

Guidelines for Service Providers and Employers

When creating employment offers for migrant workers, it is important to ensure that you are following fair recruitment and employment practices. Here are minimum guidelines for service providers and employers to follow:

- **Advertise the job position:** Advertise the job position in a variety of places to ensure that it reaches a wide audience. Make sure that the job advertisement clearly states the job requirements and qualifications necessary for the position.
- **Avoid discrimination:** Do not discriminate against any job applicant based on their race, nationality, religion, gender, age, or any other characteristic that is not relevant to the job position. Your recruitment process should be based on the job requirements, skills, and qualifications.
- **Provide clear information:** Make sure that all job applicants, including migrant workers, have access to clear and accurate information, in a language that they understand, about the job position, requirements, and working conditions. This should include information about salary, benefits, working hours, and any other relevant details.
- **Ensure transparency:** Be transparent about the recruitment process, including the selection criteria and decision-making process. This will help to build trust with job applicants and ensure that the recruitment process is fair.
- **Avoid recruitment fees:** Do not charge recruitment fees to job applicants, especially migrant workers. This is illegal in many countries and can lead to exploitation.
- **Ensure legal compliance:** Ensure that your recruitment practices are compliant with all relevant laws and regulations, including immigration laws, labour laws, and anti-discrimination laws. This will help to protect both the employer and the job applicant.
- **Provide support:** Provide support to migrant workers during the recruitment process and after they are hired. This can include assistance with visa applications, language support, and information about their rights and responsibilities.
- **Provide a written offer letter:** Provide a written offer in a language the worker understands, that outlines the terms and conditions of the job, including the salary, benefits, working hours, and any other relevant details. Ensure that the offer is clear and easy to understand.

By following these guidance notes, Service Providers and Employers can ensure that their recruitment practices are fair and ethical, and that they are providing equal opportunities to all job applicants, including migrant workers.

Employment Offer

[Date]

Dear Mr. [Worker's Name]

We are pleased to confirm our offer of employment to you in the capacity of [Role/Designation] on the following terms and conditions:

- Probationary Period** : 3 months
- Basic Salary** : Dhs. xxxx /- per month.
- Allowance** : Dhs. xxxx/- per month.
- Gross Salary** : Dhs. xxxx/-per month
- Accommodation** : [Company Provided /Allowance Amount]
- Transport** : [Company Transportation /Allowance Amount]
- Food** : [Company Provided /Allowance Amount]
- Earned Leave** : 30 days per each 12 months of service.
- Passage** : A return economy class air ticket to [City Name] will be given after the completion of 12 months of service.
- Medical expenses** : For self through the Company provided medical insurance subject to Company policy.
- Insurance** : As per the [Destination Country] Law.
- Normal working hours** : The normal working hours will be 8 hours per day, and six days a week.
- Overtime** : As per the [Destination Country] Law.
- End of Service Gratuity** : As per the [Destination Country] Labour Law.
- Place of work** : [Country/Countries of work]
- Passport Safekeeping** : If you wish you can request to keep your passport with the company for the duration of your employment. You can request to have your passport back any time and company will return the passport within maximum 24 hours of your request. In case of an emergency passport will be returned within maximum of six hour or less.

The employee upon resignation/termination of his service shall be bound by **Articles [XX]** of the **[Country of Destination]** Labour Law. All other terms and conditions of employment shall be governed by the Company's rules. Please confirm your acceptance of our offer by signing this letter.

[Company Name] strictly adheres to a **ZERO FEE** employment policy. You are requested to inform the company's representative if you have paid or were forced to pay any fees/ favour to any recruitment agency, sub-agency, person or other third-party, in connection with this offer of employment. Please be assured this will have no impact on your job offer and your information will be kept confidential.

We look forward to welcoming you to **[Company Name]**.

Yours faithfully,

For **[Company Name]**

[Company Representative Name]

[Worker's Name]

[Designation]

Signature _____

Worker's Signature _____