

Ethical Recruitment Policy

Governing the responsible sourcing and placement of Indonesian overseas workers

1. PURPOSE & SCOPE

This policy governs all recruitment activities conducted by PT Binamandiri Muliaraharja (Binamandiri) and applies to every employee, partner agency, and sub-agent involved in the sourcing, screening, and placement of Indonesian workers in overseas employment.

Binamandiri is licensed under Indonesia's P3MI (Perusahaan Penempatan Pekerja Migran Indonesia) framework and operates in full compliance with Law No. 18 of 2017 on the Protection of Indonesian Migrant Workers.

2. CORE PRINCIPLES

- No recruitment fees charged to workers — all legitimate placement costs are borne by the employer.
- No candidate financing, cash advances, or loan arrangements that create pre-departure debt bondage.
- All candidates receive full, written information about the job, employer, salary, and working conditions before signing.
- Consent is freely given — workers may withdraw from the process at any point without penalty.
- No discriminatory screening based on religion, ethnicity, disability, or marital status beyond legitimate job requirements.

3. TRANSPARENT RECRUITMENT PROCESS

Every recruitment engagement follows a documented, government-approved workflow:

- Job Order received and verified — employer credentials and job legitimacy confirmed before advertising.
- Candidate sourcing through official channels: job fairs, Disnakertrans partnerships, and Binamandiri's worker database.
- Skills assessment and document verification conducted by certified Binamandiri staff.
- Medical examination at government-accredited health centres only.
- Pre-departure orientation (PDOT) conducted per BP2MI guidelines.
- Work permit and visa processing through official government channels exclusively.

4. PROHIBITED PRACTICES

The following practices are strictly prohibited and constitute grounds for immediate termination and reporting to authorities:

- Charging recruitment, placement, or documentation fees to workers or their families.
- Withholding original identity documents (passports, KTPs) from workers.
- Misrepresenting job conditions, salary, or employer identity.
- Facilitating irregular migration or placement without proper work permits.
- Working with unregistered sub-agents or brokers.

5. CERTIFICATION & REGULATORY COMPLIANCE

- P3MI Licence: SIP-0176/BP2MI/IV/2022 — renewed annually with BP2MI (Badan Pelindungan Pekerja Migran

Indonesia).

- ISO 9001:2015 Quality Management System — annual third-party audit.
- GLAA Licence (UK): for all workers deployed to the United Kingdom.
- MLC Manning Licence: for maritime and offshore placements.

6. ACCOUNTABILITY

The Director of Operations holds primary accountability for this policy. Compliance is reviewed quarterly by the Compliance Officer. Any breach must be reported to the Director within 24 hours. Workers and external parties may report concerns to info@binamandiri.com marked ETHICS CONCERN.
