

# Amparo Migrant Worker Policy

January 2025

## 1. Policy Statement

1.1 Amparo is committed to ensuring the fair treatment, welfare, and rights of migrant workers in our workforce and supply chain. This policy outlines our approach to safeguarding the rights and welfare of migrant workers, ensuring they receive equal treatment, and are free from discrimination and exploitation.

1.2 We adhere strictly to local labour laws and international human rights standards. All employment decisions, including hiring, remuneration, benefits, advancement, discipline, and termination, are based on merit, qualifications, and abilities.

1.3 Amparo ensures that all migrant workers are provided with clear and accurate information regarding their employment conditions in a language they understand, prior to leaving their home country. This includes details about their rights, their duties, their working and living conditions, and any costs associated with their employment.

## **2. Recruitment and Employment Practices**

2.1 Amparo engages only reputable recruitment agencies that comply with our ethical standards and the laws of the countries in which they operate. We prohibit the charging of recruitment fees to migrant workers, and we require our recruitment partners to uphold the same standards.

2.2 All migrant workers must have contracts in their native language that clearly state terms of employment, and these contracts must be signed prior to the departure from their country of origin. Amparo ensures that all workers have the right and ability to retain possession of their travel documents and personal documents at all times.

## **3. Working Conditions**

3.1 Amparo is committed to providing a safe and healthy work environment for all workers, including migrant workers. We comply with all applicable health and safety regulations and provide appropriate training to ensure workers are fully informed about potential workplace hazards.

3.2 We ensure that migrant workers receive the same benefits and conditions as local workers, including but not limited to wages, overtime, leave, and access to social security benefits and healthcare.

## **4. Support and Integration**

4.1 Amparo supports the integration of migrant workers into their new work

environment through orientation programs that include language training, cultural sensitivity training, and information about their legal rights.

4.2 We provide support mechanisms for migrant workers to report grievances without fear of reprisal. These mechanisms are clearly communicated to all migrant workers upon their induction.

## **5. Monitoring and Compliance**

5.1 We regularly audit our practices and the practices of our recruitment partners to ensure compliance with this policy. We conduct interviews with migrant workers as part of our auditing process to assess the effectiveness of our practices and identify areas for improvement.

5.2 Any violations of this policy by Amparo employees or our partners will lead to corrective actions and may result in the termination of partnerships and/or employment.

## **6. Policy Approval**

6.1 This policy has been approved by the directors and is supported by senior management. All relevant staff are trained on the importance of this policy and their role in implementing and maintaining it.

Approval: *Frederico Carpinteiro*  
(Founder/Director)

Date: 16<sup>th</sup> January 2025 Frederico Carpinteiro