

EA Alert Dated: 17 April 2015

EA Alert: Tripartite Guidelines on Fair Employment Practices - Update

The following message is sent on behalf of TAFEP.

Fair Employment Practices

Dear Employment Agency,

Greetings from the Tripartite Alliance for Fair and Progressive Employment Practices (TAFEP).

As part of TAFEP's efforts to build great workplaces, we help and support organisations be fair and progressive. We're surfacing two areas in the employment process, where refinements are required in applying the Tripartite Guidelines on Fair Employment Practices (see right).

We'd like to remind organisations to apply relevant and objective selection criteria, for all employment aspects. These should be related to qualifications, skills, knowledge and experience (not nationality, age, gender, race, religion, marital status and family responsibilities). If specifying a requirement or asking for information that may be viewed as discriminatory, organisations should provide the reasons, to prevent misunderstanding.

Organisations operating in Singapore are expected to abide by the Guidelines. The Ministry of Manpower and TAFEP will make reference to this set of Guidelines when addressing complaints of alleged unfair employment practices. If you have any queries, please email Ms Faridah at faridah@tafep.sg or call on 63022774.

We look forward to our continuing partnership, to advance fair and progressive employment practices in Singapore.

Regards,

Emmanuel Lem

Head, Advisory and Capability Development

Tripartite Alliance for Fair and Progressive Employment Practices

Updates

Fair Job Advertisement

Avoid these words and phrases.

Link: <http://www.tafep.sg/job-advertisements>

Fair Application Form

If asking for personal information such as date of birth and NRIC, organisations should provide:

- The reasons, or details of the administrative purpose of the collection, in the job application form.

- A "NRIC or Passport" option, if there are needs for identification. Instead of just NRIC number which can be telling of age, passport number can be added as an alternative.

The date of birth and NRIC details can be collected after a candidate has been offered the job.

Link : <http://www.tafep.sg/application-forms>

Be a Fair and Progressive Employer.