RESOURCE GUIDE TO WORKPLACE FAIRNESS FOR EMPLOYERS

TAFEP
Tripartite Alliance for Fair & Progressive Employment Practices

1 REVIEW YOUR PRACTICES THROUGH SELF-ASSESSMENT

Use the **Fair and Progressive Employment Index (FPEIndex)** tool to check if your employment practices align with the Workplace Fairness Act (WFA) and Tripartite Guidelines on Fair Employment Practices (TGFEP). Instantly download a confidential report on your organisation's results, actionable insights and recommendations.

2 HELP YOURSELF TO OUR GUIDES AND TEMPLATES

Use our **one-stop resource page** on Workplace Fairness to prepare your organisation for the Workplace Fairness Act (WFA). This guide contains updates and important information on what you must do as an employer.

Take the e-learning courses on **Workplace Fairness Act, Fair Hiring, and Grievance Handling Processes.** Understand your role in fair and merit-based recruitment and selection, the common pitfalls to avoid, and steps and procedures for effective grievance handling.

Read our e-handbooks to familiarise with recruitment practices and managing grievances:
- **Fair Recruitment & Selection**
- **Grievance Handling**

Download these sample templates to align your HR practices to the TGFEP:
- **Job Application Form**
- **Job Analysis Form**
- **Interview Questions**
- **Interview Evaluation Form**

3 COME ATTEND OUR TRAINING AND WORKSHOPS

Sign up for our workshops and clinics to build your understanding of the TGFEP and the upcoming WFA requirements:

- Tripartite Standards Clinics (2 hours)
  - Grievance Handling
  - Recruitment Practices
- Navigating Workplace Fairness (2 hours)

4 SCAN THE QR CODE TO VIEW OUR RESOURCES AND WORKSHOPS

For more information on employment matters, visit tafep.sg

职场公平
雇主资源指南

TAFEP
Tripartite Alliance for
Fair & Progressive Employment Practices

1 运用自我评估审查雇佣行为

使用**公平与良好雇佣指数 Fair and Progressive Employment Index (FPE Index)**工具，检查您的雇佣做法是否符合职场公平法令 (Workplace Fairness Act) 以及劳资政公平雇佣指导原则 (Tripartite Guidelines on Fair Employment Practices)。您可以即时下载一份保密报告，其中包含贵机构的评估结果、可实用的见解，以及改进建议。见解与建议的评估报告。

2 参考我们的指南和范本

使用我们的职场公平**一站式资源网页**，为职场公平法令 (Workplace Fairness Act) 做足准备。本指南包含关于您身为雇主的应做事项和重要信息。

参加有关**职场公平法令 (Workplace Fairness Act)、公平招聘 (Fair Hiring) 以及申诉处理流程 (Grievance Handling Processes)**的网络学习课程。深入了解您在公平及择优招聘和筛选中所扮演的角色、应避免的常见误区，以及有效处理申诉的步骤与程序。

阅读我们的电子手册以熟悉招聘和处理申诉的事宜:

- **公平招聘与筛选 (Fair Recruitment & Selection)**
- **申诉处理 (Grievance Handling)**

下载以下**示例范本**以调整您的人力资源政策:

- **职位申请表**
- **工作分析表**
- **面试问题**
- **面试评估表**

3 参与我们的培训和研讨会

注册以参与我们的培训和研讨会，增进您对劳资政公平雇佣指导原则和即将推出的职场公平立法的了解:

- 劳资政标准指导班 (2小时)
  - 申诉处理
  - 招聘行为
- “掌握职场公平”简报会 (2小时)

4 扫描QR码浏览相关资源和研讨会

欲知更多有关雇佣事项的详情，请游览tafep.sg