

# Global Workforce Solutions



## Introduction

Airswift is an international workforce solutions provider and strategic partner to the energy, process and infrastructure industries. By aligning our services to the unique needs of each client, our turnkey workforce solutions capture and deliver the top talent that clients need to successfully achieve their goals.

Our level of experience, exposure and expertise is unparalleled. With more than 50 offices worldwide, 800 employees, 6,000 contractors and a candidate database of more than 500,000, our geographical reach and pool of available talent is unmatched in the industry.

Airswift have been operational in the Qatar since 2006 and throughout this time have worked with over 200 clients and processed over 5000 visas giving us the regional presence, experience and expertise to provide the highest calibre of service and support available.

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## Company Core Services



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## Global Mobility Services

Global mobility requirements may be as simple as securing a single visa or may involve moving hundreds of workers to multiple countries with complex immigration regulations. Whatever is needed, Airswift's Global Mobility specialists can help with the compliance, security and assignment requirements that need to be considered to guarantee that personnel arrive safely on-site when needed.

Airswift aims to simplify the mobilisation processes and reduce any stress for our clients. Our strength lies in employing highly trained Global Mobility specialists and investing locally in people, ensuring we have a dedicated staff with in depth local knowledge and experience to mobilise the best talent, no matter where it is located.

### Experience

Our Global Mobility service covers three key areas in order to offer a full, end-to-end service suite:

- Immigration & PRO Services
- Global Employment Outsourcing (GEO)
- Relocation Services

Airswift serves as a strategic partner to our clients, offering a complete workforce solution to capture and deliver the top talent needed to complete successful projects by aligning with the unique needs of our clients.

### Expertise

When a client's needs are more complex and wide reaching, we can act as a fully integrated outsourced Global Employment Organisation. Working side-by-side with clients to provide a holistic suite of Global Mobility, we can take the organisational and administrative burden away from in-house teams by managing the entire mobilisation process on their behalf. As a result, clients experience a clear and integrated solution which helps mitigate the risks of managing an international workforce.

Our strength lies in employing highly trained Global Mobility specialists and investing locally in people. This ensures that we have a dedicated staff with in-depth local knowledge and experience to mobilise the best talent, no matter where it is located.

## Immigration & PRO Services

Our immigration services simplify the process and reduce any stress by taking the responsibility for all immigration requirements when deploying a workforce. No two immigration scenarios are ever the same. We ensure that every case is reviewed and managed independently. We have developed a proven system to ensure that visa applications are processed quickly and efficiently, no matter which countries are involved.



### Services

Our services coordinated through our local offices include:

- Pre-mobilisation preparation and management
- Attestation / legalisation of documents
- Visas and work permits
- Local registrations to ensure compliance
- Exit formalities

Airswift has developed a innovative web-based solution for the management of mobilisation services with integrated processes designed to trigger actions that inform, cost-save and deliver compliant services. Our portals allow our clients a single global process to access your mobilisation program from anywhere in the world, ensuring a smoother mobilisation process for our clients and their workforce.

### The Visa Process



1. We provide personnel with a starter pack that outlines documents and actions required of them and highlights a point of contact in the Global Mobility team.



2. We place follow-up calls to support personnel in document gathering, answering queries, and providing interim quality assessments on suitability of available documentation and additional resources, e.g. booking a medical.



3. Application forms and relevant documentation are sent to local authorities for processing.



4. The visa is collected at the appropriate consulate location. This can include securing a dispensation to collect the visa from a consulate that is outside of the consultant's home country.

Airswift's PRO Services provide our clients with years of experience, expertise and understanding of PRO procedures in the Middle East. As a knowledgeable partner, we are up to date with the regions rules and regulations enabling us to process and manage all aspects of the required PRO activities quickly and compliantly whilst also being cost-effective. Outsourcing PRO Services ensures a hassle-free process for our clients and provides a growth partner to assist in streamlining your business and providing a support system to allow expansion.

## Global Employment Outsourcing

Airswift can act as a fully integrated outsourced Global Employment Organisation, working side-by-side with clients, taking the burden from in-house teams and managing the entire process on their behalf.

Our Global Mobility specialists are trained to understand the local tax and social security requirements of their region. We also engage professional advisors to ensure that the advice provided is 100% accurate.



### Quickly Enter New Markets

Clients also benefit from Airswift's network consisting of more than 50 offices and extended group of partner agencies in over 130 countries around the world. This allows entry into new markets without the need for establishing local entities.

### Increased Efficiencies

Airswift has 35 years of experience mobilising a workforce onto international projects, and we are able to navigate often complex immigration and employment processes quickly and efficiently.

### Reduced Costs

By outsourcing global employment activities to Airswift, clients benefit from working with a single entity for all employment requirements while removing the need to maintain an often expensive in-house team.

### Single Point of Contact

When clients use Airswift as an outsourced Global Employment Organisation, they work with one contact for all enquiries, which increases efficiency, ensures any issues are dealt with quickly, and without the need to engage multiple stakeholders.

### Remain Compliant, Reduce Risk

It is important that a workforce is not only mobilised quickly, but also legally and compliantly. Our on-the-ground experience and in-depth knowledge of local regulations and requirements allow clients to be confident that their workforce is being managed in accordance with the law, wherever it is operating.

### Accurate and Reliable Payroll

For clients with an international workforce, keeping track of international payroll requirements, such as income tax and actually delivering pay in multiple locations, can be

a real challenge. When you outsource to Airswift, your employees will be paid accurately, on time, and in accordance with local tax regulations, no matter where they are located.

### Services

Maintaining an in-house finance and payroll team can be expensive, and clients may not have a permanent base in the country in which they need to mobilise a workforce.

As part of our service, we will be responsible for the calculation and payment of local and national income tax and social security payments on behalf of each individual. We will also make sure that this money is deducted from their salary and paid directly to the tax authorities.

Our services include:

- Payroll Instructions & Reconciliations
- Wage Protection System Compliance
- Expense Management & Payments
- Host Country & Shadow Payroll
- Year-end Compliance Reporting

## Relocation Services

We understand that mobilising a workforce is not as simple as booking a flight and securing a visa. Moving to an unfamiliar country can be a difficult process, and to ensure it goes as smoothly as possible, we offer a range of services to reduce any stress.



### Policy Administration and Counselling

- Pre-assignment counselling
- Ongoing support
- Assignment cost estimates and projections



### Origin Services

- Property and tenancy management
- Shipment of household goods
- Vehicle and pet transportation
- Language training
- Inter-cultural training
- Family and spousal/partner support services



### Localisation and Destination Services

- Airport welcome
- Orientation
- Accommodation search
- School search
- Settling-in services
- Furniture rental and purchase assistance



### Travel Rotation and Flight Management Services

- Travel services
- Flight/home-leave booking coordination
- Transportation arrangements



### Host Country and Project Site Safety and Security Training

- Coordination and booking of required safety training courses
- Client-consultant liaison regarding security requirements



### Global Employment Services

- Talent mobility services
- Contract of employment, secondment and contract for services
- Medical insurance, benefits, health screenings and inoculations
- Local permits and licenses



### Security and Emergency Services

- Destination specific safety briefing
- Coordination and provision of security services
- Provision of 24/7 local emergency support line



### Repatriation Services

- Host country departure services
- Medical and school records transfer
- De-registration from local authorities
- Bank account closure
- Accommodation lease cancellation

## Case Study

### Background

Our client is one of the largest service providers in the GCC. They did not have a registered entity in Qatar but required a mechanism to support their staff in-country to provide a visa, payroll and in country support.



### Challenge

- Lack of Local Knowledge
- No internal HR, Recruitment or finance team
- High volume of requirements for immediate mobilisation
- No local entity / trade license
- Worksites across multiple locations in Qatar

### Airswift Solution

Airswift provided a simple framework agreement with a clear pricing structure to enable the client to select the service level for each contractor category. Due to the high volume of visas required, we had to submit our framework agreement to the Ministry Immigration in Qatar to allow us to have a contract specific visa bulk issued. A single point of contact was assigned for all global mobility, recruitment and finance matters.

### Achievements

**25**  
Contractors



Airswift successfully on-boarded an average of 25 contractors per month since March 2016.

Mobilised  
**56**  
new starters



In March 2017, we mobilised 56 new starters in under 2 weeks.

**4**  
days



The average visa processing time was 4 days from visa application to obtaining the visa.

**99.3%**  
accuracy



Delivered a 99.3% accuracy in all payroll transactions.