

GUIDELINES FOR POLISH EMPLOYERS HIRING FILIPINO WORKERS

1. A Polish employer must hire a Filipino worker through an accredited Philippine Recruitment Agency (PRA) and comply with Philippine Overseas Employment Administration (POEA) requirements for accreditation of Polish employers and deployment of Filipino workers.
2. The Polish employer may either directly engage a PRA or use a Foreign Placement Agency (FPA).
 - If the employer directly engages a PRA, the employer needs to submit requirements for your accreditation as a Principal/Employer. (Attachment 1a Checklist below)
 - If the employer uses a Foreign Placement Agency (FPA), who will in turn engage the PRA, both the employer and the FPA need to submit requirements for accreditation as a Foreign Placement Agency. (Attachment 1b Checklist below)
3. The Polish employer should scan all employment documents and send them by email to the Philippine Overseas Labor Office in Geneva (POLO-Geneva) through its email address: *polo_geneva@dole.gov.ph* for review and checking.
4. POLO-Geneva will evaluate the documents and may require an interview and/or job site inspection.
5. If the documents are found to be complete and in order, POLO-Geneva will advise the Principal to send the original/paper copy of said documents by mail/courier to the following address:

Philippine Overseas Labor Office
Philippine Mission to the United Nations
47 Avenue Blanc, CH-1202 Geneva, Switzerland
Tel: +41 22 738 7513

6. The principal shall pay the following fees:

FOR INDIVIDUAL WORKER	FEES
POLO Verification Fee	CHF 10.00 / document
<i>Recruitment agreement</i>	10.00
<i>Job order</i>	10.00
<i>Master employment contract</i>	10.00
TOTAL	CHF 30.00
FOR GROUP OF WORKERS	
POLO Verification Fee	CHF 30.00 / document
<i>Recruitment agreement</i>	30.00
<i>Job order</i>	30.00
<i>Master employment contract</i>	30.00
TOTAL	CHF 90.00

**Corresponding official receipts will be issued*

Payment shall be remitted / transferred to:

Name: POLO UBS
IBAN: CH16 0027 9279 1680 8403B
BIC: UBSWCHZH80A

7. After verification of the employment documents, the Principal will be advised to arrange for a pick-up service of a courier company to retrieve the verified employment documents. Alternatively, the Principal may directly address the documents to its counterpart Philippine Recruitment Agency for submission to the Philippine Overseas Employment Administration.

Further Queries

If you have further questions, please contact POLO-Geneva:

Labor Attaché Cheryl L. Daytec
Philippine Mission to the United Nations
47 Avenue Blanc, CH-1202 Geneva, Switzerland
Tel.: +41 22 738 7513
E-mail: polo_geneva@dole.gov.ph

Please note that employment contracts should meet the minimum standards/requirements (or equivalent) of the POEA Standard Employment Contract. Additional provisions in the contract may be required for specific types of employment.

Attachments for your reference

1. Checklists for Accreditation
 - a. **Accreditation of New Principal/Employer** (if you coordinate directly with a Philippine Recruitment Agency without engaging a third party Polish FPA)
 - b. **Accreditation of Foreign Placement Agency** (if you engage a third party Polish Foreign Placement Agency)
2. **Standard Employment Contract Template** (Basic or minimum terms of this contract should be reflected in the employment contract.)
3. **Sworn Undertaking Template** (This is a commitment of compliance with basic human and labor rights of the worker.)
4. **Contingency Plan Template** (This is a description of responsibilities the employer will assume for the safety and well-being of the employee in the event of a catastrophe, natural disaster, war, terrorist attack, or any other catastrophe in the country or locality where the employee works.)

Warsaw, 22 October 2019.