

Dealing with Employment Agencies



For employers



- Employers should ensure that the employment agency (EA) has a valid licence issued by the Labour Department. They can **check on the Employment Agencies Portal** (www.eaa.labour.gov.hk).

- EAs should draw up written **service agreements** with employers. Service scope, itemised fees, refund arrangement, helper replacement arrangement, etc., should be set out.



- EAs should provide **receipts** for any payment received from employers.
- Employers must **not deduct helpers' wages** for paying commission or making any payment to EAs.



Provision of Free Passage



For employers



- Employers should provide foreign domestic helpers (FDHs) with **free return passage to their places of origin** on termination or expiry of contracts.

- Employers should consider **providing air tickets** (including basic checked luggage) to FDHs instead of giving cash equivalent to ticket value.



- Air tickets provided by employers should take the **most direct route**.



Provision of Free Medical Treatment and Taking Out Insurance



For employers

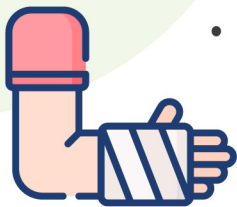


- Employers should provide **free medical treatment** to foreign domestic helpers (FDHs) during employment (except during FDHs' own vacation outside Hong Kong).

- Employers are required to take out **employees' compensation insurance** for FDHs to cover their liabilities for injuries at work. Failing to comply is liable to prosecution.



- Employers should **notify the Labour Department** of any work injuries of FDHs within 14 days, or 7 days for fatal cases after the accident.



- Employers should consider taking out **comprehensive FDH insurance policies** covering both medical insurance and employees' compensation insurance.



Work Arrangement and Sufficient Rest

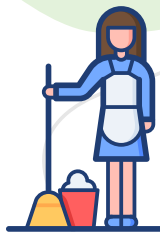


For employers



- Employers should **respect cultural and religious differences** and help foreign domestic helpers **adapt to new environment**.

- Employers should **prioritise domestic duties** for their helpers, and ensure that helpers **have adequate rest**.



- Employers should **explain work requirements** to their helpers and **provide guidance**.



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Labour Department

For details : www.fdh.labour.gov.hk

