



## Tripartite Advisory on Responsible Outsourcing Practices

The Tripartite Committee on CPF and Work-related benefits for Low-Wage Workers (“Tricom”) believes that end user companies, as buyers of services, can influence workplace practices adopted by third-party contractors, particularly for services that have been outsourced.

To help end user companies when they outsource their business functions and buy services from third-party contractors, the Tricom has formulated the Tripartite Advisory on Responsible Outsourcing Practices. The advisory provides a guide for the end-users in areas such as;

- a) In compliance with Singapore’s employment laws a condition in the service contract
- b) Encourage written employment contracts between third-party contractors and workers
- c) Conduct checks on the financial standing of third-party contractors
- d) Award third-party contractors performance-based service contracts
- e) Retain experienced workers
- f) Help workers qualify for employment benefits under the Employment Act

My company, \_\_\_\_\_ [Name of Company], is committed to adopt the Tripartite Advisory on Responsible Outsourcing Practices. We believe that by adopting responsible outsourcing practices, it can help ensure that the workers employed and supplied by third-party companies under service contracts receive basic employment terms and conditions, including CPF contributions and minimum employment benefits, such as annual leave, sick leave and overtime pay.

<p style="text-align: center;"><b><u>Response Slip</u></b> - Attn: SNEF Member Relations (MR) Dept  <b>Contact No: 6827 6955 Fax: 6733 1644</b></p> <p><b>Please tick;</b></p> <p><input type="checkbox"/> My company is committed to adopt the Tripartite Advisory on Responsible Outsourcing Practices!</p> <p><input type="checkbox"/> My company has enquiry or problems with clause/s _____  (Please list)</p> <p>Company: _____ Employment size: _____</p> <p>Contact Person: _____ Designation: _____</p> <p>Tel: _____ Fax: _____</p> <p>Email: _____ Date Submitted: _____</p>	<p style="text-align: center;"><u>For Official Use:</u></p>
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*The information provided will be kept strictly confidential.*