

Your company and responsible recruitment



RISE Learning Module: [Responsible Recruitment](#)

Responsible recruitment – sometimes referred to as ethical or fair recruitment – refers to concepts, initiatives, and supporting structures that uphold migration with dignity. Complementary actions from companies and governments are important due to governance gaps that leave workers and job seekers vulnerable to exploitation during or due to migration for work. For a company to ensure migration with dignity and follow fair recruitment and employment practices, no worker should pay a fee to secure a job, workers should be recruited through legal and ethical processes, and the hiring process must include worker safeguards and transparency.

Use this worksheet to evaluate existing recruitment practices and identify areas of improvement in your company and your company’s supply chains.

Does your company currently have a policy or position on responsible recruitment?	Yes	No	Unsure
If yes, is the policy shared publicly?	Yes	No	Unsure

Recruitment practices

Does your company engage in the following recruitment practices?			
Charge recruitment fees to workers?	Yes	No	Unsure
Withhold information about the job?	Yes	No	Unsure
Grant workers the opportunity to raise grievances about or receive recourse?	Yes	No	Unsure
Place workers in jobs where they cannot understand and speak the prevalent language?	Yes	No	Unsure
Assign workers to vessels or facilities with conflicting cultural or religious differences?	Yes	No	Unsure
Threaten deportation or expulsion from the country to coerce obedience?	Yes	No	Unsure
Confiscate or limit access to workers’ personal identifying documents?	Yes	No	Unsure
Limit worker access to legal protections, services, and/or healthcare?	Yes	No	Unsure
Assign workers to positions that are far from their home or at sea for long voyages?	Yes	No	Unsure
Do recruiters in your supply chains engage in any of the above practices?	Yes	No	Unsure

Recruitment in your supply chain

Does your company review its recruitment processes?	Yes	No	Unsure
Does your company review the recruitment processes of vendors in your supply chain?	Yes	No	Unsure
Do you perform an annual audit of those companies?	Yes	No	Unsure
Do you investigate allegations or claims made about companies in your supply chain?	Yes	No	Unsure

Investigating recruitment abuses

If a claim of abuse is found to have merit, does your company take action?	Yes	No	Unsure
Does your company give the offending company a set amount of time to correct the abusive practice?	Yes	No	Unsure
Does your company require proof that corrective action was taken?	Yes	No	Unsure
Does your company immediately sever relations with the company if they are unwilling to remedy the issues found?	Yes	No	Unsure