repayment** | | | | | |
| 21 | Does the recruitment agency have fee schedules (i.e., who pays and amount of fees paid) for transparency and accountability that is shared with jobseeker and the Thai recruitment agency?  Tip on how to fill in the assessment:   * If yes, please describe what information about fees your agency shares with jobseekers and the Thai agency. * If not, please explain why. |  |  |  |  |
| 22 | Does your agency advance or lend any money related to recruitment to migrant workers?  Tip on how to fill in the assessment:   * If the recruitment agency advances or lends any money to migrant workers, is this documented in writing and signed by both parties? |  |  |  |  |
| 23 | If recruitment agency advances or lends any money related to recruitment to migrant workers, does the agency deduct the repayment money from wages/salaries and/or charge interests from loan repayment?  Tip on how to fill in the assessment:   * If yes (the agency deducts the money), please explain why and how. |  |  |  |  |

1. “Yes” means adequate evidence of compliance. [↑](#footnote-ref-1)
2. “Need improvement” means some evidence of compliance but ongoing improvement is needed (e.g., although something is in place, it is not fully implemented. Therefore, there is a need for further improvement). In case of further improvement needed, the Corrective / Preventive Action Form will be used to determine further actions to be taken. [↑](#footnote-ref-2)
3. “No” means no evidence of compliance (whether documents or practices). For this, the Corrective / Preventive Action Form will be used to determine further actions to be taken. [↑](#footnote-ref-3)