



NAGOMI

National Association for
Global & Open Minded
Communities

一般財団法人 外国人材共生支援全国協会

National Association for Global & Open Minded Communities

Specified Skilled Worker Program

Campaign to Eliminate Fraudulent Acts

Registered Support Organization

- Communicate** clearly with the foreign human resources you are supporting
- Conduct interviews regularly “face-to-face” in a **language they understand**
- Check for **unreasonable fees, high debts, and excessive gifts**
- Check to see if there is any **fraudulent activity** by the accepting organization

Accepting Organization

- Provide **sufficient explanation** about employment conditions, deduction costs, and working/living environment
- Stop **discriminatory treatment** of foreign human resources
- Avoid recruiting through **illegal brokers**
- Correctly record and submit** documents related to acceptance and activity status
- Make sure to follow the **Labor Standards Law**
- Make sure to follow the **Occupational Health and Safety Law**

Specified Skilled Foreign Workers

- Accurately grasp** the employment conditions (job content), deduction costs, and working/living environment
- Build your career** for the future
- Protect yourself and **comply with rules** of relevant laws and social rules

Sending Organization

- Do not offer **kickbacks and excessive entertainments** to registered support organization and SSW accepting organization
- Fees collected from SSWs should be kept within the **legal limits**



2024 Specified Skilled Worker Program
Campaign to Eliminate Fraudulent Acts





Specified Skilled Worker Program

Campaign to Eliminate Fraudulent Acts

Registered Support Organization

01. **Communicate** clearly with the foreign human resources you are supporting
 - Become someone you can rely on not only in everyday life, but also in times of trouble.
 - Ensure a full-time interpreter so that you can contact them immediately if a problem arises.
02. Conduct interviews regularly “face-to-face” in a **language they understand**
 - Regular interviews with specific skilled foreign workers and those in supervisory positions should be conducted face-to-face once every three months in a language that foreign workers can understand.
03. Check for **unreasonable fees, high debts, and excessive gifts**
 - Check to see if there are any fees, security deposits, penalties, etc. that are not allowed to be collected from the specified skilled foreign worker, and whether he or she is
 - Check to see if the specified skilled foreign worker has received any bonus money for the
04. Check to see if there is any **fraudulent activity** by the accepting organization
 - Through regular interviews, consultations, and reception of complaints, check whether there aren't any violations of laws and regulations such as labor-related laws and immigration laws by the accepting organization, or whether there aren't any other

Accepting Organization

05. Provide **sufficient explanation** about employment conditions, deduction costs, and working/living environment
 - Thoroughly explain the amount and breakdown of employment conditions for specified skilled foreign workers (especially overtime and bonuses), expenses paid to accepting organization, and periodic expenses (housing, food expenses, etc.).
 - Explain in advance in their native language, including the working/living environment, if the foreigner will be burdened or compensated for, and record any questions and answers if there are any.
06. Stop **discriminatory treatment** of foreign human resources
 - Avoid discriminatory treatment in terms of wages, education, benefits, etc. because of being a foreigner.
 - Avoid dismissal or disadvantageous treatment due to pregnancy, childbirth, injury, illness, etc. (Also, childcare leave is a right to all workers, regardless of their gender).
 - Stop violence, abusive language, threats, harassment, forced repatriation, and unreasonable restrictions on the freedom of private lives of specified skilled foreign workers.
07. Avoid recruiting through **illegal brokers**
 - Prevent money from going to unauthorized employment agencies (including individuals) in Japan or businesses (including individuals) that do not have a license to send people overseas.
 - Check to see if the fees, including payments to brokers, do not exceed the legal limit.
08. **Correctly record and submit** documents related to acceptance and activity status
 - Create and keep various management records, submit quarterly notifications on the status of acceptance and activity of specified skilled foreign workers, and adhere to notification deadlines when changing contracts, when acceptance is difficult, when contracts end, etc.

09. Make sure to follow the **Labor Standards Law**

- Make sure to pay appropriate wages (especially premium wages for overtime and holiday work).
 - Stop illegal overtime work (make sure that overtime and holiday working hours are within the scope of the agreement).
 - Make sure they use paid vacations properly (make sure they use 5 days per year).
 - Make sure to keep the four legally required books (wage ledger, attendance record, employee list, and annual paid leave acquisition management record).
 - Provide safe and hygienic dormitory.
10. Make sure to follow the **Occupational Health and Safety Law**
 - Establish a safety and health management system (appointment of safety manager, health manager, work supervisor, etc.)
 - Explain the contents of practical training and work environment in an easy-to-understand manner at the time of interview, conclusion of employment
 - Make sure to provide safety and health education (education at the time of hiring and change of work content, special training for hazardous work, etc.)
 - Make sure that employees take skills training and special education for restricted jobs and obtain license.
 - Ensure that periodic and special medical examinations and stress checks are conducted for specified skilled foreign workers.
 - If an accident or industrial accident occurs, report it without concealment.

Specified Skilled Foreign Workers

11. **Accurately grasp** the employment conditions (job content), deduction costs, and working/living environment
 - If there is anything you don't understand, be sure to check or consult.
12. **Build your career** for the future
 - Work every day while consulting with those around you about what you want to become.
 - Work toward your goals in order to acquire higher skills and Japanese language proficiency.
13. Protect yourself and **comply with rules** of relevant laws and social rules
 - When thinking about changing jobs, first consult with those around you about the current environment and how it could be improved.
 - Don't worry about it all by yourself, ask others if you think you are being deceived or taken advantage of by the person introducing you to work.
 - Don't only pursue your own interests, comply with relevant laws and social rules without being involved in criminal acts or damage.

Sending Organization

14. Do not offer **kickbacks and excessive entertainments** to registered support organization and SSW accepting organization
15. Fees collected from SSWs should be kept within the **legal limits**
 - Comply with laws and regulations, such as keeping fees collected from SSWs within legal limits.
 - Issue a formal receipt (invoice) and clarify the amount paid by the SSWs.