



外傭僱主節訊





歡迎閱覽「家融」的創刊號。「家融」是勞工處為外籍家庭傭工(外傭)僱主提供有關外傭僱僱 事宜最新資訊的刊物。「家融」將會每半年出版一次,為外傭僱主提供有關外傭政策和勞工處相關服務、刊物及活動的資訊。佳節將至,我們謹此預稅大家聖誕快樂、新年進步!

封面な事

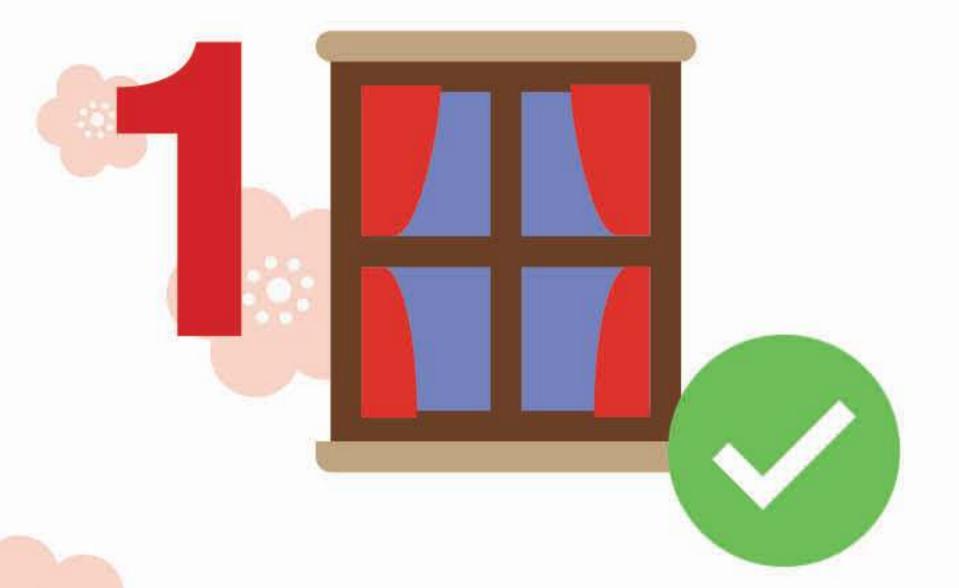
# 清潔家居貿新歲

編者

的話

還有大約兩個月便是農曆新年。歲晚大掃除過後,家居一塵不染固然開心,但看似簡單無害的家 居清潔,其實暗藏危機,如在沒有做足安全措施下,清潔窗戶向外的一面(外窗)更屬於高風險 工作。所以在清潔的時候,僱主和外傭緊記要注意安全,免生意外!

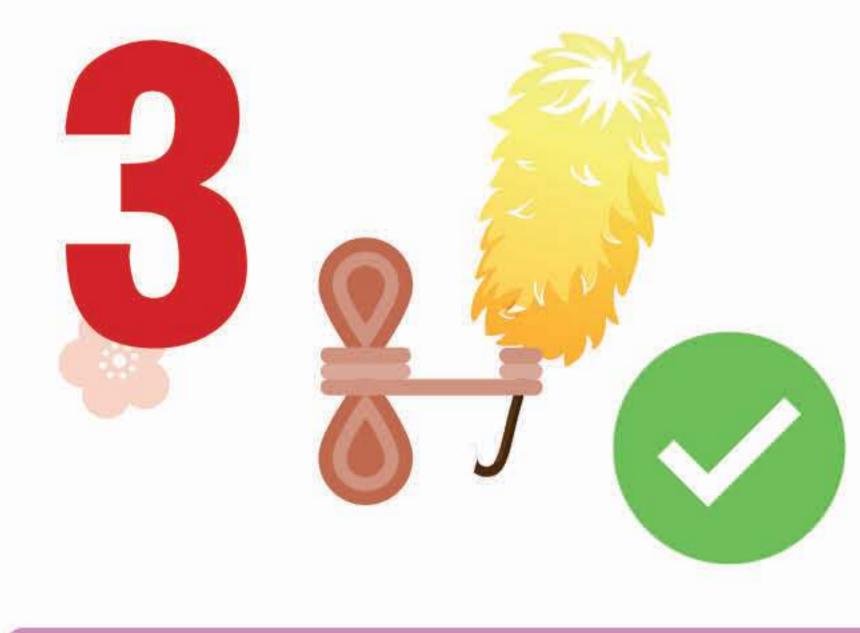
以下為大家送上 5 招清潔外窗安全小貼士!



在清潔窗戶時,請確保窗花已鎖上或被固定,以防止窗花被開啟。



除了手臂外,身體其他部分不得伸 出窗外。



如要清潔伸手不及的位置時,應使 用工具輔助,例如使用適當的長柄 工具,長柄工具需設有手繩,清潔 時手繩繫於手腕以預防工具墮下。

緊記只可站於屋內地面抹窗,切勿 站在椅子、桌子或窗台上清潔外 窗,亦千萬不可倚著窗戶或窗花。

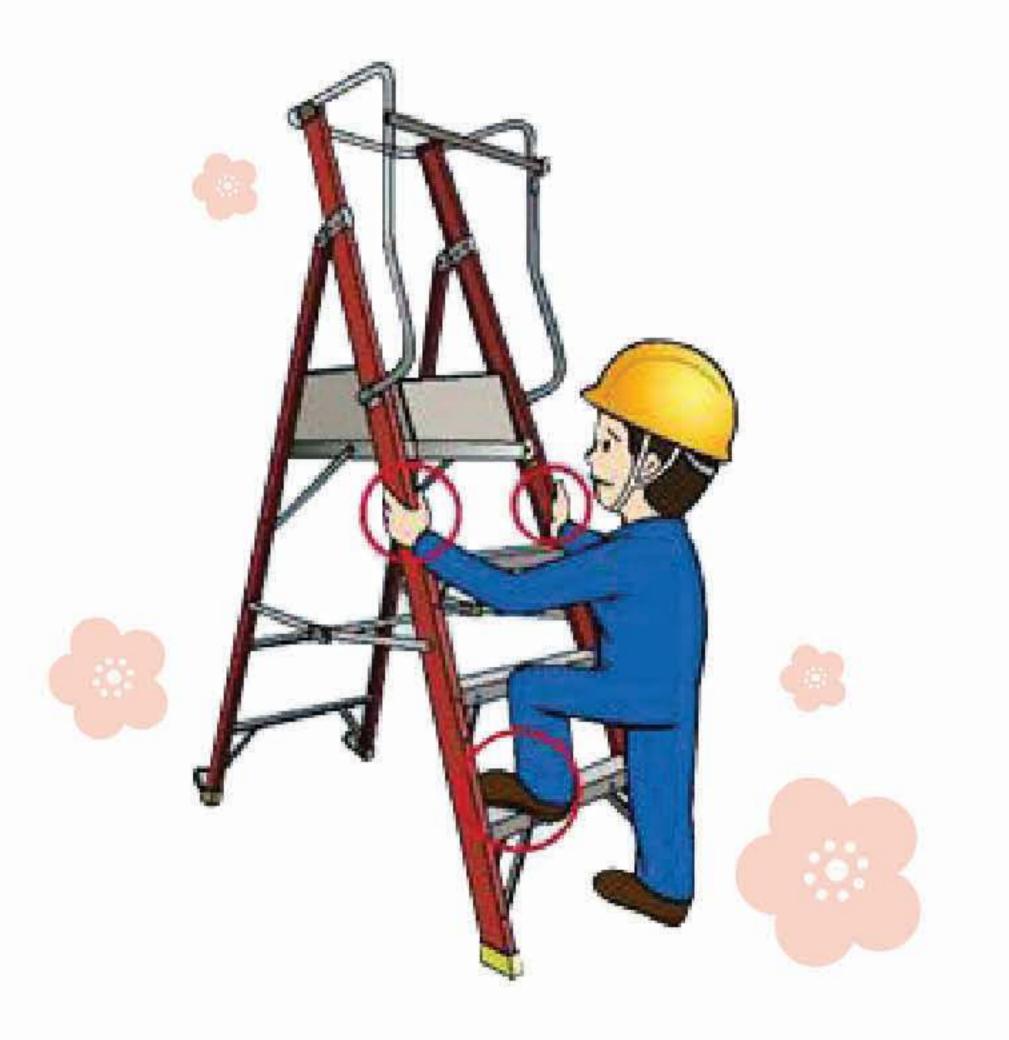


清潔外窗屬高危工作,如有需要,可考慮聘請專業人士協助。



# 最新消息

# 其他清潔空全措施

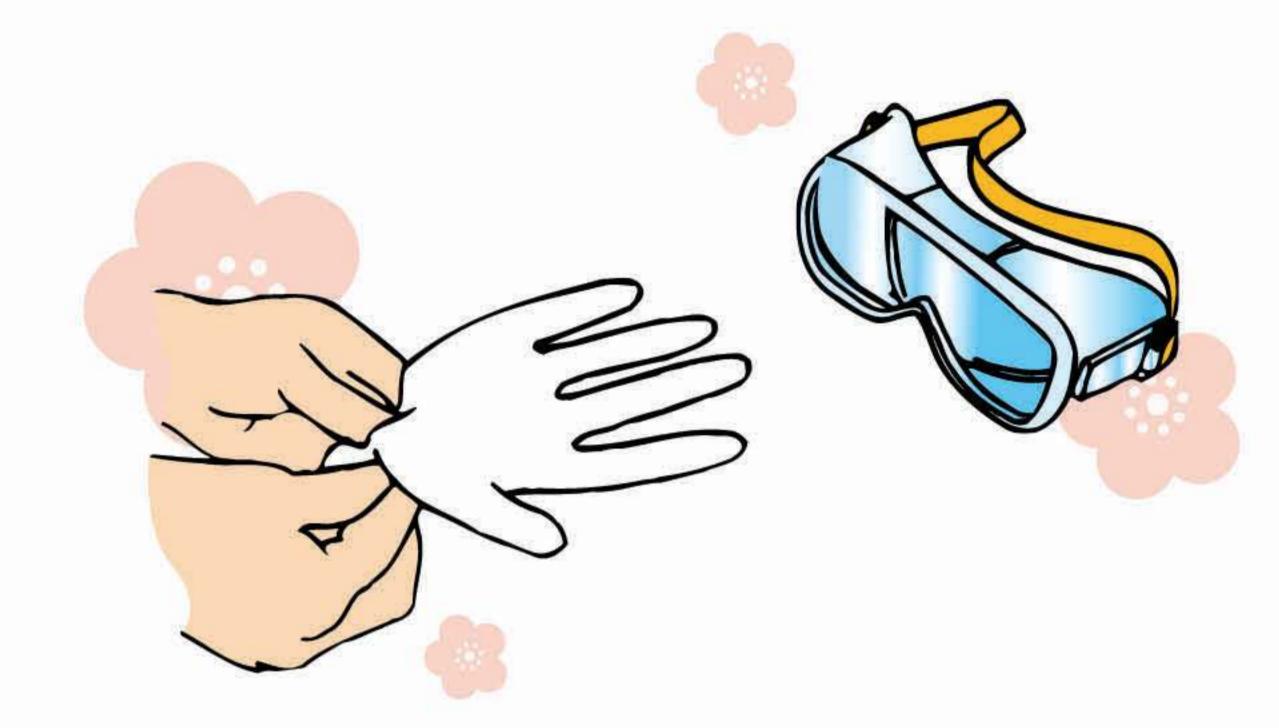


## 高處工作

如要清潔天花或冷氣機,應使用合適 的梯台輔助,梯台必須放於平坦、 堅固及乾爽的地面;上落時,雙手緊 握手挽,保持三點接觸。另外,盡量 將梯台放近工作位置使用,需要時重 新放置到所需位置,避免過分伸展身

## 使用化學品或清潔劑

應遵照生產商建議的使用方法及安全 措施,不可隨意將不同的化學品或 清潔劑混合使用,使用地點必須保持 空氣流通,並使用合適的個人防護裝 備,如手套、口罩、眼罩等。





## 清潔地板

應先移開工作範圍內的雜物,以免絆 倒。如有水漬或濺出物,亦應立即處 理,以免滑倒。此外,可使用有長柄 的工具協助工作,避免彎腰或過分伸 展的動作。

## 體力處理操作

如搬運物件或家具時,要採取正確提 舉及搬運姿勢,保持腰背平直,避免 扭腰、彎腰或過分伸展的動作。



(以上圖片由職業安全健康局提供。)



# 最新的規定最低工資及膳食建助



政府會定期檢討規定最低工資及膳食津貼水平。最新的調整已於今年9月公布。各位知道公 布的具體內容嗎?

現時,規定最低工資已由每月港幣4,410元增加至每月港幣4,520元。膳食津貼額亦由每月不 少於港幣1,053元增加至每月不少於港幣1,075元。新的規定最低工資和膳食津貼水平適用於 所有在2018年9月29日或以後簽訂的合約。所以,各位在與外傭簽訂新合約時,一定要留意 相關修訂。

# 《2018年僱傭(修訂)條例》

為保障職業介紹所服務使用者的權益和加強監管, 《2018年僱傭(修訂)條例》 已於2018年2月9日生效,主要修訂包括:

- 大幅加重職業介紹所濫收求職者佣金及無牌經營的最高罰則,由 原來的罰款港幣5萬元提高至罰款港幣35萬元及監禁3年;
- 延長檢控這兩項罪行的法定時效限制由6個月至12個月;
- 擴展濫收佣金罪行的涵蓋範圍至持牌人的相關人士(包括職業 介紹所的管理層及受僱人員);
- 增訂勞工處處長(處長)可考慮拒絕發出/續發或撤銷職業介紹 所牌照的新理由;及
- 為處長就職業介紹所發出實務守則提供法律基礎。

職業介紹所必須依從《職業介紹所實務守則》的要求和標準。根據新 修訂的條例,職業介紹所持牌人或擬作為持牌人的人、該等人士的有 關連人士或受僱人員如沒有遵從實務守則,處長可拒絕發出/續發或 撤銷其職業介紹所的牌照。各位在使用職業介紹所服務時,可留意 實務守則的相關要求。



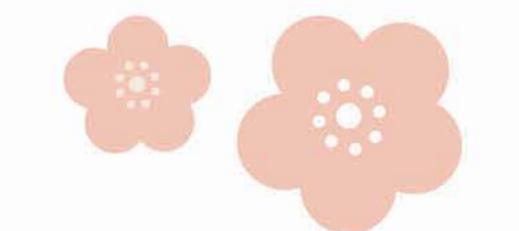
# 單拓外傭來源地·配合本地家庭的需求。

外傭協助本地家庭料理家務及照顧家中老幼,從而釋放本地勞動力,對香港的經濟發展有重 大貢獻。政府一直與外傭來源地政府及其駐港總領事館保持緊密聯繫,並積極研究開拓其他 外傭來源地,配合本地家庭的長遠需求。

隨着柬埔寨國民的簽證要求於2017年3月放寬,勞工及福利局局長在同年8月到訪柬埔寨, 與當地政府討論柬埔寨外傭來港工作事宜。首批柬埔寨外傭已於2017年年底來港。現時已有 約40名柬埔寨外傭在香港工作,我們會繼續鼓勵更多柬埔寨外傭來港。



# 外傭資訊 專題的



## 作為僱主,在《僱傭條例》下,我有什麽責任?到底要如

何選擇職業介紹所?外傭在香港工作又有什麼僱傭權益?

不論你是否第一次聘用外傭都可能有同樣的疑問。勞工處設立了兩個載有相關如你想了解在勞工法例下有關外傭的資訊或使用職業介紹所服務時的注意事項

資訊的專題網站—「外籍家庭傭工專題網站」和「職業介紹所專題網站」。 ,可先瀏覽專題網站,及參考網站的刊物。

## 外籍家庭傭工專題網站

www.fdh.labour.gov.hk

分籍家庭傭工專題網站是不是只為外傭而設的網站?網站有沒有關於外傭僱主的資訊?

無論是外傭,還是外傭僱主,你都可以在此網站找到許多有用的僱傭資訊,如輸入外傭政策、與聘用外傭相關的刊物、外傭及僱主在勞工法例及「標準僱傭合約」下的權利和責任。此外,專題網站還載有其他相關資訊,包括一些勞工處為外傭及僱主舉辦的簡介會及工作坊的詳情,及其他政府部門和機構的相關網站連結(如衞生署衞生防護中心及消費者委員會網站的連結)等。你亦可以透過電郵(fdh-enquiry@labour.gov.hk),向勞工處就有關外傭的僱傭事宜提出意見或查詢。

我想介紹這個網站給家中的外傭查看,但他/她不懂中文和英文。他/她能看懂這個網站嗎?

請放心,為方便外傭獲取資訊,外籍家庭傭工專題網站以12種語文(包括中文、英文、巴基斯坦文、尼泊爾文、印尼文、印度文、孟加拉文、柬埔寨文、泰文、斯里蘭卡文、菲律賓文及緬甸文)編寫。僱傭雙方均可選擇自己熟悉的語文版本,以了解有關外傭的僱傭事宜。



## 職業介紹所專題網站

www.eaa.labour.gov.hk

在香港、職業介紹所之多令人眼花繚亂、我應該如何選擇合適的中介服務呢?

雖然使用職業介紹所服務並非聘用外傭的唯一途徑,但如你想使用職業介紹所的服務,你可以先到職業介紹所專題網站查閱有關職業介紹所的資料,包括使用職業介紹服務要留意的事項。你更可於網站查看有關職業介紹所被定罪、撤銷/拒絕續發牌照及書面警告的記錄。

職業介紹所要持有有效牌照,才能在香港經營就業服務。我在哪裡可以查核介紹所是否持有有效牌照呢?

為保障閣下權益,僱主在使用職業介紹所服務前,應先查核職業介紹所是否持有有效 牌照。你可使用職業介紹所專題網站的搜尋器,查找本港持有有效牌照的職業介紹所。如懷疑有任何人士未領有有效牌照而經營職業介紹所、向求職者濫收佣金、涉嫌違反實務守則,或欲查詢其他相關事宜,你可透過該網站的網上表格作出投訴或查詢。另外,如僱主發現外傭涉嫌被職業介紹所濫收佣金,可鼓勵外傭向勞工處職業介紹所事務科求助,網上表格備有6種語文(包括中文、英文、印尼文、柬埔寨文、泰文及菲律賓文),供外傭選擇。



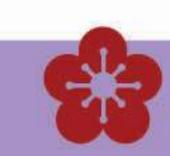








# 干小物推行



## 「識責任・盡本份」的個精明好僱主」一聘用外籍家庭傭工手冊

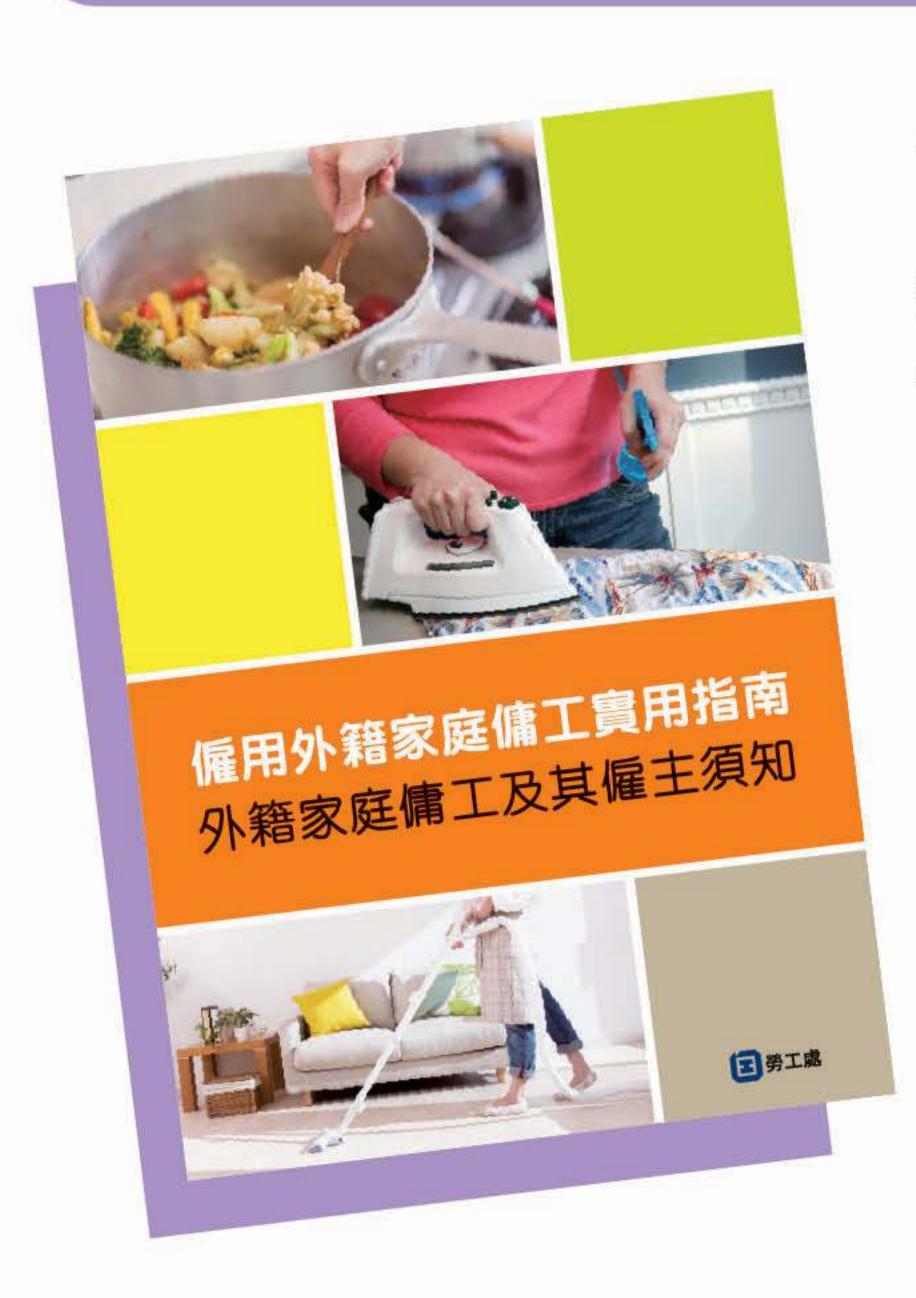


一本為外傭僱主度身訂造的小冊子,提供有關聘用外傭的實用資訊:

- 聘請外傭前須考慮的事項、聘請的途徑、相關的程序和費 用:
- 外傭僱主在《僱傭條例》、《僱員補償條例》及「標準僱傭 合約」下的權利和責任;
- 全 僱主如何與外傭相處的方法和建議,例如:如何協助外傭適 應香港的生活、工作安排等;及
- 透過有多年聘用外傭經驗的僱主的分享,以「過來人」的經驗,分享她們與外傭的相處之道,並提供小提示予僱主參考。

## 「僱用外籍家庭傭工實用指南」一外籍家庭傭工及其僱主須知





一本外傭及僱主都值得參考的指南,它深入淺出並扼要地説明在《僱傭條例》及「標準僱傭合約」下,外傭及僱主雙方的權利和責任,解答僱傭雙方一些經常提出的疑問,提供建議予僱傭雙方參考;並備有12種不同語文的版本,以供參閱。



- publication.html) •
- 你亦可瀏覽此網頁,
- 參閱其他相關刊物。







問與答

## 以工資代替假期,可以嗎?

不少外傭願意在假期工作,以賺取更多報酬,有些僱主亦樂意付錢讓外傭在假日幫忙。如果雙方同意以工資代替外傭享有的假期,僱主會否違反《僱傭條例》或僱傭合約的規定?

## 個案一:我剛和外傭續約,可否支付外傭工資以代替新合約生效前其可享 有的假期,以便外傭留港打理家務?

根據「標準僱傭合約」第13條,如僱主與外傭同意於現行合約屆滿時續約,外傭須在新合約開始前放取不少於7天的有薪/無薪假期返回其原居地,費用由僱主支付(除非雙方同意,並事先獲得入境事務處處長批准在港延期逗留,有關延長逗留期限通常不可超過1年)。

## 個案二:我可否以款項代替外傭每工作滿12個月後可享有的有薪年假?

《僱傭條例》規定,外傭為同一僱主每工作滿12個月後,須於隨後的12個月內放取其應得的有薪 年假,而年假數目按外傭受僱年資由7天遞增至最高14天。

另一方面,假如僱傭合約終止時,外傭已工作滿12個月但未曾放取年假,僱主須向他/她支付工資,以代替其未曾放取的年假。如外傭已在1個假期年(即開始受僱後每12個月的一段期間)內受僱滿3個月但不足12個月,而並非因犯嚴重過失而遭即時解僱,他/她亦有權享有按比例計算的年假薪酬。

舉例來說,如外傭在2017年5月1日開始受僱,於2018年9月30日辭職或遭解僱(並非因犯嚴重過失而遭即時解僱),而他/她未曾放取任何年假,僱主須支付工資以代替其首12個月受僱而享有的7天年假,及其餘按受僱日數比例計算的年假薪酬(即153÷365 X 7天 = 2.93天),合共9.93天年假薪酬。

# 個案三:我需要外傭在農曆新年期間打理家務,可否支付額外補薪代替發放法定假日(俗稱「勞工假」)/休息日(俗稱「例假」)?

根據《僱傭條例》,在任何情況下,僱主不得以款項代替發放法定假日給外傭,即所謂「買假」。 此外,如外傭在法定假日前已連續受僱滿3個月,可獲假日薪酬。如僱主要求外傭在法定假日工作,須預先給予外傭不少於48小時的通知,並在原定假日之前或之後的60天內,安排「另定假日」 給外傭。僱主如要求外傭在農曆年初一至三這3天法定假日工作,可在符合上述規定下,安排外傭 一次過放取或分開逐日放取3天「另定假日」。

此外,如法定假日適逢休息日,僱主應安排外傭於翌日放取該法定假日,但該翌日須不是法定假日 或另定/代替假日或休息日。

至於休息日方面,如外傭同意,僱主可另定休息日代替原來指定的休息日,但另定休息日須安排在同一個月內的原定休息日之前,或在原定休息日後的30天之內。僱主不得強迫外傭在休息日工作。

對於本通訊所説明有關勞工法例的條文,應以《僱傭條例》原文為依歸,而法院則是詮釋法律條文的權威。

# 勞工處最新活動消息

## 外籍家庭傭工僱傭事宜講座

日期:2019年2月22日(星期五) 時間:下午7時半至下午9時半

地點:香港太空館演講廳

對象:外傭僱主

(特別是首次聘用外傭的僱主)

## 外籍家庭傭工資訊站 暨僱傭權益簡介會

日期:2019年1月13日(星期日) 時間:上午10時至下午5時半

地點:海外家庭傭工中心

(拜仁里恆堅尼地城中心)

對象:外傭

(簡介會以英語主講並 設有印尼語傳譯)

## 外籍家庭傭工資訊站

日期:2019年1月6日(星期日)

時間:上午10時至下午5時

地點:中環遮打花園 對象:菲律賓籍外傭

日期:2019年1月20日(星期日)

時間:上午10時至下午5時 地點:銅鑼灣維多利亞公園

對象:印尼籍外傭

\*有關以上活動詳情及其他相關活動資料,請瀏覽www.fdh.labour.gov.hk。

## 外籍家庭傭工僱主講座



## 外籍家庭傭工僱傭權益簡介會



## 外籍家庭傭工資訊站





如對本通訊內容有任何建議,歡迎透過電郵向我們提出 (電郵地址:fdh-enquiry@labour.gov.hk),謝謝。

## 中國傳統食材

Traditional Chinese ingredients / Tradisyonal Intsik na mga sangkap / Bahan makanan tradisi Tiongkok (菲律賓文 Tagalog) (印尼文 Bahasa Indonesia)



Tuyong iskalop Kerang kering



Dried shiitake mushroom Pinatuyong kabuteng shitake Jamur shiitake kering



廣東 臘腸

Canton style pork sausage Langgonisang baboy Sosis babi ala Canton



蝦狀 Dried shrimp Hibe Udang kering



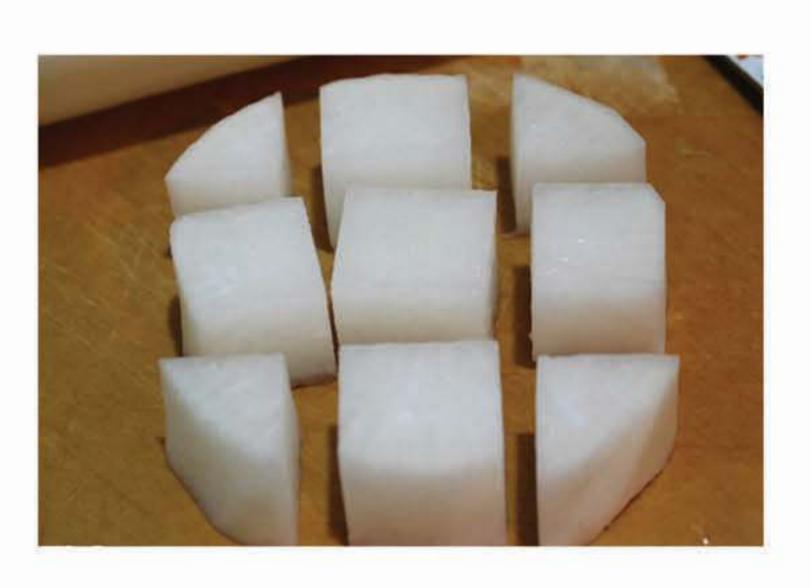
## 處理食材的方法

Method of handling ingredients / Turuan mo kung paano haharapin ang mga sangkap / Ajari Anda cara menangani bahan











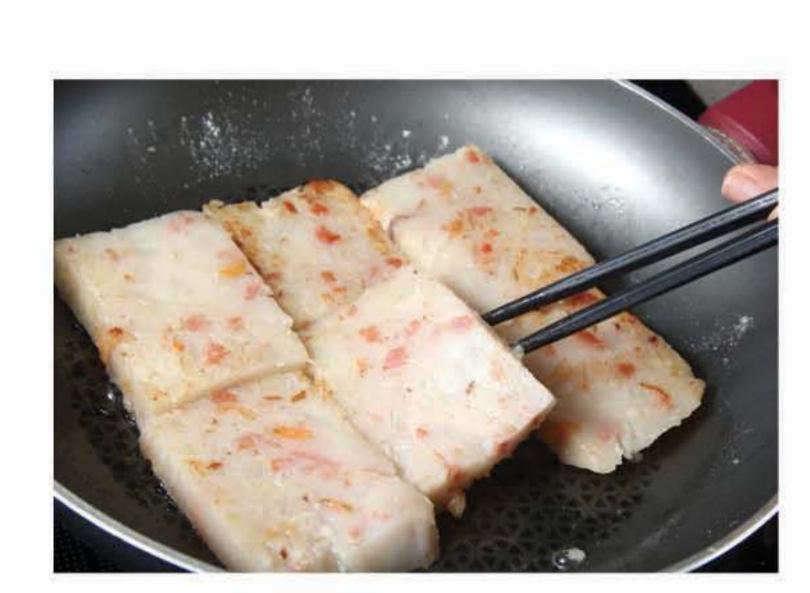






Method of cooking radish cake / Ang lobed cake na paraan ng pagluluto / Metode memasak kue lobak











Radish Cake Recipe / Recipe ng Radish Cake / Radish Kue Resep (印尼文 Bahasa Indonesia) (菲律賓文 Tagalog)

# 【材料】 蘿蔔 1000g、沾米粉 130g、玉米粉 60g、曬赐 2條、曬肉 80克、蝦米 30g、 乾冬菇30克

【調味料】鹽、砂糖、白胡椒粉

[Ingredients] Radish 1000g Glutinous rice flour 130g Corn flour 60g Canton style [Mga Rekado] Asin , Asukal , Puting paminta pork sausage (sausage) 2 links Salt-cured meat 80g Dried shrimp 30g · Dried shiitake mushrooms (mushrooms) 30g

【Seasonings】 Salt , Sugar , White pepper Garam, Gula, Merica putih

[Mga Gamit] Labanos 1000g , Malagkit na harinang bigas 130g , Harinang mais 60g , Langgonisang baboy 2 pieces, Ginaling na karne na may asin 80g, Hibe 30g, Pinatuyong kabuteng shitake 30g

Lobak putih 1000g, Tepung olesan 130g, Tepung jagung 60g, Sosis babi ale Canton (sosis) 2 batang , Dendeng 80g , Udang kering 30g , Jamur shiitake



#### 1. 蘿蔔去皮刨絲, 備用 (刨出來的蘿蔔水不要倒掉, 備用)

Peel and shred radishes into thin shreds, and set aside for later use (Save the radish juice for later use).

Balatan at pilasin ng maninipis ang mga puting labanos. Itabi ang mga ito para magamit kinamamayaan (Huwag itapon ang katas ng labanos ngunit i-save ito para magamit kinamamayaan).

Buang kulit lobak putih dan parut kasar, disiapkan untuk dipakai selanjutnya (Sari dari parutan jangan dibuang, siapkan untuk dipakai selanjutnya).

#### 2. 臘陽、臘肉蒸至軟身後切粒,蝦米浸泡至軟後切粒

Steam the sausage and salt-cured meat until they turn soft and then finely dice them. Marinate the dried shrimp until they turn soft and then finely dice them.

Pasingawan ang langgonisang baboy at pinagalingan na karne na may asin hanggang sa ito ay malambot na at pagkatapos ay hiwain ng pino ang mga ito. I-marinate ang tuyong mga hipon hanggang sa ito ay malambot na at pagkatapos ay hiwain ng pino ang mga ito.

Sosis, dendeng dikukus sampai lembek lalu potong dadu. Setelah ebi direndam dengan air sampai lembek dan potong dadu.

#### 3. 乾冬菇用水浸至軟身,冬菇去蒂,然後切粒

Soak the mushrooms in water until they turn soft, then remove their stalks, and finely dice them.

Ibabad ang mga pinatuyong kabuteng shitake na may tubig hanggang sa ito ay malambot na at pagkatapos ay tanggalin ang kanilang mga tangkay at hiwain ng pinong butil ang mga ito.

Jamur shiitake kering direndam dengan air sampai lembek, buang tangkainya kemudian potong dadu.

#### 4. 用中火炒臘陽曬味,慢慢煎出油,炒香後加入蝦米和冬菇一起炒,炒香的材料盛起放涼備用

Stir-fry the sausage and salt-cured meat over medium heat until its oil released. Add the dried shrimp and mushrooms, and stir-fry, mixing them all together. Then, pour the mixed ingredients into a bowl (or plate) and set aside.

Gisahin ang mga pinong langgonisang baboy at ginaling na karne na may asin na hindi masyadong pinapainitan hangang sa unti-unting lalabas ang mantika. Pagkatapos, idagdag ang mga hibe at mga butil ng kabute at gisahin at ihalo ng sabay. Pagkatapos ay ibuhos ang mga pinaghalong sangkap sa isang mangkok (o isang plato) at itabi ito upang palamigin at para magamit kinamamayaan.

Tumis sosis, dendeng dengan api menengah secara perlahan-lahan sehingga keluar minyaknya, setelah tercium aromanya masukkan udang kering tumis bersama-sama, hasil tumisan di keluarkan dan taruh sampai dingin, siapkan untuk dipakai selanjutnya.

#### 5. 在另一個鍋加入步驟1的蘿蔔水、蘿蔔絲及1茶匙砂糖煮約10分鐘至蘿蔔熟透

Add the radish juice and radish shreds mentioned in Step 1, and 1 teaspoon of sugar in another pot. Cook them for about 10 minutes until the radish is well done.

Idagdag sa ibang palayok ang katas ng labanos sa hakbang 1, mga pilas ng puting labanos (sa binanggit sa ika-1 na hakbang) at isang kutsarita ng puting asukal. Lutuin ang mga ito ng mga 10 minuto hanggang sa maluto ang labanos.

Dan di wajan yang lain masukkan air lobak putih dari "I" dalam langkah I, parutan lobak, satu sendok teh gula pasir putih kemudian masak kira-kra 10 menit sampai lobaknya masak betul.



#### 6. 然後將蘿蔔水隔出,待涼備用

Separate the radish juice from the radish sherds, pour the juice into a bowl and set aside. Ihiwalay ang katas ng labanos sa isang mangkok at itabi upang palamigin para magamit kinamamayaan. Kemudian pisahkan air lobak putih, dinginkan dan siapkan untuk dipakai selanjutnya.

#### 7. 將粘米粉和玉米粉混合,加入步驟6隔出的蘿蔔水和1茶匙鹽,1茶匙砂糖及少許白胡椒粉拌匀至粉漿

Mix the glutinous rice flour with the corn flour. Add the radish juice mentioned in Step 6, 1 teaspoon of salt, 1 teaspoon of sugar, and a pinch of white pepper. Stir and mix them into a slurry.

Ihalo ang malagkit na harinang bigas na may harinang mais. Idagdag sa katas ng labanos (sa binanggit sa ika-6 na hakbang), I kutsarita ng asin, isang kutsarita ng puting asukal at kaunting puting pulbos ng paminta. Hipanin at ihalo ang mga ito sa

Campurkan tepung beras dan tepung jagung, masukkan air lobak putih yang dipisahkan dari "6" dan satu sendok teh garam, satu sendok teh gula pasir dan merica putih secukupnya lalu aduk rata adonan.

#### 8. 用小火炒粉漿,直至粉漿黏著不散開為止

Pour the flour slurry into a pot over low heat, stir the flour slurry until all the ingredients mixed together very well and become sticky.

Ayusin ang apoy upang pababain ang init at pagkatapos ay ibuhos ang slurry (sa binanggit sa ika-7 na hakbang) sa palayok at hipanin ang slurry hanggang ito ay maging malagkit upang ihiwalay.

Kemudian setel ke api kecil lalu masukkan campuran adonan tepung dan terus tumis sampai dengan semua bahan sudah tercampur lengket tidak dapat dipisahkan.

#### 9. 將蘿蔔絲與步驟4炒好的材料加進步驟8的粉漿並炒匀

Pour the radish shreds into the pot and stir well with the other mixed ingredients mentioned in Step 4. Mix with the flour slurry mentioned in Step 8. Ibuhos ang mga pinilas na labanos sa palayok at hipanin ng maayos ang hinalong mga sangkap sa binanggit sa ika-4 na hakbang sa hakbang 8. Masukkan parutan lobak ke wajan dan tumis dengan bahan dari "4" dan tumis serta aduk rata dalam langkah 8.

#### 10. 錫紙盤先掃油,倒入蘿蔔糕粉漿,平鋪至7-8成滿

Brush some oil on the foil container, then pour the radish mixture into the foil container until it is approximately 70—80% full.

Unang pahiran ng kaunting mantika sa lalagyan na foil, at pagkatapos ay ibuhos ang slurry ng labanos sa lalagyan na foil hangang ito ay 70-80% na

Sebelum adonan kue lobak dimasukkan ke cetakannya yang dialaskan kertas aluminium foil, aluminum foilnya dioleskan minyak terlebih dahulu lalu masukkan adonan kue lobak, ratakan adonan kira-kira setinggi 70%-80% dari cetakan kue.

#### 1. 放上蒸鍋裡,隔水用大火蒸約40-50分鐘。以筷子試穿,若不沾粉漿,表示蘿蔔糕已熟透

Place the foil container into a steamer and steam for about 40-50 minutes over high heat. Pierce the cake with a chopstick. If the glutinous rice flour does not stick to the chopsticks, the radish cake is well cooked and ready to serve.

Ilagay ang lalagyan na foil sa isang steamer at pasingawan ng mga 40-50 minuto na may malakas na apoy. Tusukin ang cake gamit ang chopsticks. Kung ang syrup ng malagkit na bigas ay hindi na didikit sa chopsticks, ang ibig sabihin nito ay luto na ang labanos na cake at handa nang ipakain. Masukkan ke wajan untuk dikukus, kukus dengan api besar selama 40-50 menit. Tusukan sumpit ke kue, bila tidak terlengket adonan, berarti kue lobak sudak masak betul.

#### 12.完成品!

Final product! Ito na ang lutong produkto! Siap disajikan!





# My Helping Hand at Home

Newsletter for Employers of Foreign Domestic Helpers



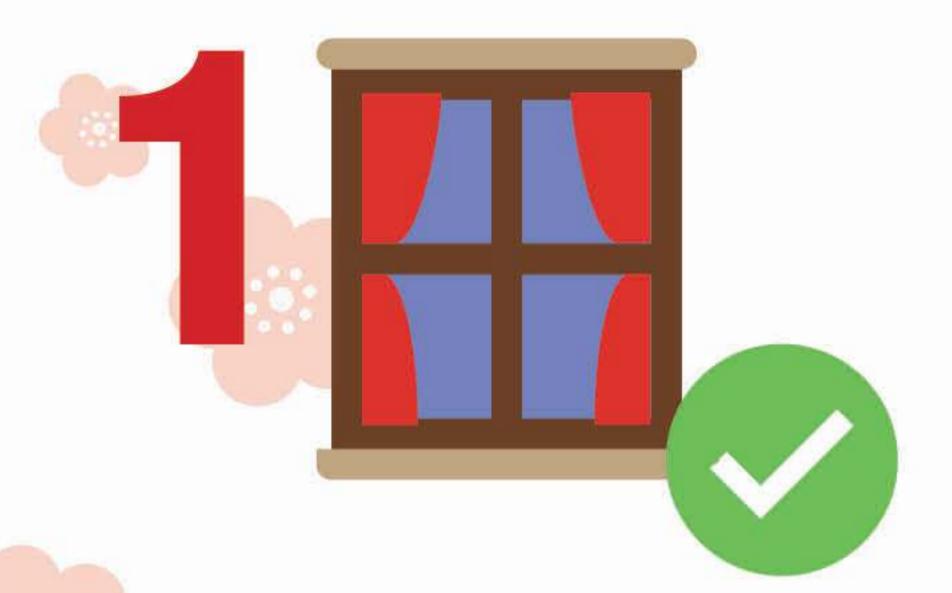
Editor's Note Welcome to the first issue of "My Helping Hand at Home" published by the Labour Department (LD). This newsletter keeps employers of foreign domestic helpers (FDHs) abreast of the updated information on the employment of FDHs. It will be published twice a year. Through the newsletter, you will be able to learn about information relating to the FDH policy and the relevant services of LD. Highlights of publications and events will also be featured. As the festive season is around the corner, we would like to take this opportunity to wish you Merry Christmas and a Happy New Year!

Cover

## Safety Tips for Home Cleaning

We will be celebrating the Lunar New Year in about two months' time. Everyone loves a clean and tidy home, especially after the year-end clean up. Home cleaning may look simple and straightforward, but there are potential hazards. In particular, cleaning outward-facing window without adequate safety measures is of high risk. Employers and FDHs should be cautious when cleaning windows to avoid accidents.

Here are 5 safety tips on cleaning outward-facing windows:



Make sure the window being cleaned is fitted with a grille which is locked or secured in a manner that prevents the grille from being opened.

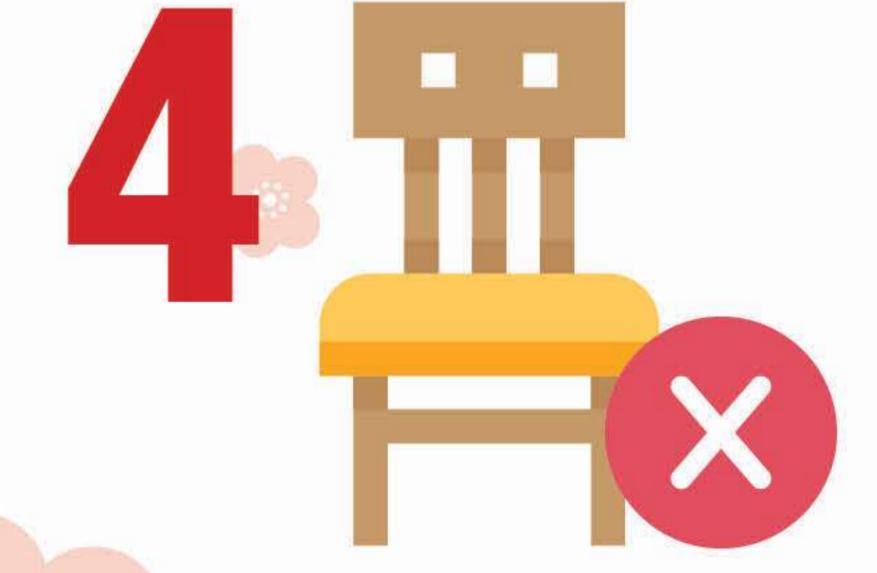


No part of the cleaner's body extends beyond the window ledge except the arms.





Use proper tools to assist cleaning where necessary, such as tools with long handle and hand string. The hand string should be tied onto one's wrist in order to prevent the tools from falling.



Remember to stand on the floor while cleaning windows. Do not stand on chairs, desks or bay windows, or lean against windows or window grilles.



Cleaning outward-facing window is of high risk. You may consider hiring professionals for assistance if necessary.



## Other cleaning safety measures

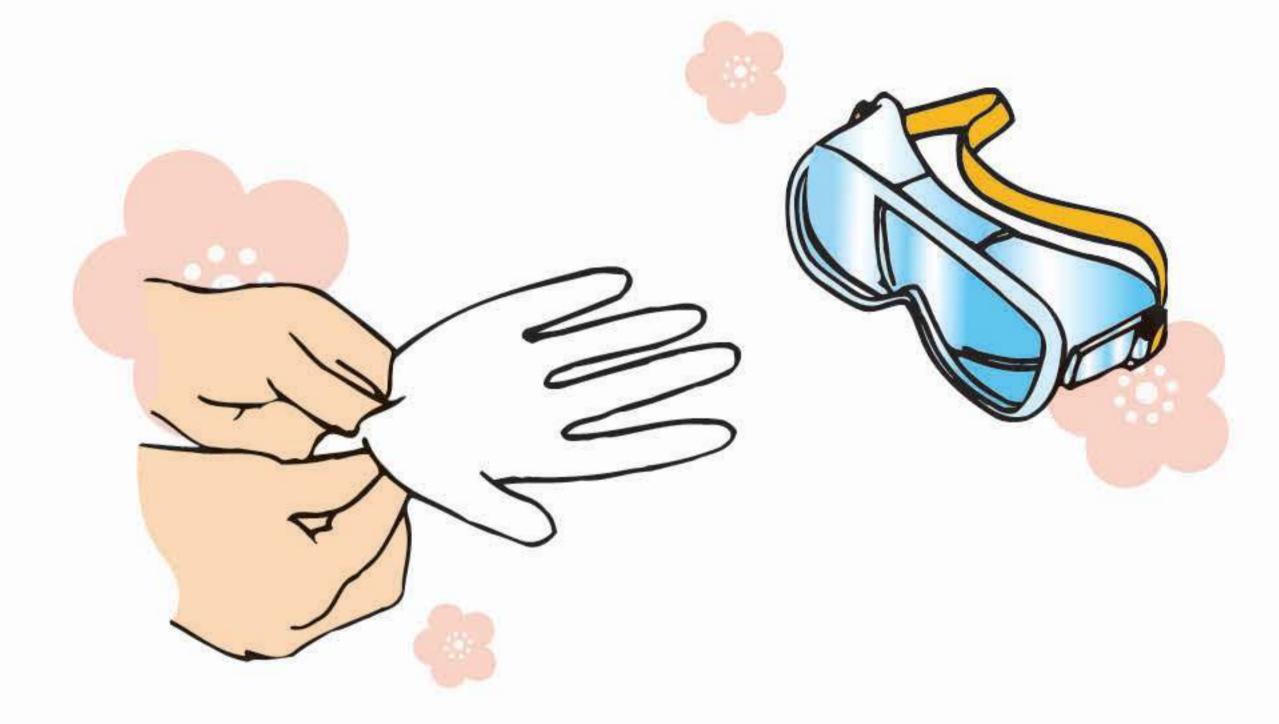


#### Working at height

Use a suitable step platform which is placed on a flat, solid and dry floor surface when cleaning air-conditioner or ceiling. Grip the handrail with both hands to maintain a 3-point contact. Besides, place the step platform as near to the work position as possible and relocate it when necessary. Avoid overstretching the body.

# Use of chemicals or cleaning agents

Follow the method of use and safety measures recommended by the manufacturers. Do not mix chemicals or cleaning agents arbitrarily. Ensure the place where they are used should be well-ventilated and wear proper personal protective gears such as gloves, face masks and goggles, etc.





#### Floor cleaning

Clear the working area of unnecessary objects to avoid trips. Wipe away any water or spillage on the floor immediately to avoid slips. Furthermore, use tools with long handles to avoid leaning forward or overstretching the body.



#### Manual handling operation

Adopt proper posture for lifting and carrying objects such as moving objects or home furniture. Keep the back straight. Avoid twisting or bending the waist, or overstretching the body.

(The above illustrations are provided by the Occupational Safety and Health Council.)



# 1005

Adjustment of the Minimum Allowable Wage (MAW) and Food Allowance

The MAW and food allowance are subject to regular review by the Government. The latest adjustments were announced in September this year. Do you know the details?

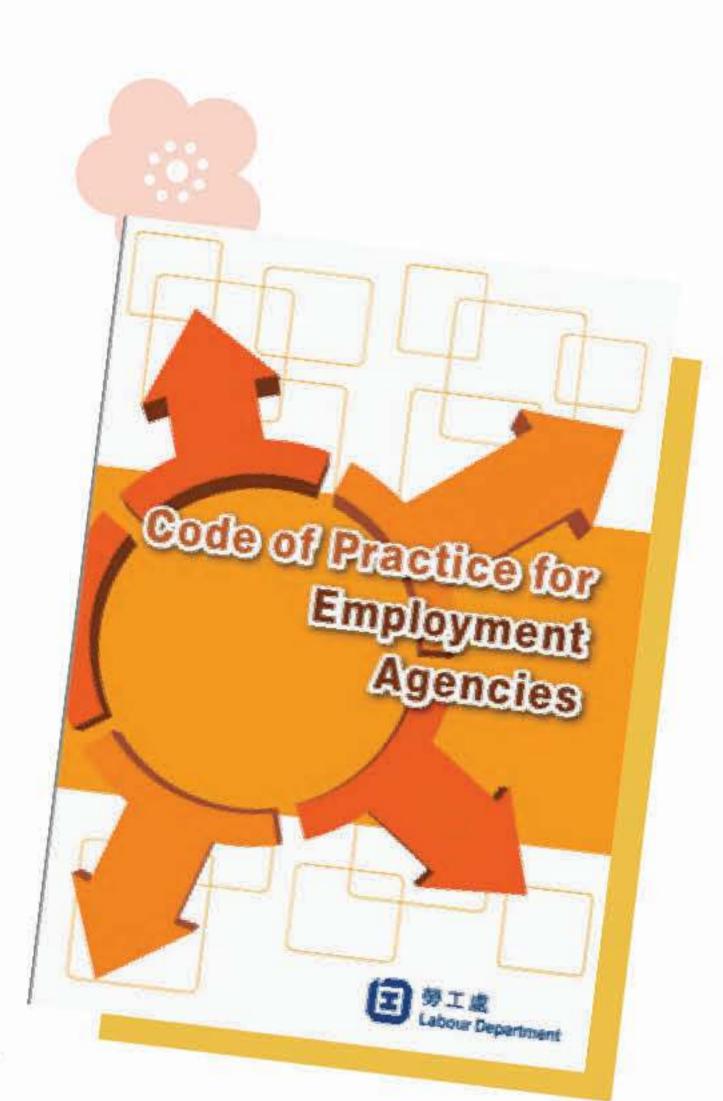
The MAW rate was increased from HK\$4,410 to HK\$4,520 per month, and the food allowance rate was increased from not less than HK\$1,053 per month to not less than HK\$1,075 per month. The new MAW and food allowance rates are applicable to all contracts signed on or after 29 September 2018. Please bear in mind the above adjustments when you sign a new contract with your FDH.

# Enactment of the Employment (Amendment) Ordinance 2018

To protect the interests of users of services of employment agencies (EAs) and strengthen regulation, the Employment (Amendment) Ordinance 2018 was enacted on 9 February 2018. The major amendments were:

- the maximum penalty for EAs committing the offences of overcharging job-seekers and unlicensed operation was raised from a fine of HK\$50,000 to a fine of HK\$350,000 and imprisonment for 3 years;
- the statutory time limit for prosecution of these two offences was extended from 6 months to 12 months;
- the scope of the overcharging offence was extended to cover the associates of the licensee of the EA, including the management and persons employed by the EA;
- new grounds were provided for the Commissioner for Labour (the Commissioner) to consider refusing to issue/renew or revoking the licence of an EA; and
- a legal basis is provided for the Commissioner to issue codes of practice (CoP) for EAs.

EAs must comply with the requirements and standards set out in the CoP. Under the Ordinance, the Commissioner may refuse to issue/renew, or may revoke the licence of an EA, if the licensee or the person intending to be the licensee, the related persons of or persons employed by such licensee or person intending to be the licensee fail to comply with the CoP. You may make reference to the relevant requirements when engaging an EA.

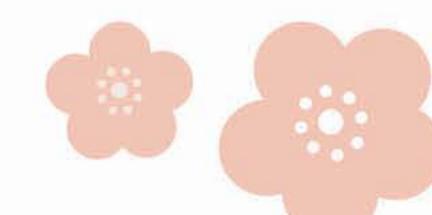


# Explore new sources of FDHs to meet the demand of local families

FDHs assist local families in household chores and take care of the elderly and children in our families, thereby unleashing the potential of the local labour force and make significant contribution to Hong Kong's economic development. The Government has maintained close collaboration with governments and consulates-general of the FDH-sending countries, and will continue to explore new source countries of FDHs to meet the long-term demand of local families.

Following the relaxation of the visa requirement on Cambodian nationals in March 2017, the Secretary for Labour and Welfare visited Cambodia in August 2017 to discuss matters concerning the importation of Cambodian domestic helpers. The first batch of Cambodian domestic helpers arrived in Hong Kong at the end of 2017. At present, there are about 40 Cambodian domestic helpers working in Hong Kong. We will continue to encourage more Cambodian domestic helpers to come to work in Hong Kong.









As an employer of FDH, what are my Ordinance? How should I choose a suitable entitled to when working in Hong Kong?

obligations under the Employment EA? What employment rights are FDHs

Similar questions are frequently asked by employers, especially first-time employers. LD has maintained Employment Agencies Portal (EA Portal), to provide relevant information. You are recommended to visit to the employment of FDHs, as well as the points to note when using the service of EAs.

two dedicated websites, namely the Foreign Domestic Helpers Portal (FDH Portal) and the the portals and read the relevant publications for a better understanding on the rights and obligations relating

FDH Portal

www.fdh.labour.gov.hk

Is FDH Portal only for FDHs? Is there any information relevant to employers?

FDHs and employers can both find useful information at the FDH Portal. The Portal provides information on the policy on importation of FDHs, publications on employment of FDHs, the rights and obligations of FDHs and employers under the Employment Ordinance and the Standard Employment Contract. Information relating to briefings and workshops organised by LD for FDHs and employers can also be found at the Portal. Furthermore, it provides relevant links to other government departments and organisations, such as links to the websites of Centre for Health Protection of the Department of Health and Consumer Council. Employers may also submit comments/enquiries to LD via email at fdh-enquiry@labour.gov.hk.

I would like to recommend this Portal to my FDH, but he/she cannot read Chinese or English. Can he/she understand the content of the website?

Don't worry. To facilitate FDHs' understanding on the information, the content of FDH Portal is available in 12 languages (including Chinese, English, Bahasa Indonesia, Bengali, Hindi, Khmer, Myanmar language, Nepali, Sinhala, Tagalog, Thai, and Urdu). You and your FDH can both access the information in your preferred language.



EA Portal

www.eaa.labour.gov.hk

There are too many EAs in Hong Kong. How can I choose a suitable one for FDH placement service?

The use of EA service is not the only way to hire an FDH in Hong Kong. However, if you choose to use the service of an EA, you may first visit the EA Portal for related information, including points to note when using the service of EAs. You may further access records of conviction, revocation/refusal of renewal of licence and written warnings of EAs through the EA Portal.

Only licensed EAs can provide job placement service in Hong Kong. Yet, where can I check if the agency possesses a valid licence?

To protect your own interest, you are recommended to check if an EA possesses a valid licence before engaging that agency. You can make use of the search function at the EA Portal for finding licensed EAs. If you have any enquiry/complaint in relation to EAs, such as suspected unlicensed operation, overcharging or non-compliance with CoP, you can send in an enquiry/complaint using the online form at the Portal. Also, if you come across any EA suspected of overcharging FDHs, you should encourage the FDHs to seek assistance from the Employment Agencies Administration of LD. The online form is available in 6 languages (including Chinese, English, Bahasa Indonesia, Khmer, Tagalog and Thai) to facilitate FDHs'understanding.

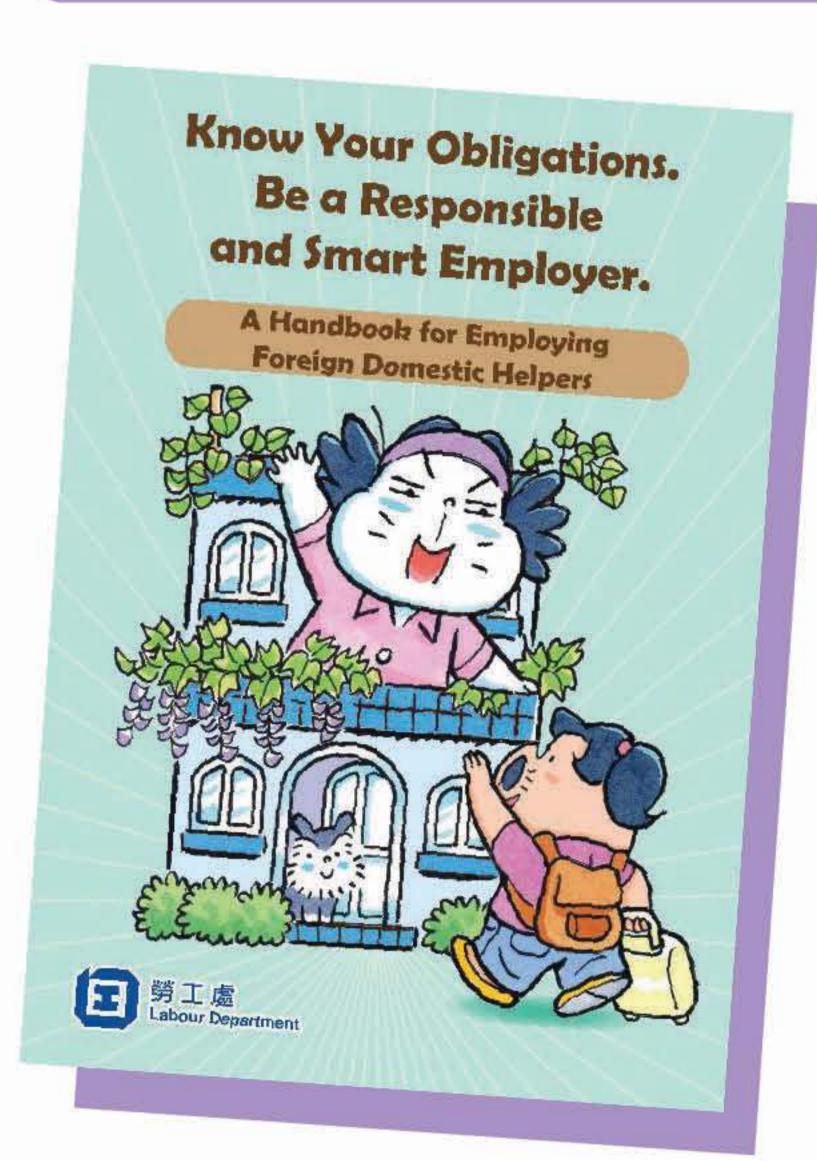






# Publication Highlights

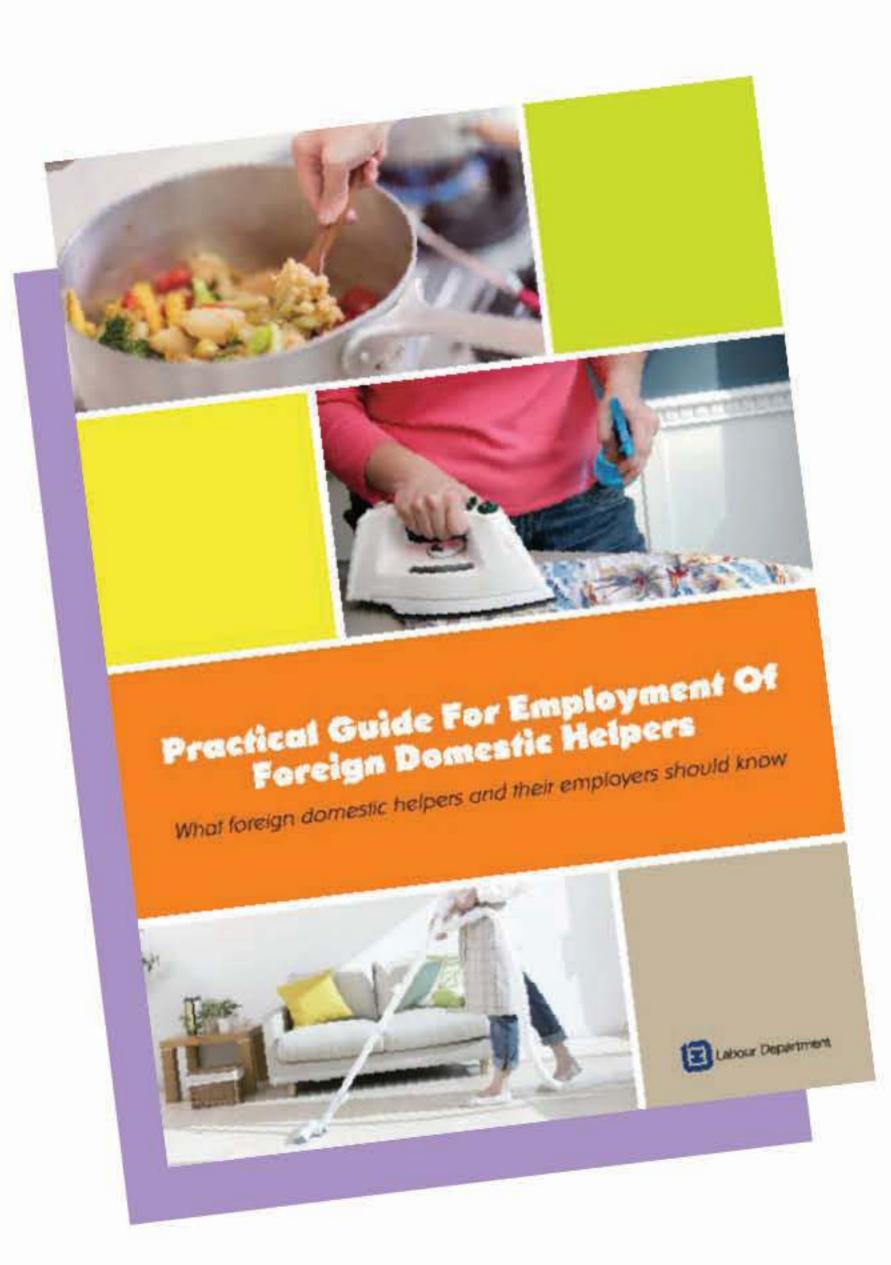
"Know Your Obligations. Be a Responsible and Smart Employer." — A Handbook for employing Foreign Domestic Helpers



This handbook is tailor-made for employers and provides useful information in relation to employing FDHs:

- matters to be considered before employing FDHs, the channels, procedures and fees for employing FDHs;
- rights and obligations of FDH employers under the Employment Ordinance, the Employees' Compensation Ordinance, the Standard Employment Contract, etc.;
- suggestions and advice for employers on how to get along with FDHs, e.g. assisting FDHs to adapt to a new life in Hong Kong, making work arrangement, etc.; and
- experiences sharing and tips by experienced FDH employers on how to build a harmonious employment relationship with FDHs.

"Practical Guide for Employment of Foreign Domestic Helpers" — What Foreign Domestic Helpers and their Employers should know"



This is a practical reference guide for both FDHs and their employers. It explains briefly the rights and obligations of FDHs and their employers under the Employment Ordinance and the Standard Employment Contract, and provides them with suggestions on some frequently asked questions regarding the employment of FDHs. The guidebook is available in 12 languages.



The above publications are available online under the "Publicity Materials and Related Publications" section of the FDH Portal

( www.fdh.labour.gov.hk/en/ publication.html ).

You can also find other related publications on this webpage.

# Know more about the Employment Ordinance

Can wages be paid in lieu of granting holidays?

Some FDHs may want to earn more by working on holidays and some employers may be willing to pay the FDHs for working on holidays. Will the employer violate the Employment Ordinance or employment contract for making payment in lieu of his/her FDH's holidays?

Case I: I have just renewed the contract with my FDH. Can I make payment in lieu of the entitled leaves prior to the commencement of the new contract?

According to Clause 13 of the Standard Employment Contract, should both parties agree to enter into a new contract upon expiry of the existing contract, the FDH shall, before any such further period commences and at the expense of the employer, return to his/her place of origin for a paid/unpaid vacation of not less than 7 days (unless prior approval for extension of stay in Hong Kong is given by the Director of Immigration with the mutual agreement between FDHs and their employers. Such extension of stay, however, should normally be no longer than 1 year).

Case 2: Can I make payment to my FDH in lieu of granting him/her paid annual leave for every 12 months of service?

According to the Employment Ordinance, an FDH is entitled to paid annual leave after serving every period of 12 months with the same employer, and he/she shall take the entitled paid annual leave within the following 12 months. The FDH's entitlement to paid annual leave increases progressively from 7 days to a maximum of 14 days according to the length of service.

On the other hand, if an FDH has served for 12 months but has not taken any annual leave upon termination of the employment contract, he/she should be given payment in lieu of any annual leave not yet taken. For employment of at least 3 but less than 12 months in a leave year (i.e. a period of every 12 months after the commencement of employment), an FDH is entitled to pro rata annual leave pay if the employment contract is terminated other than for the reason of summary dismissal due to his/her serious misconduct.

For example, an FDH commenced his/her employment on 1 May 2017 and resigned/was dismissed on 30 September 2018 (other than summary dismissal due to serious misconduct), and he/she has not taken any annual leave. The employer should give the FDH payment in lieu of the 7 days' annual leave entitled after serving for the first 12 months, plus a pro rata annual leave pay for the remaining employment period (153÷365 x 7 days=2.93 days), i.e. 9.93 days'annual leave pay in total.





# Know more about the Employment Ordinance

Case 3: I need my FDH to work during the Lunar New Year. Can I make extra payment to him/her in lieu of granting statutory holidays/rest days?

The Employment Ordinance prohibits any form of payment to an FDH in lieu of granting statutory holidays. In other words, "buy-out" of a statutory holiday is not allowed. In addition, an FDH is entitled to holiday pay if he/she has already been employed continuously for 3 months immediately preceding a statutory holiday. If an employer requires his/her FDH to work on a statutory holiday, he/she should give not less than 48 hours' prior notice and an alternative holiday within 60 days before or after the statutory holiday. If an FDH is required to work on the 3 statutory holidays during the Lunar New Year, 3 days of alternative holidays should be taken either consecutively or separately according to the above requirement.

If a statutory holiday falls on a rest day, a holiday should be granted on the day following the rest day which is not a statutory holiday or an alternative/substituted holiday or a rest day.

As regards rest days, an employer may, with the consent of his/her FDH, substitute some other day for the appointed rest day. The substituted rest day must be granted within the same month and before the original rest day or within 30 days after it. An employer must not compel an FDH to perform duties on his/her rest days.



The Employment Ordinance remains the sole authority for the provisions of the law explained in this newsletter. The court is the authority on questions of interpretation of the law.



## Upcoming Events of Labour Department



# For Employers of FDHs

#### Talk on Employment of FDHs

ate: 22 February 2019 (Friday) me: 7:30 pm - 9:30 pm

Venue: Hong Kong Space Museum Lecture Hall

Target: FDH Employers (especially the first-time employers)

### For FDHs

#### Information Kiosks for FDHs

Target: Filipino domestic helpers

te: 6 January 2019 (Sunday) 20 January 2019 (Sunday) ne: 10:00 am - 5:00 pm 10:00 am - 5:00 pm nue: Chater Garden in Central Victoria Park in Causeway Bay

Information Kiosk cum Briefing for FDHs on their Employment Rights

Date: 13 January 2019 (Sunday)
Time: 10:00 am - 5:30 pm

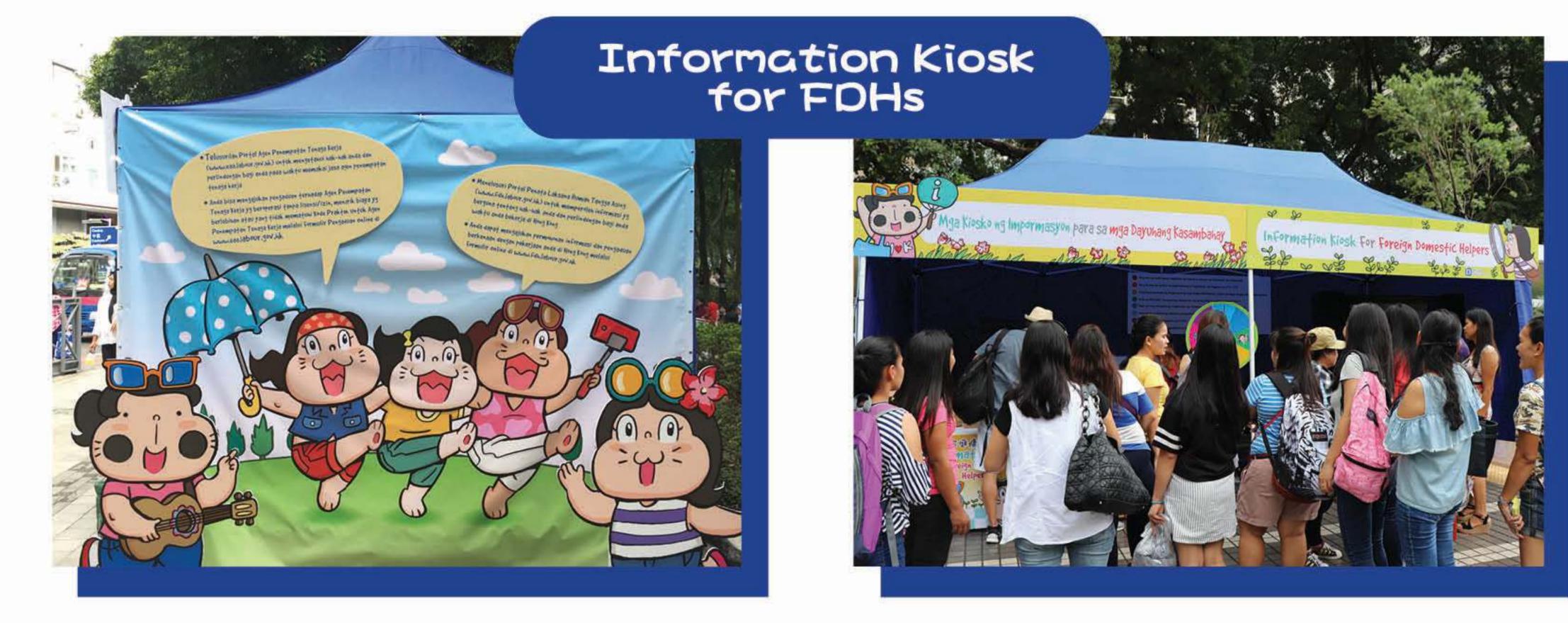
Venue: Overseas Domestic Helpers Centre (Bayanihan Kennedy Town Centre)
Target: FDHs (Briefings conducted in English with interpretation in Bashsa Indonesia)

\*Please visit www.fdh.labour.gov.hk for the details of above events and information on other related activities.

# Talk for Employers of FDHs



Indonesian domestic helpers



If you have any suggestions about this newsletter, please email us at fdh-enquiry@labour.gov.hk. Thank you.