

Addendum 1

Foreign Worker Life Care Service Plan (relating to Ocean fishing work (living on land), institutional care work, manufacturing work, construction work, slaughterhouse work, outreach manufacturing work, outreach agricultural work, diverse companionship care service work, and Work involving waste management and recycling)					
※Items and Standards	Employer self-assessment		Remarks	Inspection result	
	Compliant with regulations	※Planned Improvement		Compliant	Non Compliant
1) Food and drink					
1. Provision of drinking water					
(1) Sufficient drinking water must be provided and if it needs to be boiled before drinking the necessary equipment must also be made available, with written instructions or signs that can be easily understood by foreign workers.					
(2) No sharing of cups.					
(3) Non-drinking water sources (such as water used for industrial and fire-fighting purposes) must come with written instructions or signs that can be easily understood by foreign workers.					
2) Standards to be observed if a restaurant or kitchen is set up:					
(1) Restaurants and kitchens should be isolated and regularly cleaned, with adequate lighting, ventilation and measures taken to keep away mosquitoes, flies, cockroaches, and mice.					
(2) Clean and hygienic cutlery, tables and chairs should be provided.					
(3) Before the repatriation of foreign workers who fail a health-check-up, the cutlery they use should be handled separately and not be mixed with those used by other foreign workers.					

(4) Restaurants and kitchens should be located a minimum of 30 meters from bathroom and sewage treatment facilities. However, this provision does not include flush toilets.					
(5) Maintain cleanliness, employ designated inspectors and keep records.					
3.Food:					
(1) Employers who provide foreign workers with food free of charge, should respect the preferences and religious taboos of those workers, and ensure the food is hygienic, sufficient and of equal quality.					
(2) When foreign workers are required to pay for the food provided by employers, the latter should respect the preferences and religious taboos of those workers, and ensure the food is hygienic, sufficient and of equal quality. If there are fewer than 30 foreign workers, majority opinion should be taken into account when deciding on types of food. If there are 30 or more workers the employer and foreign workers should establish a food committee to make related decisions. Workers should constitute at least two thirds of the members of such a committee.					
2) Accommodation:					
1. Dormitory passageways:					
(1) The dormitory area should have spacious passageways where piling items is strictly forbidden.					
(2) Passageways and emergency evacuation measures should be marked with written signs foreign workers can easily understood and the evacuation route in the event of an emergency clearly indicated.					

2. Workplaces where dormitories cannot be established:					
(1) Areas where explosive, flammable, oxidizing, ignitable materials, combustible gasses or large quantities of flammable materials are placed or stored.					
(2) Workplaces with kilns or boilers.					
(3) Workplaces where gases, steam or dust harmful to human health are emitted.					
(4) Places close to equipment which generates strong vibrations or noise.					
3. Living area size The living area of a foreign worker refers to the size of the area provided by the employer for workers to live divided by the number of foreign workers using the area. Each individual should have more than 3.6 square meters of space, as well as a wardrobe (counted as part of the living area).					
4. Dormitories should include toilets and washing facilities that meet regulation standards:					
(1) The number of toilet bowls in a men's restroom is calculated based on the number of male foreign workers in the accommodation. In principle there should be one (or more) for every 25 persons; In principle there should be one (or more) urinal for every 15 persons.					
(2) The number of toilet bowls in a women's restroom is calculated based on the number of female foreign workers in the accommodation. In principle there should be one (or more) for every 15 people.					

(3) Bathrooms should provide hot and cold water in accordance with safety regulations.					
(4) Facilities should be regularly cleaned and segregated based on gender, with a focus on privacy.					
5. Isolation measures					
(1) Foreign workers who, after a health check conducted by the health authorities, are found to have an infectious disease are required to be isolated in accordance with related measures.					
(2) Employers and the foreign workers they hire are required to obey the instructions of the Central Competent Authority for the duration of the Central Epidemic Command Center's operations, or cooperate with necessary related measures put in place by the health authorities to prevent the spread of infectious diseases in accordance with the Communicable Disease Control Act.					
6. Establish regulations for the management of foreign worker accommodation and announce those rules in written language easily understood by the workers.					
7. Employers are responsible for ensuring the safety of foreign workers and protecting their privacy in accordance with the provisions of the Sexual Assault Crime Prevention Act and Sexual Harassment Prevention Act. This also applies when it is deemed necessary to install CCTV in places where foreign workers live.					
3. Management					
1. Draft guidelines for foreign workers' daily life in easily understandable language (including an environment introduction,					

instructions on how to use equipment, and a brief introduction to foreign language radio programs etc.) should be placed in highly visible and accessible locations and explained in easy-to-understand language before the foreign workers are placed in the accommodation.					
2. Employers or a private employment service agency commissioned by them should appoint personnel in charge of foreign worker life care services based on the following standards: (1) At least 1 person should be appointed if there are more than 10 and less than 50 employees. (2) At least 2 persons should be appointed if there are more than 50 and less than 100 employees. (3) At least 3 persons should be appointed if there are more than 100 employees. For each additional 100 employees, at least 1 additional person should be appointed.					
3. A certain number of the foreign workers employed should be bilingual (fluent in Chinese and the workers' mother language): (1) At least 1 person should be appointed if there are more than 30 and less than 100 employees. (2) At least 2 persons should be appointed if there are more than 100 and less than 200 employees. (3) At least 3 persons should be appointed if there are more than 200 employees. For each additional 100 employees, at least 1 extra person should be appointed.					
4. Hold pre-job training and introduce laws in Taiwan:					
(1) Laws foreign workers are required to obey when in Taiwan:					
1. Health related laws on the need for health check-ups and preventing the spread of communicable diseases.					

2. Tobacco hazard prevention laws					
3. Animal protection laws					
4. Laws forbidding drunk driving					
5. Laws forbidding handing over or providing dummy accounts					
6. Other labor related laws					
(2) Information on customs and festivals in Taiwan.					
5. Establish leisure facilities and places of religious observance:					
(1) When hiring 10 or more foreign workers, employers are required to provide appropriate leisure facilities.					
(2) When hiring 50 or more foreign workers, employers are required to provide a venue for religious observance or related information.					
6. Establish and announce the introduction of complaint handling mechanisms:					
(1) Employers should establish an internal complaints mechanism to deal with foreign worker related management, food and accommodation issues.					
(2) Employers are required to announce complaint mechanisms including Consultation Service Centers in Special Municipality and County (City) Governments, and Labor Development Agency Airport Consultation Service Stations.					

(3) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline).				
(4) Employers are required to announce the 110 National Police Agency Reporting Line (including sexual assault and personal injury), and the 113 Women and Children Protection Hotline (including sexual assault, sexual harassment prevention consultation).				

7. Employer declaration items 1-5 must all be checked:

(1) Factory and accommodation are not separate: this indicates that the foreign worker dormitory and factory are on different floors, the same floor or adjacent (with a connecting corridor or next to a fire escape alley)

☐ Yes

☐ No

(2) The accommodation is located in a hazardous workplace

☐ Category A hazardous work places:

1. Workplaces that engage in petroleum product pyrolysis reactions to manufacture basic petroleum raw materials

2. Workplaces where the quantity of hazardous substances or harmful materials produced, disposed of or used reaches the quantities specified in Addendum I and Addendum II of the Enforcement Rules of the Labor Inspection Act.

☐ Category B hazardous work places:

1. Workplaces engaged in the synthesis of pesticide technical concentrate, using methyl isocyanate, hydrogen chloride, ammonia, formaldehyde, hydrogen peroxide, or pyridine.

2. Firecracker and fireworks factories that use chlorates, perchlorates, nitrates, sulfur, sulfides, phosphides, charcoal powder, metal powder, and other raw materials to manufacture firecrackers and fireworks.

3. Workplaces engaged in the manufacture of explosive materials using chemical substances, such as gunpowder manufacturing.

☐ Category C hazardous work places: Where there is a steam boiler with a heat transfer area of 500 square meters or more, or pressure vessels for high-pressure gases with a daily refrigeration capacity of 150 tons or more, or a processing capacity that meets one of the following regulations:

1. 1,000 cubic meters or more of oxygen or toxic and flammable high-pressure gases

2. 5,000 cubic meters or more of high-pressure gases not mentioned in the previous item.

☐ Accommodation for foreign workers is not located in category A, B, or C hazardous workplaces.

(3) The building has been subject to a public safety inspection declaration:

☐ Yes

☐ No

☐ Not applicable

☐ Uncertain

(4) A fire safety equipment inspection declaration has been completed or a residential fire alarm has been installed (check one)

☐ 1. If the accommodation location is a residential unit (or any floor of a residential unit in an H-2 category building for designated people) in a residential complex or residence, divided into six or more units (excluding living rooms and

dining rooms), or has 10 or more beds in the room, a fire safety equipment inspection declaration is required.

☐ Yes

☐ No

☐ 2. If the accommodation location is not subject to the legal fire safety equipment inspection declaration mentioned above, a residential fire alarm should be installed.

☐ Yes

☐ No

☐ Others (please provide details)

(5) The information and attached documents provided in this Foreign Worker Care Service Plan are accurate. If any falsehoods are found, I take full legal responsibility. I am also aware that if an inspection by the local competent authority finds I falsely checked any item, I will be subject to penalties under Subparagraph 5, Paragraph 2, Article 5 of the Employment Service Act (hereinafter referred to as “the Act”). The related penalties are as follows:

1. A fine of NT\$300,000 to NT\$1,500,000 can be imposed in accordance with the provisions of Article 65 of the Act.

2. The recruitment permit and employment permit can be revoked in part or in total in accordance with the provisions of Article 72 of the Act.

3. A recruitment permit (when a permit has already been issued the introduction of foreign workers can be suspended) , employment permit or employment permit extension will not be issued for a period of two years, in accordance with the provisions of Article 54 of the Act.

Note: If an employer commissions a third party to handle accommodation for foreign workers, such work must be in full compliance with the standards detailed in this plan.

Remarks:

1. This plan is established based on the provisions of Article 33 of the Regulations on the Permission and Administration of the Employment of Foreign Workers

2. If any item listed in this plan is found to be non-compliant, where the local competent authority deems the infraction to be minor the employer will be sent written notifications and given a deadline for improvements to be made. In more serious cases a recruitment permit (when a permit has already been issued the introduction of foreign workers can be suspended), employment permit or employment permit will not be issued, in accordance with Article 54 of the Act. Violations of Article 57 of the Employment Service Act will be fined in accordance with Article 67 of the Act, with the recruitment permit and employment permit revoked in part or in full, in accordance with Article 72 of the Act.

3. Accommodation for foreign workers provided by the employer must comply with building and fire safety regulations. If an inspection by the building or fire safety competent authorities finds the location to be non-compliant and its use is suspended for a fixed period of time, the ministry will revoke the employer’s recruitment permit and employment permit in part or total, in accordance with related provisions in the Act.

4. In the event of a violent conflict involving foreign workers in the workplace, the employer must immediately report the details of the incident to the local labor authorities and the police, including the cause, time, location, number of people involved, as well as the name and passport No. of the perpetrator (or responsible party).

Foreign worker accommodation location

County (City) _____ City (District, Township, Town) _____ Road (Street) _____
Lane _____ Alley _____ No. _____ Floor _____

Signature and seal of the guarantor (affix the official seal of the company and responsible person):

General assessment:

☐ Compliant (all items are in accordance with standard regulations)

☐ Non-compliant (if improvements are not made within a designated period, the case will be referred to the Ministry of Labor for a determination)

Employer (or representative): signature

Inspector: signature

Inspection date:

Name of company and responsible person: _____ Private employment services agency commissioned to undertake management responsibilities (affix the official seal of the agency and responsible person, and attach the commissioning contract):	
Instructions for filling out the form	1. A list of life care service personnel or private employment service agency managers should be appended to this plan. ※ 2. If any item is omitted from the “Items and Standards” column provide an explanation in the “Remarks” column. If there is an alternative solution, also provide an explanation. ※ 3. “Planned Improvement” refers to items that do not meet the regulations or have not been implemented at the time the form is filled out, but can be improved or implemented when foreign workers are brought in. 4. Employers should fill out the self-assessment (or remarks) column and attach two copies of this form, each signed and sealed. One copy should be submitted along with the other application documents, the other copy should be retained for inspection purposes.