



IRIS
ETHICAL
RECRUITMENT



Responding to UN Sustainable
Development Goals



Schweizerische Eidgenossenschaft
Confédération suisse
Confederazione Svizzera
Confederaziun svizra

Swiss Agency for Development
and Cooperation SDC

INTRODUCTION TO ETHICAL RECRUITMENT



BUSINESS DEMAND



- Leadership Group for Responsible Recruitment (LGRR): Employer Pays Principle (EPP)
- Responsible Business Alliance (former EICC): Responsible Labour initiative
- Consumer Goods Forum (CGF): Forced Labour Priority Industry Principles
- Sustainable Hospitality Alliance (SHA): Principles on Forced Labour
- American Apparel and Footwear Association (AAFA) / Fair Labour Association (FLA):
- Building Responsibly (BR): Worker Welfare Principles
- *amfori: BSCI*

✓ Formal Commitment to Responsible Recruitment

**EVERY WORKER
SHOULD HAVE
FREEDOM OF MOVEMENT** >>>>

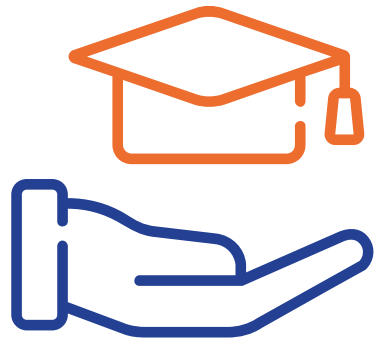
**NO WORKER
SHOULD PAY
FOR A JOB**

**NO WORKER SHOULD
BE INDEBTED OR
COERCED TO WORK**

If you were to create a
standard for ethical recruitment,
what would you include?

Simple definition

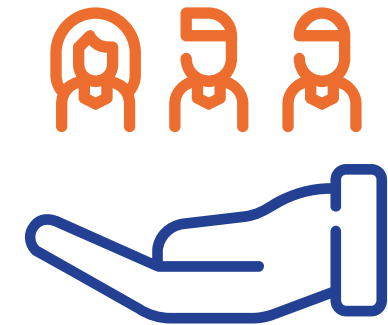
Complies
with the law



Fair and
Transparent



Respects and Protects
the rights of workers



The IRIS Standard

- Explains what ethical recruitment means in practice
- Consists of principles, as well as criteria and indicators
- Developed in consultation with a wide range of stakeholders
- Based on existing international instruments, government regulation, as well as related codes and best practice from the recruitment industry



General Principle A:

Respect for Laws & Fundamental Rights at Work



- ✓ Comply with all applicable laws
- ✓ Licence for recruitment in 'good standing'
- ✓ Compliance with international standards
- ✓ No forced or child labour
- ✓ Freedom of association and collective bargain (trade union membership)
- ✓ Equal treatment and non-discrimination

General Principle B:

Respect for Ethical and Professional Conduct



- ✓ Policies, procedures and practices align with IRIS
- ✓ Due diligence or “homework” on clients and all their business partners
- ✓ Management systems in place
- ✓ Contractual relationships / service agreements in place
- ✓ Post-deployment engagement with workers employers and partners / Proactive monitoring of workers wellbeing

IRIS Principle 1:

Prohibition of recruitment fees and costs to jobseekers



- ✓ Recruitment fees and costs
- ✓ The Employer Pays Principle
- ✓ Recruitment fees and costs due diligence

ILO Definition of Recruitment Fees and Costs:

For employers to cover



RECRUITMENT FEES

Covers recruitment, referral and placement services that can involve advertising, disseminating information, arranging interview, submitting documents for government clearances, confirming credentials, organising travel and placement into employment.

Medical Costs	Insurance Costs	Skills & Qualifications	Training and Orientation	Equipment Costs	Travel and Lodging	Administrative Costs
<ul style="list-style-type: none"> → Medical examinations → Tests → Vaccinations 	<ul style="list-style-type: none"> → Mandatory government insurance → Health and safety of workers → Enrolment in Migrant Welfare Funds 	<ul style="list-style-type: none"> → Language proficiency tests → Skills and qualifications tests → Certification or licensing 	<ul style="list-style-type: none"> → Mandatory training → Pre-departure and post-arrival training → On-site training 	<ul style="list-style-type: none"> → Tools → Uniforms → Safety gear 	<ul style="list-style-type: none"> → Including for training, interviews, consular appointments → Relocation → Return or repatriation 	<ul style="list-style-type: none"> → Application & service fees → Employment contracts, IDs, passports, visas, background checks, security & exit clearance, banking service, work & residence permits

IRIS Principle 2: Freedom of Movement

- ✓ Passports & personal documents
- ✓ No bonds and/or deposits
- ✓ Free time
- ✓ Termination clauses

- ✓ Workers have unrestricted access to their passports during recruitment and employment
- ✓ No holding of workers' bank books, money or deeds to property
- ✓ Worker is not prevented from leaving their job
- ✓ Freedom of movement – especially during free time

IRIS Principle 3:

Respect for Transparency of Terms and Conditions of Employment

- ✓ Written agreement between employer-recruiter & recruiter-worker
- ✓ Employment contract in language worker understands
- ✓ Clear, not misleading terms and conditions
- ✓ No coercion, no deception, no substitution
- ✓ Orientation sessions for workers

IRIS Principle 3:

Respect for Transparency of Terms and Conditions of Employment

✓ Written employment contracts should include the following:

- Position of worker
- Job description
- Job site
- Commencement and duration of contract
- Details of transportation to and from country of destination
- Details of accommodation
- Meals provided under the contract
- Union or other legal dues payable by the worker (if applicable)
- Name and address of the employer,
- Wages and frequency of pay
- Working hours and days of rest
- Overtime rates
- Vacation
- Other leave entitlements
- All lawful deductions from pay
- Benefits of employment and conditions of termination in accordance with applicable law.

IRIS Principle 4:

Respect for Confidentiality and Data Protection



- ✓ Information collecting
- ✓ Information handling
- ✓ Information sharing
- ✓ Informed consent

IRIS Principle 5:

Access to Remedy

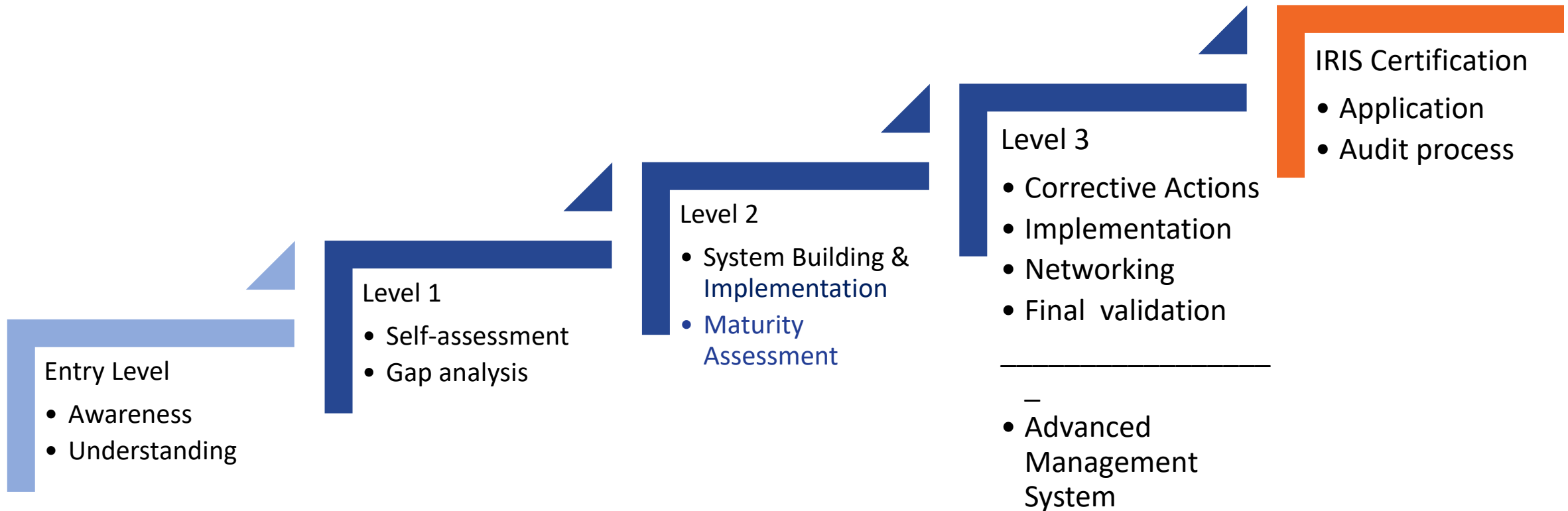
- ✓ Feedback on recruitment process
- ✓ Post-deployment worker feedback & engagement
- ✓ Multiple feedback mechanisms
- ✓ Remedy

IRIS CERTIFICATION

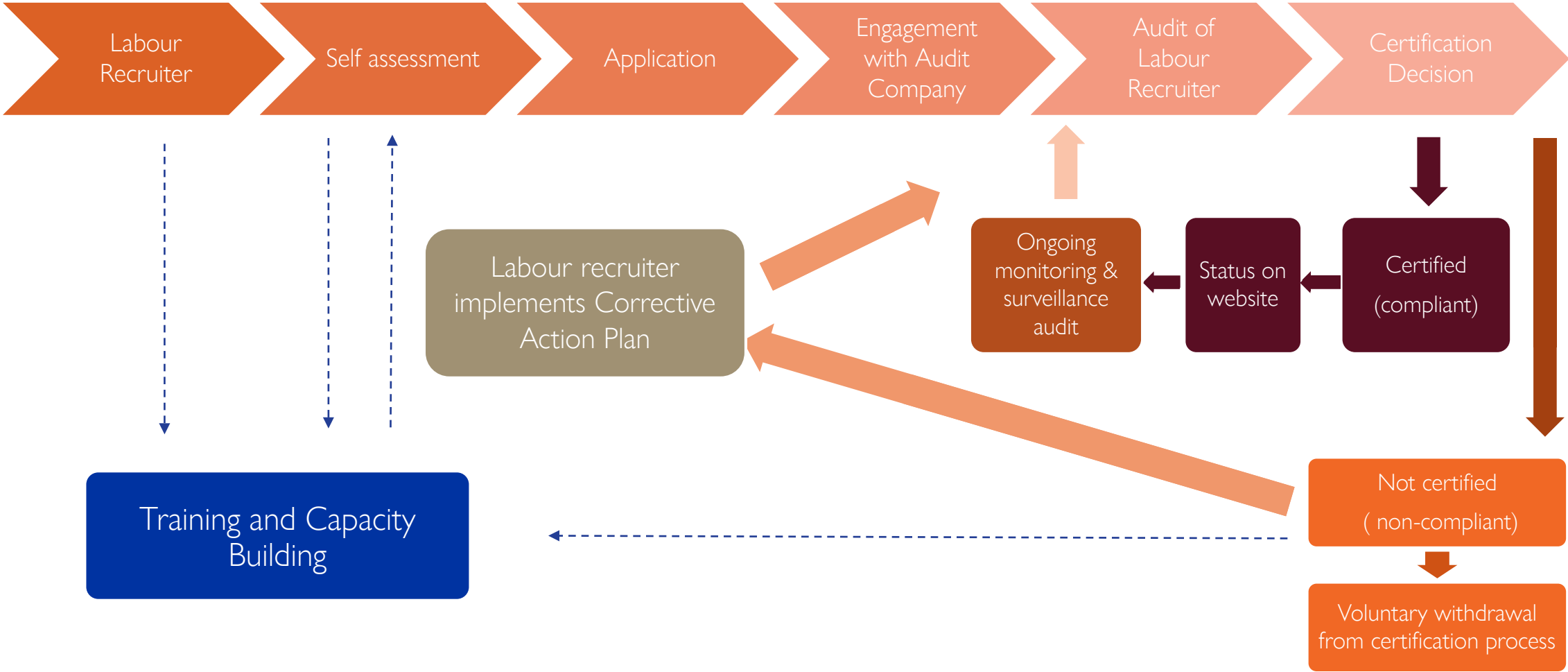


- IRIS Certification is only available to **private recruitment agencies** that send or receive workers from overseas
- To be IRIS Certified, the labour recruiter needs to complete the IRIS Capacity Building programme (CBP) and demonstrate that they **meet all the requirements of the IRIS Standard**
- Recruiters are audited by independent, competent and accredited third-party auditors (not IOM)
- Recruiters who have been certified can be included in a publicly available list of 'IRIS certified labour recruiters.'
- The IRIS certification model is based on similar **voluntary certification** schemes and includes a series of checks and balances to ensure the scheme is credible and robust

IRIS LABOUR RECRUITER CAPACITY BUILDING PROGRAMME



IRIS CERTIFICATION PROCESS





IRIS
ETHICAL
RECRUITMENT

Fair and safe
together

IOM Headquarters
17 Route des Morillons
1211 Geneva 19
Switzerland

IRIS Ethical Recruitment is an IOM initiative

iris.iom.int



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