

## Temporary Foreign Worker Program

### Employer Inspection – Information Sheet

Employers who are using the Temporary Foreign Worker Program (TFW Program) are subject to inspections to ensure that they comply with the requirements and conditions of the Program. During an inspection, employers must provide documents proving their compliance.

Service Canada has developed an information sheet for employers to prepare for an inspection. This sheet is intended to identify documents commonly requested during an inspection and that employers should keep on hand. However, each inspection is unique, and employers may be asked to provide additional documents, different to the ones listed below.

**Please note:** All relevant documents must be kept for six years from the first day of the period of employment for which a work permit was issued.

For information on TFW Program compliance, please refer to:  
[Compliance Information for employers hiring Temporary Foreign Workers.](#)

□	Documentation that proves that employers’ business is actively engaged in business in Canada. Examples include: Canada Revenue Agency Business numbers, business registration documents, commercial invoices.
□	Proof that employers gave temporary foreign worker(s) (TFWs) <a href="#">information about their rights in Canada</a> on or before their first day of work in their choice of English or French and that employers made that information available throughout their period of employment. Examples include: a copy of an email or a text, a copy of a read receipt or a written attestation.
□	A French or English copy of the employment agreement, signed by both the employer and the TFW, and the proof that a copy was given to the TFW on, or before, the first day of work.
□	Documentation that outlines the TFWs occupation and their work-related responsibilities.
□	Documents that prove employers paid the TFWs the right wage during their period of employment. This varies depending on how the employer paid the TFWs, but can include: <ul style="list-style-type: none"> <li>• records of hours worked including documentation regarding piecework, if applicable,</li> <li>• copies of payroll statements,</li> <li>• proof of pay, for example: <ul style="list-style-type: none"> <li>○ copies of cancelled cheques</li> <li>○ company bank statements</li> <li>○ direct deposit or e-transfer confirmation</li> <li>○ money orders and/or signed receipts by the TFW for any cash payments.</li> </ul> </li> </ul>
□	Copies of timesheets and/or documentation that demonstrate the TFW’s daily hours of work and overtime, if applicable.
□	If employers provide a pay advance to workers, documents that demonstrate: <ul style="list-style-type: none"> <li>• That the advance was requested by the TFWs,</li> <li>• proof that the advance was paid, and</li> <li>• agreements signed by the TFW for any repayment arrangements.</li> </ul>

<input type="checkbox"/>	Signed agreements between the employer and each TFW for any deductions outside of regular payroll deductions.
<input type="checkbox"/>	Documentation that shows the TFWs are covered by workplace health and safety insurance, if applicable.
<input type="checkbox"/>	Proof that employers have obtained and paid for private health coverage that covers emergency medical care for any period TFWs are not covered by applicable provincial or territorial health insurance (if applicable).
<input type="checkbox"/>	Proof that the employer is taking reasonable efforts to provide a workplace free of abuse, including any policies and measures put in place to protect workers.
<input type="checkbox"/>	Proof that employers comply with provincial or territorial employment and recruitment laws. <ul style="list-style-type: none"> <li>• <b>In provinces or territory where applicable:</b> Employer registration from the provincial or territorial authority demonstrating that the business is licensed to hire TFWs where the work is performed.</li> </ul>
<input type="checkbox"/>	<b>Transportation – for applicable streams only.</b> <ul style="list-style-type: none"> <li>• Proof that the employer paid for round trip transportation from the TFW's home country to the worksite.</li> <li>• For the Seasonal Agricultural Worker Program (SAWP), if costs are recovered, proof that the amount recovered is equal to what is allowed under the SAWP contract.</li> </ul>
<input type="checkbox"/>	<b>Housing - for applicable streams only.</b> <ul style="list-style-type: none"> <li>• <b>SAWP:</b> Proof that employers provide TFWs with free adequate and suitable housing as defined by Canada Mortgage and Housing Corporation (CMHC) from the date of arrival to the date of departure. (Deduction allowed in British Columbia.)</li> <li>• <b>Agricultural:</b> Proof that employers provide TFWs with adequate, suitable and affordable housing as defined by CMHC from the date of arrival to the date of departure. Limited deduction allowed.</li> <li>• <b>Low-wage:</b> Proof that employer provides suitable, and affordable housing as defined by CMHC or ensure that it is available to workers for rent.</li> </ul>

### Important considerations to remember

#### Employers:

- ✓ Cannot charge recruitment fees to temporary foreign workers and are accountable for any recruitment fees charged by third parties they hire. It is important to ensure the organizations employers work with are registered with the province or the territory, if applicable, or with the College of Immigration and Citizenship Consultants (CCCI).
- ✓ Are accountable for any abuse taking place on their business premises, including by supervisors, it's the employer's responsibility to stay informed.
- ✓ May not 'lend' workers. The **only** stream that may allow transfers is the SAWP stream. For a transfer to occur, it **must** be agreed to by the worker, the employers, and the Consulate.
- ✓ Must not house workers in accommodations other than the ones on the approved Labour Market Impact Assessment (LMIA).
- ✓ Should be aware of the Program obligations: [Employer compliance - Canada.ca](https://www.canada.ca/en/immigration-refugee-citizenship/services/employment-temporary-foreign-workers/employer-compliance.html)