

# CHECKLIST FOR EMPLOYERS IN KSA



How to choose a good recruitment agency/cleaning services company and ensure decent work

**Employer** | Head of the household requiring services of domestic worker

**Agency** | Either the recruitment agency placing domestic workers, or the cleaning company that provides part-time services

**Employee** | Domestic worker either sponsored by the Employer, or by the cleaning services company

**Before you proceed with the checklist, assess your requirement:**

- House cleaning    Laundry    Baby sitting of school going children    Elderly care
- Newborn care    Cook    Driver    Gardener/Housekeeper (Bawwab or Hares)

## 02 (a)

### SECTION II

Choosing a Recruitment Agency (for live-in)

- The Recruitment Agency is not blacklisted in Saudi Arabia or the country of origin
- The Recruitment Agency is following the formal and legal recruitment procedure in Saudi Arabia or the country of origin
- The Recruitment Agency is listed in Musaned, meaning it is licensed to recruit from the country the domestic worker hails from
- The Recruitment Agency (or its partners in countries of origin) does not charge the worker any fees
- The Recruitment Agency (or its partners in countries of origin) is willing to share all the documentation with you in regards to the recruitment of the worker (contract, terms and conditions, etc.)
- The Saudi Recruitment Agency provided you and the domestic worker with an employment contract, in both Arabic and other languages as requested, that specifies (1) the type of domestic work agreed upon, (2) the monthly salary; (3) rights and duties of the employer and the employee; (4) the probation period; and (5) the duration of the contract and its renewal procedure

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**02 (b)****Has the Recruitment Agency fulfilled its responsibility?**

Before you Finalise  
Employment Relationship

The Recruitment Agency is willing to be transparent in regards to all concerns pertaining to workers' welfare during recruitment process, which will include pre-departure training in country of origin

You, as Employer, have taken into consideration the living and working arrangements, keeping in mind Employee's welfare, and your ability to pay the agreed upon monthly wages

Once the Recruitment Agent shortlists workers, you are able to conduct a telephone interview, before finalising candidate and signing contract

You, as Employer, have ensured that the salary and the benefits provided to the Employee are independent of the worker's nationality, religion, caste, and gender

Per Ujoor wage protection system, the Employer has created an electronic version of the contract in Musaned and opened a bank account for the domestic worker with an ATM card

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**02 (c)****Once contracted worker starts his/her employment, you ensure:**

Your Responsibilities

Timely payment of wages through the Ujoor system directly to the domestic worker's bank account.

Salary as per the contract, without deductions

Salary is paid directly to the worker, and not the Recruitment Agent

No contract substitution has occurred. What the worker was promised before arrival is what he or she receives on arrival

Working hours are compliant with Saudi Domestic Worker's law (Nine hours of rest every day with a weekly off day of 24 continuous hours)

Living conditions that guarantees the domestic workers privacy and dignity and not confine them forcibly inside the household

Recruitment and visa fees are not passed unto the domestic worker. It is the employer's sole responsibility

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**03 (a)****SECTION III**

Choosing a Temporary  
Recruitment Company

The Temporary Recruitment Company is not blacklisted in Saudi Arabia or in any other country

The Temporary Recruitment Company is licensed to recruit from the country the worker hails from

The Temporary Recruitment Company (or its partners in countries of origin) does not charge the worker any fees

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**03 (a)**

## Choosing a Temporary Recruitment Company

The Temporary Recruitment Company (or its partners in countries of origin) does not charge the worker any fees

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The Temporary Recruitment Company (or its partners in countries of origin) is willing to share all the documentation with you in regards to the recruitment of the worker (contract, terms and conditions, etc.)

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The Temporary Recruitment Company abides by the Saudi Arabia Labour Law.

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The workers employed by the Temporary Recruitment Company are covered by the Saudi Labour Law, and NOT the Domestic Worker's law

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Workers deployed by the Temporary Recruitment Company are only permitted to provide the services agreed upon only

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**03 (b)**

## Employment

**While Using Services**

If female workers are employed, are they subject to discriminatory terms that restricts their mobility and freedom by the Temporary Recruitment Company?

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You ensure the workers are housed in decent, healthy and hygienic conditions

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When workers raise complaints of non-payment or excessive work, you raise these issues with the Temporary Recruitment Company

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The worker is in the possession of his/her passport, Residency ID, ATM card, health card

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The worker is paid on time

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The worker is provided with all the protective gear required to carry out domestic worker services

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