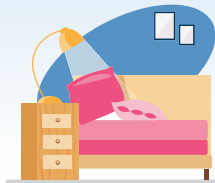


INFORMATION AND SAFETY GUIDE FOR DOMESTIC WORKERS





1 A private room with proper ventilation and lighting



FOR YOUR LIVING CONDITIONS YOU HAVE THE RIGHT TO



2 Consistent access to adequate food and water

3 Accept or refuse to live with the family

4 A decent and safe living environment



1 **A DECENT AND SAFE WORK ENVIRONMENT**

- For your health (e.g. not using harmful chemicals or doing dangerous tasks)
- Free from harm, abuse, or violence

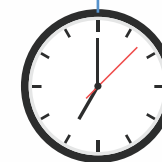
2 A fair wage or salary



3 A paid sick leave

FOR YOUR WORKING CONDITIONS YOU HAVE THE RIGHT TO

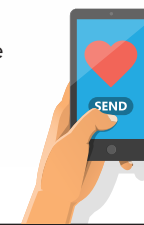
8 HOURS



4 Regular paid days off – at least one day per week and official holidays

5 To work a certain number of hours per day – a legal work day is 8 hours

6 Communicate with your family



7 Keep your identification (e.g. passport or national ID) with you at all times. You can give your employer a copy.



HOW DO YOU GET A JOB LICENSE THROUGH THE MINISTRY OF MANPOWER – FOR EGYPTIANS?

THE MINISTRY OF MANPOWER PROVIDES LICENSING FOR 7 PROFESSIONS OF DOMESTIC WORK:

- Housekeeper
- Housekeeping Assistant
- Cook
- Babysitter/Nanny
- Elderly Caretaker
- Patient Caretaker
- Caretaker for persons with special needs

WHY GET A LICENSE?

- You can access trainings.
- You can get formal authorization to practice your profession.
- You will be able to include the job in your national ID card.
- You may be able to access insurance, in agreement with your employer.

HOW TO GET A LICENSE:

1. Go to the local Directorate of Manpower in your area
2. Take the following documents with you:
 - A letter for your skills' assessment from the relevant Ministry of Manpower district office.
 - Application addressing the manager of the relevant Directorate of Manpower
 - Personal ID (and a copy)
 - Payment of 10 Egyptian pounds by mail order addressing the relevant manager of the Directorate of Manpower

WHAT IS ABUSE?

No matter what happens, your employer never has a right to mistreat or abuse you.

Here are some explanations of different types of abuse:

VERBAL ABUSE



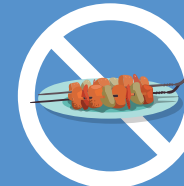
Verbal abuse is offensive language designed to humiliate a person. Examples include yelling, cursing, and name-calling.

PHYSICAL ABUSE

Physical abuse is the non-accidental use of force that results in bodily injury, pain, or impairment. Some examples are:



Spitting or biting



Sleep and food deprivation



Shaking, slapping, pushing, punching or scratching



Kicking



Locking someone in a room



Physically restraining or tying up



Destroying property and throwing things

SEXUAL ABUSE OR HARASSMENT

Sexual harassment includes any verbal or physical act of a sexual nature that makes a person feel uncomfortable and/or unsafe in their work environment.

Some examples are:

Unwanted pressure for sexual favors.

Sharing unwanted materials of a sexual nature.

Turning work discussions to sexual topics.



Attempted rape or sexual assault.



Unwanted intentional touching, leaning over, cornering, or pinching.



Unwanted sexual jokes, comments, or questions.

It is sexual harassment for an employer to ask you to do something of a sexual nature as part of your work or as a condition of keeping your job. Don't be afraid to report this to the police, the ministry, your embassy/consulate, or the International Organization for Migration.

REMEMBER: YOU HAVE THE RIGHT TO A WORKPLACE FREE OF ANY FORM OF ABUSE. YOU ARE NOT TO BLAME FOR ANY INSTANCE OF SEXUAL HARASSMENT!

BE PREPARED - HAVE A SAFETY PLAN FOR YOURSELF:

It is important to plan in advance how you might respond in different situations. Here are some ways to do that in case of a crisis situation:

- If you begin to feel unsafe at work, make sure to tell someone about it, even if nothing extremely violent has happened.
- Identify safe places you can go to (inside the house or outside). If it looks like someone is about to hurt you, try to get to a safe place.
- Identify trusted people you can call to help you. Always have a phone somewhere you can get to easily.
- Know the essential items you need to take if you need to leave quickly (like passport, national ID, money, etc.).
- Keep emergency numbers with you (for the police, ambulance, etc.).

DO'S AND DON'TS

- | | |
|---|--|
| ✓ Have a clear understanding of your rights, role and responsibilities. | ✗ Perform tasks that are risky or unsafe. |
| ✓ Make sure that someone always knows where you are. | ✗ Give your identification (passport, national ID, etc.) to anyone. |
| ✓ Know where the nearest police station and hospital are. | ✗ Blame yourself for any sexual harassment or abuse. |
| ✓ Register with your embassy and know the number of your embassy/consulate (non-Egyptians). | ✗ Be afraid to report any type of abuse, sexual or non-sexual, physical or verbal. |

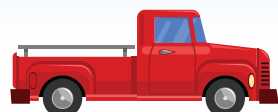
REMEMBER THESE NUMBERS !



POLICE
122



AMBULANCE
123



FIRE DEPARTMENT
180



National Council for
Childhood and
Motherhood
16000



National Council for
Women
15115



Your Embassy or
Consulate's number
(non-Egyptian)



Address: 47C Abu El-Feda Street, Zamalek, Cairo, Egypt

Mobile: 01032046064

Telephone: 02 2736 5140/1



Directory: 140
(If you're looking for a
number you don't know)



**MINISTRY OF FOREIGN AFFAIRS
OF DENMARK**