*[On Letterhead of Recruiter Organization]*

RECRUITER ORGANIZATION LETTER

*[Name of Authorized Organizational Representative /Applicant]*

*[Applicant Organization]*

*[City, State]*

Dear [USDA]:

*[Optional short introduction describing partnering organization’s mission and how it is applicable to the relevant applicant’s proposal.]*

We commit to participating in and supporting the *[Current Year] [Project Title],* for the period of *[include dates of commitment within proposed project period]* in the following way(s):

* *[Person 1 will … (describe role: what the person will do, time commitment)]*
* *[Person 2 will … (describe role: what the person will do, time commitment)]*

These individuals, and our organization and subcontractors (if applicable) agree to abide by the plan and requirements contained in the application, including our response to all of the following 11 questions:

1. How do you evaluate your compliance with legal requirements of the H-2A program for recruitment?
2. Does your company have a policy that prohibits giving misleading or fraudulent information to job applicants? If yes, please share the policy.
3. Does your company have a policy that prohibits charging recruitment fees and expenses to job applicants? If yes, please share the policy. How and when is the prohibition of fees communicated to job applicants?
4. What are your operational procedures to ensure that workers are not charged fees or given false or misleading information? *[The following are some examples: a) job applicants and workers can report violations of the no-fee policy without retaliation; b) grievance procedure that includes investigation and resolution; c) procedures that prevent the use of illegal or unauthorized sub-agents or subcontractors; d) procedures to ensure that sub-agents are paid by the agency for their services and that they comply with the agency’s no-fee policy*; *e) if workers are being recruited from remote or interior regions, the client company has staff (on the company’s payroll) in these areas; f) workers, upon arrival, are routinely interviewed to verify that they have not paid recruitment fees and that they understand the terms and conditions of their employment; g) training to employees, sub-agents, and subcontractors about your company's no-fee and anti-fraud policies; etc.]*
5. How do you know that the terms of worker employment contracts and the process of issuing employment contracts comply with sending and receiving country legal requirements?
6. How and when do you verify that workers understand the terms and conditions of their contracts?
7. What opportunities do you make available to job applicants and workers if they encounter a problem at any point in the recruitment and hiring process (for example, if they are asked to pay a fee)?
8. How do you tell job applicants and workers about the grievance mechanisms available to them to report recruitment issues?
9. What happens when workers use one of these mechanisms? [*For example, how is the reported problem investigated and resolved? Are you using an independent auditor? How are investigation results communicated to you and complaining parties?]*
10. How do you make sure that job applicants and workers are not retaliated against for reporting problems?
11. Does your company have a policy that prohibits discrimination in your recruitment? If yes, how do you ensure that there are no discriminatory practices (e.g., age, gender, race, etc.) in your recruitment channels?

Sincerely,

*[Signature of Partnering Organization’s Authorized Representative (AR)]*

*[Printed Name of AR*

*AR’s Title (e.g., Executive Director)*

*Address and telephone number if that information is not already on the letterhead]*