

29. SPECIFIC GUIDELINES FOR CLASSIFIED ADVERTISEMENTS (continued)

Guidelines	Reference
<p>(L) Classified Jobs And Executive Appointment (Continued)</p> <p>d. In the “Tripartite Guidelines on Non-Discriminatory Job Advertisements”, all employment advertisements should refrain from using race, religion, marital status, age or gender as job criteria.</p> <p>e. Discriminatory job advertisements are those stating specifications of race, religion, gender, age and/or marital status, which are of no relevance to a job.</p> <p>f. Job advertisements should not contain specifications as stated above.</p> <ul style="list-style-type: none"> • Race / Language Text cannot mention preference for a certain race, e.g. ‘Chinese preferred’ or ‘Chinese Secretary’. Examples of acceptable text: <ol style="list-style-type: none"> i. Must liaise closely with Malay-speaking clients. ii. Duties include explaining products to potential customers in Mandarin and dialects. iii. Video shops specialising in Tamil movies require Sales Assistant. <p>Text cannot mention preference for a language without any supporting justifications. Acceptable examples:</p> <ol style="list-style-type: none"> i. Chinese language teacher for pre-school centre, must be fluent in Mandarin. ii. Translator for a leading Malay Magazine, proficiency in Malay is a must. iii. Bilingual Sales Representative required to sell Malay Educational Programmes. • Religion Text cannot mention preference for applicants of certain religion, e.g. ‘Muslims only’ or ‘Christians only’. Examples of acceptable text: <ol style="list-style-type: none"> i. Muslim restaurant needs a cook. ii. Candidates required to slaughter chickens according to Muslim rites. iii. Christian bookshop requires Shop Assistant. iv. Handling of pork is necessary. v. Need to entertain clients in pubs and lounges regularly. • Marital Status Text cannot mention preference for applicants who are single or married. No alternative suggestions. 	