





KNOW YOUR RIGHTS

NOTE: This document sets out some but not all of a worker's rights as set out in the Qatar Labour and Immigration Laws; there are additional rights. Workers should attend the Labour Department (taking all employment documents) with any questions they have in relation to these or their other legal and regulatory rights.

ISSUE	YOUR RIGHTS
 <p>PROMISED WAGES (INCLUDING DEDUCTIONS AND OVERTIME DETAILS)</p>	<p>You have a right to the wages specified in your service contract. (The Service Contract is often referred to as the Ministry of Labour contract or dual language contract.)</p> <p>You have a right to receive your salary yourself and to be paid at least once every month.</p> <p>You have a right to be paid for any additional hours you work above your regular working hours (i.e. overtime).</p> <p>You have a right to receive your salary in your bank account, under the Wage Protection System.</p> <p>You have a right to all unpaid dues from your employer before you exit Qatar on annual leave.</p>
 <p>WORK HOURS</p>	<p>Your working hours should not be more than eight (8) hours a day, except in Ramadan. In Ramadan your working hours are six (6) hours a day.</p> <p>You have a right to rest (for prayers or meals) during your working day.</p>
 <p>PASSPORT AND ID</p>	<p>You have a right to keep your passport, and any other travel document in your possession, except when your employer needs it for purposes such as filing for resident permits or passport renewal.</p>
 <p>CONTRACT</p>	<p>You have a right to keep a copy of the Service Contract you sign with your employer.</p> <p>The Service Contract should include:</p> <ul style="list-style-type: none">• Name of employer and place of work,• Your name, qualification, nationality, occupation, address and proof of identification,• Date on which the contract is signed,• The kind of work, its nature and the place in which the contract is made,

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CONTRACT

- Date on which you start work,
- Duration of the contract,
- Your salary, the time and method of payment

Your probation period should be for six (6) months or less. Any time period above this is illegal.



WEEKLY OFF, PUBLIC HOLIDAYS

You have a right to a weekly paid rest day of twenty-four (24) straight hours.

In case you work on your rest day, you then have a right to be compensated with overtime payment or with another rest day.

You have a right to up to ten (10) days of paid leave every year: three days each for Eid holidays, one day for Qatar national day and three working days specified by your employer. [In addition you will be entitled to one working day for national sports day when your employer will arrange a sporting activity.]



ACCOMMODATION

You are eligible for company-provided accommodation or an allowance in lieu of, as per your Service Contract. You have a right to a clean and safe living environment.

You are required to work only in the place/address specified in your contract.

Working in any other place is illegal.

You have a right to not be terminated from employment while you are in your leave period.

You have a right to terminate your Service Contract if your employer is physically assaulting you or if you have been misled about your work conditions for example.

You have a right to a service certificate and the return of your certificates along with other documents with your employer, at the end of your Service Contract.

You have a right to end of service gratuity if you have completed over one year of service.

You have right to ticket fare from your employer at the end of your contract.

You have a right to a safe and hygienic work place with good ventilation, potable water and suitable lighting.