



Japan Platform for Migrant Workers
towards Responsible and Inclusive Society



“Fair and Ethical Recruitment Initiative for Migrant Workers from COO to Japan” (FERI) (COO: County of Origin)

Guideline and Workflow

History of Amendment :

Ver 1 : Sept 1, 2025 modified from NJ-FERI material in English

Ver 2 : Sept 8, 2025 modified flow related to LMS/Logo.



Fair and Ethical
Recruitment Initiative



I. Outline of FERI Guideline

II. Outline of SOPs of FERI

III. Workflow of FERI

1. Preparation Stage
2. Recruitment/Pre-Departure Stage
3. Employment Stage

IV. Application to participate in FERI

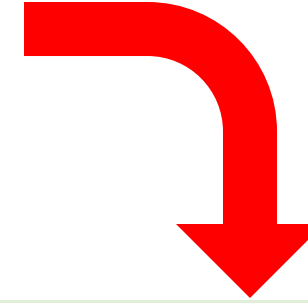


1. Outline of FERI Guideline

FERI Guideline –consisting of 6 Chapters



1. General Provisions
2. **Guidelines for Country of Origin's Recruitment Agencies**
3. Guidelines for Host Country's Recruitment Agencies
4. Guidelines for Employers
5. Guidelines for Migrant Workers
6. Recruitment Guidelines



- 2.1 **Responsibility**
- 2.2 **Functions**
- 2.3 Means for Recruitment
- 2.4 Provision of Information at the Time of Recruitment
- 2.5 Recruitment Routes
- 2.6 Prohibitions in Recruitment
- 2.7 Conclusion of Contract
- 2.8 Vocational Training
- 2.9 Language Training
- 2.10 Residential Environment
- 2.11 Provision of Meals
- 2.12 Loan Arrangement
- 2.13 Setting of Compensation for Services
- 2.14 Selection of Host Country's Recruitment Agencies
- 2.15 Fair Business Activities
- 2.16 Provision of Benefits
- 2.17 Provision of Job Information to Migrant Workers
- 2.18 Respect for Migrant Workers' Freedom to Choose Occupation
- 2.19 Prohibition of Restriction of Rights of Migrant Workers
- 2.20 Measures to Maximize the Competencies of Migrant Workers
- 2.21 Implementation of Pre-Departure Orientation
- 2.22 Support for Smooth International Migration
- 2.23 Monitoring after Moving to Host Country
- 2.24 Protection after Moving to Host Country
- 2.25 Prohibition of Participation in Forced Return
- 2.26 Smooth Social Reintegration after Returning Home
- 2.27 Prevention of Forced Labor, Human Trafficking, and Human Rights Violations
- 2.28 Substantial Compliance with the Guidelines
- 2.29 Prohibition of Acts Involving Third Parties
- 2.30 Provision of Information
- 2.31 Compliance with Laws and Regulations
- 2.32 Disclosure of Information
- 2.33 Handling of Semi-FERI-Confirmed Job-Orders



2. Outline of SOPs of FERl



Chapter 1 General Statements

1. Purpose
2. Guidelines to conform
3. Certification of suitability per job-order
4. Roles of the two parties
5. Roles of JICA and ILO
6. Roles of Partner Organization
7. Roles of JP-MIRAI
8. FERI Stakeholder Meeting
9. FERI Steering Committee in Japan

Chapter 2 Registration and Training for Participating Companies and Organizations

10. Participation procedure for recruitment agencies in COO
11. Participation procedures for recruitment agencies in Japan and employers
12. Agreement between the Recruiting Agencies in COO and Japan

Chapter 3 Recruitment Process and Protection

13. Preparation and certification of job-orders
14. Recruitment in COO
15. Monitoring and support before traveling to Japan

Chapter 4 Monitoring and Response after Arrival in Japan

16. Monitoring after arriving in Japan
17. Grievance adjustment
18. Corrective guidance and expulsion
19. Whistleblowing
20. Expulsion

Chapter 5 Others

21. Award system
22. FERI registration/management fee
23. Revision of the FERI SOPs



- Promoting the human rights of migrant workers and maximization of their competencies and opportunities
- Recruitment which is fully complied with applicable law and FERI guideline
- Provision of accurate information to workers through all the process of recruitment
- No involvement of any third parties other than RA in CoO themselves (including, but not limited to, brokers)
- Understandable and accurate contract based on full consensus
- No fee and no cost to migrant workers for proper trainings/resident/meals
- Prohibition of the entertainment or money to RA/Employer in Hosting country
- Endeavor for respect/support/protection for migrant workers' safe migration

Highlights of SOPs of FERI

Table 1 The Ratio of the Recruitment Fees and Related Costs to be borne by each employer in ILO Standards

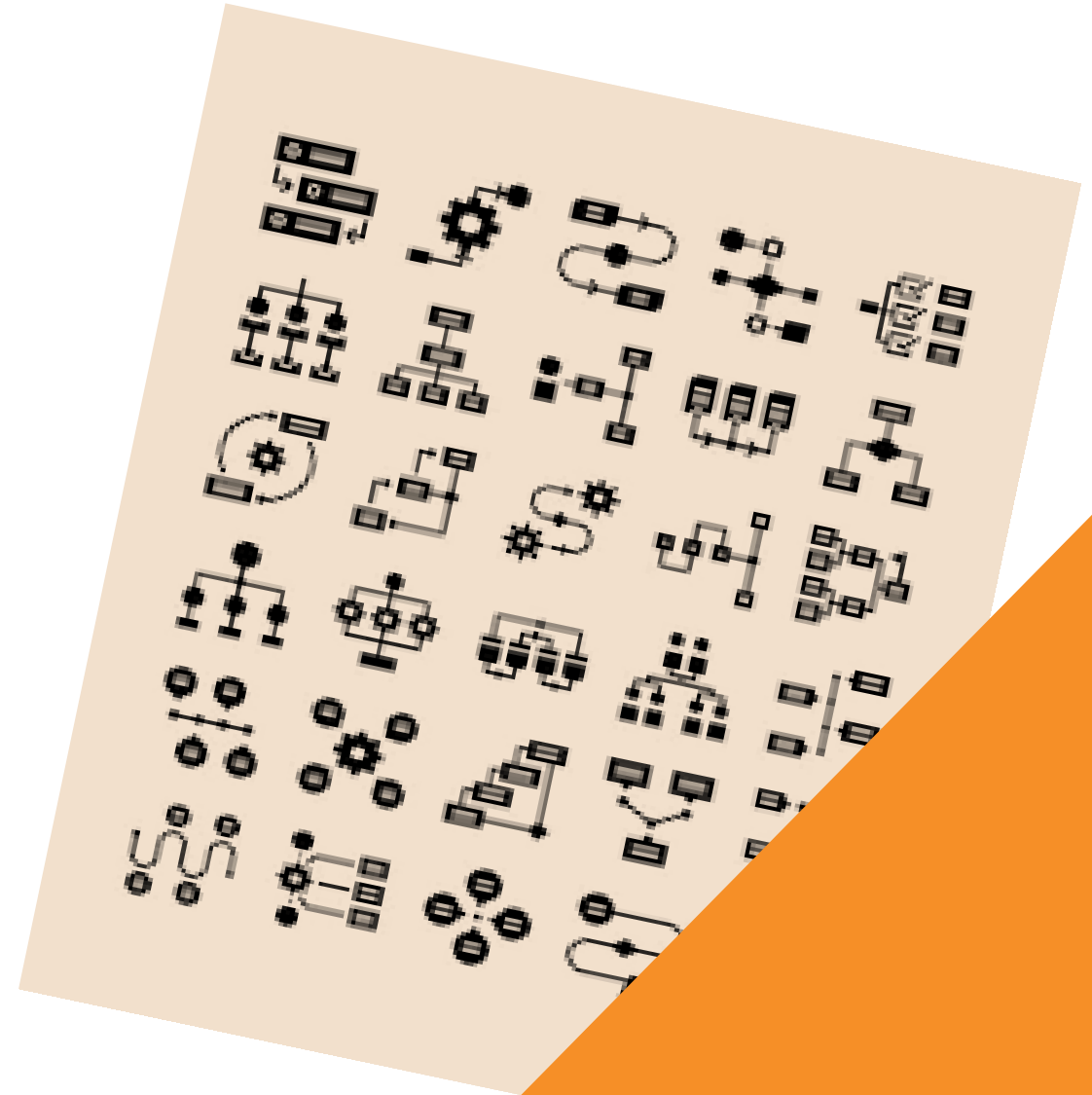


Recruitment fees & Related Costs to be borne by each Employer (ILO)		FERI Certified Job-Order : Items to Be Borne by Each Employer	FERI	Semi-FERI-Confirmed Job-Order: Items to Be Borne by Each Employer	SEMI FERI	Applicable Provision of FERI Guidelines
A. Recruitment Fees		100% borne by the Employer		★Partially can be borne by migrant workers (Compensation for the services by the Recruitment Agency in COO to each migrant worker, host country's recruitment agency, or employer, in compliance with the maximum amount stipulated by law as the compensation for sending services)		2.13c
B. Related Costs						
	i. Medical Costs	100% borne by the Employer		100% borne by the Employer		
	ii. Insurance Costs	100% borne by the Employer		100% borne by the Employer		
	iii. Costs for Skills and Qualification Tests	100% borne by the Employer		100% borne by the Employer		
	iv. Costs for Training and Orientation	100% borne by the Employer		★Partially can be borne by migrant workers (Costs for vocational training and language training, including the cost of training materials)		2.8b 2.9b
	v . Equipment Costs	100% borne by the Employer		100% borne by the Employer		
	v i. Travel and Lodging Costs	100% borne by the Employer ("Costs for Domestic transportation within the country of origin" may be excluded.)		★Partially can be borne by the migrant workers (Costs for residence while migrant workers prepare to move to the host country)		2.10b
				★Partially can be borne by the migrant worker (Costs for meals while migrant workers prepare to move to the host country)		2.11b
				★Partially borne by migrant workers (“Costs for domestic transportation within the country of origin”)		4.8b
All Other Costs not Specifically Stated		100% borne by the Employer		100% borne by the Employer		

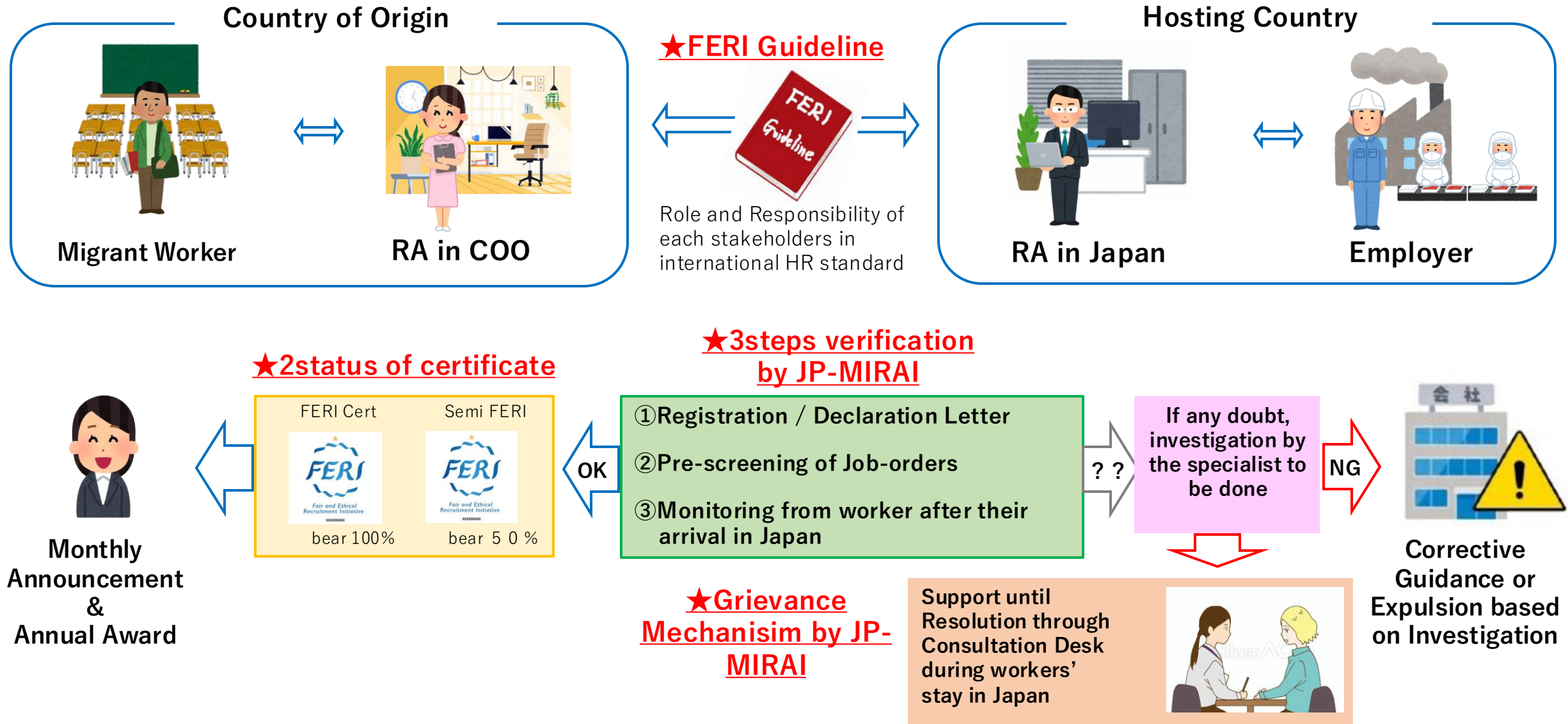
Note: In the case of recruitment through a "Semi-FERI-Confirmed job-order", migrant workers may be required to cover only those items indicated with "★ Partially born by migrant workers", up to a total amount not exceeding 50% out of the total amount of above items with ★, and the amount to be borne by migrant workers shall be stated in the Job-order.



3. Workflow of FERI



Mechanism of FERI





Country of Origin

Registration and Training of RA in COO

SOPs 2-10

Workers

Recruit Agent

Partner Organization

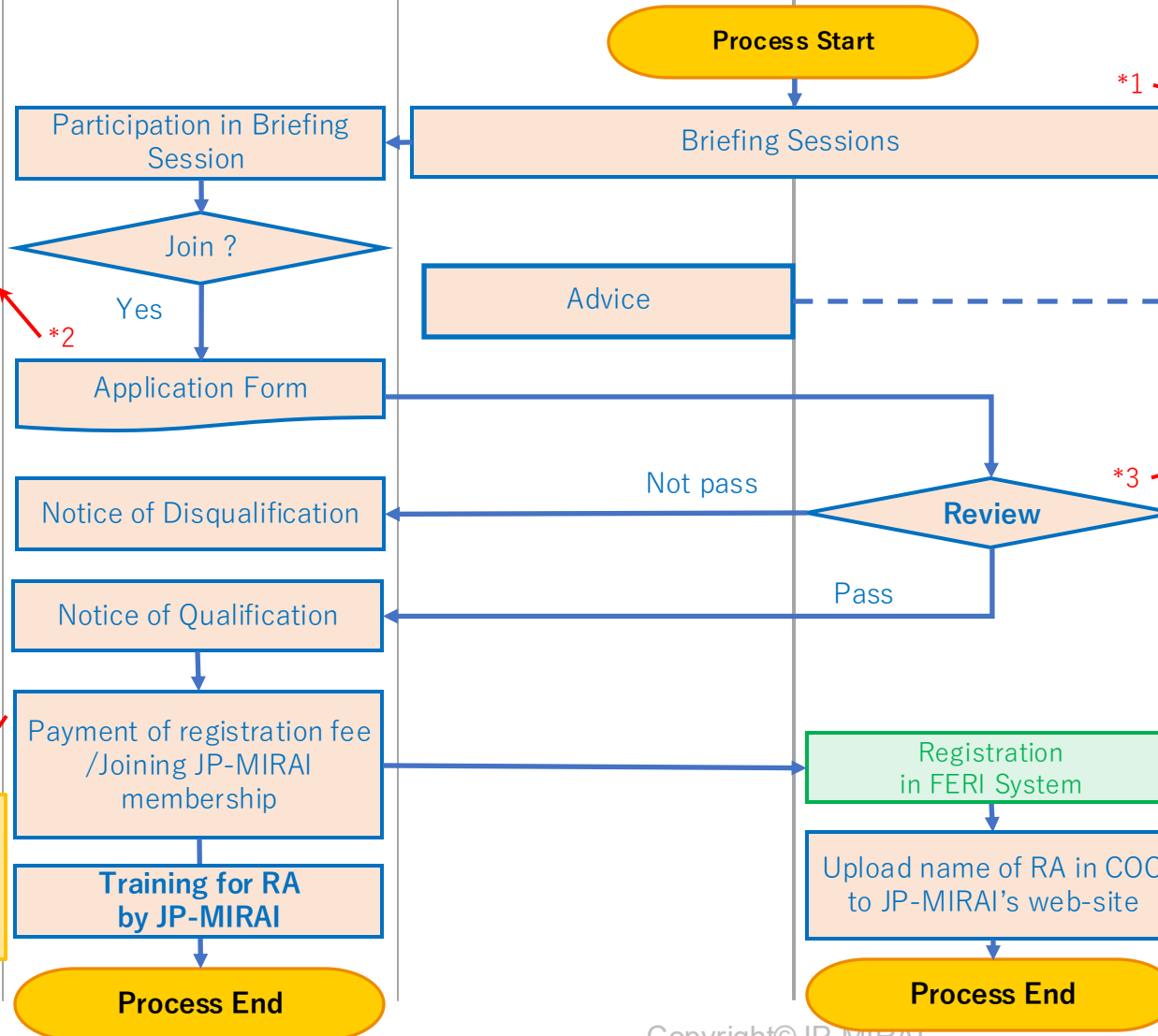
JP-MIRAI

Recruit Agent

Employer

[Note 2] **Application Form**

- Filled Application Form
- Declaration Letter to comply FERI Guideline as well as relative law (Template next page)
- List of past recruitment record
- CV of Responsible person
- Business License as RA in COO



[Note 1] RA/Employer in Japan may recommend RA in COO

[Note 3] **Criteria of Examination**

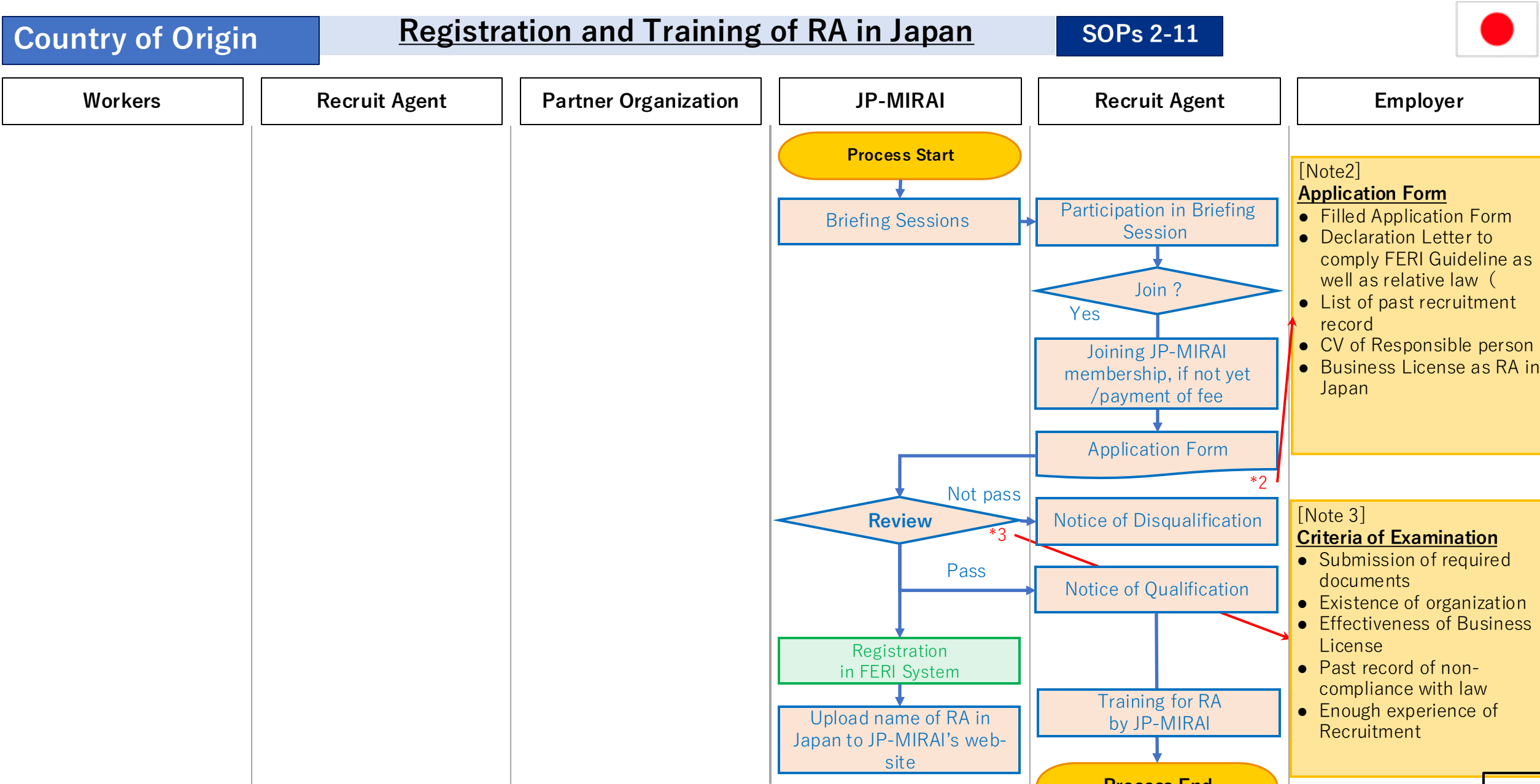
- Submission of required documents
- Existence of organization
- Effectiveness of Business License
- Past record of non-compliance with law
- Enough experience of Recruitment

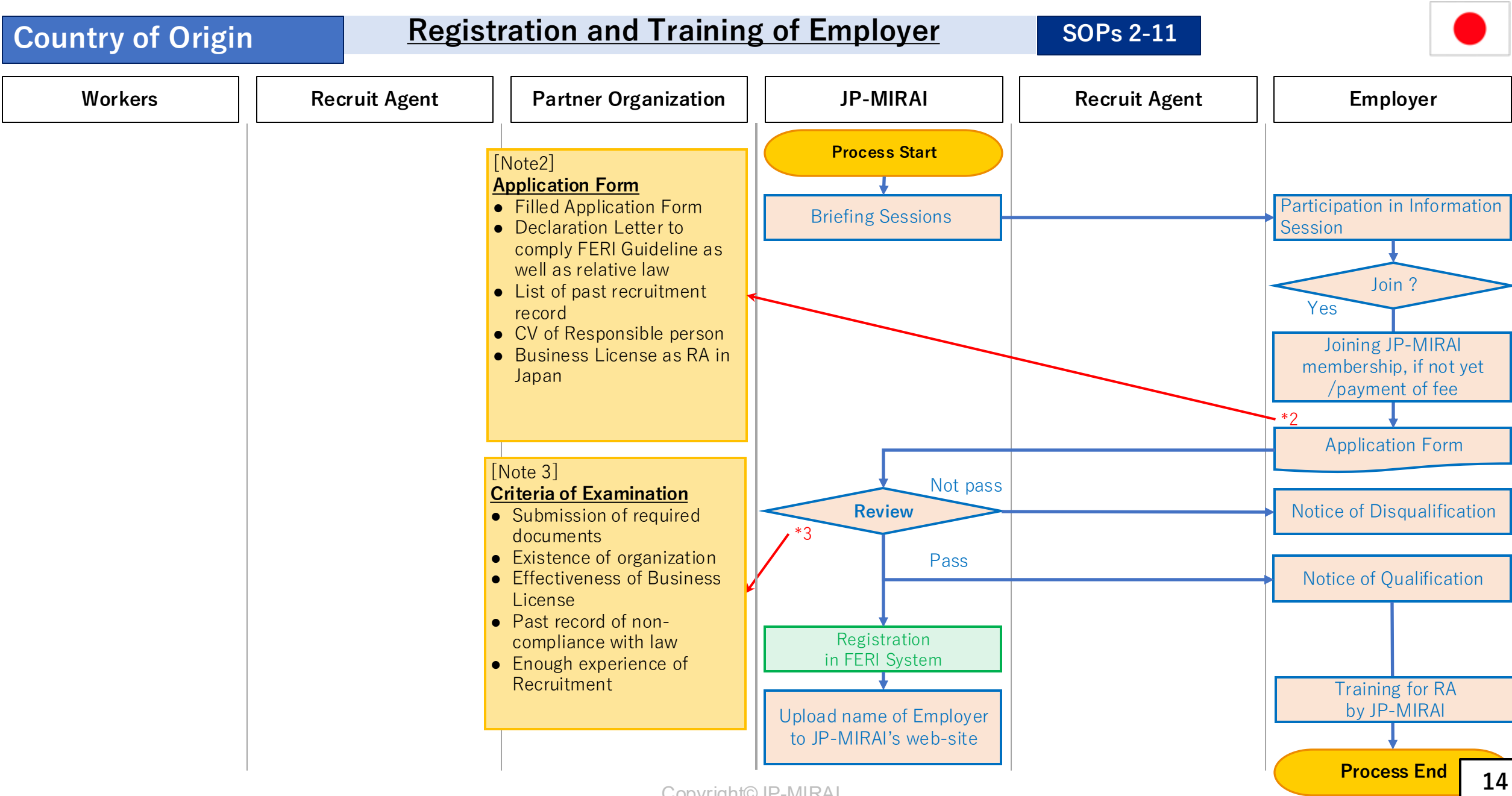
[Note 4] Free in the first year. From the second year onward, the annual fee is 30,000 JPY.

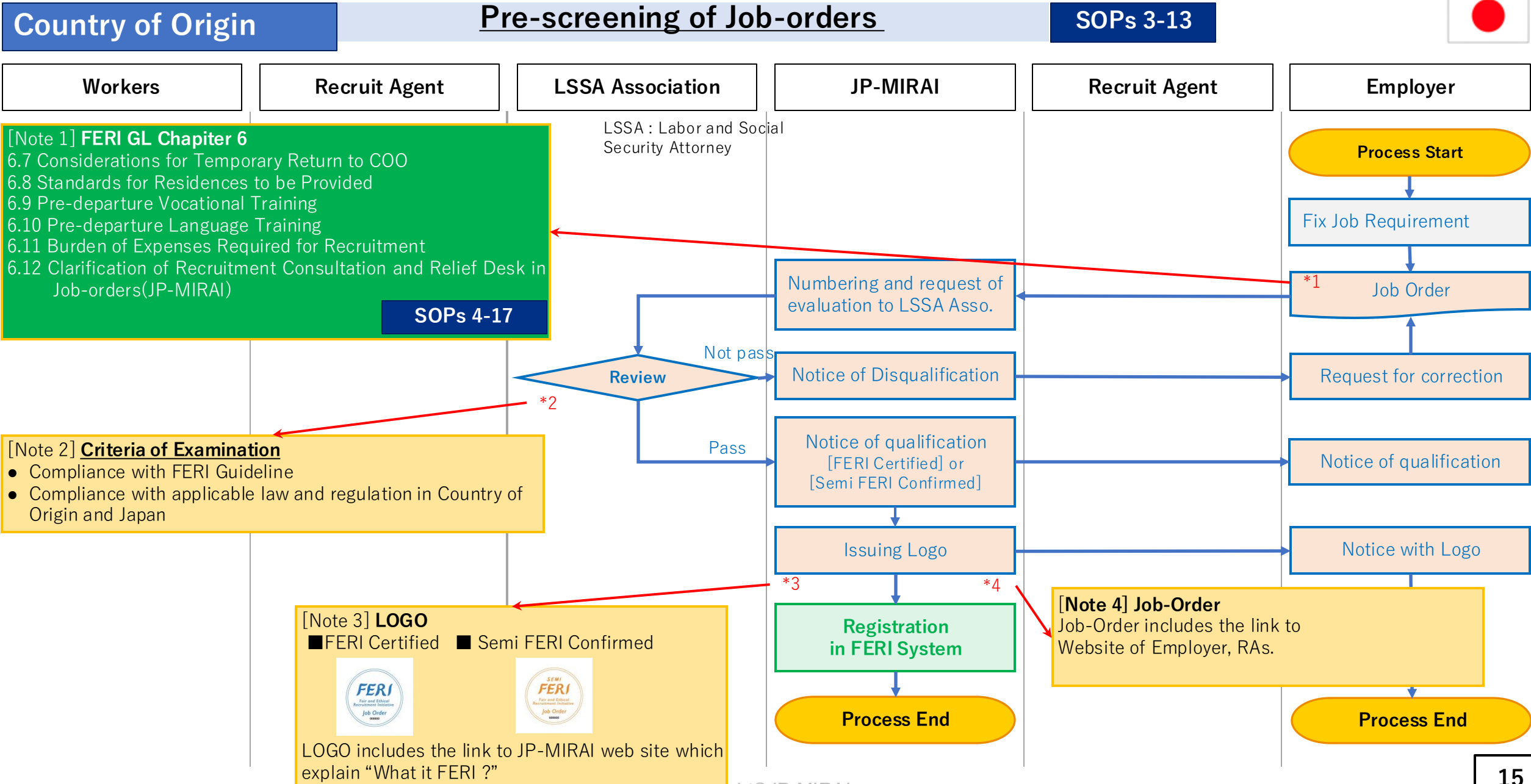
Company Logo		Date: Month DD, YYYY
To JP-MIRAI		
Declaration Letter to participate FERI operation		
Dear Sir / Madam,		
We, <u>(name of RA in CoO)</u> , a corporation duly organized and existing under the law of xxxx (CoO), and having its office at <u>(address of RA in CoO)</u> , hereby declare:		
1	that the documents submitted herewith are correct and true.	
2	that we will be responsible for any legal actions arising out of any misrepresentation of facts or incorrect information being submitted in our documents.	
3	that we will strictly comply with applicable law and regulation in xxx (CoO) and Japan through every process of recruitment of migrant workers through FERI operation.	
4	that we will strictly comply with all the following article in FERI Guideline through every process of recruitment of migrant workers through FERI operation	
		[RA's Name]
		[RA's Address]
		signature of representative
		[Representative's Name]
Check	Article	Pledge/commitment to each article of FERI guideline
☐	2.1	We acknowledge the responsibility to carry out fair and impartial business operations.
☐	2.2	We shall be responsible for the functions which are defined in this article.
☐	2.3	We shall conduct recruitment activity according to this article.
☐	2.4	We shall provide accurate information according to this article.
☐	2.5	We shall conduct recruitment activity through the route which is defined in this article.
☐	2.6	We shall not conduct the prohibitions which are defined in this article.
☐	2.7	We shall conclude the contact with migrant workers according to this article.
☐	2.8	We shall provide vocational training to each migrant worker according to this article.
☐	2.9	We shall provide language training to each migrant worker according to this article.
☐	2.10	We shall provide residence to each migrant worker according to this article.
☐	2.11	We shall provide meals to each migrant worker according to this article.
☐	2.12	We shall not provide loan arrangement for migrant workers according to this article.
☐	2.13	We shall not charge compensation for our service to migrant worker according to this article.
☐	2.14	We shall select the host country's recruitment agency according to this article.
☐	2.15	We shall not provide inappropriate business activities according to this article.
☐	2.16	We shall not provide inappropriate benefit according to this article.
☐	2.17	We shall provide accurate job information according to this article.
☐	2.18	We shall respect freedom to choose job from multiple job-orders according to this article.
☐	2.19	We shall not restrict migrant workers' rights according to this article.
☐	2.20	We shall provide vocational and language training according to this article.
☐	2.21	We shall conduct Pre Departure Orientation according to this article.
☐	2.22	We shall support migrant workers' smooth move to the host country according to this article.
☐	2.23	We shall monitor the condition of migrant workers and support them according to this article.
☐	2.24	We shall protect migrant workers according to this article.
☐	2.25	We shall not cooperate with attempt to return without consent according to this article.
☐	2.26	We shall support migrant workers' smooth social reintegration according to this article.
☐	2.27	We shall regularly provide our personnel with necessary training according to this article.
☐	2.28	We shall comply with the Guidelines substantially according to this article.
☐	2.29	We shall not conduct the prohibitions which are defined in this article.
☐	2.30	We shall provide information according to this article.
☐	2.31	We shall comply with laws and regulations according to this article.
☐	2.32	We shall post the information on our website according to this article.
☐	2.33	We shall apply the provisions of FERI to Semi-FERI according to this article as much as possible.

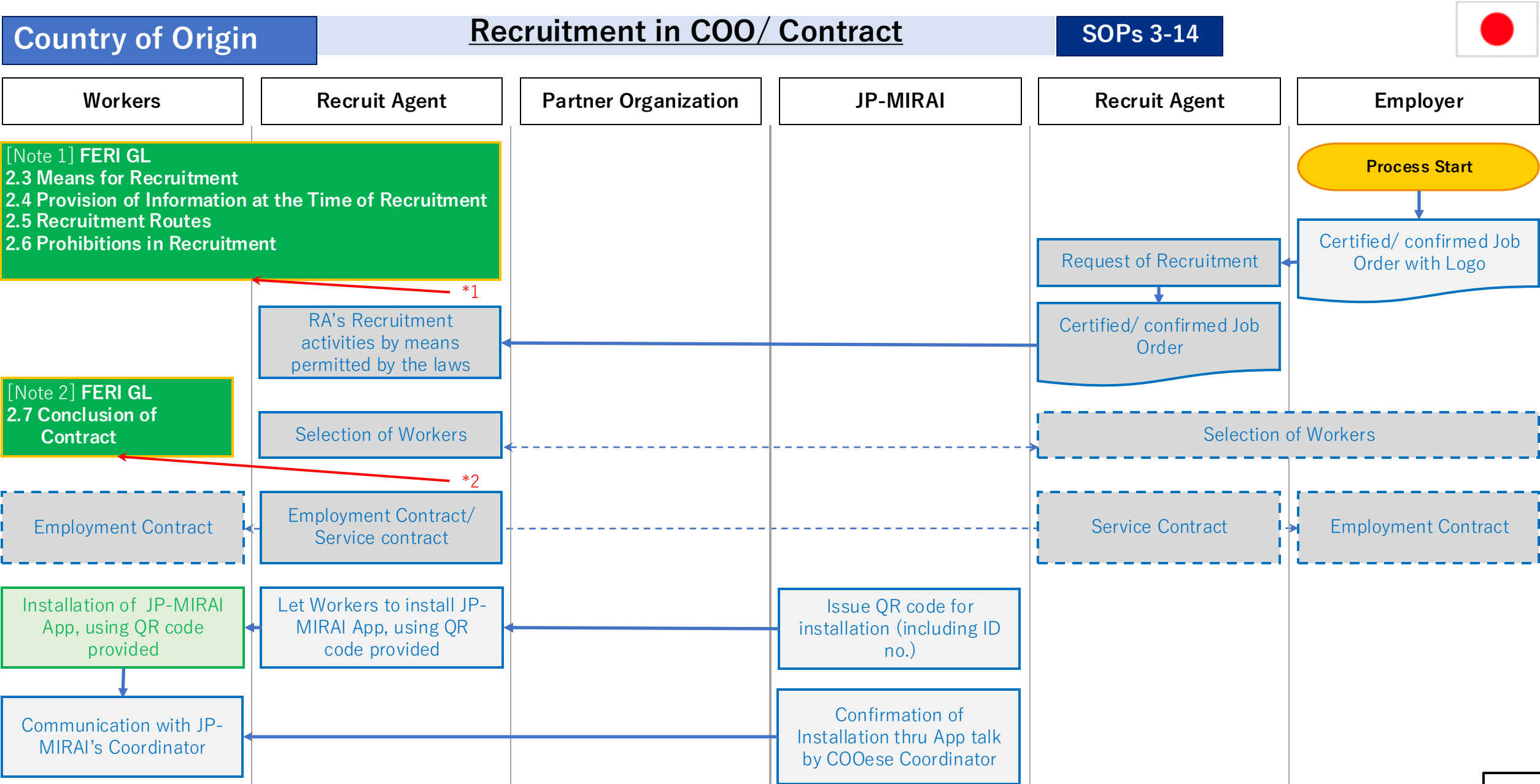
Declaration Letter

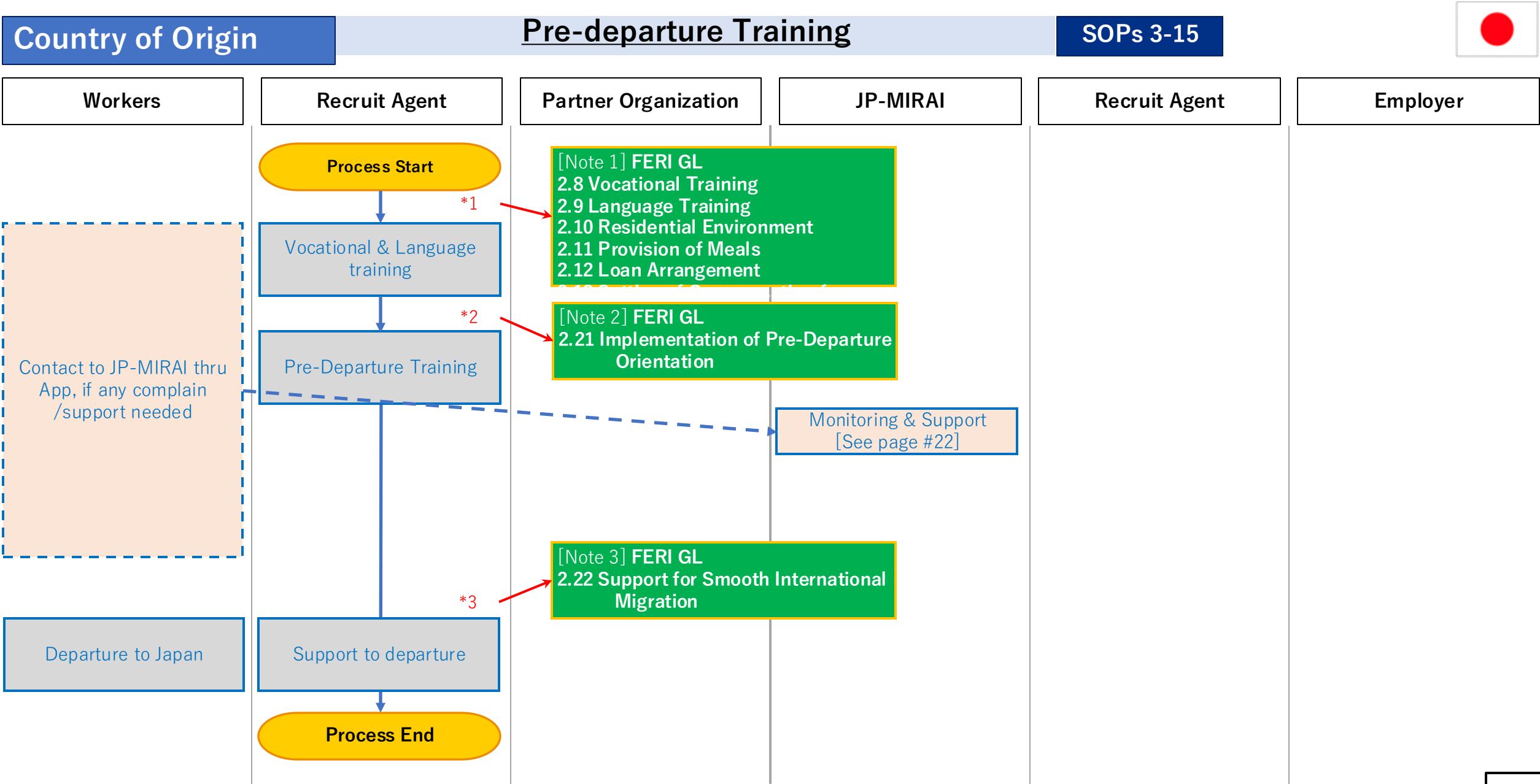
RA in CoO shall prepare and submit the Declaration Letter to comply FERI Guideline as well as relative law, using this sample template.

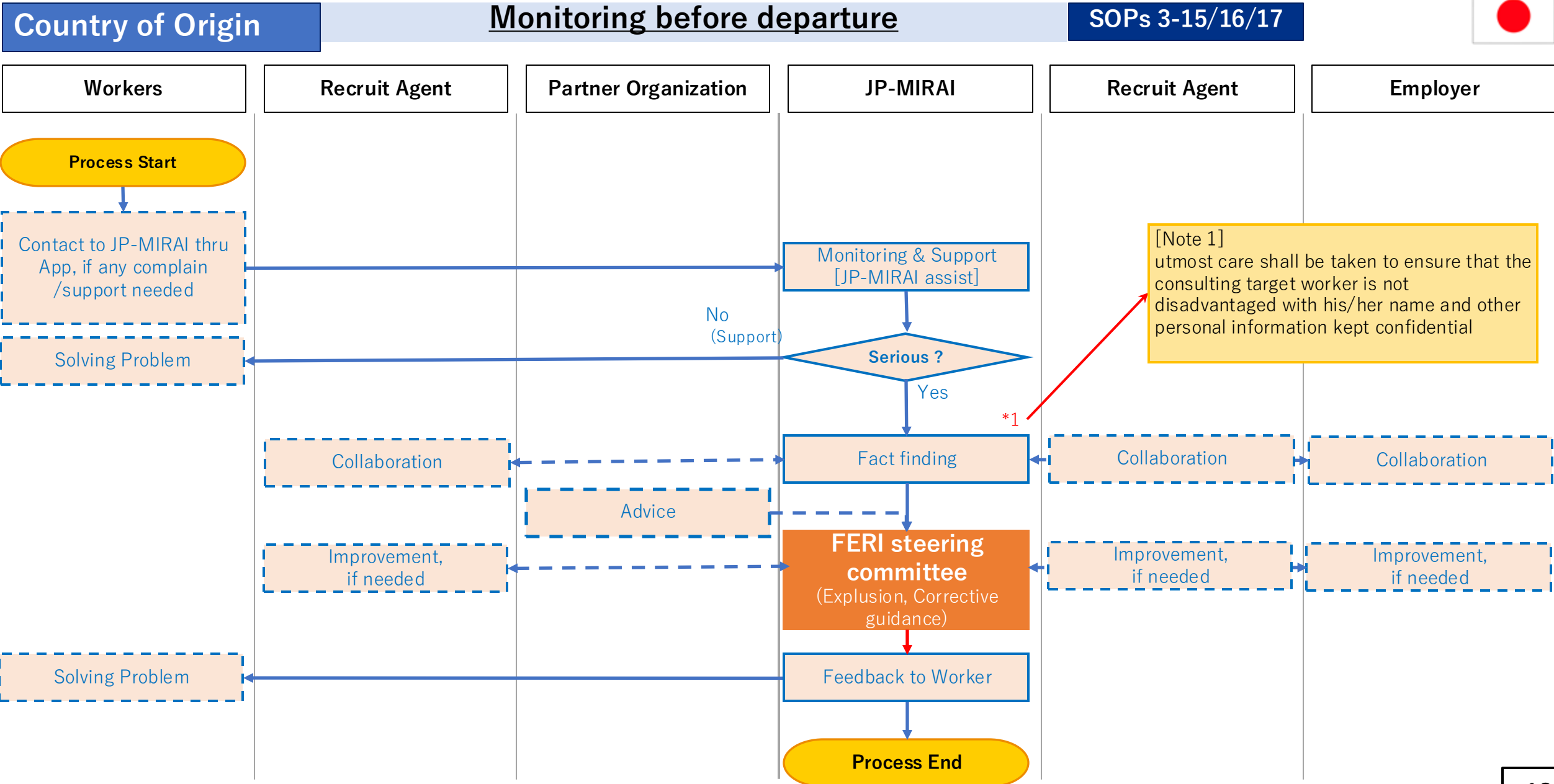


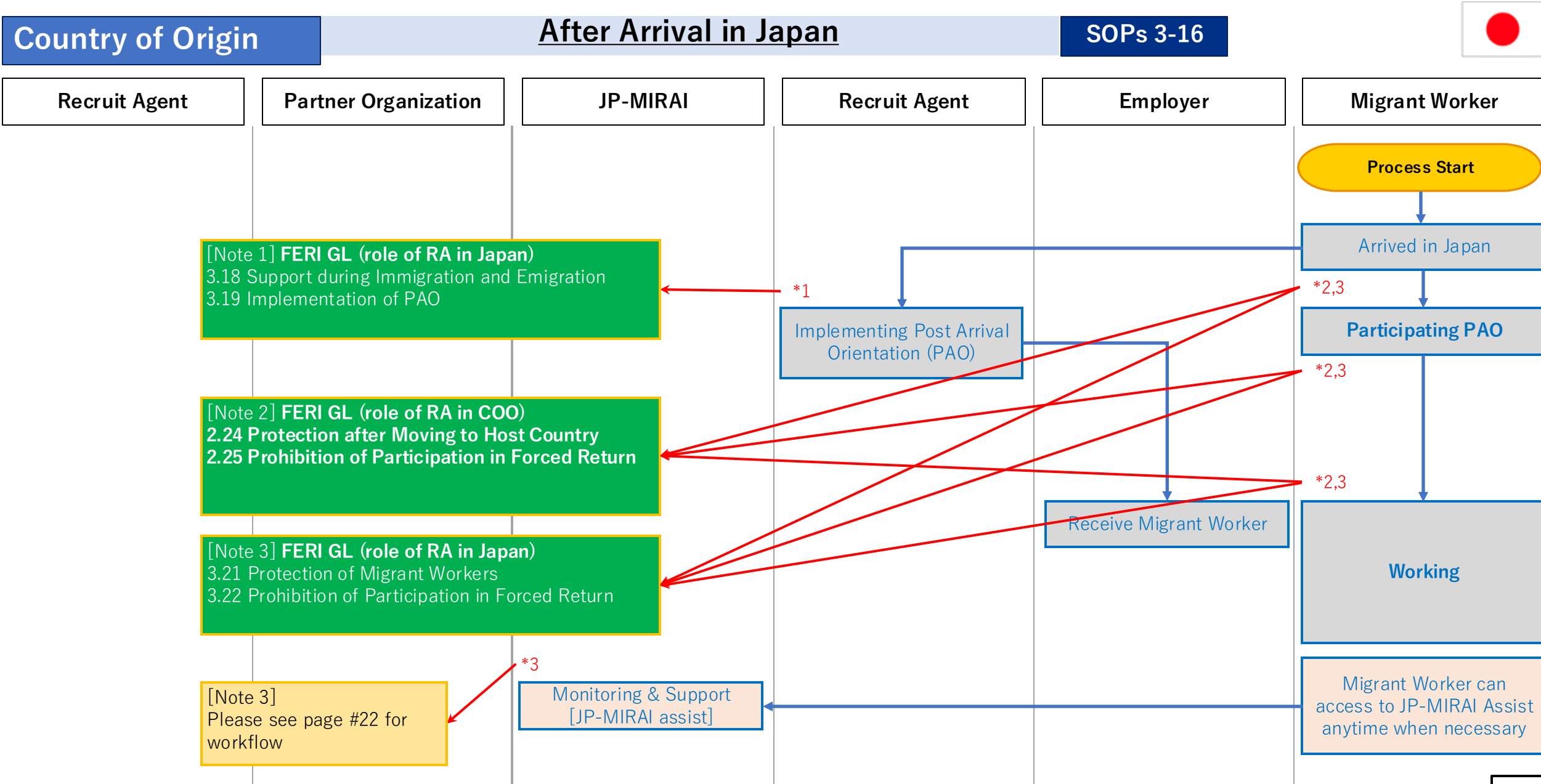


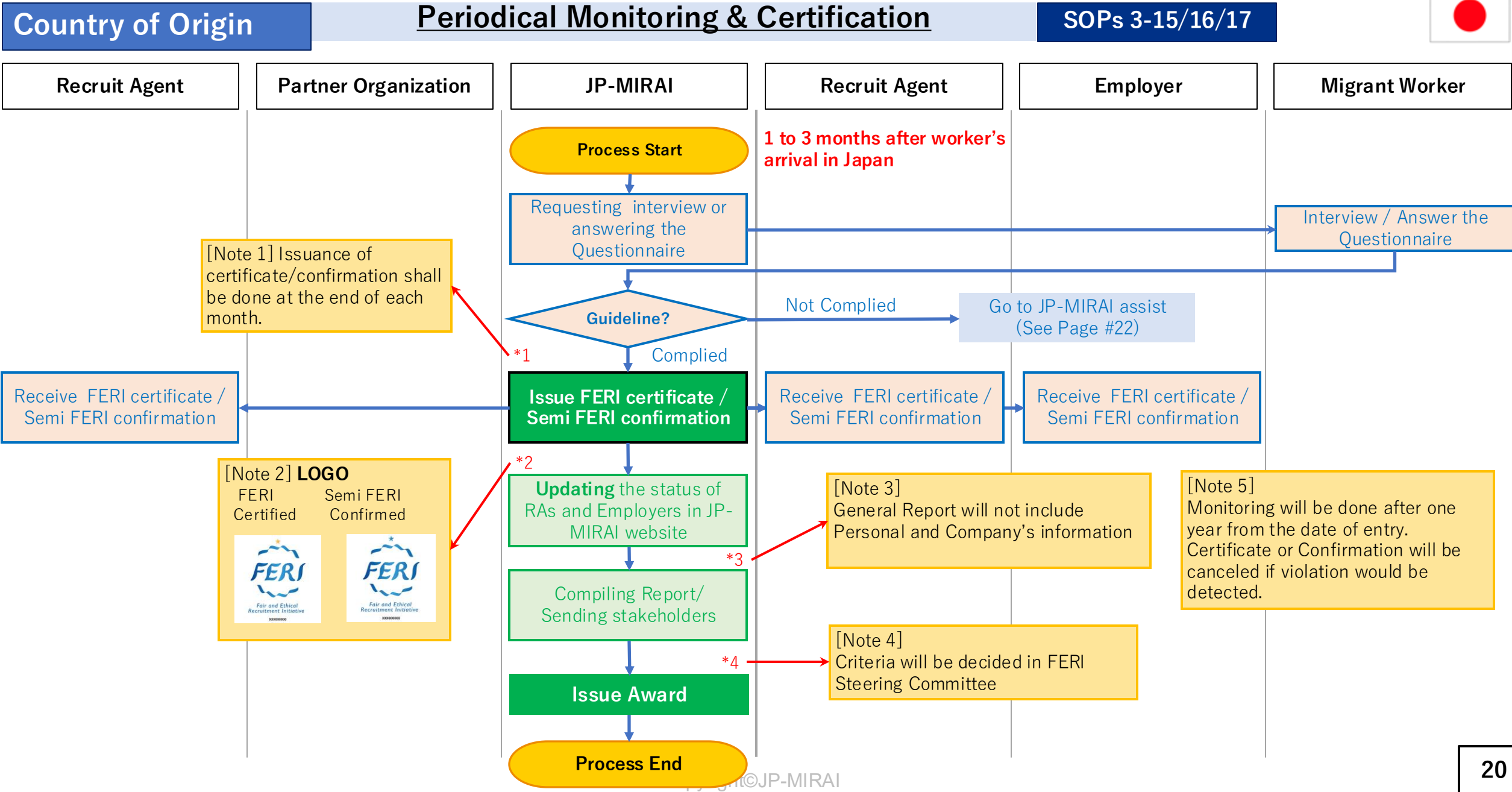












Periodical Monitoring

- 1) After arrival in Japan, workers will complete the monitoring questionnaires via the JP-MIRAI App, approximately within one month after arrival and again after approximately one year.
- 1) JP-MIRAI will provide registered organizations with aggregated monitoring results, carefully ensuring that individual workers cannot be identified.
- 2) If no issues are identified during post-arrival monitoring, the associated job order will be designated as either the FERI-certificate or Semi FERI-confirmation.

[Special Remarks]

RAs in COO must ensure that workers install the monitoring tool (JP-MIRAI Portal App) immediately upon signing their contracts, using QR code sent from JP-MIRAI Secretariat.

FERI Monitoring Questionnaire

At FERI (Fair and Ethical Recruitment Initiative), we review whether the acceptance of workers is being carried out based on the job offers submitted by receiving organizations in Japan. After your arrival in Japan, we conduct a survey to confirm whether the actual employment situation corresponds with the information stated in the job offer. We kindly ask for your cooperation in responding to this survey. Please be assured that the survey results will never be presented to your employer or related organizations in a way that would identify individual respondents.

Company Code (e.g., XX000000 – please do not change.)

回答を入力

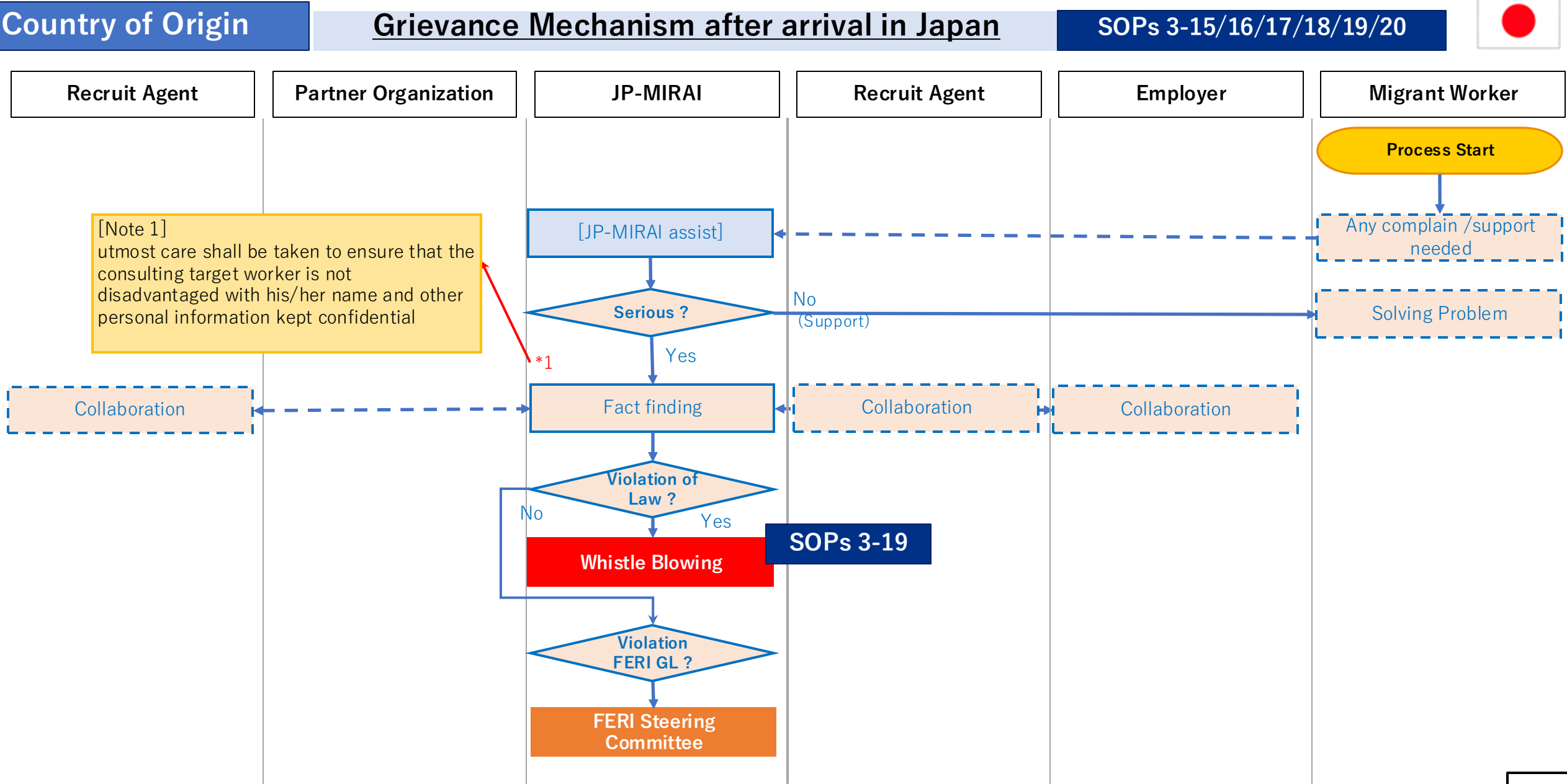
Corporate Code (e.g., XX000000 – please do not change.)

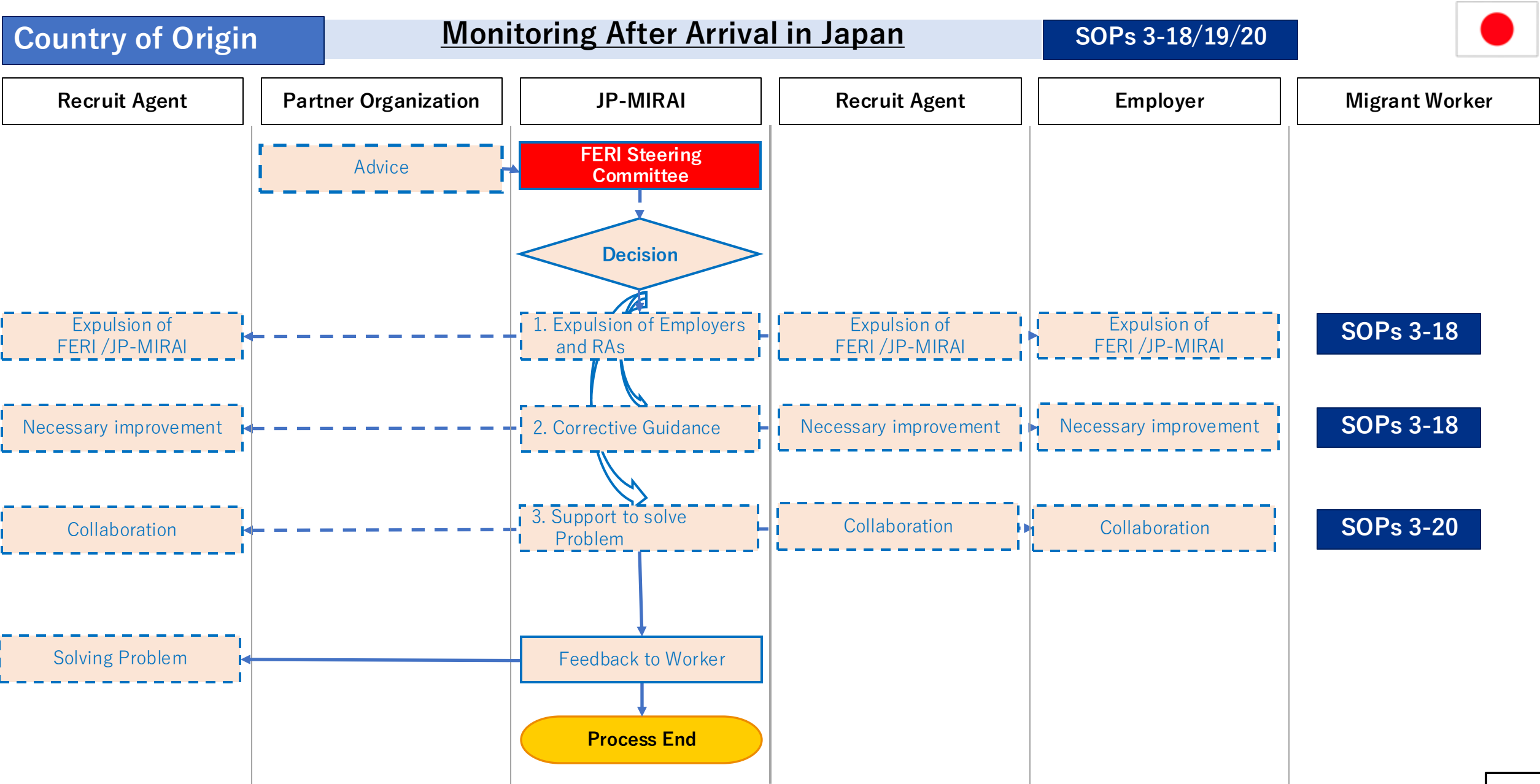
回答を入力



Monitoring Questionnaire

JP-MIRAI Portal App







4. How to participate in FERI





1. Recruiting Agencies and Employers which will participate “FERI” should be a **“C” membership of JP-MIRAI** (C Membership is a category established for the participation of RAs from Country of Origin).
2. For **“C” member, JP-MIRAI will provide various information thru JP-MIRAI LMS (Learning Management System), such as,**
 - ① **Latest information** for Business and Human Rights and Japanese new Foreign Labour Program
 - ② **Good practice** of the Employers and RAs
 - ③ **Detail information of the Employers and RAs in Japan** for matching Purpose (Your RA’s detail information can be posted on LMS site.)※JP-MIRAI secretariat will provide ID and Password after participation of JP-MIRAI.
3. Membership Fee for “C” is 30,000 JPY per year. **The first year is free of charge.**
4. To extend “Ethical Recruitment” between Bangladesh and Japan, we need to work together to explain the benefit of FERI to Japanese Employers as much as possible.

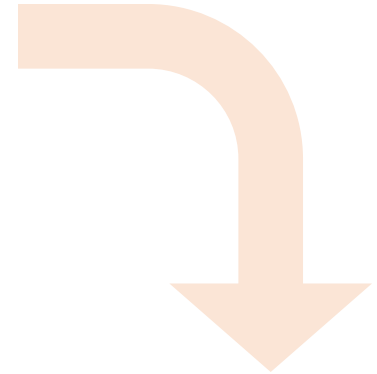


Step 1: Prepare the required documents

Please prepare the following documents.

- Declaration Letter to comply with the FERI Guidelines and relevant laws
- List of past recruitment records
- CV of the Responsible Person
- Business License as a Registered Agency in the Country of Origin
- The webpage that contains the information on Guideline 2.32

Step 2: Submit the application form



Further details can be found on our website.





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