



Human Rights of Employee(s) & Employer(s)

We are committed to promoting the highest standards of human rights for all employees (“Employee(s)”) and their host employers (“Employer(s)”). The following is a list of rights and procedures which must be read carefully and signed by the Employer and Employee to ensure an appropriate and lawful working relationship. The rights and procedures listed below are based upon standards and guidelines set forth and adopted by the United Nations.¹

1. Employees and Employers have the absolute right to liberty and security of person and must be protected from physical, psychological and sexual exploitation and/or abuse.
2. Employees shall be respected as human beings and shall not be abused or made to feel inferior because of their gender, race, ethnic or social origin, nationality, language, religion or conviction, political or other opinion, age, economic position, marital status, or other status.
3. Employees shall have the right to freedom of thought, conscience and religion. This right shall include freedom to have or to adopt a religion or belief of their choice. Further, Employees shall enjoy the freedom to worship, observe and practice their religion either individually or in conjunction with others. Employees must reciprocally respect their Employer’s rights in this regard.
4. Employees shall have the right to equality with other residents of the State of employment before all courts and tribunals. In the determination (i) of any criminal charge against the Employee or (ii) of their rights and obligations in a suit of law, they shall be entitled to a fair and public hearing by a competent, independent and impartial tribunal established by law.
5. Employees shall be provided reasonable time to learn, free from physical or psychological abuse, especially if a language barrier exists between Employer and Employee.
6. The Employer may not withhold the passport of any Employee. Employees must have access to, and know the location of, their passport in the case of an emergency or otherwise.
7. Employees shall be entitled to treatment equal to that which applies to other residents of the State of employment, including:
 - a. any terms of employment associated with national labor law and practice such as, but not limited to, fair and adequate compensation, working conditions, overtime, work hours, weekly rest, paid vacation, safety, health, and termination of the employment relationship; and
 - b. Employees must be provided with a clear list of responsibilities prior to the commencement of their employment; and
 - c. Employees must be provided adequate:
 - i. access to food; and
 - ii. medical care; and
 - iii. shelter, including their own adequate private space and access to a functional bathroom; and,

¹ UN General Assembly, 45th Session. (1990). Resolution 45/158. *International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families*.



- iv. access to television, radio, telephone, and the exchange of correspondence with their family and friends in their State of origin or elsewhere.
 - d. Employees are not to be required to wear any clothing or uniform that is humiliating or inappropriate.
8. Employer shall consistently pay Employee their pre-determined base compensation on a specific day each month as mutually agreed upon by the parties. Employees shall have the right to transfer their earnings and savings, in particular those funds necessary for the support of their families, from the State of employment to their State of origin or any other State. Such transfers shall be made in conformity with procedures established by applicable legislation of the State concerned and in conformity with applicable international agreements.
9. In order to protect the life and wellbeing of the Employee, if an Employee prematurely leaves their post without notice (“Runaway”), the Employer must notify the local authorities, and encourage a fair investigation.
10. Upon termination of employment, whether early or upon the expiration of their employment contract, Employees shall have the right to repatriate their earnings, savings, personal effects and belongings.
11. Nothing in these Human Rights of Employees (“Human Rights”) shall have the effect of:
 - a. relieving Employees or Employers from either their obligation to comply with the laws and regulations of the State of employment or the obligation to respect the cultural identity of the inhabitants of that State; or
 - b. mitigating rights provided under the terms of international law, multinational manpower agreements between the Employee’s State of origin and the State of employment; or
 - c. mitigating additional rights or obligations under the terms of an Employee’s work contract between the Employee and the Employer.
12. Employees shall have the right to report violations of these Human Rights to their Employer, or a member of the Employer’s family, without fear of abuse or neglect. If an Employee or Employer claims that the terms of their work contract or Human Rights have been violated, it is recommended that they first seek resolution directly with the other party, or through third party means as established. If contacted by an Employee or Employer, established third party will then act as an intermediary to investigate the alleged violation. Notwithstanding, the Employee and the Employer have the right to address their case to the competent authorities of the State.