

## **Employment Industry Finland's guidelines for employers hiring a Filipino employee from a country other than the Philippines**

The member companies of Employment Industry Finland (in Finnish Henkilöstöala HELA, hereinafter HELA) are committed to the responsible recruitment of foreign employees. HELA has prepared guidelines for the responsible recruitment of foreign employees, aimed at ensuring that HELA's member companies act ethically and in accordance with the law when recruiting foreign workers, thereby improving the position of foreign employees in Finland.

Many employees are recruited to Finland from the Philippines. In principle, Filipinos should, according to Philippine law, be recruited directly from the Philippines in compliance with the process required by the DMW (Department of Migrant Workers). When recruitment takes place through the DMW, it is ensured that the employee has fulfilled all statutory Philippine requirements for working abroad.

In practice, however, situations may arise in which Filipinos are recruited from a country other than the Philippines. As a result, recruitment to Finland may not go through the DMW-supervised process. In such cases, the employee's employment contract may not be verified, and they may not have an OEC certificate or membership in OWWA.<sup>1</sup> This can result in the employee not being fully protected. In addition, when traveling to the Philippines, returning to Finland becomes more difficult, and the employee may face additional inconvenience, such as having to pay taxes or other administrative fees upon leaving the country.

The employee must in any case register their employment in Finland with the DMW, and this is primarily the employee's responsibility. HELA's member companies commit to providing the attached instructions to a Filipino worker recruited from a country other than the Philippines. The instructions guide the employee to contact the Department of Migrant Workers (MWO) located in London, where the registration can be completed. The instructions also include the contact details of the Philippine Embassy in Finland.

There have been cases in which an employment agency, upon finding an employee from the Philippines, has temporarily transferred them to a country other than the Philippines solely to circumvent the DMW recruitment process. This is not ethical international recruitment, and HELA does not approve of such practices.

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<sup>1</sup> Overseas Employment Certificate (OEC), Overseas Workers Welfare Administration (OWWA).

**Instructions for the employee****Instructions for a Filipino employee who has come to work in Finland from a country other than the Philippines**

The Department of Migrant Workers (DMW) is the Philippine government's office for overseas Filipino workers and their families. It protects their rights and promotes their welfare. When recruitment is done through the DMW, the employee is in a protected position, and it is ensured that they have fulfilled all statutory requirements of the Philippines for working abroad.

If a Filipino is hired without following the standard DMW process, the employment might not have been registered with DMW. DMW requires all Filipino employees working in Finland register with the DMW.

DMW ensures that the documents and requirements related to the work of a Filipino employee working abroad are in order. For example, the employment contract must be verified, the employee must have an Overseas Employment Certificate (OEC), and they must be a member of the Overseas Workers Welfare Administration (OWWA). These measures minimize potential legal issues. To register their work in Finland, the employee must contact the Migrant Workers Office (MWO) located in London.

**Migrant Workers Office (MWO) London**

Email: [mwo\\_london@dmw.gov.ph](mailto:mwo_london@dmw.gov.ph) / [london@owwa.gov.ph](mailto:london@owwa.gov.ph)

Landline: (+44) 20 7839 8078

Official Facebook page: *Migrant Workers Office -Overseas Workers Welfare Administration London* <https://www.facebook.com/MWOOWWALONDON/>

More information: <https://londonpe.dfa.gov.ph/labor-welfare>

**Embassy of the Republic of the Philippines Helsinki, Finland**

Website <https://sites.google.com/dfa.gov.ph/helsinkipemicrosite/home>

Email [helsinkipe.consular@dfa.gov.ph](mailto:helsinkipe.consular@dfa.gov.ph)

Official Facebook page: *Philippine Embassy in Finland | Helsinki* <https://www.facebook.com/phinfinland>