

EA Alert Dated: 9 November 2015

EA Alert: Important e-DM Alert for Employment Agencies

Tripartite  
Alliance for  
Fair & Progressive  
Employment  
Practices



### **Important e-DM Alert for 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 will have their work pass privileges curtailed as well as face MOM's penalties. 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 at DID: 6302 2774 or [faridah@tafep.sg](mailto: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:

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

### **Fair Pledge and Training**

Pledge and confirm your understanding :

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

### **Important : Add these liners in your job posting template page today**

#### **Tripartite Guidelines On Fair Employment Practices (Guidelines)**

Employers in Singapore are required to comply with the Guidelines. The Ministry of Manpower will curtail the work pass privileges of employers who breach the Guidelines. Advertisers should ensure that their job criteria are fair and related to qualifications, skills, knowledge and experience.

#### **Job Criteria to Avoid**

Advertisers should **not state age, race, gender, religion, marital status or nationality as a requirement for employment**. Click the [Guidelines for Job Advertisements](#) for the words and phrases to avoid.

Words or phrases which suggest preference for job candidates of a specific group (including non-consideration of candidates with disabilities) should not be used. Employers who advertise an attribute or a language proficiency (except English) should ensure they are necessary for the job and state the reason.

**Be a Fair and Progressive**

**Employment Agency**

Regards,  
**Emmanuel Lem**  
**Head, Advisory and Capability Development**  
**Tripartite Alliance for Fair and Progressive Employment Practices**

*TAFEP's mission is to promote the adoption of fair, responsible and progressive employment practices so as to enable employees to realise their full potential and help their employers achieve organisational excellence.*