

○ **Employment Security Act (Act No. 141, 30 November 1947) (Extracted)**

Article 5-3 Public Employment Security Offices, employment placement business providers, persons conducting recruitment of workers, commissioned recruiters and labour supply business providers shall, in carrying out employment placement, recruitment of workers, and labour supply, clearly indicate to job seekers, those who intend to become workers in response to recruitment, or supplied workers, the contents, wages, working hours and other working conditions of the business in which such persons are to be engaged.

- (2) Those offering jobs shall, in filing posting job offerings, clearly indicate to Public Employment Security Offices or employment placement business providers, and labour supply business providers, the contents, wages, working hours and other working conditions of the business in which job seekers and supplied workers are to be engaged.
- (3) With respect to matters concerning wages and working hours and other matters specified by an Ordinance of the Ministry of Labour, a clear indication under the provisions of the preceding two paragraphs shall be given pursuant to a method specified by the said Ordinance.

○ **Ordinance for Enforcement of the Employment Security Act (Ordinance of the Ministry of Labour, No. 12, 29 December 1947) (Extracted)**

Article 4-2 The matters specified by the Ordinance of the Ministry of Labour as provided by Article 5-3, paragraph 3 of the Act are as follows:

- (i) The matters concerning the contents of the business in which the workers are to be engaged.
- (ii) The matters concerning the term of the labour agreement.
- (iii) The matters concerning the workplace.
- (iv) The matters concerning the starting time and the ending time of the work hours, requirement of work exceeding the normal working hours, and the break times and holidays.
- (v) The matters concerning the amount of the wages
- (vi) The matters concerning the application of the health insurance under the National Health Insurance Act, the employees' welfare pension under the Employees' Welfare Pension Insurance Act, the workers' accident compensation insurance under the Workers' Accident Compensation Insurance Act, and the employment insurance under the Employment Insurance Act.

(Paragraphs 2-4 Omitted)

- **Guidelines on appropriate actions for Public Employment Security Offices, employment placement business providers, persons conducting recruitment of workers, commissioned recruiters and labor supply business providers, in response to equal treatment, clear indication of working conditions etc., treatment of personal information of job seekers, etc., responsibility of employment placement business providers, and accurate indication of details of recruitment (Ordinance of the Ministry of Labour, No. 141, 1999) (Extracted)**

Article 3 Matters concerning Article 5-3 and Article 42 (Indication of working conditions, etc. and accurate indication of details of recruitment)

Public Employment Security Offices, employment placement business providers, persons conducting recruitment of workers, commissioned recruiters and labor supply business providers (hereafter referred to as “Public Employment Security Offices, etc.”), in clearly indicating to job seekers, those who intend to become workers in response to recruitment and supplied workers (hereafter referred to as “job seekers, etc.”), the contents and other working conditions of the business in which such persons are to be engaged (hereafter referred to as “working conditions, etc.”) pursuant to the provision of Article 5-3, paragraph 1, shall take note of the following matters.

- (i) Do not indicate false or exaggerated working conditions.
- (ii) Limit the level and scope of the working conditions to be indicated as much as possible to allow the job seekers, etc. to understand them specifically.
- (iii) Indicate contents of the business, including work environments in which such persons are to be engaged as specifically as possible.
- (iv) Include the starting time and the ending time of the work hours, requirement of work exceeding the normal working hours, the break times in the indicated working hours, and holidays, etc.
- (v) Indicate the wage pattern (monthly, daily, hourly, etc.), base salary, fixed allowances, commuting allowance, and wage increase, etc.
- (vi) When the working conditions to be indicated may differ from those conditions at the time when the labour contract was concluded, inform job seekers to that effect. When the actual working conditions become different from the indicated ones, inform that effect to the said job seekers, etc. immediately.
- (vii) In indicating separately some of the labour conditions, etc., the persons conducting recruitment of workers shall inform job seekers of that effect when clearly indicating labour conditions, etc.