



What are my rights and duties while at work?

- You must ensure having a work permit, and working only for the employer specified in such permit.
- The employer must provide you with an accommodation and three meals every day.
- If the employer asks you to wear a certain uniform during work, the employer must provide such uniform.
- The employer is liable to pay the costs of your medical treatment, when needed.
- By signing the employment contract, you will become liable to obligations as defined in your employment contract, thus you have to fully carry out your defined tasks in order to merit the benefits stated in the contract.
- You have to follow the customs and traditions of the UAE society, abide by the public morality, respect the privacy of homes, and never disclose the secrets you are entrusted with, even after expiration of your employment period. In addition, you must preserve properties of the employer, work tools and anything under your observation and at your disposal.
- Within (7) seven days, you have to inform MOHRE when you change your place of residence that is written in your work permit.
- You will get your monthly payment within a period not exceeding (10) days from its due date.
- You are entitled to receive a severance pay when you complete one or more years of service; such pay is equivalent to the pay of (14) fourteen days for each year of service. You will receive your severance pay upon the end of your employment contract, and calculation of such pay renews with renewal of the contract.

What are the cases in which I need to contact with Ministry of Human Resources and Emiratisation?

1. In case you left work without knowledge of the employer; this must be done within (48) forty-eight hours from the time of leaving home (workplace).
2. In case the employer (head of household) or recruitment office did not commit to the provisions of the contract.
3. In case you were maltreated inhumanly.
4. In case the employer did not pay the costs of your treatment or denied you a merited sick leave.
5. In case you did not receive your full salary fully or did not receive it timely..
6. In case you did not get a copy of your employment contract.

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Know your Rights



Guidelines for Pre-arrival to the United Arab Emirates:

What should I know from the recruitment office before I arrive to UAE?

- The recruitment office that agreed with you on the contract shall demonstrate to you the type and nature of the work you are going to carry out and your total salary, as well as the conditions your employer requires to be met.
- Show you the employment offer conducted between the employer and you, then get your signature approving the provisions contained therein.
- Help you get familiar with the customs, traditions and conditions of life in the United Arab Emirates.

Do I need to pay any fees or charges to the employer or the recruitment office I agreed with inside the United Arab Emirates?

1. Never pay any fees or accept any deductions from your salary for your recruitment and employment if the recruitment office or employer asks you to do so. And where this happens you must resort to the Ministry of Human Resources and Emiratisation, as such request is illegal.
2. According to the laws of UAE, incurring any fees on the domestic worker for recruitment in UAE is an illegal action.
3. The recruitment office is liable to all your recruitment and employment expenses; such expenses include the cost of the entry visa, flight ticket and medical examination fees before you leave your country.
4. The employer shall incur the costs for post-arrival to UAE procedures, such as medical examinations and issuance of your residence permit.

Guidelines for Post-arrival to the United Arab Emirates:

What will happen after I arrive to the United Arab Emirates?

- You can, at any time, transfer your salary to your home country via official channels that ensure safe money transfer to your family against low charges.
- The recruitment office must provide you with decent accommodation until you join your workplace.
- The recruitment office must give you a copy of the employment contract that includes names of both parties (name of the employer and yours), workplace, signature date, start work date, type of work you are going to carry out, contract term, your total salary, salary payment method, allowed leaves, probation period, breaks, contract termination triggering events, as well as any other conditions as may be required by the nature of work.
- After signing your employment contract, ask the recruitment office for a copy thereof and keep such copy in a safe place. You also have the right to keep your identification papers in your possession.
- You will undergo a (6) six-month probation period starting from the first day you assume work.

