

Foreign Worker Program

Offered by

CHISHOLM

INTERNATIONAL FOOD MERCHANTS SINCE 1938

Ronald A. Chisholm Limited

2 Bloor Street West, Suite 3300

Toronto, ON M4W 3K3

www.rachisholm.com



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Phone: 800-561-6644 ❖ 416-967-6000 ❖ Fax: 416-967-9938

❖ Email: gbadger@rachisholm.com

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1. BACKGROUND

Ronald A. Chisholm Limited, established in 1938, is one of the world's leading independent agrifood dealers, known in every one of its international markets as a superior supplier and customer. Headquartered in Toronto, Chisholm has a dozen offices worldwide. We export, import and trade meat and dairy commodities globally.

In 2003, recognizing that sufficient and stable labour is a chronic problem for Canadian meat plants; Chisholm dedicated resources towards facilitating the hiring of foreign workers by Canadian employers. Under the Temporary Low Skill Foreign Worker Program, employers hire foreign workers for 24 months at a time, under conditions reflected in a federally approved employment agreement. Chisholm is uniquely suited to undertake this initiative as we have contacts and relationships worldwide that facilitate the sourcing of workers; and we bring an independence to bear that allows all employers to take advantage of the program without having to dedicate internal resources to do so.

Chisholm acts as agent and facilitator for Canadian employers who wish to hire foreign workers. We assist in the Service Canada application process; source and screen suitable workers; assist those workers in the visa application process; arrange transportation for them; and ensure that integration matters are addressed. The employer has little to do until the workers arrive in Canada.

To date, Chisholm has secured about 1,600 workers for some twenty employers in six provinces, two to over two hundred at a time. These workers have come from the Philippines, El Salvador, Dominican Republic and Ukraine. Other source countries have been established, and are expanding. Feedback from our clients has been very positive, confirming that this approach is a way of the future in terms of addressing labour shortages faced by many Canadian employers.

2. PRELIMINARIES

Pre-Requisites for Employer Participation

- High labour turnover rates and/or labour shortages
- High local recruitment efforts
- Labour Union acquiescence
- Commitment to terms of federally approved Employment Contract

Employment Contract – Key Provisions

- Same pay, benefits, union obligations etc., as domestic workers
- All recruitment and travel costs paid by employer
- Reasonable accommodation must be available/ arranged
- Provincial health insurance coverage or equivalent must be provided
- 24 month initial work term

3. THE PROCESS & TIMELINES

Phase One – Seek Approval - 4 – 26 weeks

- Review of Pre-requisites
- Customize Employment Contract
- Complete Service Canada Application, Agency Agreement
- Service Canada issues Pre-Approval

Phase Two – Job Offers and Hiring - 6 – 20 weeks

- Decision to Proceed/Recruit
- Selection of source country(s)
- Workers sourced and pre-screened
- Workers interviewed/selected by employer
- Work Permit applications and approvals completed abroad

Phase Three – Travel and Settlement - 1 – 3 weeks

- Visa issued
- Accommodation arrangements confirmed
- Travel arrangements made
- Employees picked up at the nearest Airport and Employees are taken to their accommodation
- Community orientation and settlement
- Obtain provincial health insurance and SIN numbers
- Workplace orientation and training

10 – 50 weeks total

4. ADVANTAGES FOR EMPLOYERS

- Chisholm handles all of the Process at least up to Worker arrival
- Motivated employees. Pay levels are very attractive to them
- Purpose for workers being in Canada is to work
- Overtime is attractive
- Attendance is excellent
- Stable employees, less turnover
- Work permits are employer-specific
- Allows for training and upgrading of domestic workers
- Range of experienced and entry-level workers available
- Potential for retention of long term employees in some provinces
- Timelines

5. COSTS

- No costs incurred by Employer until workers arrive under Chisholm's Program
- Cost per worker from about \$1,800 to \$3,500, depending on source country
- Chisholm returns fees if worker is not successful through probation (Suitability Guarantee)

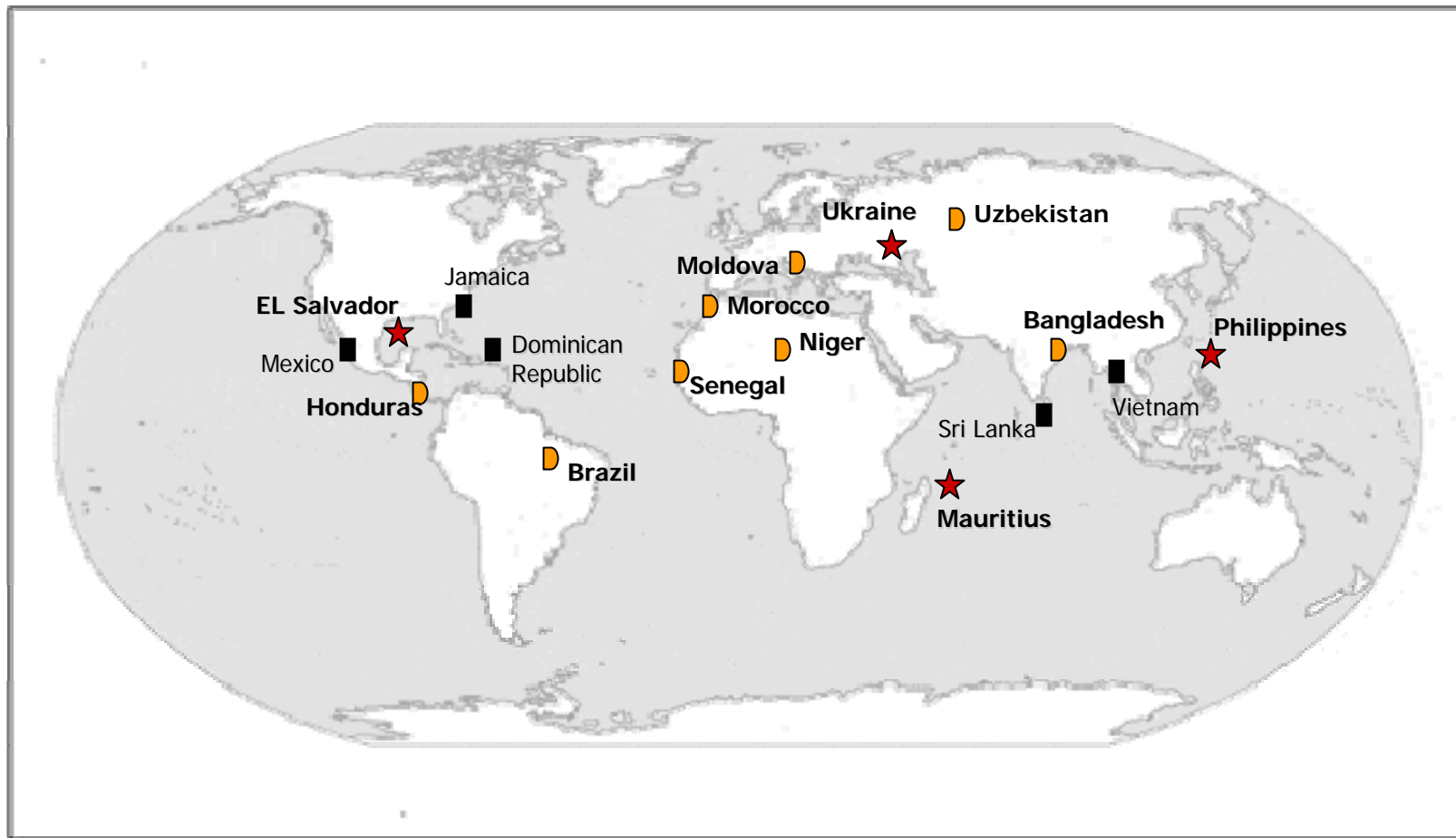
6. EMPLOYMENT CONTRACT SUMMARY

- Terms set by Service Canada
- Maximum 24 months
- The employee can work for designated employer only.
- Wages, benefits, union membership etc are the same as any starting employee.
- Employer is entitled to recover from the employee any funds advanced for visa application, medical exam and other CIC requirements.
- The employee cannot be charged for recruitment costs.
- The employer is obligated to ensure that reasonable and proper accommodation is available that a cost of less than 33% of the employee's gross income.
- The employer is obliged to provide the equivalent of provincial health insurance until the employee becomes eligible for provincial health insurance.
- Termination of the employment contract is on one week's notice.
- Employer is otherwise obliged to abide by all federal and provincial legislation and applicable collective agreements

7. WHY ENGAGE CHISHOLM?

- HR Personnel have their regular jobs to do
- Outsourced expertise is more effective
- Pitfalls can be avoided
- Cost effective
- Selection of the right foreign partners is not easy
- Quicker route to the goal of more labour
- Chisholm guarantee of suitability

8. CHISHOLM SOURCE COUNTRIES



★ - Established

D - Available/Under Active development

■ - Experienced as not feasible – excluded

9. RONALD A. CHISHOLM LIMITED - STATISTICS BY COUNTRY OF ORIGIN

Country	GDP/capita (USD)	Unemployment rate	Approximate minimum Wage rate for labourers (USD) per day	Educated	Religion	Size of Meat Processing Industry (by #'s employed)	Estimated Costs (1)	Approx. One-way airfare (CDN)	Language
Philippines	\$5,000 (2006 est.)	7.9% (2006 est.)	\$2.70	92.60%	Roman Catholic	580,000	\$3,000	\$1,000	English
Ukraine	\$7,800 (2006 est.)	2.7% officially registered; the International Labor Organization - 6.7% (2006)	\$6.00	99.40%	Orthodox Catholic	200,000	\$2,900	\$900	Russian, Ukrainian Limited English
Mauritius	\$11,200 (2007 est.)	8.8% (2007 est.)	\$4.30	84.4 %	Hindu, Roman Catholic	50,000	\$3,500	\$1,800	French, English
El Salvador	\$4,900 (2006 est.)	6% official rate; but underemployment (2006 est.)	\$4.79	80.20%	Roman Catholic	61,000	\$1,800	\$800	Spanish Limited English
Senegal	\$1,800 (2008)	48%	\$4.16	39%	Muslim, Christian, Indigenous beliefs	547,000	\$2,800	\$1,500	French
Niger	\$700 (2008)	N/A	\$1.04	28.7%	Muslim, Christian	4,200	\$2,900	\$1,700	French

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Morocco	\$4000 (2008)	2.1%	\$3.00	52.3%	Muslim, Christian, Jewish	2.27 mm	\$2,800	\$1,100	Arabic French
Uzbekistan	\$2,000 (2006 est.)	3% (2006 est.)	\$0.50	99.3%	Orthodox, Catholic, Muslim	2.8 mm	\$3,000	\$1,200	Russian Uzbek Some English
Brazil	\$10,300 (2008 est.)	8% (2008 est.)	\$2.86	88.6%	Roman Catholic, Protestant, Spiritualist	20.18 mm	\$2,700	\$1,250	Portuguese
Bangladesh	\$1,500 (2008 est.)	2.5% (2008 est.)	\$0.77	43.1%	Muslim, Hindu	44.64 mm	\$2,900	\$980	Bangla English
Honduras	\$3,700 (2008 est.)	27.8% (2007 est.)	\$9.20	80%	Roman Catholic, Protestant	1.1mm	\$2,900	\$650	Spanish
Moldova	\$2,500 (2008 est.)	2.1%; note - roughly 25% of working age Moldovans are employed abroad (2007 est.)	\$1.87	99.1%	Eastern Orthodox, Jewish, Baptist	520,000	\$3,000	\$1,000	Romanian Russian French

- NOTES (1)**
- Cost of Temporary Worker are about \$1,800 to \$3,500, with one way airfare paid. Chisholm fee calculated at \$1,000
 - Costs vary depending on Private Partner costs in the source country (normally \$1,000). Airfare varies with distance and time of year.
 - Over 24 months (4,160 work hours), initial costs are 0.43¢ to 0.84¢ per hour (\$1,800 to \$3,500).

10. CHISHOLM SERVICES

Chisholm Core Services

The services we generally offer for our flat fee per worker include:

- Assist in the preparation, submission, and negotiation of the Labor Market Opinion, both in local and federal offices.
- Customize the standard for Employment Contract to fit particular circumstances, terms, pay rates and employment details.
- Consult with the employer on appropriate and realistic candidate profile requirements and ensure these are properly reflected in the screening process abroad.
- Liaise constantly with the relevant sourcing party to ensure pre-screening requirements are met; coordinate timing; perform any translations required.
- Arrange for interviews of candidates by the employer, whether in person, by videoconference or otherwise, as required.
- Maintain contact with Service Canada to ensure confirmations reissued in timely manner for employees who will be applying at Embassies abroad; including obtaining any confirmations for any replacements needed.
- Advance monies to cover the cost of the work permit application fees and medical exams for selected candidates, if required.
- Liaise with Canadian Embassies to address any issues in the applications and to press for timely processing.
- Arrange travel and advance monies to cover air transportation costs.
- Provide a suitability guarantee to the Employer such that costs are reimbursed or a worker is replaced if they do not make it through an agreed upon probationary period.
- Ensure candidates are provided with the proper documentation required including:
 - i. Employment Contracts,
 - ii. Social Insurance forms,
 - iii. Work Permit applications,
 - iv. Any Leases required for accommodation;
 - v. Any other documents the employer requires.
- Liaise with Citizenship and Immigration Canada officials at the port of entry (usually Vancouver or Toronto) to ensure that they are ready to receive and process workers when they arrive.
- Coordinate travel and pick-up of the workers with the employer.
- If the worker travels through Toronto, we greet them and insure they get to their final destination.
- Travel with the group to the employer's premises and assist with orientation and settlement
- Assist in preparation, submission and negotiation of the Labour Market Opinion and Work Permit extensions.
- Once the workers are here we are available to address any other issues that arise, especially where assistance, direction or input is required of the source country.

Chisholm Additional Services

Chisholm recognizes that some employers require some additional manpower and assistance when workers arrive, to get them settled and integrated. We have therefore made arrangements to have these services available. These services are offered on an hourly/per diem basis, but can be negotiated as a flat fee per worker. Assistance with the PNP process is offered on the same basis.

11. SAMPLE OUTLINE OF SCREENING AND RECRUITMENT PROCESS (PHILIPPINES)

STAGE	MAIN STEPS
I. ESTABLISHING CANDIDATES' QUALIFICATIONS AS OVERSEAS CONTRACT WORKER	(1) Age (2) Education (3) Experience (4) Civil status (5) Personal characteristics
II. PRE-SELECTION PROCESS	<p>Orientation/Introduction Workshop: Candidates are to attend an Orientation or introduction workshop with presentation about the temporary quest worker program. <i>The introduction workshop enables candidates to have better understanding about the programme and makes their expectations clearer. Spouses or family members if they want are welcome to introduction workshop as well.</i></p> <p>Psychological Testing: Candidates are given I.Q, tests and E.Q. tests. (Written and oral tests) I.Q. tests – to determine their ability to comprehend and follow instructions E.Q. tests – to determine their ability to adapt to the new environment, culture and preparedness to work in a far away place absent from their family or loved ones. Candidates must be emotionally stable, capable of working with people of other nationalities and live with other people. All tests are conducted by licensed Psychologist</p> <p>English Test: Evaluation of competence</p> <p>Pre-Medical: Each candidate is required to get clearance from the agency authorized medical clinic.</p> <p>Interviews: Each candidate is interviewed by a senior officer to check consistencies of information in application form, resume, and documents submitted.</p>
III. VERIFICATION OF DOCUMENTS AND BACKGROUND INVESTIGATION	<p>School records: For High School graduates and college, documents are verified through three government agencies: Department of Education and Culture and the Department of Foreign Affairs. A red ribbon is issued and the documents sealed for embassy use.</p> <p>Employment certificates: All former employers are contacted to verify work history of applicants;</p> <p>Criminal Record (NBI): Thorough check with the National Bureau of Investigation (NBI). Must have NO DEROGATORY</p>

	<p>RECORD</p> <p>Police Record: Verify any pending cases involving applicant. Police Clearance must be issued from the place or area of residence.</p>
IV. INTERVIEW WITH EMPLOYER	
V. ADDITIONAL SECURITY AND BACKGROUND CHECKS	<p>Each applicant, regardless of skills is considered a security threat unless proven otherwise. To ensure strict background investigation and to aid the embassy in assessing applicants from Renaissance, an authorized private security agency is tapped to do additional background investigation. The report is then forwarded to the embassy for their reference.</p>
VI. PROCESSING OF SELECTED APPLICANTS	<p>Agency prepares the documentation required from successful candidates for submission to the Canadian embassy.</p> <ul style="list-style-type: none"> - Process inclusion of names to LMO - Application for work permit - Courier to Embassy - Follow-up with consular officers
VII. MEDICAL	<p>Upon receipt of medical referral from Embassy, assist and coordinate schedule of medical examinations through embassy authorized clinics or hospitals.</p> <p>Assist applicants with special tests required by embassy-accredited medical facilities.</p>
VIII. POEA PROCESSING	<p>Document processing of Overseas Contract Workers to the Philippine Overseas Employment Administration:</p> <ul style="list-style-type: none"> - processing of required clearances from POEA - completion of welfare documentation through OWWA - processing or e-receipt from POEA - coordinate pre-departure orientation with OWWA - process travel tax exemption - process contract verification with POEA
XI. EMBASSY MATTERS	<p>Assist applicants to go through consular interviews (if necessary) or submission of additional evidence as required by the consular officers.</p>
X. PRE-DEPARTURE SEMINAR	<p>Living and working in Canada</p> <p>Winterizing preparations</p> <p>Important basic ordinances of destination (e.g. trash disposal, shoveling, de-icing, etc.)</p> <p>Assisting in the completion of SIN documents</p> <p>Q & A</p>
XI. TRAVEL ARRANGEMENTS	<p>Secure most cost efficient travel arrangements for worker</p> <p>Coordinate pick up arrangements from airport to housing.</p>
XII. FOLLOW-UP/MONITOR PERFORMANCE OF WORKERS	<p>Renaissance management representative checks on the status of the workers and see if employees and employers are compliant with contract. Report submitted to POEA.</p>

12. NOC JOB CLASSIFICATIONS

What follows are the “Low Skilled” National Occupation Codes generally applicable to the workers sourced by Chisholm.

Notwithstanding these low skilled categorizations, Chisholm will recruit to the employer’s specifications, which may be higher skilled

Retail Sales Person and Sales Clerks (NOC 6421)

Grocery Clerks and Store Shelf Stockers (NOC 6622)

Food Counter Attendants, Kitchen Helpers and Related Occupations (NOC 6641)

Light Duty Cleaners (NOC 6661)

Food and Beverage Servers (NOC 6453)

Air Transport Ramp Attendants (NOC 7437)

Automotive Mechanical Installers and Servicers (NOC 7443)

Material Handlers (NOC 7452)

Construction Trades Helpers and Labourers (NOC 7611)

Public Works and Maintenance Labourers (NOC 7621)

General Farm Workers (NOC 8431)

Harvesting Labourers (NOC 8611)

Rubber Processing Machine Operators and Related Workers (NOC 9423)

Process Control and Machine Operators, Food and Beverage Processing (NOC 9461)

Industrial Butcher and Meat Cutter (NOC 9462)

Fish Plant Workers (NOC 9463)

Furniture and Fixture Assemblers and Inspectors (NOC 9492)

Other Wood Products Assemblers and Inspectors (NOC 9493)

Other Assemblers and Inspectors (NOC 9498)

Woodworking Machine Operators (NOC 9513)

Labourers in Metal Fabrication (NOC 9612)

Labourers in Food, Beverage and Tobacco Processing (NOC 9617)

Labourers in Fish Processing (NOC 9618)

Other Labourers in Processing, Manufacturing and Utilities (NOC 9619)

13. FREQUENTLY ASKED QUESTIONS

What happens if they don't go home?

- Not employer's responsibility.

How does housing work?

- The employer is responsible for ensuring that suitable housing is available at a cost of not more than 33% of gross income, but is not required to provide it.
- Leases can be signed prior to arrival to ensure longevity.

What about referrals?

- Referrals from any particular source country are sent to local screening agents for vetting.

How long does it take?

- A 2 year Temporary Program takes 1 -26 weeks for Service Canada pre-approval plus another 45 -120 days for CIC processing prior to arrival: total of 12 - 36 weeks.

What are obligations to hire once Service Canada approval is in place?

- None, until an employment offer is issued.

Do they speak English?

- Depends on the country of origin.
- They will have at least English training.

Can we keep them?

- Under PNP programs; work permits are extended.
- At worst, 24 months on, 4 months off.

How do we handle integration?

- Chisholm will assist as needed
- Advisable to have personnel available to handle settlement for the first few weeks.
- Preferable to have at least some “community” of the nationality nearby.

Why use a Third Party?

- Why reinvent the wheel?
- It is an involved and a time consuming process.
- Similar to outsourcing any other kind of expertise.
- HR personnel generally have plenty to do otherwise without becoming foreign worker/immigration experts.

How do we get started?

- Fill out the Chisholm questionnaire www.rachisholm.com ; or
- Contact Gregg Badger: gbadger@rachisholm.com;
Yuliya Balina: ybalina@rachisholm.com or
Halyna Mohylova: hmohylova@rachisholm.com; 800-561-6644;416-967-6000

**14. INFORMATION REQUIRED FOR
FOREIGN WORKER APPLICATION**

A. Company Information

1. EMPLOYER ID # (if applicable) _____ CCRA #: _____

Name: _____

Address: _____ City/Town: _____

Province: _____ Postal Code: _____ Business No.: _____

Date Business Started: _____ Website: _____

Business Description: _____

Contact Person: _____ Contact Job Title: _____

Contact Phone No.: _____ Fax No.: _____

Email: _____

2. Current No. of Canadian Employees: _____ Current No. of Foreign Employees: _____

Number of Layoffs in the last 12 months: _____

Reasons:

Occupations Affected:

3. No. of foreign workers you are requesting: _____

4. Location of job (full address): _____

B. Employee Requirements:

1. Occupation/Title: _____

Main Duties: _____

Education/Certifications required (if any): _____

Experience/Skills required: _____

Wages/Rate: per hour - _____ per day - _____ per month - _____ per year - _____

No. of hours per day - _____ No. hours per week - _____ Total No. of hours per month- _____

Benefits: disability insurance medical insurance dental insurance pension other

Paid vacation days _____ Other Benefits _____

Are any certifications, licensing or registration required for this job? _____

Union Name: _____

Has Union been consulted? (Circle): YES or NO Their Position? _____

C. Back-up/History – To be discussed with Chisholm

- What methods are used to find local workers? (e.g. will need copies of ads and invoices, and copies of ads from Job Bank website <http://www.jobbank.gc.ca>)-. It is mandatory for any Canadian employer to advertise on Service Canada Job Bank website for at least a 14 day period prior to applying to Service Canada for a permission to hire foreign workers. If not on this website yet, please advise.
- History/Statistics on recruiting efforts? (hirings, turnover rates, etc.)
- What economic and labour benefits will be realized if foreign workers are hired?
- Do you plan to train Canadians/ permanent residents for the position to be filled by the foreign worker?
- Description of training plans (existing and planned):
- Are suitable accommodations/foods available? Estimate monthly costs for accommodations and living expenses.
- Description of plant and its environment (local amenities etc.)

D. Job Description

- What are the starting and ending hours of operation? Begin at: _____ End at: _____
- The employee shall be entitled to _____ minutes per day of break time (lunch, coffee breaks etc.)