

EA Alert Dated: 27 August 2015

EA Alert: TAFEP's e-DM for Non-FDW Employment Agencies

Fair and Progressive Employment Practices

Dear Employment Agency,

Why is it important to post a fair and merit-based job advertisement? For one, this reflects positively on your fair and progressive practices which will attract a bigger pool of eligible candidates. It also helps you meet the requirements of the Tripartite Guidelines on Fair Employment Practices (Guidelines) and the Ministry of Manpower (MOM)'s Fair Consideration Framework (FCF).

Before you post advertisements, make sure they are in line with fair and progressive employment principles. Your advertisements should only outline relevant job factors: qualifications, skills, knowledge and experience.

Employment agencies that had breached the Guidelines have to face MOM's penalties and have their work pass privileges curtailed. It is in employment agencies' interest to comply with the Guidelines and TAFEP is here to help. You can start by:

- ✓ **Pledging** to be a fair employer, and attending our e-learning and event workshops to become fair advertisers and recruiters;
- ✓ **Educating** your clients on the need and benefits of meeting the Guidelines and MOM's FCF; and
- ✓ **Vetting** all job advertisements on your website, online and print media to ensure they are aligned with the guidelines at all times.

If you have any question, contact our manager, Ms Faridah by 3 Sep 2015 at DID: 6302 2774 or faridah@tafep.sg.

Fair Vetting, Fair Job Advertisements

Fair Vetting

- Set up your procedure and vet now! Ensure fair job advertisements on your website, online and print media, now and at all times.

Fair Specification

- Know the words and phrases that all job advertisers must avoid:

Link:

- [Tripartite Guidelines on Fair Employment Practices](#)
- <https://www.tafep.sg/job-advertisements>

Fair Pledge and Training

- Pledge and confirm your understanding :

Link:

- <https://www.tafep.sg/sign-pledge>
- <https://www.tafep.sg/fair-employment-e-learning-tool-kits>
- <https://www.tafep.sg/fair-employment-events>

**Be a Fair and Progressive
Employment Agency**

Regards,

Emmanuel Lem

Head, Advisory and Capability Development

Tripartite Alliance for Fair and Progressive Employment Practices