

# Annex 17: How to Promote Responsible Recruitment

This annex of the [amfori BSCI System Manual](#) provides guidance to amfori BSCI participants and their business partners for increasing the promotion and monitoring of responsible recruitment practices, particularly in regions or industries where there may be a high level of migration.

## PRINCIPLES OF RESPONSIBLE RECRUITMENT

Business enterprises recruit in a responsible manner when they take the necessary measures to ensure that both direct and indirect recruitment are based on these principles:

### Transparency:

- Job seekers receive accurate information on employment conditions (e.g. payment, duties, and responsibilities) before they leave their location of origin
- Workers receive the contract terms in a language they understand
- Recruitment does not include any form of coercion to force workers into employment

### Security:

- Workers are not subject to any form of coercion in the work relationship
- Workers can keep their passports and personal possessions without risk of retention or loss
- Workers are free to resign respecting the legal notice period

### Employer Pays:

- Workers are not charged for costs related to recruitment
- Workers don't get deductions from their wages to compensate recruitment costs

## RESPONSIBLE RECRUITMENT IN PRACTICE

Business enterprises should set up the necessary procedures and infrastructure to implement responsible recruitment practices in their own business and encourage business partners to do the same, as it is a critical element of their human rights due diligence.

### Actions to Ensure Responsible Recruitment

**Mapping:** The business should conduct an initial assessment of its current recruitment practices in relation to the principles above and identify potential gaps. Such a mapping should include:

- Interviews with the human resources manager and recruitment agencies (if applicable)
- A survey of workers and workers' representatives
- An assessment of grievances received by the business over the years

**Action plan:** With the findings of this initial assessment, business enterprises should plan and prioritise the actions to be taken to embed responsible recruitment practices in its operations. The action plan should include:

- Defining the people or departments within the business enterprise that will be responsible to implement the plan
- A realistic budget to ensure the identified gaps can be addressed successfully
- Implementation procedures that describe the business' responsible recruitment practice

**Continuous improvement:** Implementing responsible recruitment practices in business operations requires continuous adjustment and feedback from different stakeholders. To that aim, continuous improvement should include:

- Regular monitoring of the progress made
- Continuous training and capacity building of workers and management
- Engagement of workers and workers' representatives