

CHECKLIST FOR OUTSOURCING RECRUITMENT AGENCIES/CONTRACTORS

COMPANY | *The Company is a client of the Service Provider.*

SERVICE PROVIDER / SUB-CONTRACTOR | *The party providing the services.*

EMPLOYEE | *An employee of the Service Provider who will provide the services.*

	CLAUSE	CHECK
NEEDS ASSESSMENT	What business and service needs cannot currently be sourced in-house, e.g. cleaning, security, IT and/or catering?	<input type="checkbox"/>
	Has a business assessment been made as to whether or not these needs should be sourced internally or externally and why, e.g. ability to control?	<input type="checkbox"/>
	If this is to be outsourced, have you considered what employment terms and conditions apply to those workers?	<input type="checkbox"/>
PRE TENDER (PREQUALIFICATION OF THE TENDER)	The Service Provider / Sub-Contractor is not blacklisted in Qatar or in any other country.	<input type="checkbox"/>
	The Service Provider / Sub-Contractor should not be charging the recruits any fee.	<input type="checkbox"/>
	The Service Provider / Sub-Contractor is willing to share all the documentation with you in regards to the recruitment of the worker (contract, terms and conditions, etc.)	<input type="checkbox"/>
	The Service Provider / Sub-Contractor abides by one of the available standards (Qatar Foundation Standards, Supreme Committee of delivery and legacy standards) as well as the Qatar Labor Law.	<input type="checkbox"/>
	There is an explicit clause in the contract between Service Provider / Sub-Contractor and the Company that the contractor must abide by the chosen contract.	<input type="checkbox"/>
	The Service Provider / Sub-Contractor is not involved in any legal action for the past two years in Qatar or in the country of origin.	<input type="checkbox"/>
	Is formal and legal recruitment procedure being followed in the home country?	<input type="checkbox"/>
	Have you carried out due diligence procedures to ensure the worker hasn't paid any recruitment fees?	<input type="checkbox"/>
	Are you aware that charging recruitment from employee, either in the origin or destination country is illegal as per Qatari laws, and classifies as extortion, bribery, and corruption.	<input type="checkbox"/>
	The cost of recruitment cannot be passed on to the employee, and has to be paid by the contractor. This will mean that the cost of contract will increase proportionately.	<input type="checkbox"/>
Have you provided the Service Provider / Sub-Contractor with a template of the contract between the employee and the Service Provider / Sub-Contractor. (This template should include provisions for health and safety, adequate number of vacation days, repatriation conditions, ticket to home country, medical care)	<input type="checkbox"/>	
TENDERING	HOW DO YOU COVER ISSUES OF SERVICE PROVIDER / SUB-CONTRACTOR IN THIS?	
	You have considered the aspect of labor welfare in the tendering process	<input type="checkbox"/>
	The recruitment agency/contractor identified labor welfare in its mission, vision, objective or policy.	<input type="checkbox"/>
	You have audited the claims of the Service Provider / Sub-Contractor by physically inspecting the accommodation and labor welfare standards.	<input type="checkbox"/>
	The Service Provider / Sub-Contractor has funds in escrow to cover workers' salaries for period of contract.	<input type="checkbox"/>
	You, as a client, have not compromised on the welfare standards during the tendering stage.	<input type="checkbox"/>
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	CLAUSE	CHECK
TENDERING	You, as a client, have asked the contractor details of the salary that will be paid, including overtime wages. (*)	<input type="checkbox"/>
AWARD	HAS THE CRITERIA FOR ETHICAL RECRUITMENT, HOUSING ETC. BEEN MET?	
	The Service Provider / Sub-Contractor is willing to be transparent in regards to all concerns pertaining to labor welfare. (This may include all documentation for this specific contract. It may also include permission for internal and external auditing of the recruitment agency/contractor and the client will be allowed to have direct interaction with the workers in regards to their grievances.)	<input type="checkbox"/>
	You, as a client, have not compromised in the welfare standards during the final award stage.	<input type="checkbox"/>
	The Best and Final Offer (BAFO) includes all the terms and conditions initially specified in the pre tendering process.	<input type="checkbox"/>
	Once the Service Provider / Sub-Contractor starts hiring workers for the project, have they provided an orientation to inform workers about rights, customs and grievance mechanisms?	<input type="checkbox"/>
	You, as a client, have ensured that the salary and the benefits provided to the workers are independent of the worker's nationality, religion, caste, and gender.	<input type="checkbox"/>
EMPLOYMENT	ONCE CONTRACTED WORKER STARTS, ALL THE THINGS YOU LOOK OUT FOR, ETC.	
	Timely Payment of Wages	<input type="checkbox"/>
	Salary as per the contract, without deductions Interview the worker to ensure he/she is paid the wages agreed upon with the contractor (*as stated in tendering section)	<input type="checkbox"/>
	No contract substitution has occurred	<input type="checkbox"/>
	The contract signed with the worker was in the worker's language as well.	<input type="checkbox"/>
	Working hours of the workers according to the labor law	<input type="checkbox"/>
	Living conditions of the workers a. As per labor law b. As per Qatar Foundation standards	<input type="checkbox"/>
	Traveling time from and to work, if exceeds 60-90 minutes should be included in the working hours	<input type="checkbox"/>
	Reinforce equal treatment, mentioned in Award section, and all female workers are extended terms of contract similar to that of the male employees.	<input type="checkbox"/>
	If female workers are employed, what are their living arrangements?	<input type="checkbox"/>
	If female workers are employed, are they subject to discriminatory terms that restricts their mobility and freedom?	<input type="checkbox"/>
	Will you carry out independent inspections? Where there is a large female workforce, keep in mind there are no female labor inspectors at present in Qatar.	<input type="checkbox"/>
	You, the client, has a focal point in the agency to address the problems of the workers.	<input type="checkbox"/>
	The worker is in the possession of his/her passport, Qatar ID, atm card, health card.	<input type="checkbox"/>
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