

PRELIMINARY SELF ASSESSMENT CHECKLIST FOR THAI EMPLOYERS CONTRACTING NEW RECRUITMENT AGENCIES

This checklist has been developed as part of the International Organization for Migration (IOM) and IKEA’s project to put safeguards in place to protect migrant workers employed by IKEA suppliers in Thailand. The project was implemented in August 2019–July 2020 and was funded by IKEA Supply AG.

The project aims to assist employers of migrant workers who use the services of Private Recruitment Agencies (PRAs) as a tool to pre-screen newly contracted PRAs. The checklist has been tailored to the context of labour migration into Thailand from Cambodia, Lao People’s Democratic Republic and Myanmar.

HOW TO USE THIS CHECKLIST

The tool does not aim to replace a comprehensive due diligence assessment of the PRAs, which should be conducted by the employers. Rather, this tool is a quick checklist to inform the employers’ decision and to identify areas for further investigation when contracting new PRAs and prior to the due diligence assessment that should follow in due course. IOM also cautions employers from using this tool in the context other than labour migration into Thailand, because the issues and risks related to contracting new PRAs may vary from country to country.

For more information about fair and ethical recruitment practices that PRAs should follow, please refer to the International Recruitment Integrity System (IRIS) standard.¹

THE CHECKLIST

This checklist is to be completed for each recruitment agency that the company plans to use BEFORE proceeding with any partnership discussions.

GENERAL INFORMATION	
Full legal name of the company	
Contact information	
Is this agency on the company’s list of rejected vendors?	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ <https://iris.iom.int/iris-standard>

LEGAL COMPLIANCE			
	Yes	No	Comments
1. Does the agency have a valid license or authorization to perform recruitment services in all countries where it operates?			
2. Do the agency's agents and subagents ² have a valid license to operate in the country where they operate (if applicable)?			
3. Does the agency's partner recruiters ³ have a valid license to operate in the country where they operate (if applicable)?			
4. Has there been any active administrative or criminal proceeding against the agency in the past three years?			
5. Has the agency been cited, suspended or otherwise sanctioned in a final judgment for non-compliance with any laws in the country of operations?			
6. Does the agency deploy workers to a subcontractor?			
TRANSPARENCY			
	Yes	No	Comments
7. Does the agency use subagents in finding candidates?			
8. Does the agency have a written contract with all partner recruiters (if applicable)?			
9. Does the agency provide all workers with written contracts ⁴ in languages that they understand?			
10. Does the agency provide all workers with written contracts well in advance so they can be considered before signature?			
11. Does the agency provide all workers with written contracts prior to their departure from the country of origin?			
12. Does the agency provide company-specific orientation to workers prior to their departure from countries of origin (in addition to the government-sponsored orientation session)?			
13. Does the agency provide detailed recruitment fees and costs breakdown of all expenses charged?			
14. Does the agency have a grievance reporting mechanism in place?			
15. Does the agency have a comprehensive record system to record all workers placed by the agency?			
POLICIES, PROCEDURES AND PRACTICES			
	Yes	No	Comments
16. Does the agency have policies and procedures that are consistent with applicable laws and regulations and			

² A subagent is a person appointed by a recruitment agency to recruit workers, mainly at village or district level. Unregistered subagents are those operating without being registered with a licensed recruitment agency or when subagents are not allowed to operate according to the law in the country of operation.

³ This refers to a private recruitment agency, whether in sending or receiving countries, that is not the agency that you are currently assessing; however, has an agreement with the agency that you are currently assessing to facilitate cross-border recruitment of migrant workers.

⁴ For Thailand, contracts apply to both the Memorandum of Understanding (MoU) contract and the employment contract.

with international standards on forced labour? Does it implement them?			
17. Does the agency have policies and procedures prohibiting the collection of passports and other documents from workers other than when needed for recruitment processing that is consistent with official government procedures? Does it implement them?			
18. Does the agency have policies and procedures preventing workers from paying any recruitment fees and costs? ⁵ Does it implement them?			
19. Does the agency have policies and procedures concerning data protection? Does it implement them?			
BEYOND LEGAL COMPLIANCE			
	Yes	No	Comments
20. Does the agency hold any certification of social standards?			

⁵ In compliance with the Employer Pays Principle.