

Addendum 3

Foreign Worker Life Care Service Plan (relating to live-in home help, live-in care work, agriculture, forestry, animal husbandry work or aquaculture fishing work)					
※Items and Standards	Employer self-assessment		Remarks	Inspection result	
	Compliant with regulations	※Planned Improvement		Compliant	Non Compliant
1) Food and drink					
1. 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.					
2) Food:					
(1) When foreign workers are required to pay for the food provided by employers, the latter should ensure the food is hygienic, sufficient and of equal quality.					
(2) Employers who provide foreign crew members with food free of charge, should respect their preferences and religious taboos.					
2) Accommodation:					
1. Residence:					
(1) Employers are required to guarantee the safety of foreign workers, with a focus on a clean and hygienic environment.					
(2) When a private employment services agency is commissioned to provide foreign worker life care services, the size of the area provided for workers to live in divided by the number of foreign workers using the area should be more than 3.6 square meters of space per individual, with a bed and a					

wardrobe (counted as part of the living area).					
2. Isolation measures:					
(1) Foreign workers who, after a health check conducted by the health authorities, are found to have a notifiable infectious disease must 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.					
3. In dealing with emergency situations, employers should indicate the location of the emergency phone and evacuation routes in text or language foreign workers can easily understand.					
(3) Management					
1. Employers are responsible for protecting the safety of foreign workers and their privacy in accordance with the provisions of the Sexual Assault Crime Prevention Act and Sexual Harassment Prevention Act.					
(2) Employers should introduce the following regulations and information to foreign workers:					
(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.					
3. Introduction of complaint handling mechanisms:					
1) Employers are required to announce information on the 1955 Counseling and Protection Hotline for Foreign Workers (1955 Hotline).					
(2) Employers are required to announce the 110 National Police Agency Reporting Line (including sexual assault and physical injury) and the 113 Women and Children Protection Hotline (including sexual assault, sexual harassment prevention consultation).					
4. Insurance: Employers who hire foreign workers to engage in live-in home help work, live-in care work are required to take out accident insurance for them in accordance with the provisions of their individual labor contracts.					
Remarks: 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 a 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 Employment Service Act (hereinafter the Act). Violations of Article				General assessment: ☐ Compliant (all items are in accordance with standard regulations) Non-compliant ☐ Non-compliant (if improvements are not	

57 of the 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. Foreign worker accommodation location County (City) City (District, Township, Town) Road (Street) Lane Alley No. Floor Employer's signature	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:
Instructions for filling out the form	※ 1. 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. ※ 2. "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. 3. 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.