



Sample Notice on the Right of Employees To Hold Their Own Passport

SAMPLE NOTICE ON THE RIGHT OF EMPLOYEES TO HOLD THEIR PASSPORT (FOR EMPLOYER TO SOCIALIZE)

***“All migrant workers have the right to retain their own
passports”***

Foreign workers **must** be informed of their right to hold their passports at any time, without delay or approval of any other individual, and without consequence to their status and relationship with their employer or their recruitment agency.

Employers may provide secure facilities (for example personal lockers) to enable workers to safe keep their own passports, and to create conditions whereby workers can feel safe and comfortable keeping their own passport.

Employers must not hold their worker's passport for any circumstance except for administrative purposes where this is required and permitted by law (i.e. to submit to the Immigration Department for the annual renewal of a worker's pass and permit).

Foreign Workers' Responsibilities

Upon receiving their passports or any forms of travel documents, foreign workers have the responsibility:

- To keep their passport in a secure place;
- To keep their passport in good condition and take precautions to avoid damages;
- To provide their passport to management 3 months prior to their visa expiry for renewal purposes;
- To pay for replacing stolen, lost or damaged passports when under their care; and to immediately inform management upon such loss or damage.

Company's responsibilities

Upon returning foreign workers' passports, the company is responsible:

- To ensure workers' have 24 hours 7 days a week access to secure facilities (such as personal lockers) to keep their passports and other valuables; and to ensure such facilities are well-maintained and are in a location convenient for the workers;
 - To ensure workers' are aware of their right to keep their own passport;
 - To ensure all workers' are given back their passports in case passports have been retained previously;
 - To ensure workers' are made aware when they need to return their passport for visa renewal purposes;
 - To provide workers' with a certified copy of their passport during the renewal period; and
 - To pay for replacing stolen, lost or damaged passports when under their care.
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