

EA Alert: Reminder to Facilitate the Signing of Safety Agreement between Employers and MDWs and Adhere to Advertising Guidelines

Dear Key Appointment Holders and Employment Agency Personnel,

This reminder is for employment agencies (EAs) that perform migrant domestic worker (MDW) placement.

Reminder to facilitate the signing of safety agreement between employers and MDWs

2 Under Employment Agencies (EA) Licence Condition 13A*, EAs **must facilitate the signing of a safety agreement between the employer and the MDW, prior to the MDW's deployment to her employer**. The safety agreement ensures that both parties understand the restrictions pertaining to the cleaning of the exterior of windows under the Employment of Foreign Manpower (Work Passes) Regulation 2012, Fourth Schedule, Part I, Regulatory Condition 2.

3 With immediate effect, EAs must ensure that all employers sign the safety agreement when **hiring an MDW (inclusive of returning MDW), except when renewing the existing MDW's contract**.

Please refer to the table for when the employer must sign the safety agreement:

If the MDW is	Sign the agreement
A first-time MDW	After the MDW has attended the Settling-In-Programme and before she starts work at the employer's home.
All other MDWs	Before the MDW is deployed to the employer.

4 All employment agencies must comply with the abovementioned requirements on the signing of safety agreements. For more information on safety agreements, please refer to our website via this [link](#).

Reminder to adhere to advertising guidelines

5 MOM has received complaints on employment agencies advertising their agency fees online, in order to attract prospective employers. These advertisements wrongly emphasise cheap fees, promotional rates, and/or discounts, which inadvertently give the impression that MDWs are marketed as merchandise.

6 EAs are reminded that all advertising collaterals must accord MDWs basic respect and human dignity. You may find more details on acceptable and unacceptable advertising practices in the Feb 2018 EA alert on "[Adopting responsible practices towards your clients](#)".

7 EAs must cease and remove any unacceptable advertisements immediately. EAs that persist in such undesirable practices may face enforcement action, such as the issuance of demerit points and/ or fines.

8 MOM will continue to share important information with all EAs through the issuance of EA Alert via email. Please keep your email address updated on GoBusiness Licensing. For further clarification, you may call us at 6438 5122 or email us at MOM_FMMD@mom.gov.sg.

Thank you.

Yours sincerely,

Adrian Quek

Commissioner for Employment Agencies

Ministry of Manpower

***EALC Condition 13A:** Prior to the deployment of the FDW to the employer, the licensee will ensure that the safety agreement between the employer and the FDW engaged through the licensee's employment agency, in the form as may be prescribed by the Commissioner, is explained, agreed, signed and retained by the FDW and employer.