



# **GENDER-RESPONSIVE SELF-ASSESSMENT TOOL FOR RECRUITMENT AGENCIES**



Schweizerische Eidgenossenschaft  
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and Cooperation SDC



**IOM**  
UN MIGRATION



This self-assessment tool is based on research conducted by the International Organization for Migration (IOM) in partnership with the United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), with generous financial support from the Swiss Agency for Development Cooperation (SDC). The research was conducted by Yuko Hamada and Marie-José Tayah.

The self-assessment tool was commissioned by UN Women and developed by Yuko Hamada for IOM. It was further developed and technically edited by Sanyu Awori and Sally Barber for UN Women. It forms part of the Empowerment of Women Migrant Workers in South Asia through the Implementation of Standard Terms of Employment project.

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## About this project

Since 2001, UN Women's Regional Programme on Empowering Women Migrant Workers in Asia has advocated for the protection and promotion of the rights of women migrant workers in Asia and the Pacific. UN Women works to ensure that women migrant workers contribute to sustainable development and benefit from reduced social and economic inequality through decent work and safe migration, focusing on three key areas:

1. We work with governments and regional bodies to ensure that labour and migration policies promote and protect the right of all women to safe migration and decent work, free of discrimination and exploitation;
2. We work with government, private sector, and recruitment agencies to ensure that women workers have increased access to gender-responsive information, procedures, training, services and justice; and
3. We convene, mobilize and invest in women workers so that governments, employers, and community members understand, recognize and value women migrant workers' rights and contributions.

This policy brief series forms part of the regional Empowerment of Women Migrant Workers in South Asia through Implementation of Standard Terms of Employment project, supported by the Swiss Agency for Development and Cooperation (SDC). Implementation for this project is from May 2015 to June 2019, with the overall goal to protect and promote the rights of women migrant workers through improved terms of employment, with a focus on women migrant workers from Bangladesh, India, Nepal, and Sri Lanka who are migrating or are based in countries of destination in the Middle East.



## Introduction

Recruitment agencies have a critical role in reducing the vulnerability of women migrant workers to violations of their rights and promoting equality of opportunity and outcome for women migrant workers. This self-assessment tool was designed to enable recruitment agencies and employers to better respond to the needs of women migrant workers, who encounter various challenges throughout the migration process starting at the pre-employment phase, during recruitment, prior to departure, during the period of employment, and during and after the return to the country of origin.

Recently, progress has been made towards developing clear frameworks for ethical recruitment that address critical elements of monitoring, procedures and guidelines. This tool adds to ethical recruitment frameworks by bringing in a gender lens, recognizing that women often encounter risks to their human rights and rights as workers in the recruitment phase. The recruitment stage is critical to determining migration outcomes. Recruitment processes determine which jobs are available; who they are available to; and the terms and conditions of employment and migration. In the absence of ethical, regulated and gender-responsive recruitment procedures, migrant workers, especially women, are at high risk of exploitation and abuse, including forced labour and trafficking.

The United Nations Entity for Gender Equality and the Empowerment of Women (UN Women), in partnership with the International Organization for Migration (IOM), commends this self-assessment tool to actors involved in labour migration, including government, employers and recruitment agencies. The tool provides a practical set of principles and actions which can be implemented voluntarily to effectively mainstream gender sensitivity into the migration cycle. Recruitment agencies and employers that use this tool will increase their capacity to meet women's needs in recruitment. Inclusive, gender-responsive, ethical recruitment is a win-win; it leads to better outcomes for workers and employers, and for countries of origin and countries of destination. Applying the guidance in this tool will increase the participation of women migrant workers in safe migration into decent work; decrease the incidence of labour rights violations and trafficking among women migrant workers; and increase the potential for women migrant workers to remain in job placements for the duration of their employment, due to improved suitability of candidates to the roles (and vice versa).

The publication of this tool comes at a critical time for bringing gender-responsiveness into migration. Gender-responsiveness is a key guiding principle of the Global Compact for Safe, Orderly and Regular Migration, which defines this principle as ensuring:

**that the human rights of women, men, girls and boys are respected at all stages of migration, their specific needs are properly understood and addressed and they are empowered as agents of change. It mainstreams a gender perspective, promotes gender equality and the empowerment of all women and girls, recognizing their independence, agency and leadership in order to move away from addressing migrant women primarily through a lens of victimhood.**

This self-assessment tool responds to research into the experiences and perspectives of migrant women, and it is based on international human rights standards and commitments as expressed in United Nations Guiding Principles on Business and Human Rights, conventions of the International Labour Organization (ILO) and human rights treaties such as Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and the International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families.

The self-assessment questions in this tool are linked to suggested actions to support recruitment agencies and employers to uphold international human rights standards and commitments. These actions include practical steps to prevent and address issues and to enhance migration outcomes for women through gender-responsive recruitment. The implementation of the self-assessment tool and suggested actions contributes to the realization of the 2030 Agenda for Sustainable Development, with emphasis on Sustainable Development Goal (SDG) 5: Achieve gender equality and empower all women and girls; Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent employment and decent work for all; and Goal 10: Reduce inequality within and among countries.

This tool is presented for piloting and testing, and feedback on the tool will be used to update it. Similarly, as both the policy and operational environments are continually evolving and influencing recruitment practices, this tool must also evolve in response.

## How to use this tool

This self-assessment tool was developed to enhance the capacity of employers and recruitment agencies to become more gender-responsive in their recruitment policies and actions.

This self-assessment tool has the following components:

1. Guiding questions to assess the gender-responsiveness of recruitment practices;
2. Suggested gender-responsive actions to improve recruitment practices;
3. Supporting information on international frameworks, standards and good practices.

The tool is framed around the following stages in the recruitment and migration cycle.



## Gender-Responsive Self-Assessment Tool for Recruitment Agencies

Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
<b>Policies and procedures</b>		
<p>Did you provide training for all your staff on the gender dimensions of migration including on gender-based violence?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Provide training to all staff so they understand issues affecting women migrants, particularly gender-based violence. <b>UN Women's Gender on the Move training manual</b> is a useful resource. Partner with returnee migrants, migrant-led groups/networks and civil society to support you in delivering this training.</p>	<ul style="list-style-type: none"> <li>• CEDAW Committee, General recommendation No. 26</li> <li>• Global Compact for Migration</li> <li>• ILO C111 Discrimination (Employment and Occupation) Convention</li> <li>• Sustainable Development Goals 5 and 8</li> <li>• United Nations Guiding Principles on Business and Human Rights</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
<p>Did you orient your staff on their role in managing the risks of trafficking, forced labour and exploitation?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Conduct periodic orientations for all staff on the risks of trafficking, forced labour and exploitation. Work with returnee migrant workers, migrant networks and civil society organizations to support you in delivering this training.</p>	<ul style="list-style-type: none"> <li>• CEDAW Committee, General recommendation No. 26</li> <li>• Global Compact for Migration (Objective 10)</li> <li>• ILO C105 Abolition of Forced Labour Convention</li> <li>• ILO C29 Forced Labour Convention</li> <li>• Palermo Protocol</li> <li>• Sustainable Development Goals 5.2, 8.7, 8.8 and 10.7</li> <li>• United Nations Guiding Principles on Business and Human Rights</li> </ul>
<p>Do you have women recruiters who are equipped to address sensitive issues affecting women in recruitment and migration?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Consider setting quotas to hire women as there are sensitive issues women migrant workers prefer to talk to other women about. Make sure that women recruiters are included in all staff trainings and orientations, even on gender issues.</p>	<p>CEDAW Committee, General recommendation No. 26</p>
<p>Do you have a policy that clearly prohibits:</p> <ul style="list-style-type: none"> <li>• Charging recruitment fees, deposits or bonds?</li> <li>• Fake documentation?</li> <li>• Use of sub-agents?</li> <li>• Confiscation and retention of passports?</li> <li>• Discrimination and violence including sexual harassment?</li> </ul> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Establish clear policies that prohibit:</p> <ul style="list-style-type: none"> <li>• Charging recruitment fees, deposits or bonds</li> <li>• Fake documentation</li> <li>• Use of sub-agents</li> <li>• Confiscation and retention of passports</li> <li>• Discrimination and violence including sexual harassment</li> </ul>	<ul style="list-style-type: none"> <li>• CEDAW (Article 2, Article 5 and Article 11)</li> <li>• CEDAW Committee, General recommendation No. 26</li> <li>• Convention on the Rights of Migrant Workers (Article 7)</li> <li>• ILO C181 Private Employment Agencies Convention (Article 7)</li> <li>• ILO C97 Migration for Employment Convention (Article 4, Annex II)</li> <li>• Sustainable Development Goals 5, 8 and 16.6</li> <li>• The Dhaka Principles for Migration with Dignity</li> <li>• United Nations Guiding Principles on Business and Human Rights</li> </ul>

Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
		<ul style="list-style-type: none"> <li>World Employment Confederation Code of Conduct</li> </ul> <p><b>Good practice:</b> Companies such as the IOI group, Apple, Adidas and Hewlett-Packard have adopted No Recruitment Fee policies to ensure that migrant workers do not pay fees to secure jobs. If you work with employers that have not adopted such policies, encourage them to adopt such a policy.</p>
<p>Do you have standard operating procedures on recruiting women migrant workers so that your staff are able to explain the entire process from selection, contracts, hiring, pre-departure orientation, remuneration and guidance? This information should also be provided in written form in a language understood by the jobseeker.</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Develop standard operating procedures so that your staff can explain the entire process from selection, contracts, hiring, pre-departure orientation, remuneration and guidance. This information should also be provided in written form in a language understood by the jobseeker.</p>	<ul style="list-style-type: none"> <li>World Employment Confederation Code of Conduct</li> <li>Sustainable Development Goals 5 and 8.8</li> <li>United Nations Guiding Principles on Business and Human Rights</li> </ul>
<p>Do you have regular consultations and engagement with returnee migrant workers, migrant-led groups/networks and civil society organizations working on gender and migration?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Develop partnerships with migrant workers, migrant-led groups/networks and civil society organizations. Coordinate with other recruitment agencies and government ministries to schedule regular engagement with these stakeholders.</p>	<ul style="list-style-type: none"> <li>CEDAW Committee, General recommendation No. 26</li> <li>ILO R188 Private Employment Agencies Recommendation (Article 17)</li> <li>The Dhaka Principles for Migration with Dignity</li> <li>United Nations Guiding Principles on Business and Human Rights</li> </ul> <p><b>Good practice:</b> The Centre for Migrant Advocacy in the Philippines regularly engages with recruitment agencies deploying women for work overseas.</p>
<p>Do you systematically collect gender-disaggregated data on the migrant workers your agency facilitates placements for in destination countries?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Collect data that are disaggregated by gender, age, job, role, wages, employer, country of destination.</p> <p>Develop a policy on data protection that protects workers' privacy so all personal data collected are treated as strictly confidential and not communicated to any third party without prior written informed consent of the worker.</p>	<ul style="list-style-type: none"> <li>CEDAW Committee, General recommendation No. 26</li> <li>ILO C181 Private Employment Agencies Convention (Article 6)</li> <li>International Recruitment Integrity System (IRIS) Standard, Principle 4</li> <li>United Nations Guiding Principles on Business and Human Rights</li> </ul>
<p>Do you have a mechanism to receive complaints from jobseekers and migrant workers who have engaged with your staff/ services?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Set up a mechanism to receive any complaints from jobseekers that have used your services. The mechanism should cover all your staff and agents both in and outside the country. Have a clear policy that no one should face any reprisals for using this mechanism.</p>	<ul style="list-style-type: none"> <li>CEDAW (Article 2)</li> <li>CEDAW Committee, General recommendation No. 26 and No. 33</li> <li>ILO C181 Private Employment Agencies Convention (Article 10)</li> <li>IRIS Standard, Principle 5</li> <li>Sustainable Development Goal 16.3</li> <li>United Nations Guiding Principles on Business and Human Rights</li> <li>World Employment Confederation Code of Conduct</li> </ul>

Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
<b>Job advertisement</b>		
<p>Do all job advertisements provide clear and accurate information on the:</p> <ul style="list-style-type: none"> <li>• Job description?</li> <li>• Eligibility requirements including training, certification and skills?</li> <li>• Salary and any deductions?</li> <li>• Duration of employment?</li> <li>• Location of employment, at a minimum the city and country?</li> <li>• Hours of work?</li> <li>• Living conditions?</li> <li>• Breakdown of any fees to be paid by the migrant worker?</li> </ul> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Develop a template for all job advertisements to ensure they always have standard information on the:</p> <ul style="list-style-type: none"> <li>• Job description</li> <li>• Eligibility requirements including training, certification and skills</li> <li>• Salary and any deductions</li> <li>• Duration of employment</li> <li>• Location and address of employment, at a minimum the city and country</li> <li>• Hours of work</li> <li>• Living conditions</li> <li>• Any fees to be paid by the migrant worker</li> </ul> <p>Ensure the job advertisement follows this template to avoid gender stereotypes and discriminatory language.</p>	<ul style="list-style-type: none"> <li>• CEDAW (Article 5)</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
<p>Is the job advertisement available in different local languages that are understood by jobseekers in the location where you operate?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Ensure the job advertisement is available in the local languages where you operate.</p>	<ul style="list-style-type: none"> <li>• United Nations Guiding Principles on Business and Human Rights</li> <li>• World Employment Confederation Code of Conduct</li> <li>• CEDAW (Article 11)</li> </ul> <p><b>Good practice:</b> In Nepal, recruitment agencies used a platform where many women are affiliated and gather monthly to disseminate information vacancies.</p>
<b>Job application</b>		
<p>Did you explain the job description and give the jobseeker a written copy in a language they understand?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Develop a standard operating procedure for the job application process so that for each application your staff can:</p> <ul style="list-style-type: none"> <li>• Explain the job description and give a written copy to the jobseeker in a language they understand</li> <li>• Explain any risks and hazards associated with this specific job or work environment</li> <li>• Support a jobseeker to fill out application forms and other paperwork</li> </ul>	<ul style="list-style-type: none"> <li>• ILO C189 Domestic Workers Convention (Article 7)</li> <li>• ILO R201, Domestic Workers Recommendation (Article 6)</li> <li>• The Dhaka Principles for Migration with Dignity</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
<p>Did you explain any risks or hazards associated with this job and the work environment?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>		<ul style="list-style-type: none"> <li>• CEDAW (Article 11)</li> <li>• The Dhaka Principles for Migration with Dignity</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
<p>Did you provide support to fill out the job application forms for jobseekers who cannot read or write?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>		<ul style="list-style-type: none"> <li>• The Dhaka Principles for Migration with Dignity</li> <li>• World Employment Confederation Code of Conduct</li> </ul>



Guiding questions	IF NO: Suggested actions	International standards and good practices
<b>Employment contract</b>		
<p>Did you explain to the jobseeker that any agreement between them and your agency is not a substitute or alternative to the employment contract?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Inform all jobseekers that agreements with your agency are not a substitute for an employment contract. Any agreement between the worker and your agency must also be clear on fees payable by the jobseeker during the recruitment process.</p>	<ul style="list-style-type: none"> <li>• The Dhaka Principles for Migration with Dignity</li> </ul>
<p>Does the employment contract clearly indicate:</p> <ul style="list-style-type: none"> <li>• Employers and worker's name and address?</li> <li>• Address of the workplace?</li> <li>• Starting date and duration of employment?</li> <li>• Job description?</li> <li>• Pay including basic and overtime in line with national minimum wage laws?</li> <li>• Means of payment of salary to the worker?</li> <li>• Working hours and rest periods?</li> <li>• Sick, emergency and annual leave?</li> <li>• Probation/trial period?</li> <li>• Grounds for termination and notice period?</li> <li>• Terms of repatriation?</li> <li>• Insurance coverage provided by the employer?</li> <li>• Details of living conditions?</li> <li>• Allowances for food, accommodation, clothing and other items as applicable</li> <li>• Any salary deductions for accommodation and other costs?</li> <li>• Guarantees of access to a mobile phone and local sim card for the worker?</li> <li>• Dispute settlement and grievance process?</li> <li>• Workplace health and safety?</li> <li>• No recruitment expenses shall be covered by the worker?</li> </ul> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Develop a template for all employment contracts that clearly shows:</p> <ul style="list-style-type: none"> <li>• Employer's and worker's name and address</li> <li>• Address of the workplace</li> <li>• Starting date and duration of employment</li> <li>• Job description</li> <li>• Pay including basic and overtime in line with national minimum wage laws?</li> <li>• Means of payment of salary to the worker</li> <li>• Working hours and rest periods</li> <li>• Sick, emergency and annual leave</li> <li>• Probation/trial period</li> <li>• Grounds for termination and notice period</li> <li>• Terms of repatriation</li> <li>• Insurance coverage provided by the employer</li> <li>• Details of living conditions</li> <li>• Allowances for food, accommodation, clothing and other items as applicable</li> <li>• Any salary deductions for accommodation and other costs?</li> <li>• Guarantees of access to a mobile phone and local sim card for the worker</li> <li>• Dispute settlement and grievance process</li> <li>• Workplace health and safety</li> <li>• No recruitment expenses shall be covered by the worker</li> </ul> <p>Use <b>UN Women Gender-responsive guidance on employment contracts</b> as a guide.</p>	<ul style="list-style-type: none"> <li>• CEDAW (Article 11)</li> <li>• Convention on the Rights of Migrant Workers (Article 25)</li> <li>• Global Compact for Migration (Objective 6)</li> <li>• ILO C189 Domestic Workers Convention (Article 7)</li> <li>• ILO C95 Protection of Wages Convention</li> <li>• ILO C97 Migration for Employment Convention</li> <li>• ILO R188 Private Employment Agencies Recommendation (Article 5)</li> <li>• ILO R201 Domestic Workers Recommendation</li> <li>• IRIS Standard, Principle 3</li> <li>• The Dhaka Principles for Migration with Dignity</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
<p>Does the employment contract respect the right of workers to form or join trade unions, the right to organize and bargain collectively?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Make sure that all workers have the right to join and form trade unions, the right to organize and bargain collectively. If this is restricted by national law in the country of destination, ensure the worker receives clear advice on this.</p>	<ul style="list-style-type: none"> <li>• Convention on Rights of Migrant Workers (Article 26)</li> <li>• ILO C189 Domestic Workers Convention (Article 3)</li> <li>• ILO C87 Freedom of Association and Protection of Right to Organise Convention</li> <li>• ILO C98 Right to Organise and Collective Bargaining Convention</li> <li>• The Dhaka Principles for Migration with Dignity</li> </ul>

Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
<p>Does the employment contract respect women migrants' maternity rights, including protection from dismissal and involuntary return?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>All women, including migrant workers, have the right to protection from employment discrimination based on maternity, parental and marital status. If this right is restricted by national law in the country of destination, ensure the worker receives clear advice on this. Recruitment agencies are encouraged to share information with governments to monitor and address cases where women's maternity rights are not protected in countries of destination.</p>	<ul style="list-style-type: none"> <li>• CEDAW (Article 11)</li> <li>• ILO C181 Private Employment Agencies Convention (Article 11)</li> <li>• The Dhaka Principles for Migration with Dignity</li> </ul>
<p>Did you give the applicant a signed copy of the employment contract in a language that she understands with sufficient time prior to departure?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Ensure that the employment contract is in a language understood by the worker and where possible there is an authorized translation of the employment contract. The contract should be shared with sufficient time prior to departure.</p>	<ul style="list-style-type: none"> <li>• ILO C189 Domestic Workers Convention (Article 7)</li> <li>• ILO C97 Migration for Employment Convention (Article 5, Annex I)</li> <li>• The Dhaka Principles for Migration with Dignity</li> </ul>
<p>Did you ensure that the employment contract signed by the worker will not be amended without the full knowledge and consent of the worker?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Take steps to prevent abuse or fraudulent practices that change the content of the employment contract without the worker's consent. This should include a record keeping system or database of all original signed employment contracts. If the Government also has this database, make sure to share the contract with the relevant authority.</p>	<ul style="list-style-type: none"> <li>• ILO C181 Private Employment Agencies Convention (Article 8)</li> <li>• IRIS Standard, Principle 3</li> <li>• The Dhaka Principles for Migration with Dignity</li> </ul> <p><b>Good practice:</b> Saudi Arabia and India have introduced an online repository of employment contracts that are accessible to recruitment agencies, labour attachés and government ministries. If the worker seeks to enforce the terms, this repository is evidence of the original employment contract. It is also a tool that recruitment agencies can use to monitor employment conditions.</p>
<p>Did you explain to the worker if the employment contract needs to be validated at the consulate/embassy in the country of destination?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Provide clear information to the worker if the employment contract needs to be validated by the embassy/consulate as required by national laws.</p>	<ul style="list-style-type: none"> <li>• World Employment Confederation Code of Conduct</li> <li>• United Nations Guiding Principles on Business and Human Rights</li> </ul>
<p>Have you developed a communication plan with the worker that includes check-ins at regular intervals, to ensure the working and living conditions align with the employment contract? Have you shared information with the worker about who to contract and what to do if they do not align?</p> <p><input type="checkbox"/> Y <input type="checkbox"/> N</p>	<p>Develop a communication plan with the worker that includes check-ins at regular intervals, to enable you to monitor and ensure the working and living conditions align with the employment contract. Share clear information about the options available to the worker if they do not align.</p>	<ul style="list-style-type: none"> <li>• United Nations Guiding Principles on Business and Human Rights</li> </ul>

Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
<b>Documentation and medical</b>		
Did you make sure that the worker keeps their own passport/travel documents? <input type="checkbox"/> Y <input type="checkbox"/> N	Have a clear policy on non-retention of passports. Agents and employers may only keep duplicates. If it is required to take a passport or travel documents, for example for visa processing, provide the worker with a receipt and a clear timeline for the return of their documentation.	<ul style="list-style-type: none"> <li>• Convention on the Rights of Migrant Workers (Article 21)</li> <li>• IRIS Standard, Principle 2</li> <li>• The Dhaka Principles for Migration with Dignity</li> </ul> <p><b>Good practice:</b> In Sri Lanka, under the law recruitment agents must provide workers with clear information on how long they will retain a passport. The amount of time a recruitment agency can keep a passport for administrative purposes is a maximum of three months.</p>
Did you make sure that the worker undergoes only medical examinations necessary for migration? <input type="checkbox"/> Y <input type="checkbox"/> N	Check the immigration rules and ensure the worker only undergoes medical examinations strictly required by law.	<ul style="list-style-type: none"> <li>• The Dhaka Principles for Migration with Dignity</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
If testing for pregnancy, HIV or other sexually transmitted infections was conducted, did you ensure that the results of these tests have not been used as grounds for discrimination in the recruitment or migration process? <input type="checkbox"/> Y <input type="checkbox"/> N	Real or perceived HIV status should not be used to discriminate in the recruitment or employment process. Some countries of destination may require medical testing as a prerequisite for migration. If this is the case, provide clear advice to the worker so they understand why the tests are required and how the results will be used. After having this conversation, conduct the tests only if the worker gives full and informed consent.  Provide full information on the number and scheduling of medical exams required in the country of destination and explain how the employer will pay for them.	<ul style="list-style-type: none"> <li>• CEDAW (Article 11)</li> <li>• CEDAW Committee, General recommendation No. 26</li> <li>• ILO R200 HIV and AIDS Recommendation</li> </ul>
Did you make sure the worker receives the results of medical examinations in a confidential and respectful manner? Where appropriate, were referrals for additional care made? <input type="checkbox"/> Y <input type="checkbox"/> N	Develop standard operating procedures so that all medical examinations are conducted in a voluntary, respectful and confidential manner and prioritize the worker's agency; and that medical testing includes systems for referrals for additional care where appropriate.	<ul style="list-style-type: none"> <li>• CEDAW Committee, General recommendation No. 26</li> <li>• The Dhaka Principles for Migration with Dignity</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
Did you make sure that no staff or medical personnel forces any worker to take contraceptives, drugs or undergo any procedure without their full and informed consent? <input type="checkbox"/> Y <input type="checkbox"/> N	Ensure that no staff or medical personnel force any worker to take contraceptives, drugs or undergo any procedure without their full and informed consent.	<ul style="list-style-type: none"> <li>• CEDAW Committee, General recommendation No. 26</li> </ul>

Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
<b>Insurance and finances</b>		
Have you informed the worker about how essential health needs are covered? If the worker is not covered by the national public health scheme, have you arranged the required medical insurance for the worker?  <input type="checkbox"/> Y <input type="checkbox"/> N	Coordinate with the employer to ensure the worker's essential health needs are covered and ensure the full details of this coverage are clearly explained to the worker: • What is covered by their medical benefits • How and where the worker can use or access their medical benefits • How payments will be made • Validity period • Any exceptions to their medical benefits	• ILO C143 Migrant Workers (Supplementary Provisions) Convention
Have you explained all the details of the medical insurance or public health scheme, including: • What is covered • How and where the worker can use or access their medical benefits • How payments will be made • Validity period • Any exceptions to their medical benefits  <input type="checkbox"/> Y <input type="checkbox"/> N		
Have you provided information about bank accounts, money transfers, savings and tax in the country of destination?  <input type="checkbox"/> Y <input type="checkbox"/> N	Provide clear information to all workers on bank accounts, tax and money transfer options available to them in the country of destination.	• CEDAW Committee, General recommendation No. 26 • The Dhaka Principles for Migration with Dignity
Have you provided information on how to set up a bank account so that salaries are deposited in a bank account in the worker's own name, not in the name of the employer, spouse or male relative?  <input type="checkbox"/> Y <input type="checkbox"/> N	Provide specific information about the importance of setting up and using a bank account in the worker's own name.	• CEDAW Committee, General recommendation No. 26 • The Dhaka Principles for Migration with Dignity
<b>Pre-departure orientation</b>		
Do you arrange pre-departure orientation for all workers?  <input type="checkbox"/> Y <input type="checkbox"/> N	Schedule a pre-departure orientation for all workers before they travel. Collaborate closely with returnee migrant workers, worker associations and civil society groups to deliver effective and responsive orientations.	• CEDAW Committee, General recommendation No. 26 • Convention on the Rights of Migrant Workers (Article 23, Article 28) • Global Compact for Migration • ILO C143 Migrant Workers (Supplementary Provisions) Convention



Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
<p>Did the pre-departure orientation explain:</p> <ul style="list-style-type: none"> <li>• Process and documentation required by the country of destination to validate their employment?</li> <li>• Contractual obligations?</li> <li>• Wages and benefits?</li> <li>• Working hours and rest days?</li> <li>• Accommodation and living conditions?</li> <li>• Employer policies and procedures and confirm if there will be an orientation by the employer?</li> <li>• How to register a complaint about their employer and use both work-based and state-based grievance mechanisms in country of destination?</li> <li>• Cultural environment of the workplace and society?</li> <li>• Laws and practices in countries of destination, with specific reference to issues affecting women and lesbian, gay, transgender, intersex and queer (LGBTIQ) people?</li> <li>• Financial literacy?</li> <li>• Implications of passport retention by employers?</li> <li>• Information on how to communicate with family at home, and on social and peer networks, in country of destination?</li> </ul> <p><input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p>Develop a standard checklist for all pre-departure orientations that your staff give so that it always explains to the worker:</p> <ul style="list-style-type: none"> <li>• Process and documentation required by the country of destination to validate their employment</li> <li>• Contractual obligations</li> <li>• Wages and benefits</li> <li>• Working hours and rest days</li> <li>• Accommodation and living conditions</li> <li>• Employer policies and procedures and confirm if there will be an orientation by the employer</li> <li>• How to register a complaint about their employer and use both work-based and state-based grievance mechanisms</li> <li>• Cultural environment of the workplace and society</li> <li>• Laws and practices in countries of destination</li> <li>• Financial literacy</li> <li>• Implications of passport retention by employers</li> <li>• Information on how to communicate with family at home, and in the country of destination.</li> </ul>	<ul style="list-style-type: none"> <li>• ILO C95 Protection of Wages Convention</li> <li>• Sustainable Development Goal 5, 8, 10, 16</li> <li>• United Nations Guiding Principles on Business and Human Rights</li> <li>• World Employment Confederation Code of Conduct</li> </ul>
<p>Did you provide information on access to health care including on sexual and reproductive health services and HIV prevention?</p> <p><input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p>Provide information on access to health care including on sexual and reproductive health services and HIV prevention. Share this information in a women-only space and partner with returnee migrant women to deliver this orientation.</p>	

Guiding questions ▶	IF NO: Suggested actions ▶	International standards and good practices
<p>Did you provide information about where the worker can go to seek support in the face of any abuse or violation, including gender-based violence? This includes:</p> <ul style="list-style-type: none"> <li>• Information on labour attachés/ welfare desks</li> <li>• Information on embassy/ consulate</li> <li>• Information on non-government organizations, trade unions, migrant support networks and organizations</li> <li>• Helplines, emergency telephone numbers and shelter support services</li> <li>• Legal aid groups and legal advice clinics</li> <li>• Diaspora communities</li> </ul> <p><input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p>Share the following information in writing with the worker:</p> <ul style="list-style-type: none"> <li>• Labour attaches and welfare desks</li> <li>• Embassy/consulate details</li> <li>• Non-government organizations, trade unions, migrant support networks and organizations</li> <li>• Helplines, emergency telephone numbers and shelter support services</li> <li>• Legal aid groups and legal advice clinics</li> <li>• Diaspora communities</li> <li>• Regularly update a country file that contains information from returnee migrants and migrant-led support groups/civil society.</li> </ul>	
<p>Did you explain the full travel itinerary including providing information about the airport, transit and immigration?</p> <p><input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p>Explain to the worker the full details of their travel to the country of destination, including providing information about check points, airport, transit and immigration.</p>	
<p>Did you explain the worker is not be taken to another country under any circumstances and did you explain who to contact in case this happens?</p> <p><input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p>Explain to the worker they are not to be taken to another country under any circumstances and provide in writing whom they should contact if they are taken to another country. Also explain the details of any staff or agents who will accompany them on any part of the journey.</p>	
<p>Did you arrange a meeting so returnee migrant women can mentor applicants before they leave the country?</p> <p><input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p>Work with returnee migrant women, migrant-led/groups to mentor applicants before they leave the country.</p>	
<b>Return</b>		
<p>Did you explain to the worker:</p> <ul style="list-style-type: none"> <li>• If they are able to change their employer under their current visa?</li> <li>• How to change employers and the options available to them?</li> <li>• How to terminate their employment contract and the options available to them?</li> </ul> <p><input type="checkbox"/>Y <input type="checkbox"/>N</p>	<p>Explain the entire migration cycle and all the options available to workers under their visa if they wish to change employers or leave the country.</p>	<ul style="list-style-type: none"> <li>• Global Compact for Migration</li> <li>• The Dhaka Principles for Migration with Dignity</li> </ul>

## Annex

### International standards and frameworks

- Convention on the Elimination of All Forms of Discrimination against Women (CEDAW)
- Committee on the Elimination of Discrimination against Women (CEDAW Committee), General recommendation No. 26 on Women Migrant Workers
- CEDAW Committee, General recommendation No. 33 on Access to Justice
- Global Compact for Migration
- International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families (Convention on the Rights of Migrant Workers)
- International Labour Organization (ILO) Convention No. 29 - Forced Labour Convention
- ILO Convention No. 87 - Freedom of Association and Protection of the Right to Organise Convention
- ILO Convention No. 95 - Protection of Wages Convention
- ILO Convention No. 97 - Migration for Employment Convention
- ILO Convention No. 98 - Right to Organise and Collective Bargaining Convention
- ILO Convention No. 100 - Equal Remuneration Convention
- ILO Convention No. 111 - Discrimination (Employment and Occupation) Convention
- ILO Convention No. 143 - Migrant Workers (Supplementary Provisions) Convention
- ILO Convention No. 181 - Private Employment Agencies Convention
- ILO Convention No. 189 - Domestic Workers Convention
- ILO General principles and operational guidelines for fair recruitment
- Recommendation No. 200 - HIV and AIDS Recommendation
- Recommendation No. 201 - Domestic Workers Recommendation
- Recommendation No. 188 - Private Employment Agencies Recommendation
- International Recruitment Integrity System (IRIS) Standard
- Sustainable Development Goals
- The Dhaka Principles for Migration with Dignity
- United Nations Guiding Principles on Business and Human Rights
- World Employment Federation Code of Conduct

### Key resources

- Migration with Dignity: A guide to implementing the Dhaka Principles
- UN Women Template on Standard Terms of Employment (STOE) for Women Migrant Domestic Workers
- UN Women training manual, Gender on the Move: Working on the migration-development nexus from a gender perspective
- Verite Fair Hiring Toolkit





Schweizerische Eidgenossenschaft  
Confédération suisse  
Confederazione Svizzera  
Confederaziun svizra

Swiss Agency for Development  
and Cooperation SDC



Sally Barber  
Programme Coordinator – Migration  
[sally.barber@unwomen.org](mailto:sally.barber@unwomen.org)

UN Women  
Regional Office for Asia and the Pacific  
5th Floor, United Nations Building  
Rajadamnern Nok Avenue  
Bangkok 10200  
[asiapacific.unwomen.org](http://asiapacific.unwomen.org)  
  @unwomenasia

