

DIRECT RECRUITMENT AND EMPLOYMENT

1

Does the company have a detailed employment procedure which clarifies who has direct responsibility for each employment and direct responsibility for each individual employee?

2

Does the company ensure that each employment takes place at a personal meeting with the individual employee where the employee comes to the company's address for joint signature of the contract?

3

Does the company ensure that the contract is drawn up in a language which the new employee understands and that the employee understands all the details in the contract?

4

Does the company consider using independent interpreters to communicate with foreign employees who do not speak Danish?

5

Does the company ensure that the employee brings the following original documents to the interview?

- a. Criminal record and consent form
- b. Registration certificate for EU citizens
- c. Work permit and residence permit for non-EU citizens
- d. Copy of photo identification such as passport for non-Danish citizens
- e. Health insurance certificate
- f. Any security clearances. Check their authenticity and contact the police in case of doubt. Remember to check the date and the date of expiry for all documents/permits.

6

Does the company ensure that the person who is present is identical to the person in the identification documents (passport)? Check the photo identification, age, height, eye colour, ear shape etc.

7

Does the company remember to copy all employment documents and keep them in the staff file at the company?

8

Have specific declarations been prepared which must be signed by the employee regarding the employee's rights and obligations, for example that the employee is not allowed to bring unauthorised persons to the workplace?

DIRECT RECRUITMENT AND EMPLOYMENT (cont.)

- 9 Does the company consider issuing an identification card with photo and date of expiry at the time of employment, which must always be carried by the employee at the workplace?
- 10 Does the company consider covering all expenses in connection with recruitment so that expenses are not imposed on employees directly or indirectly?
- 11 Are the following questions asked at the employment interview at the company:
 - a. Where did the person hear about the job? (recruitment)
 - b. Did the person pay a third party to come to Denmark?
 - c. Has the person or must he/she pay a third party to be employed? Is the person in debt as a result?
 - d. Where does the person live (address)? Who is the person's landlord? What is the person's phone number and who should be contacted in case of an emergency?
- 12 Is the job candidate informed of rights such as hourly rate, working hours and the possibility of joining a trade union at the employment interview?
- 13 Does the company inform new employees in training of signs of human trafficking for forced labour?
- 14 Has the company informed foreign employees of their rights and obligations as employees in Denmark?