

International Labour Recruiters

Healthcare • Construction • Logistics • Security • Hospitality • Automotive Engineering



C O M P A N Y

PROFILE

AND CODE OF ETHICS



A&J Global
Leadership, People and Systems

PO Box 852-00618 Ruaraka, Nairobi, Kenya

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www.ajglobalconsult.com

About A&J Global



A&J Global is a company incorporated in both Kenya located at Show be Plaza, Pangani off Thika Road, Nairobi.

A&J Global has existed from the year 2012 to provide (1) International Human Resource services (2) General Immigration Services and (3) Organizational Development

The basic guarantee in the provision of services to our clients is the growth of efficiency, better talent pool and in profitability. We use tested and proven approach in the design and tailoring of our services to suit your organization. With our approach, there's guaranteed efficiency, smooth business flow that will lead to financial growth.

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Vision

Mission

Core Values



VISION

To be a leading partner in driving Efficiency Globally on matters People and Systems.



MISSION

Provide top of the class business advisory services to optimize performance and reduce leakages.



Core Values

Commitment to Excellence

Stewardship

Responsive



A&J Global
Leadership, People and Systems



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BENEFITS



Seasoned Skilled Labour Provision: The Organization wishes to be part of valuable stakeholders supporting our partners to place valuable talent, skills and systems for optimal performance

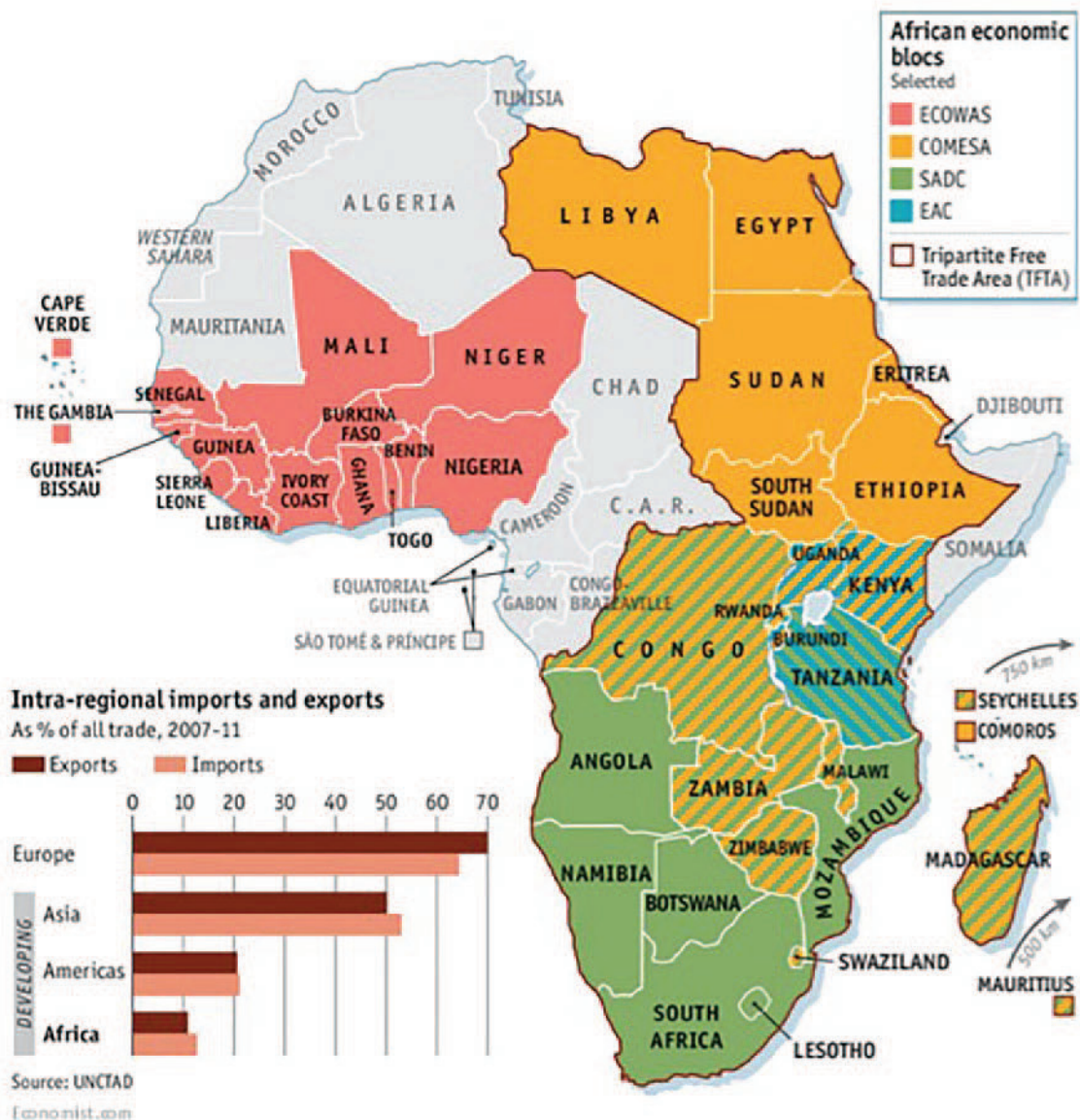
Credentiailling and Candidates' Background Checks Advisory Services

Through its competent A&J Global will provide advisory services to its partners to improve job placement opportunities of locally trained skilled labor abroad.

Improved Employee Welfare and Financial Literacy: As an Organization, it is in our best interest to promote financial literacy and creation of other financial vehicles for the diaspora Employee among them: linking them to Credit Unions/ SACCOS , Banks, Microfinance Institutions, and other Financial service Providers.

Improving National Work Ethics: The Organization will collaboratively work with different players to provide well researched pre-departure educational to build internationally accepted work ethics in our workers. The above will help develop a preferred workforce marketable globally thus reducing the level of unemployment.

Committed To Regional Labour Export Practices Revitalization



The Organization aims at radiating its focus on ethical recruitment practices to the various economic partners in Africa

Board of Directors and Secretariat

organizational leadership from Pan Africa University, an MBA in Finance, and a Bachelor's degree in Education. He is a certified public accountant CPA-K, Certified Internal Auditor, Certified Information System Auditor, CISA, and Certified Human resource practitioner, CHRP-K. He is a member of the Institute of Human Resource Management, the Institute of Certified Public Accountants of Kenya, the Institute of Internal Auditors, and the Organization of the Microfinance Institutions of Kenya, AMFI-K. Jotham sits in the Board of the Global Institute of Strategic Governance, and Beato Manpower Services and is the Group Chief Executive of A&J Global, Kenya and the US Kansas City.



Dr. Jotham Gichuhi
- Group Chief Executive Officer

Dr. Jotham is a Renowned Leadership, governance, and Human resource professional with an experience of more than 18 years. He holds a PhD in



Sylvia Njeri

Manager Hospitality
& Training

Bachelor of Arts Hospitality
Management



Anne Ngumo
- Director HR & Operations

MBA-HRM, Post Graduate Dip in HR, CHRP-K



Mbarak Shariff

Middle East HR Associate



Susan Nyambura

Manager Nursing
Program

Nurse Aide Certification,
Lab Technician



Jay Kumar

Qatar Marketing
Team Leader



Ahmed O. Radwan

Riyath Marketing
Team Leader

Code of Ethics

Forward



Dr. Jotham M. Gichuhi
Group Chief Executive Officer

We are pleased to introduce the code of practice for recruiting Skilled Labor force locally and internationally guided by a Code of Ethics aligned to a great extent with the International Code of Ethics governing the United Nations affiliates on matters International Recruitment. In particular, the Organization draws insight from the World Health Organization's International Code of Ethics for International Recruitment for Health and Social Care. With a projected global shortage of workers, we remain committed to supporting better recruitment practices both within and beyond our shores. We

recognize the important role that international workers play in the growth of the Gross Domestic Product of a Country, especially in the cushioning against forex imbalances through diaspora remittances. As such we are committed to ensuring that we recruit overseas in an ethically responsible manner, respecting the existing and upcoming bilateral agreements between Countries in matters of International Recruitment, and also in line with the existing local laws and Regulations. The Organization is committed to regularly updating the code to among others;

- 1) Strengthening the best practice benchmarks to ensure fairness and consistency in employment contracts, and set out principles on the use of repayment clauses in employment contracts.
- 2) Setting out the routes of escalation for concerns about exploitative recruitment or employment practices and breaches of the code
- 3) Providing more clarity on how the code applies to different international recruitment models
- 4) Introducing a knowledge test for recruiting organizations applying to be on the ethical recruiter's list.

We abide by the tenets and Code of Ethics of Our umbrella body of Ethical Recruiters.



Clause Against Charging of Fee to Job Seekers

The Organization disallows collecting fees for providing a work-finding service to any person seeking a job. However, a reasonable logistical fee could be charged to meet medical, Flight, and other related costs where the foreign Employer does not guarantee to reimburse the recruiter.

The basis for such expenses should be presented to the job seeker transparently, in the official language of the country of residency of the job seeker.

The cost of any visa may be met by the employer at their discretion.

Only genuine evidenced, auditable expenses incurred can be reclaimed



Key Considerations Before Deployment

Occupational Health Assessment

All international personnel supported by the Recruitment Agencies under the Organization should undergo the normal occupational health assessment before commencing employment. All employment offers will be made subject to occupational health clearance. Occupational health assessment information is confidential and will only be divulged to the relevant occupational health bodies, or as permitted or required by law.

Background Checks

All appointments should provide references from current and previous employers and/or education providers. All personnel will be required to complete a statement informing the employer of any criminal conviction, cautions, or binding over. The Member Agent should ensure that the Employers and contracting bodies support the process of undertaking the necessary checks for criminal convictions in keeping with that country's justice system, International Treaties, and Laws.

Information Sharing With Candidates

Employers, recruitment organizations, agencies, collaborations, and contracting bodies under the Organization should share information about the immigration system and visa application process with candidates as early as possible in the process. This should include the rules on taking dependents to the Country of the Employer and in particular the rules around sole responsibility and adult dependency, to ensure the candidate is clear about:

- 1) the process
- 2) what evidence they will be expected to provide
- 3) the ramifications if their application is unsuccessful
- 4) Appropriate information about the post being applied for will be made available so that international personnel can make an informed decision on whether to accept a job offer.
- 5) the relevant information about the post they have applied for, before acceptance, to enable an informed decision on whether they wish to accept a job offer.
- 6) the job description and person specification

Background Check

- Criminal Record
- Drug Test
- Driving Record

Terms and Conditions of Engagement

The terms and conditions of engagement, including but not limited to:

- ✦ place of work
- ✦ grading structure
- ✦ remuneration and intervals when remuneration is paid
- ✦ days and hours of work
- ✦ annual leave
- ✦ sick pay entitlement
- ✦ notice periods
- ✦ maternity or paternity pay and entitlement
- ✦ details of eligibility and support for training (including mandatory training and development)
- ✦ pension
- ✦ any repayment clause
- ✦ the visa application process
- ✦ the visa application process for dependents, and an understanding of current restrictive immigration rules, including the rules on sole responsibility and adult dependency
- ✦ professional registration processes
- ✦ location of the job and indication of likely living costs in that area
- ✦ access to health services for the candidate and, if relevant, their family
- ✦ proximity of relevant religious institutions, if applicable
- ✦ access to education for family members
- ✦ information on national Organizations, diaspora groups and communities, and relevant trade unions for further support
- ✦ information on this code of practice and how to raise a complaint if they feel any part of this code is breached during the recruitment process.



Fair and Just Employment Practices

We as a Recruiter, we will observe fair and just contractual practices in the employment of international personnel. An employment contract must not be signed under duress, or because of undue influence or coercion. Any repayment clause included in an employment contract must abide by the 4 principles of transparency, proportionate costs, timing, and flexibility.

Induction Program

Induction programs should encompass cultural and pastoral support to settle into working and living in the country of work. It should include:

- ✦ an initial welcoming of staff (and family)
- ✦ accommodation
- ✦ registering with a Professional Organization
- ✦ setting up a bank account
- ✦ information relating to professional organizations

- ✦ union representation, national embassies, or high commissions
- ✦ introduction to social networks

Respect for Bilateral Agreements

The Organization ascribe to the guidelines for active recruitment permitted from a country determined by its red, amber, or green (RAG) grading as follows, especially for Healthcare Recruitment:

Red: No active recruitment permitted. Red countries are listed on the World Health Organization website. **Amber:** Managed recruitment permitted and undertaken strictly in compliance with the terms of the relevant government-to-government agreement. Active recruitment outside of the government-to-government agreement is not permitted. Amber countries are listed on the World Health Organization website **Green:** Green Active recruitment permitted. Organizations are encouraged to recruit on the terms of the government-to-government agreement where applicable.



Key International Workers Destinations

The Organization intends to Link The Employees to the rest of the World Through Collaboration with Governments and Diplomatic Installations in Various Countries



Key Industries

For Placing Our Diaspora Worker

Construction



Education



**Food
Manufacturing**



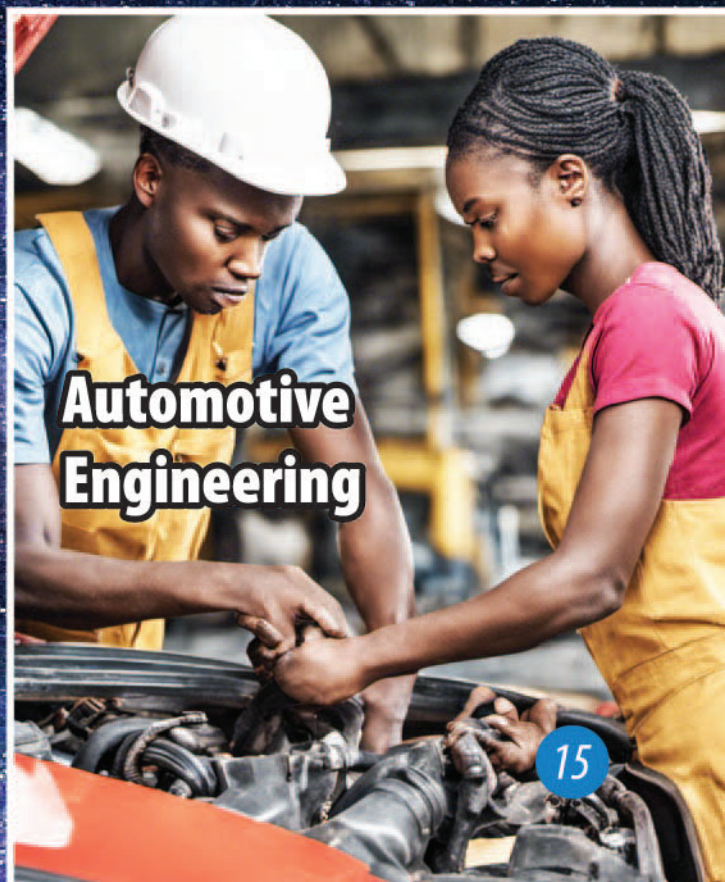
Health Care



Manufacturing



**Automotive
Engineering**



Transport



Partners



Riyadh National Recruitment
شركة الرياض الوطنية للإستقدام



شركة مهارة
للموارد البشرية
Maharah Human
Resources Company



PINNACLE



الصويدر للإستقدام
ALSWEEDAR RECRUITMENT



FERAS SAUD ALFARAJ
RECRUITMENT OFFICE
مكتب فراس سعود الفرج للإستقدام
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VISA SOLUTIONS
HEALTHCARE

HS

RECRUITING



ALMAJAL ALARABI
GROUP



LITUS NOVUM



Ontario Center
for Special Education



هزبري
HIZABRI
Built to last

International Labour Recruiters

Healthcare • Construction • Logistics • Security • Hospitality • Automotive Engineering



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