

# Migrant Worker Policy

## Who is a migrant worker?

Migrant workers can be defined into two groups;

International migrant worker – A person who is engaged or who has been engaged in work in a country of which he/s he is not a citizen

Domestic Migrant worker – A person who has moved within her/his country to pursue employment.

## Context and Risk

The use of migrant labour is becoming increasingly prevalent in global supply chains as workers seek more rewarding employment opportunities. Unfortunately, migrant workers are often vulnerable to exploitation due to little social protection and inequalities in the labour market.

Poor or exploitative recruitment can lead to debt bondage, forced labour, unacceptable employment conditions and sometimes human trafficking.

## Our Commitment

JD is committed to ensuring that migrant workers in our operations and supply chains are treated with due respect for their human rights, in accordance with local and international law and the Dhaka Principles for Migration with dignity.

JD are committed to fully and consistently supporting our suppliers/ partners who provide transparency on conditions and practices and actively engage in the process of developing and delivering agreed, time bound improvement plans where necessary.

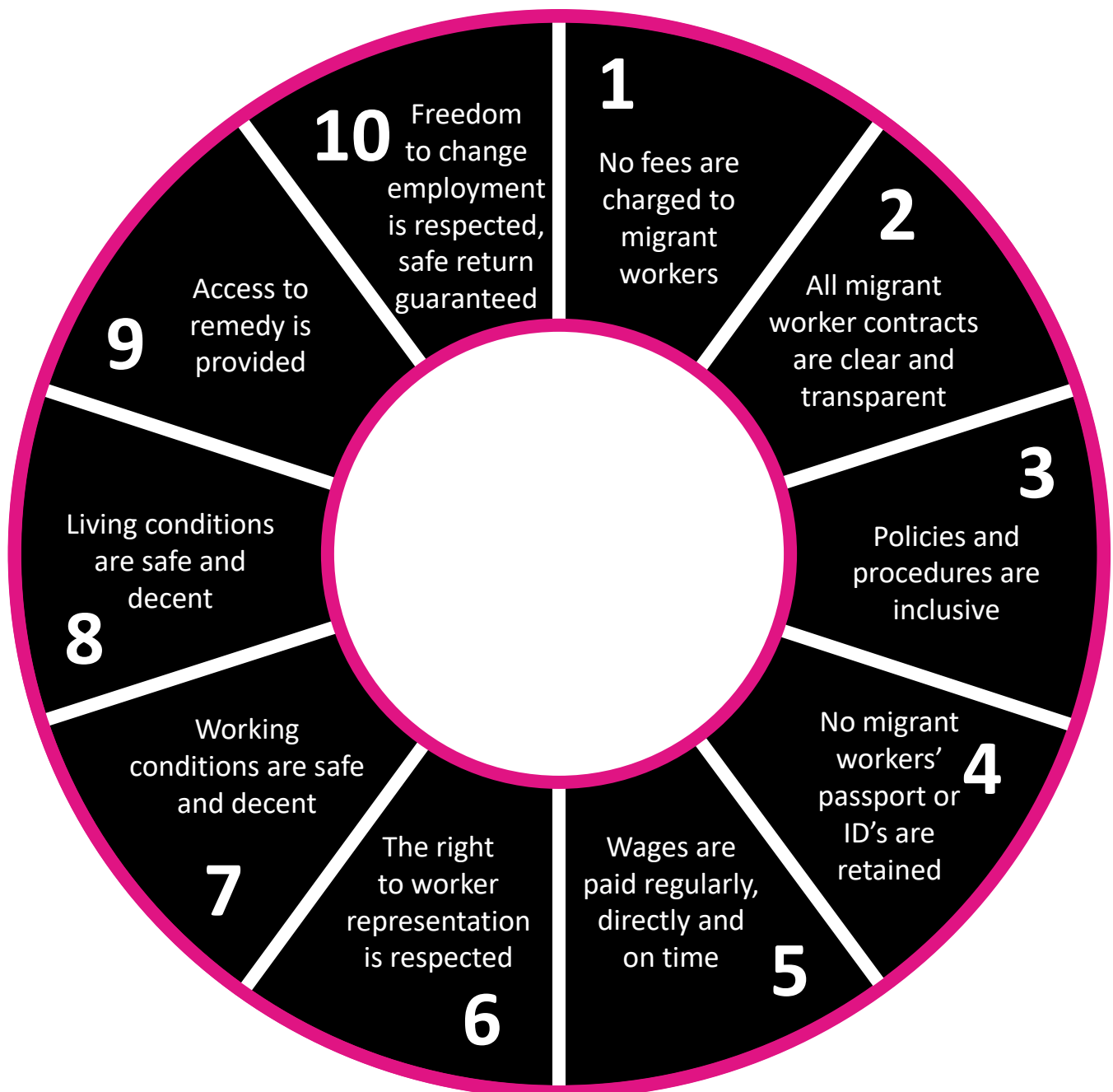
## Supplier Obligations

JD requires our suppliers/ partners to adopt these policies and put management systems in place for the safe and fair employment of migrant workers within their own operations and those of their supply chain. We expect our suppliers to;

- Ensure the applicable recruitment laws in both the host country and the country of origin of migrant workers are adhered to.
- Ensure suppliers are hired responsibly and not indebted to recruitment agencies, labour providers or the employer.
- Ensure workers receive adequate training and that their welfare and legal rights are protected.
- Ensure all sites migrant workers are engaged or housed in are regularly monitored and inspected
- Disclose the number of migrant workers employed within their facility/ facilities to the JD Group Compliance team on request.

# Principles

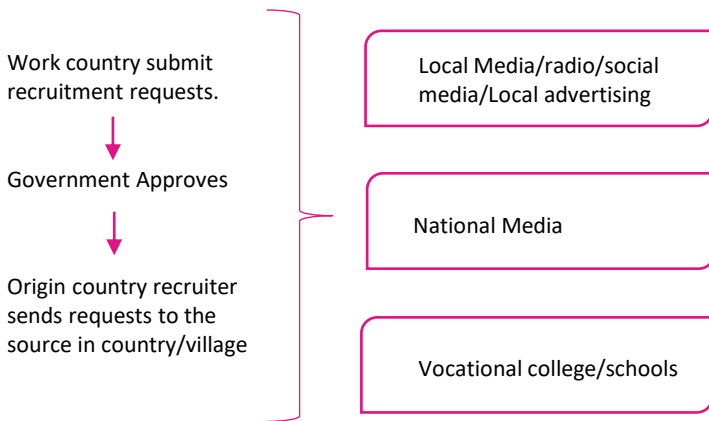
for migration with dignity



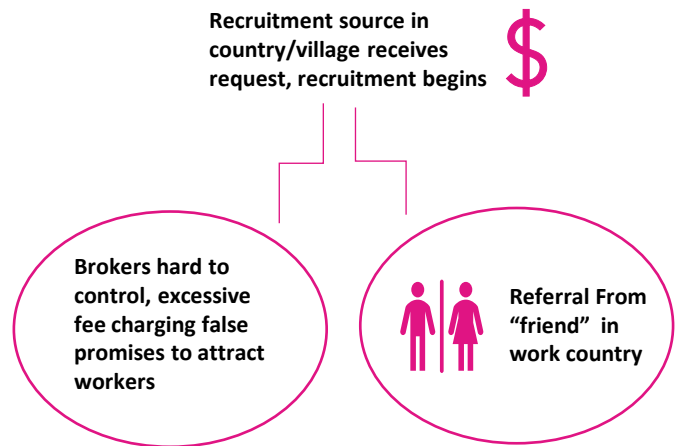
# Recruitment Process & Risk

## Overseas & Domestic Recruitment.

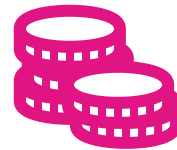
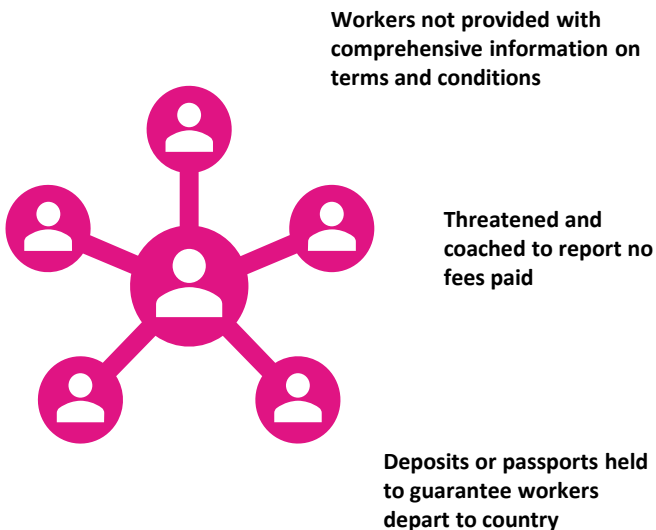
### Recruitment Process



### Recruitment Risks



### Interview and Selection Risks



Workers Takes loans to pay Fees/obtain documents



Passport Application



Immigration Security Checks



Medical Checks



Passport Application



Travel

Key

**\$** = Costs passed on to workers

**Post Arrival - Salary deducted to pay of the recruitment debts leaves very little income**

## Right to Work

- All migrant workers should have the legal right to work in the destination country/ territory. This includes ensuring migrant workers obtain valid work permits.
- Records must be made of any expiry dates for passports and temporary work visas/permits and suppliers must ensure migrant workers obtain renewals before their expiry date.
- Suppliers must ensure all migrant workers enrolled in all obligatory taxation and state social security systems and that they have their own bank accounts.
- Domestic migrants should be assisted in moving their social insurance from their home provinces to their employment district to prevent loss of benefits.
- The bank account can be in a country of the workers choosing.
- It is the supplier's responsibility to ensure the migrant worker is not under legal working age at the time of employment.

## Legal protection

- All migrant workers should be given a clear written contract that includes all terms and conditions of their employment in their native tongue. Contracts should be signed at least 7 days prior to migration and a copy retained by the worker.
- Contracts must be legally enforceable in the destination country or territory.
- All migrant workers must have guaranteed freedom to return home at the end of their employment. This should be clearly stipulated in contracts.
- All work shall be voluntary and migrant workers will be free to terminate their employment with a supplier/ partner upon reasonable notice with no penalty including non expiry of visas.
- Suppliers should not hold original documents such as passports, ID, visa's etc must not be withheld under any circumstances. Migrant workers must always have access to their identification documents.
- Employment documentation must always be available to workers. This includes payslips, contracts, personal files and any additional working or living arrangements.
- All earnings must be paid directly to the worker. Any forced saving schemes, deposits or "runaway insurance" are prohibited.
- Suppliers should encourage migrant workers to join trade unions or NGO groups.

## Recruitment Agents and Third-Party Labour Providers

- Wherever possible suppliers should recruit migrants directly. However, if this is not possible;
- Suppliers must communicate to workers that they are not required to pay any recruitment fees or other sums in relation to their recruitment.
- All recruitment agencies/ third parties should have due diligence checks performed by the supplier. This includes obtaining a copy of their terms and conditions, having written contracts in place and ensuring they are legal entities.
- Please refer to JD's third-party labour providers policy for more details.

## Discrimination

- Migrant workers should not be treated in a less favourable manner than other workers performing the same or similar roles.
- Migrant workers should not be treated less favourably than other workers in the allocation of jobs or tasks (i.e. dirty, dangerous or demeaning work)
- Migrants should have the same freedom as local workers to leave employment and seek work elsewhere.
- Medical or pregnancy testing (if not a legal requirement) should not be used as a mean of screening applicants for employment and conducted where required by law.
- Employees should not discriminate against migrant workers on the basis of ethnicity, gender, national or social origin, age, politics, religion, sexual orientation, union membership, disability, pregnancy or any other status in line with local and national labour law or international human right standards.
- Migrant workers should have equal and appropriate access to training, promotional opportunities, working hours, pay, overtime, benefits, healthcare, union rights and collective bargaining agreements without discrimination. Disciplinary and termination procedures should be fair, transparent and based on equal treatment principle.