

# Walmart<sup>®</sup>

GLOBAL ETHICS & COMPLIANCE



## RESPONSIBLE RECRUITMENT EXPECTATIONS

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March 2022



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# Introduction

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Walmart respects the basic rights and dignity of workers and complies with all applicable laws and regulations in the locations where we operate and in our supply chain. We believe in the Employer Pays Principle and believe that workers should be recruited responsibly. We communicate this expectation in our [Global Forced Labor Prevention Policy](#) and [Standards for Suppliers](#). The intent of this document is to establish expectations that suppliers implement responsible recruitment

practices within their business operations related to hiring, recruitment fees, and the repayment of fees, if fees should be discovered.

Please consult with your [Responsible Sourcing Compliance team member](#) if you have any questions.



# Expectations

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At Walmart, we expect workers are treated with respect during the hiring or recruitment process. To comply with Walmart's expectations on responsible recruitment, a company should:

1. Have policies and procedures that provide the company's expectations and requirements for the responsible recruitment of workers.
2. Implement responsible recruitment practices into the normal business operations. Responsible recruitment practices may include, but are not limited to:
  - a. Hiring workers directly, when possible. If engaging with a labor recruiter, perform due diligence to verify the labor recruiter is engaging in responsible recruitment practices.
  - b. Hiring workers with the appropriate identity documentation and employment authorization as required by local law
  - c. Not charging workers recruitment or similar fees – even if such fees are allowed under local law
  - d. Providing migrant workers with employment contracts in their local language, or providing an interpreter to translate employment contracts into their local language, prior to starting employment
3. Have a process in place to identify if any associates or workers have paid recruitment fees.
4. Calculate and repay fees if it has been identified that associates or workers have paid recruitment fees. Suppliers should partner with Walmart's Ethics & Compliance team to develop an action plan on repayment to be completed within a reasonable time period.

Suppliers who do not comply with these expectations may be subject to consequences, up to and including termination of business with Walmart.

If the local law and this Responsible Recruitment Standard differ, the more stringent requirement will apply.

# Definitions

**Labor Recruiter:** Any entity or person that is involved in the process of recruiting workers for another company or indirectly by a company through the recruiter. These entities or persons can be formal or informal and can be engaged by the employer either directly or indirectly through other entities or agents.

**Recruitment:** Advertising, information dissemination, candidate selection, transport, and placement into employment. For migrant workers, recruitment will include the return to the country of origin, where applicable. This applies to both workers looking for employment and those already in an employment relationship.

**Recruitment Fees:** Fees or related costs associated with recruitment, documentation, or services paid for the purpose of getting a particular job – even when allowed by local law.

Examples of “recruitment fees” may include but are not limited to: costs for medical tests, insurance costs, skill tests, travel and lodging related to travel to

destination country and country of origin, administrative costs like work permits or visas, passports obtained with the purpose of obtaining a specific job, marketing costs, personal protective equipment required for safety purposes, employer-required notary or legal fees, or breach of contract fees. Also included are fees or collateral used in situations such as bribes, extortion, or other extra-contractual or undisclosed costs.

**Suppliers:** Entities providing products to Walmart, including goods for resale and for Walmart’s own use.

**Workers:** Individuals employed by a supplier, facility, or a service provider for work performed in a supplier’s operations when producing products sold to or sourced by Walmart.

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