

Compliance Policy

Regulatory, legal, and operational compliance framework for all Binamandiri activities

1. POLICY STATEMENT

Binamandiri is committed to full compliance with all applicable Indonesian laws, international labour standards, and destination-country regulations in every market we operate. This policy establishes the minimum compliance requirements for all operations, personnel, and third parties acting on our behalf.

2. APPLICABLE REGULATORY FRAMEWORKS

- Indonesian Law No. 18/2017 — Protection of Migrant Workers.
- Government Regulation PP 59/2021 — Overseas Worker Placement.
- ISO 9001:2015 — Quality Management System.
- ISO 31000:2018 — Risk Management.
- ISO 45001:2018 — Occupational Health and Safety.
- ILO Multilateral Framework on Labour Migration.
- UN Guiding Principles on Business and Human Rights.
- UK Modern Slavery Act 2015 (for UK placements).
- Maritime Labour Convention 2006 (for maritime placements).

3. EMPLOYER VERIFICATION PROTOCOL

Before accepting any job order, Binamandiri conducts a mandatory employer due diligence process:

- Verification of employer's business registration in destination country.
- Confirmation of destination-country work permit quota and approval.
- Reference check with previous Indonesian placement agencies (where applicable).
- Review of proposed employment contract for compliance with Indonesian bilateral agreements.
- Site visit or video inspection for employers exceeding 50 workers per order.

4. DOCUMENTATION & RECORD KEEPING

All placement records are retained for a minimum of 7 years and include:

- Signed employment contracts (original held in escrow until worker is overseas).
- Work permits, visas, and immigration documents.
- Medical examination certificates.
- Insurance policies (BPJS Ketenagakerjaan and overseas accident coverage).
- Pre-departure orientation attendance records.
- Worker contact information and next-of-kin details.

5. ANTI-BRIBERY & CORRUPTION

Zero tolerance for bribery in any form. No employee, agent, or representative of Binamandiri may offer, promise, or accept any payment, gift, or benefit intended to influence a business decision, government action, or regulatory outcome. Violations are reported to the KPK (Komisi Pemberantasan Korupsi) as required by Indonesian law.

6. COMPLIANCE MONITORING

The Compliance Officer conducts monthly internal audits across all operational divisions. External ISO audits are conducted annually. Findings are reported to the Board of Directors and remediation plans are tracked to closure within 30 days for critical findings.

