



# Code of Conduct for Employers of Domestic Workers

FROM 1989 TO 2016, HELP FOR DOMESTIC WORKERS HAS ASSISTED TENS OF THOUSANDS OF DOMESTIC WORKERS WITH THEIR LEGAL PROBLEMS. MOST ISSUES THAT THEY ENCOUNTER CAN BE AVOIDED IF THERE IS A BETTER UNDERSTANDING OF THEIR RIGHTS. OUR CODE OF CONDUCT IS A GENERAL GUIDE THAT SETS OUT A MINIMUM STANDARD FOR EMPLOYERS ON HOW TO TREAT DOMESTIC WORKERS FAIRLY.

1. Treat your domestic worker as you would like to be treated as an employee. The same laws that apply to you also apply to your domestic worker.
2. Be aware of your contractual and statutory obligations as an employer of a domestic worker and familiarise yourself with and respect anti-discrimination laws particularly sex, disability and race discrimination laws.
3. You are responsible for your domestic worker's recruitment related expenses and she/he can only be charged a maximum placement commission of 10 percent of her/his first month's wages by employment agencies. Only engage agencies that are committed to fair and ethical recruitment practices.
4. Keep accurate records of your payments to your domestic worker and provide her/him copies of payment slips or receipts.
5. Take reasonable measures to ensure that your domestic worker has a safe working environment and provide appropriate medical care and sick leave when needed.
6. Provide your domestic worker with decent living conditions that respect her/his privacy.
7. Do not retain personal belongings of your domestic worker, particularly her/his passport and other identification documents.
8. Grant your domestic worker at least one full 24-hour rest day each week and a reasonable amount of rest during work days.
9. Be mindful of acts that may be considered abusive, exploitative or inhumane, which could undermine the implied terms of mutual trust and confidence inherent in a contract of employment.
10. Maintain open and regular communication with your domestic worker to minimise misunderstanding and foster a positive employment relationship.

**This code aims to complement relevant provisions in the Hong Kong Employment Ordinance and other existing applicable laws and regulations.**