



كتاب العامل

Workers Booklet

English

Dear worker:

The National Human Rights Committee in the State of Qatar believes that the promotion and protection of human rights is a prerequisite for the development of the society of which you are a part. Therefore, It the Committee has designed this booklet specifically for you, to be your guide to knowing your rights and duties while working in the State of Qatar.¹

The NHRC further seeks to make you aware of what contributes to improving all conditions associated with your work. Thus, you will find in this booklet most of the answers to questions pertaining to the legal issues related to your residence and work in an easy way, away from complex terms. In the answers you will have all the necessary information before and after you come to work in the country.

This booklet, as hoped by the NHRC, will achieve the desired benefit in understanding the laws and procedures in Qatar, especially those that have been recently updated, and the mechanisms for their application. As such, you will be protected from any violations, and stay under the umbrella of the law. The NHRC also hopes that this booklet will be a companion and handy, whenever you need it.

¹The information contained in the Worker's Pocket Booklet is derived from several laws and decisions in the State of Catar, including: Labor Law No. 14 of 2004 and ministerial decisions issued in implementation of the provisions of this law; Law No. 21 of 2015 regulating the entry and exit of expatriates, their residence and sponsorship; Minister of Interior's Decision No. 25 of 2019 issuing the executive regulations of Law No. 21 of 2016 regulating the entry, exit, residence and sponsorship of expatriates; Law No. 15 of 2017 regarding domestic workers; Decree-Law No. 18 of 2020 amending some provisions of the Labor Law promulgated by Law No. 14 of 2004; Decree-Law No. 19 of 2020 amending some provisions of Law No. 21 of 2015 regulating the entry, exit and residence of expatriates; Decision of the Minister of Administrative Development, Labor and Social Affairs No. (25) of 2020 setting the minimum wage for employees and domestic workers; Penal Code No. 11 of 2004; Law No. 23 of 2004 promulgating the Criminal Procedure Code; and Civil and Commercial Procedures Law No. 13 of 1990.

See also: Changing the employer in Qatar - basic information for workers: https://www.ilo.org

² Attention should be paid to following up on any update, amendment or revoking of laws, decisions and executive regulations that may be issued after the date of printing this Booklet.

National Human Rights Committee

Who are we?

The NHRC is an independent national institution working for the promotion and protection of the human rights of all those under the jurisdiction of the State of Oatar.

- We work towards the achievement of the stated objectives, international covenants and conventions on human rights, in particular to which the State has acceded.
- We monitor and document the human rights situation within the State of Oatar.
- We receive complaints related to human rights and try to find solutions through mediation with the concerned authorities.
- We provide the government with a set of recommendations and proposals on the human rights on a consultative basis.
- We are keen to cooperate with all governmental and non-governmental institutions, committees, associations and similar organizations, and with all bodies related to human rights in projects that aim to raise awareness of the human rights culture and disseminate it widely.
- We conduct field visits to workplaces, labor accommodation and all places of detention.
- We issue annual reports on the human rights situation in the State of Qatar and publish them on our website.

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Chapter One
Basics before coming to
Qatar

Q1- How to come to Qatar?

Through a government agency:

You will be recruited to work by a delegate sent by the State to agree with the workers, often by agreement between the government of the State of Qatar and the government of the country of the worker, to work in the government sector.

Through a private entity:

You will be recruited to work through the recruitment offices or the employer himself, to work in the private and joint sector.

Q2- What should you be aware of before coming to Qatar?

- Beware of the deceptive promises made by some "visa merchants" of high wages, good living conditions, and huge remittances to your family. In reality, all of what these 'merchants" care about is to receive the visa money and a quick profit. Paying money to buy a work visa in the State of Qatar may put you within the borders of the country, but it does not necessarily mean the existence of real work or housing. Also, the company that you were promised to work for may be fictitious or not qualified to hire you.
- Make sure to check the nature of work, salary, and housing, by signing a contract of work before coming to Qatar.³
- An employer in Qatar may not recruit workers from abroad except through a (legal) person authorized to do so (a recruitment office) or under a license obtained from the competent department of the Ministry of Labor. So, make sure that the person offering you travel to work in Qatar has the correct license; ask him to show you the license and take a picture of it.

³ Refer to the Ministry of Labor for electronic contracts service. Article 4 of Law No. 21 of 2015 regulating the entry and exit of expatriates and their residency stipulates, "The entry visa is not granted to an expatriate for the purpose of work except under an employment contract concluded with a recruiter in accordance with the conditions and controls established by law."

Also, ask him to show you the company ID of the facility where you will be working and write down the name and ID number of the facility.

- Refusal by such a person to provide you with copies of these licenses may mean that they are fake and that the person is trying to exploit you.
- Make sure to provide the correct academic and technical documents and certificates and be honest about having the professional capabilities required for the work being offered to you in the State of Qatar. The submission of incorrect documents exposes you to deportation from Qatar and, during the probation period, the employer may terminate your contract and return you to your country.

Q3- Who is a 'worker'?

A 'worker' is every natural person who works for a wage for an employer and under his management or supervision. The term 'worker' refers to every person, male or female, Qatari or non-Qatari.

To whom is this Booklet directed?

This booklet is directed to workers and employees in private establishments, or in establishments where the Qatari capital is not less than %51 of their total capital and whose head office is in Qatar.

The provisions of this Booklet do not apply to employees in the public sector, public institutions and companies established by Qatar Petroleum, companies whose employment is regulated by special laws, officers and members of the armed forces and employees at sea.⁴

Q4- May recruitment offices in the State of Qatar charge you for any expenses incurring from recruiting you?

It is not permissible for Qatari recruitment offices to take any fees or expenses from you as a recruited worker.

⁴ The provisions relating to residency and change of employer apply to all those coming to work in the State of Qatar. Chapter Five of this Booklet includes provisions relating to domestic workers.

Q5- What procedures should the employer initiate as soon as you arrive in Qatar?

He should refer to the competent authority within 30 days from the date of your arrival to complete the residence permit procedures.

- The employer (the recruiter) is obliged to finalize your residence permit.
- -He has to give you your passport after the completion of the said procedures.⁵

Q6- Is it permissible for the employer (the recruiter) to retain your passport?

- He may not. However, your employer may keep your passport only if you request that in writing, provided that he is obligated to hand it over to you upon your request.
- If your employer refuses to give you your passport, you can file a complaint with the police or public prosecution.
- If the employer retains the passport without your written consent, the law punishes him with a fine of not more than QAR 10,000.

Q7- Is it permissible for you work in Qatar without a contract?

No, it is not permissible; you must obtain an entry visa to work in Qatar according to a signed employment contract. Therefore, working without a written contract signed between you and the employer is against the law, and exposes you to many risks. However, for workers who had been recruited before the issuance of the law (Law No. 21 of 2015 regulating the entry, exit and residence of expatriates) and those who work without a contract with the employer, they may - in the event of disputes with the employer - prove the work relationship before the competent authority by all means of proof.

⁵ Please follow the procedural developments on the Ministry of Interior website.

Q8- How to prove your work for an employer if there is no contract between you and him?

If you do not have a written contract of employment, you may prove the employment relationship, and your rights resulting therefrom, by all legal means of proof, such as:

- Transfer of salary to the bank.
- Signature of receipt of the wage.
- Request the testimony of co-workers.

Q9- What should the basic employment contract include?

The contract of employment shall be in writing and certified by the Department; shall be issued in three copies - a copy shall be handed over to each party and the third to be deposited with the Department.

The contract of employment shall specify the provisions concerning the work relationship between the two parties, and shall particularly include the following data:

- Employer's name and place of work.
- The worker's name, qualifications, nationality, profession, domicile, and what is necessary to prove his identity.
- The date of conclusion of the contract.
- Nature and type of work and the place of contracting.
- Date of commencement of work.
- The duration of the contract if it is a fixed period.
- The agreed wage and the method and date of payment.
- * Important Note: When signing a new employment contract (for the second or third time), the contract must state the date of commencement of work in the first contract.

Q10- When a dispute between you and your employer arises re garding the determination of your dues, is that calculated as per the date of the contract or the date of actual commencement of the work?

The date of commencement of the actual work shall be valid - not the date of the contract, noting that the contract of employment shall not provide otherwise.

Example: If the date of the start of your contract is 1/3/2020, while the date of your actual work was 1/3/2008, then your entitlements are calculated as of 1/3/2008.

Q11- Are you allowed to keep an original copy of your contract?

Keeping a genuine copy of the contract is a must. Failure to obtain a copy of the contract is also a violation of the labor law, and you should refer to the Labor Relations Department and file a complaint.

Q12- How long is the period during which you have to leave the country?

An expatriate has to leave the country within ninety days if he does not obtain a residence permit; or if the residence permit has expired and not renewed, or cancelled for whatever reason; or the purpose for which he entered the country is not valid anymore.

Q13- Should you leave the State of Qatar, can you appoint another person to follow up your labor lawsuit in court?

Before leaving, you can appoint any person qualified to pursue your case before the court, and this must be documented at the Ministry of Justice.

Q14- When are you banned from traveling outside the State of Qatar?

You are banned from traveling outside the State of Qatar in a number of cases, such as:

- If you are accused in a criminal case (check without balance, treason or other criminal offenses) and the Public Prosecution or the court decides to ban you from traveling in relation to this case.
- If a civil lawsuit has been brought against you (such as claims for civil debt as a result of bank loans) and a decision is taken by the court - at the request of the claimant - to prevent you from traveling.

You may appeal against the travel ban in a civil case against you in court if you have deposited the claimed amount of the debt or have provided adequate guarantee for that.

Q15- Does the Qatari law criminalize forced labor or coercion to work?

- Yes, the Qatari law criminalize forced labor or coercion to work, and "Whoever forcibly, takes somebody to work with or without salary shall be liable to imprisonment of a term up to six months and a fine not exceeding three thousand Qatari Riyals (QR 3.000), or one of these two penalties. If the victim is under sixteen years of age, the penalty shall be up to three years in prison."
- If and when you are subjected to forced labor, you must inform the Ministry of Labor, or resort directly to the Capital Security Center or the Public Prosecution. You can also inform the National Human Rights Committee for support and advice.⁶

⁶ For more information, see Chapter Thirteen of this Booklet: Department of Jurisdiction and means of communication.

Chapter Two
Contract Types - Renewal –
Termination

Q1- What are the types of contracts?

There are two types of contracts:

- Fixed-term contract.
- Unlimited-term contract.

Q2- What does a 'fixed term contract' mean?

It means: to undertake to perform certain work for the employer under his administration and supervision for the period agreed in the contract, which shall not exceed five years, renewable for a similar period or periods through mutual agreements by both parties.

Q3- What does an 'open or unlimited-term contract' mean?

Ilt means: to undertake to perform certain work for the employer, under his administration and supervision for an indefinite period of time.

Q4- When is an employment contract considered void?

Any condition stipulated in the employment contract shall be considered and void if it included an undertaking from the Worker to work for life with the employer, or abstain from carrying out for life any other craft or profession that could be practised after leaving the employment.

Q5- What does the "non-competition" clause mean?

If the nature of the Work allows the worker to know the clients of the employer or the secrets of the business of the establishment, the employer may stipulate a condition that the Worker shall not compete with him or participate in any competing project after expiry of the employment contract. Such stipulation shall be confined in its duration to one year maximum.⁷

⁷ Please see the procedural developments and the non-competition controls of the Ministry of Labor. The non-competition clause shall be nullified if any of the cases stipulated in Article (51) of the Labor Law are fulfilled, or if the employer dismisses the worker in violation of the provisions of Article (61) of the Labor Law.

Q6- What is the notice period for all types of contracts?

Ilf the Employment Contract is for a fixed period in duration, any of the two parties thereof may terminate it, without giving reasons. In this case the party interested in termination of the employment contract shall notify the other party in writing, as well as to register via the electronic system of the Ministry of Labor, as follows:

- During the first and second years; the notice period shall be at least one month.
- After the second year of work; the notice period shall be two months.

If the employment contract is terminated without observing these periods, the party terminating the employment contract shall be obliged to compensate the other party for an amount equivalent to the full remuneration for the notice period or the remaining part thereof.

In all cases, if he left the country without being bound by the provisions stipulated in this Article, the worker may not be granted a work permit for one year from the date of departure.

Q7- How long is the duration of the 'probation period' in the contract?

Employment contracts may provide conditions that put the worker under a probation period agreed upon by both parties to the employment contract. The probation period shall not exceed six months from the date of commencement of the work. Employers may not put workers under probation, with the same employer, more than once.

Q8- Can the employer terminate your employment contract during the probationary period?

The employer may terminate your employment contract during the probation

period, provided that he informs you of this at least a month before the date of termination of the contract, through the electronic system of the Ministry of Labor; and in the event that you decide to return to your country of origin, the employer must pay the cost of the return ticket.

Q9- Is it permissible for the worker to terminate the contract during the probationary period?

You may terminate the employment contract during the probationary period:

- If you wish to transfer to work for another employer, you must notify the employer through the electronic system of the Ministry of Labor, and the new employer is obligated to compensate the previous employer for the value of the ticket and recruitment fees, if any, provided that the compensation does not exceed the basic wage of the worker for two months.
- In the event that you wish to terminate the contract and leave the country, you must notify the employer according to the agreed-upon notice period, provided that it does not exceed two months.

Q10- What is the ruling on the situation in which your contract is terminated without meeting the notice period?

If either party terminates the contract without observing the notice period stipulated in this Article, this party shall pay the other party a compensation equal to the worker's basic wage for the notice period or the remaining period thereof.

In all cases, if you left the country without complying with the conditions referred to, you might not be granted a work permit for one year from the date of departure.

Q11- Is it permissible for the employer to assign you to perform a work that is not agreed upon?

- He may, if that prevents the occurrence of an accident or repairs result of an accident, with the grant of the rights resulting therefrom.
- He also may, if the work is required temporarily, is not substantially different from the original work and does not involve abuse on your right; provided that your wages are not reduced.

Q12- Is your contract «fixed term» automatically renewed if you continue to work after the end of the contract without the objection of the employer?

If the contract is fixed-term and the parties have continued to implement it after the expiry of its term without an explicit agreement, the contract shall be deemed to be renewed for an indefinite period of time with the same conditions, and the renewal period shall be considered an extension of the previous period and shall be calculated from the date of entering the service of the employer for the first time.

Q13- If the "work specified in the contract" ends and your performance continues without the objection of the employer; is this considered a renewal of the contract?

- If the subject of the contract is the implementation of a specific work, the contract shall end with its execution. For example: If the agreement in the contract is to manufacture and install a certain number of doors for the employer and these works have ended, the contract shall end at this point.
- If the work is, by its nature, capable of being renewed, and the implementation of the contract continues after the end of the agreed work, the contract shall be considered renewed for another similar period by agreement of the two parties, i.e. it shall remain for a fixed term. Example: If the contract is, by its nature, liable to be renewed, as if it was agreed in

the contract to install air conditioning devices for a property consisting of a hundred housing units, and the subject of the contract was the installation of these devices for only ten units, and their installation was completed, but the work continues after the completion of these works, then the contract was considered renewed for a similar period and with the same conditions.

Q-14 What are the cases in which you may terminate the employment contract without notice, while retaining the end of service gratuity?

You may do so in the following cases:

- If the employer breaches his obligations according to the concluded contract, or if he violates the labor law.
- If the employer commits an assault or an immoral act against you or against a member of your family.
- If the employer cheats on you regarding the terms of the contract.
- If exists a serious danger to your safety or health, provided that the employer was aware of the existence of this danger and did not act to eliminate it
- If a final decision was issued by one of the labor dispute settlement committees in your favor.

Q15- Is it permissible for the employer to terminate your contract without notice and without granting you end of service benefits?

He may do so in the following cases:

- if you impersonate another person or nationality other than your nationality, or have submitted false papers, documents and certificates.
- If you commit an error resulting in a serious loss of material to the employer.
- If you have violated more than once instructions for the safety of workers and establishment despite warning you in writing, provided that the

- instructions you are supposed to follow are written and displayed in a visible place.
- if you violate your labor contract or the labor law more than once despite a written warning to you.
- If you are found, during work hours, under the effect of drugs or alcohol.
- If you assault your employer, managers or one of your colleagues during work, and if you repeat your assault on your colleagues even though you were warned in writing.
- if you are absent from work without legitimate reason more than seven consecutive days or fifteen days intermittently during the year.
- If you are convicted with a final judgment in a crime of honor or honesty.

Q-16 What are the disciplinary penalties that may be imposed on workers, and how can a complaint be made against these penalties?

- Warning: It is a letter addressed to you that includes a notification of the violation and urges you not to repeat it, and warns of imposing upon you a more severe penalty in case of repetition.
- Deduction: It is a deduction of five days from your wage for a single violation, and no more than five days per month may be deducted from your wage in implementation of the disciplinary penalties imposed on you.
- Suspension from work: Your suspension from work shall be with deprivation of wages for a period not exceeding five days for one violation.
- Suspension from work without pay or with reduced wages, pending a decision on the criminal charge against you. If your innocence is proven or the case is shelved, the suspension will be considered as if it did not exist, and you should be paid all your dues for the period of the suspension.
- Postponing the granting of the annual bonus, for a period not exceeding six months, or depriving you thereof, in establishments where there is a

system of bonuses.

- Postponing your promotion, for a period not exceeding one year, in establishments where there is a system of promotions.
- Dismissal from work while preserving the right of the end-of-service.
- Dismissal from work with deprivation of end-of-service benefits.

The employer must register these penalties in a special register in which your name, the date of imposing the penalty, the amount of the deduction, and the reason for imposing the penalty are recorded, provided that this record is subject to the control of the labor inspection.

You can file a grievance with the employer within seven days from the date you have become aware of the penalty, and the grievance will be decided upon within seven days from the date of its submission. The lapse of this period without a decision thereon shall be considered as a rejection thereof.

In the event that the grievance is rejected or not resolved within the aforementioned period, you may appeal to the competent Department at the Ministry of Labor of the penalty imposed on you within seven days from the date of rejection. The Department shall decide on your grievance within seven days from the date of submission, and its decision shall be final. The lapse of this period without deciding on the grievance shall be considered as a rejection thereof.

As an exception to this, you may appeal the "dismissal penalty" before the Labor Disputes Settlement Committee. If the Committee finds that your dismissal was arbitrary or in violation of the provisions of the law, it shall decide either to revoke the dismissal penalty and to return you to work and be entitled to wages for the period in which you were denied work in implementation of this penalty, or to compensate you appropriately. The assessment of compensation includes the wage and other benefits that were denied as a result of this dismissal.⁸

⁸ See Chapter 10: Access to Justice.

Q17- Is it permissible to terminate your service during the period of leave from work?

It is not permissible to terminate your contract or even notify you of terminating your service during the period of leave.

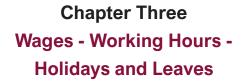
Q18- When is the employer required to pay the value of the travel ticket?

The employer is required to pay the value of the travel ticket at the time of recruitment and upon the expiry of your contract, and the employer also must pay the value of the travel ticket when you make your annual leave if the contract includes the same.

Q19- How is the end-of-service gratuity calculated?

An end-of-service gratuity is granted if your work period is for a full year or more, and it is due for all the number of years of service.

If you do not accept the opinion of the employer in determining the number of years of service, you can file a complaint with the Labor Relations Department at the Ministry of Labor regarding the determination of the number of years of service entitled to the award.



Q1- What is a basic wage?

It is the salary paid to you for the work performed in a certain period of time or on the basis of piece or production, and includes the annual premium (increase) only.

Q2- What is a wage?

It is the basic wage in addition to all the bonuses, allowances and remuneration that you receive in return for your work or in relation thereto, regardless of their type and method of calculation.

Q3- Is there a minimum wage in the State of Qatar?

The minimum wage for workers and domestic workers has been set at 1,000 Qatari riyals per month. In the event that the employer does not provide adequate housing or food for the worker or employee, the minimum housing allowance shall be QR500, and the minimum food allowance shall be QR300.9

Q4- What is the Wage Protection System (WPS)?

WPS is a program that requires employers to transfer their workers' wages to the State's financial institutions (for the worker's account) within seven days of their due.

Q5- Which authority monitors the WPS?

The Wage Protection Department of the Inspection Department at the Ministry of Labor supervises and monitors the obligation of companies to transfer their employees' salaries to their bank accounts. Inspection is conducted through the entry into the automated system to monitor the compliance of companies with the law.

⁹ Please review the developments in the minimum wage at the Ministry of Labor for any modifications to the values.

Q6- Is there a fixed number of work hours?

- Yes; eight hours a day, including a one-hour rest (prayer-eating), without the rest being counted within the actual work hours.
- Six hours a day during the month of Ramadan, with a break, not counting the rest period within the actual work hours.

Q7- May the employer ask you to work additional hours?

He may; provided that the total number of working hours per day shall not exceed ten hours, except for those necessities that require continuous work to prevent a serious loss or to repair and mitigate the consequences of an accident

Q8- Should overtime hours be paid?

Yes; the employer should pay you for the additional hours at least the basic wage due in normal working hours plus not less than %25 of this wage.

Example: If the normal working hour is at 20 Riyals, you should be paid not less than 25 Riyals for each additional work hour.

Q9- Is there a certain type of continuous work which cannot be interrupted for the purpose of rest?

This may be done in certain works whose nature requires that, such as guarding, and which shall be determined by a decision of the competent minister

Q10- Is it permissible for the employer to ask you to work on the weekly rest day?

- Friday is your regular weekly rest day, except shift workers. You may be required to work on the weekly rest day if the working conditions call for that, provided that you are paid for this day as per your basic salary and that you are compensated with another day of rest, or pay your basic salary

- plus (%150). For example: If the basic wage for the normal day is 100 Riyals, the employer should pay you 250 riyals if you work on the weekend.
- You may not be employed more than two consecutive Fridays, even if you agree to do that.
- If you are working between 9 pm and 3 am, your employer must pay your basic salary plus (%50) of the same, except for shift workers. For example: If the basic wage at normal times is 50 Riyals, the employer should pay you 75 Riyals if you do work between nine in the evening and three in the morning.

Q11- What are the official holidays and are they paid for?

You are entitled to an annual leave with full pay as follows:

- Three days on the occasion of Eid al-Fitr.
- Three days on the occasion of Eid al-Adha.
- One day marking the National Day of Qatar on 18 December each year.
- Three days whose dates are determined by the employer.
- If the working conditions require that you work in any of these holidays, you must be compensated for that.

Q12- What is the duration of your annual leave?

Your annual paid leave is as follows:

Three weeks if your period of service is less than five years.

Four weeks if your period of service is five years or more.

Your leave for fractions of the year is calculated as per the amount of time spent in service. For example: If you still have six months ahead of your annual leave, you can get half of your leave.

Q13- Can you postpone your leave to next year?

-The employer shall determine your annual leave according to the requirements of the work, and he may, with your consent, split the leave,

provided that each split section does not exceed two weeks.

- The employer may postpone half of the annual leave to the year following the year of entitlement, at a written request by you.
- You may not relinquish your right to the annual leave.
- A cash allowance equivalent to the wage payable in lieu of the leave may be obtained.
- If your employment contract is terminated before you have enjoyed the leave, you must be paid a cash allowance equivalent to your salary on the days of leave due.

Q14- What is the due date for payment of your annual leave?

The employer is obliged to pay the worker the wage due for the leave before the worker takes the leave.

Q15- What are the rules of sick leave?

- This leave shall be granted only after three months from the date of first joining the work.
- Proof of illness shall be by a medical certificate from a doctor approved by the employer.
- You shall get full pay if the sick leave does not exceed two weeks.
- If the leave extends more than two weeks, you shall get half your wage for another four weeks.
- If the leave extends for more than the period mentioned in the previous paragraph, leave will be unpaid, until you return to resume work or resign or terminate your service for health reasons.

Chapter Four Employment of women and juveniles

Q1- Does a woman worker get the same pay as a man when doing the same job?

Yes; she is entitled to a wage equal to that of a man when she does the same work, and she has the same opportunities for training and promotion. It is prohibited to employ a woman in works that are hazardous, arduous or harmful to her health or morals, or other works as determined by a decision of the Minister of Labor.

Q2- How is a maternity leave calculated?

The maternity leave for a woman worker is calculated as 50 days with full pay, provided that she has worked for a full year before applying for leave, including the period before and after the delivery. The period of leave after the delivery shall not be less than thirty-five days.

If the remaining period of post-natal leave is less than thirty days, you may be granted leave supplemental to your annual leave, otherwise the supplemental period shall be regarded as leave without pay.

Q3- Is it legal to end your contract if your health condition prevents you from reporting back to work after your maternity leave ends?

- You may not be dismissed from work, but are considered on leave without pay, provided that your period of interruption is not more than sixty consecutive or disrupted days, and also provided that you submit a certificate of your medical condition from a specialist doctor accepted by the employer.
- Maternity leave does not affect your right to other holidays or annual leave.

Q4- How is breastfeeding break calculated?

A woman worker is entitled to break for one hour a day (to be picked by her) for one full year after the maternity leave.

Q5- What is the minimum legal age of employment?

- It is sixteen years, with father or guardian's consent. Also, such a person must get a special permission from the Labor Department.
- If the person is a Qatari student, the Minister of Education's permission is needed

Q6- What are the works prohibited to juveniles?

All works that can harm them in their safety, health, and morals.

Q7- What are the controls for employing juveniles?

- A juvenile shall not be employed before he has been medically examined by the competent Medical Authority, and confirmation of his fitness for the work has been approved. The employer shall repeat the medical examination at least once a year.
- The employer shall keep in the juvenile's file his birth certificate, the health fitness certificate and the periodical medical examination reports.
- Any employer employing a juvenile, or more, shall be obliged to do the following:
 - 1. Submit to the Department a statement showing the name and work of the juvenile along with the date of employment.
 - Post up in a conspicuous place a clear statement of the working hours, the juveniles employed by him and their intervals of rest.

Chapter Five Domestic workers

Q1- Who is a domestic worker?

He/she is a natural person who performs household chores, under the management and supervision of the employer, for remuneration. Domestic workers include drivers, nannies, cooks, gardeners and the like.

Q2- Is it permissible to employ you without a contract?

- You may only be employed by a written contract certified by the Department, and prepared in three copies; a copy to you, another to the employer, and a third deposited with the competent department of the Ministry of Labor.
- Any person employing a worker without a contract of employment shall be liable to a fine of not more than (5,000) Riyals.

Q3- In which language shall the contract of employment be prepared?

The contract of employment shall be prepared in Arabic, and may be enclosed with a translation in another language. In case of disagreement between the two texts, the Arabic text shall overrule.

Q4- What data should the contract include?

- Employer's name, nationality and place of residence.
- Worker's name, nationality and place of residence.
- The date of conclusion of the contract.
- The type and nature of the work assigned to the worker.
- Date of commencement of work, and probation period. The probationary period shall be paid with controls to be determined by the Minister of Labor.
- Duration of the contract and terms of renewal and termination.
- The agreed wage and the method and date of payment.
- Any provisions or data provided in accordance with the provisions of Law No. 15 of 2017 on domestic workers.

¹⁰ See the Ministry of Labor for recent regulations.

Q5- What is the minimum age for employment?

- It is prohibited to recruit or employ domestic workers of both sexes under the age of eighteen years or over 60 years.
- -The employer shall be punished by a fine not exceeding (10,000) ten thousand Riyals if he violates that.
- The Minister of Labor or his representative may waive the maximum age limit.

Q6- What are the employer's obligations?

- Provide adequate food and housing, adequate health care, medicines and medical supplies if you are sick or injured during or due to work, without any financial burden upon you.
- Treat you in such a way that preserves your dignity and the safety of your body.
- Not to endanger your life or health, or harm you physically or psychologically in any way.
- Not to ask you to work during your sick leave.
- Not to ask you to work on daily breaks or on weekends, unless there is an agreement with the employer otherwise.
- The employer shall pay the monthly wage as agreed upon in the Qatari currency at the end of the Gregorian month, and not later than the third day of the following month. Your employer will not be released from your pay unless he proves that he has deposited it in your bank account or delivered it to you in cash under a signed quittance stating that you have received the full payment.
- -The employer shall be punished by a fine not exceeding (10,000) ten thousand Riyals if he violates that.

Q7- Is it lawful for the employer to deduct the expenses of recruitment from you?

- It is prohibited for the employer to deduct any fees or expenses from your due salary for the procedures of bringing you into the country.
- -The employer shall be punished by a fine not exceeding (10,000) ten thousand Riyals if he violates that.

Q8- Is it permissible for the employer to force you to work outside Qatar?

- Your employer is prohibited from employing you outside Qatar without your full consent.
- If it is proved that the employer is going to force or transfer you to work in another country without your consent, you may terminate your contract before the expiry of your term, while retaining your full right to end of service indemnity. You will also be returned to your country of origin or domicile at the expense of the employer.
- You should go to the Labor Relations Department or the Capital Police center to file a complaint. You may also approach the National Human Rights Committee to receive advice and assistance.

Q9- Is there a daily maximum number of work hours for domestic workers?

- The maximum hours of work shall be ten hours per day, unless otherwise agreed, interspersed with periods for worship, rest and eating. These periods shall not be included in the calculation of working hours.
- -The employer shall be punished by a fine not exceeding (5,000) five thousand Riyals if he violates that.

Q10- Do you have the right to a weekly leave as a domestic worker?

- Yes; you are entitled to a paid weekly leave of not less than twenty-four consecutive hours to be determined as agreed upon with the employer in the employment contract.
- -The employer shall be punished by a fine not exceeding (5,000) five thousand Riyals if he violates the above-mentioned provisions.

Q11- Do you have the right to an annual leave as a domestic worker?

- Yes; for every Gregorian year of service you are entitled to a three-week paid annual leave, and you may defer it and choose the date and place of destination, unless otherwise agreed without prejudice to your benefit.
- You are also entitled to a return airfare ticket to your country of origin or place of residence when you have spent two years in the service, to spend all your leave or what is left of it. If the travel is final, you deserve a one-way ticket only to your home country or place of residence.
- -The employer shall be punished by a fine not exceeding (5,000) five thousand Riyals if he violates the above-mentioned provisions.

Q12- Do you have the right to compensation for work injuries as a domestic worker?

Your compensation for work injuries shall be in accordance with the provisions of the Labor Law No. 14 of 2004 11

¹¹ See Chapter Seven in this Booklet - Work Injuries and Compensation

Q13- As a domestic worker, do you have the right to receive end of service benefits?

- An employer shall be responsible for paying the end of serve bonus to a domestic worker who has spent at least one year in service as of 22 August 2017, i.e. the date on which Law No. 15 of 2017 on domestic workers entered in force
- -This bonus shall be determined in agreement between both parties, provided that it shall be at least a three-week wage for each year spent in service. A domestic worker shall also be entitled to gratuity for fractions of the year in proportion to the duration of employment.
- An employer shall be entitled to deduct from the bonus the sums which are owed to him/her by the worker.
- -The employer shall be punished with a fine not exceeding (5,000) five thousand riyals if he violates the above-mentioned items.

Q14- Is it permissible for the employer to deprive you of end of service benefits?

Yes; if a worker has not fulfilled the duties specified in the provisions of Law No. 15 of 2017 on domestic workers or the labor contract, the employer may dismiss him/her without warning, and without granting him/her an end of service bonus for the year in which he/she was dismissed.

Q15- What are your obligations and duties as a domestic worker?

- Abide by the country's laws, social customs and traditions, as well as religious and moral values.
- Carry out the work agreed upon, and any other tasks which are required to be done by you, in honesty and precision.
- Safeguard the secrets, money and property of your employer, of those residing with him/her and his/her visitors; avoid any harm to an employer's interest; and pay particular attention to all of the above.

- Follow the instructions and orders of the employer and of those residing with him in an optimum manner, unless they are in violation of the law or the labor contract, or expose to danger your life, money, or the life or money of third parties.
- Safeguard the objects which were handed to you for your work, and handle such objects in accordance with the nature of their use; and return them to the employer upon ending your service.
- Avoid any work for others, be it remunerated or not, if such is contrary to the provisions of the law or regulations which are in force in the country.
- Treat well the employer, his/her family, and persons residing with him/her, and refrain from harming them especially children, and the elderly.

Q16- May you end the labor contract before the end of its duration while retaining your full right to the end of service bonus?

Yes; you may, in any of the following cases:

- If the employer has not met his/her obligations specified in the provisions of this law or in the employment contract.
- If the employer, or a person mandated by him/her, has cheated at the time of concluding the contract with you, with respect to the terms of employment.
- If the employer or a member of his/her family has assaulted you in such a way that harms the worker physically or his/her life.
- In the event of a serious danger which threatens a worker's safety or health, provided that the employer was cognizant of the danger, and had not sought to remove it.

Q17- What provisions should be applied if a dispute arises between the worker and the employer?

Disputes which arise between an employer and a worker, related to the

application of the provisions of Law No. 15 of 2017 on domestic workers, or related to the labor contract, are provided for in Chapter Eleven (bis) of Labor Law No. 14 of 2004.

Q18- Is it permissible for you to change your employer before the end of the contract period?

Yes; it is permissible. It is possible to transfer to another employer at any time before the end of the contract without obtaining a no-objection certificate from the current employer. However, it is required that you submit a written notice at least one month in advance if you have worked for the current employer for two years or less, and two months in advance if you have worked for him/her for more than two years.¹²

Q19- Is it permissible for you to leave the country during the validity of the contract term?

Yes; you may. You have the right to a temporary exit or final departure from the country during the validity of the work contract. The domestic worker must inform his/her employer of the same at least 72 hours before he/she wishes to leave.

¹² View Chapter Eleven on the provisions on residency and change of work that apply to domestic workers.

Chapter Six Vocational Safety and Health, and Social Care

Q1- What are the duties of the employer in maintaining your safety?

- -The employer or his representative shall inform each worker, on commencement of work, of the risks of work, and what may develop thereof, and shall inform him of the preventive measures to be taken for the protection thereof. Detailed instructions shall be affixed in a conspicuous place stating the professional health and safety means for protection of the workers from the dangers to which they may be exposed during the performance of their work.
- The employer shall take all precautionary measures for protecting the Workers during the work from any occupational injury or disease that may arise from the work performed in his establishment or from any accident, fire, defect or breakdown in the machinery and equipment. The employer shall not charge his workers or deduct from their remuneration any amount for providing these precautions.
- -The employer shall take the measures which guarantee the securing of hygiene and good ventilation in the places of work, and shall provide suitable lighting and potable water for drinking and cleanliness and drainage systems, in accordance with the regulations and decisions to be issued by the competent authorities in this regard
- The employer who employs a number of workers ranging from five to twenty-five shall prepare for them a first aid box supplied with the medicines, tools and equipment to be specified by the competent medical authority. The box shall be placed in a conspicuous location in the Establishment and close to the hands of the workers. The use of the box shall be entrusted to a worker trained in providing medical first aid.
- If the number of the workers exceeds twenty-five, a box shall be allotted for each group of a number ranging from five to twenty-five workers. If the number of the Workers of the establishment exceeds one hundred, the employer shall appoint a full-time medical nurse in the establishment in addition to the first aid boxes. If the number of the workers in the establishment exceeds five hundred, the employer shall arrange for them a

- clinic wherein at least one physician and medical nurse shall be employed.
- Periodical medical examinations shall be made of the workers exposed to the risk of occupational diseases in different activities. These examinations shall be made at intervals commensurate with the risk of the work, in accordance with the rules decided by the competent authorities. Such rules shall specify the types of examinations and the intervals at which they are made.
- The employer shall keep the results of these examinations in the special files of the workers. And if the medical examination reveals infection of the worker by any occupational disease, the employer shall notify the Department thereof within three days from date of knowing the result of the checkup.
- The employers employing workers in places distant from the cities to which the normal means of transport do not reach shall provide the following services:
 - 1- Suitable means of transportation or suitable accommodation or both.
 - 2- Potable (drinking) water.
 - 3- Suitable food supply or means of obtaining the same.
- The employer who employs fifty or more workers shall provide them with the social services to be specified by a decision of the Minister, taking into consideration the location of the work, the circumstances thereof and the number of the workers in the establishment.
- In the event that the employer refrains from taking the aforesaid precautions or in the case of existence of forthcoming danger which threatens the health or safety of the workers, the Department shall raise the matter to the Minister to pass a resolution for partial or total closure of the work site or to suspend of one or more machines from work until the causes of the danger cease to exist. In this case, the employer shall be obliged to pay the remuneration of the workers in full during the closure or suspension period.¹³

¹³ Note: If you work in the field of construction and infrastructure, see more information in Chapter 9 on construction workers.

Q2- What are your duties in order to maintain your safety?

- You shall not commit any action or omission with the intention of obstructing the execution of the instructions of the employer concerning safeguarding the health of the workers or securing their safety or with the intention of damaging or causing the breakdown of any appliances or equipment prepared for this purpose.
- You shall use the protection equipment and the uniform prepared and provided to you by the employer and shall obey all the employer's instructions aimed at protecting you from injuries and diseases!⁴

¹⁴ Same note as above.

Chapter Seven Work injury and compensation

Q1- What is a work injury?

- It means any injury occurring while carrying out your work or because of such a work; or occurring while travelling to and from places where work was conducted, provided that there was no stoppage or divergence from the normal route between the place where work was performed and the establishment. A work injury may result in (death) for which the compensation is paid to the heirs.

Q2- What are the procedures in case of injury or death?

- If the Worker dies during the Work or by reason thereof, or suffers an occupational Injury, the employer or his representative shall report the accident immediately to the police and the Department.
- The report shall include the name of the worker, his age, profession, address, nationality, a brief description of the accident and its circumstances and the aid or treatment procedures taken.
- The police, on delivery of the report, shall immediately carry out the necessary investigations and take the statements of the witnesses and the employer, or his representative, and the statement of the injured worker, if his situation allows, shall be recorded in the minutes. The proceedings shall particularly clarify the relation of the accident with the work.
- The police, immediately on completion of the investigations, shall send a copy of the proceedings to the Department and another to the employer.
 The Department may request the completion of the investigation, if it deems necessary.

Q3- What action can be taken if you are forced to work while you are sustaining an injury that does not allow you to return to work?

- If a dispute arises between the employee and the worker regarding the ability of the worker to resume his work or as to any other medical issue related to the injury or disease or the prescribed or current treatment, the Department shall refer the matter to the competent medical authority, the decision of which, regarding the issues within its jurisdiction, shall be conclusive.

- The appropriate treatment shall be at the expense of the employer, as determined by the competent medical authority.
- You will receive full salary during your treatment up to six months. If treatment takes more than six months, you receive half of your salary until you are fully recovered or proven permanently disabled.
- Total and permanent disability is considered same as death in terms of compensation.¹⁵

Q4- Is it legal to deny your injury or death compensation in some cases?

- Yes; this is legal if you are found to have intentionally injured yourself or found under the influence of narcotics or alcohol at the time of injury or death and this is established as the reason for injury or death. It is also legal if you refuse to undergo medical check-up without good reason or refuse to follow treatment prescribed for you by the medical body, or intentionally defy your employer's directions regarding safety measures or you are grossly negligent in that regard.

Q5- What is the period during which you must be paid the compensation?

 The Employer shall pay the compensation for the disability, within a period not exceeding fifteen days from the date that the disability of the worker is proved, or from the date of announcing the result of the inquiries supporting

¹⁵ Please see work injuries by one of the occupational diseases in Table No. 1 and Table No. 2 in Labor Law No. 14 of 2004

the occurrence of the disability by reason of the work.

- The employer shall deposit the compensation at the treasury of the competent court, within a period not exceeding fifteen days from the date of death, or from the date of the announcement of the result of the investigation which supports the occurrence of the death by reason of the work.

Q6- Is it possible for you to lose your right to disability compensation; or your heirs to their right to death compensation?

- The right to claim compensation for disability or death shall be prescribed by the lapse of one year from the date of the final medical report including the occurrence of the disability resulting from the injury, or as from the date of the death.

Chapter Eight Workers' organizations and strikes

Q1- Do you have the right to join any workers' organization?

- In each establishment employing 30 or more workers, a "joint committee" shall be formed, comprising representatives of the employer and workers, and it should be noted that half of the members of the committee represent the employer, and the other half of them represent the workers. The employees of each facility shall select their representatives on the joint committee by direct election.¹⁶
- The joint committee shall undertake the study and discussion of all the matters related to the work in the establishment, in particular: regulation of the work, means of increasing and developing the production and enhancing the productivity, training programs for the workers, means of protection from dangers and the improvement of the standards of compliance with the rules of occupational health and safety, and development of the general culture of the workers.
- It shall be prohibited for the workers' organizations to exercise any political or religious activities; or prepare, print or publish, or distribute leaflets offensive to the State or the existing situations therein; or enter into any financial speculations of whatsoever nature; or accept gifts or donations, except by approval of the Ministry.

Q2- What are the conditions for a strike?

- The workers may go on strike in accordance with the following measures: a) there is approval of three quarters of the general committee of the workers of the trade or industry; b) the employer is given notice of a period of not less than two weeks before the commencement of the strike and the approval of the Ministry is obtained after coordination with the Minister of Interior in respect of the time and place of the strike; c) there is no prejudice to the State belongings, or possessions of the individuals or their security and safety.

¹⁶Please refer to the competent department at the Ministry of Labor to learn about membership conditions, and procedures for the electoral process.

- It is not allowed for workers to go on strikes in vital public utilities such as petroleum and gas related industries, electricity, water, seaports, airports, transportation and hospitals shall be prohibited.
- Strike action shall only be made if amicable settlement between the workers and employer through conciliation or arbitration according to the provisions of this Law becomes impossible.

Chapter Nine
Rights and duties of
construction workers

First: Accommodation Conditions:

Q1- What are the necessary provisions of appropriate accommodation?

Conditions and specifications of construction workers' accommodation are as follows:

- In shared rooms, area provided for each worker should not be less than
 4 meters
- In each room, no more than four workers should be housed in normal housing camps, and eight workers in temporary dwellings. Entrances, corridors, roofs and cellars should not be used as lodging areas for workers.
- Windows must have wire mesh so that no insects or dust may enter the lodging.
- Rooms must be well-ventilated and have natural lighting and adequate provision of electrical light.

Q2- What basic furniture and appliances should the employer provide accommodation with?

- Beds with mattresses and appropriate covers and cupboards to keep clothes. No double beds are allowed.
- The provision of enough air-conditioners and ventilation fans.
- One water cooler for every 20 workers provided with three candle ceramic filter; no fiber or threads filters allowed.
- Refrigerator for storing food, size depending on number of workers.
- Trash bin with lid, and durable trash bags.
- The employer should assign a worker for cleaning the accommodation, and a supervisor to inform the employer of maintenance requirements.
- First Aid box, with enough antiseptics and bandages.
- One toilet, well-ventilated, with sufficient light and water heater for every

8 workers.

- The employer must properly maintain the accommodation.
- No deductions should be made from the workers' wages for such maintenance and furniture.

Q3- What are the conditions for temporary accommodation?

- Dining hall with adequate furniture for the number of workers staying at the temporary lodging provided with mesh screen on doors, windows, together with insect catchers.
- A first aid room must be maintained by a qualified nurse if the establishment is employing more than 100 workers.
- Proper systems for disposal of sewage and garbage regularly, with manholes and garbage collection units.
- It is illegal to use workers accommodation for other purposes.
- The employer is bound to provide fire alarm and extinguishers according to fire department regulations.
- The accommodation should be provided with first aid boxes with enough bandages and antiseptics.

Second: Matters Related to Place of Work:

Q1- How do you get acquainted with the regulations of the establishment you are working for?

An employer who is hiring ten workers or more must show the regulations of the establishment on a display board within the establishment. The board must be hanged in a prominent and easily noticeable place. Such regulations are a complementary part of the contract between the worker and the establishment.

Q2- What would you do in case of danger to your safety at work?

You must and it is legal to inform your employer of this danger. If there is no

response from him, you should call the Labor Department inspectors and inform them of the situation. You may also notify the National Human Rights Committee for advice and assistance.

Q3- Is it legal for the employer to ask you to do personal work for them in the establishment?

He may not; and it is prohibited for your managers and superiors to make you do personal work for them, and it is prohibited for them to insult or mistreat you.

Q4- What are the vocational safety conditions?

Labor law and ministerial decrees in this regard oblige employers to take all necessary precautions for safety at the work-place. Most important of these include the following:

- The employer should inform you of all work-related risks and dangers and you must be made aware of all precautionary measures to guard you against such dangers in a language that you understand.
- The employer should provide you with protective garments and gear. In case there are openings or excavations in the work area that people may fall into, or which may prove hazardous, such openings must be lined with protective fence.
- In case of work platforms, they should be erected as per technical specifications, must be fenced and provided with safe method for climbing to it.
- Permanent stairs should be made with anti-slip materials, and provided with safety precautions.
- Scaffolds must be made of strong materials, have enough room with fencing and safety equipment to prevent workers from falling.
- Precautions should be taken during the use of equipment with high level of noise and vibration, like providing ear protectors to workers, making sure that noise is not over permitted levels and for very long periods.

 Closed areas must have exhaust fans for operating equipment that produce dust, smoke or harmful gases, and must be provided with appropriate suction and assembly devices. Machines also should have a means to stop it immediately, such as cutting off the electric current.

Q5- What precautionary measures should be taken when using or storing work tools and equipment?

Labor law and ministerial decrees issued in this regard oblige employers to take precautionary measures, most important being:

- Provision of appropriate mechanical lifting equipment, ensuring the safety and usability of chains and hooks and their periodic inspection.
- Lifting equipment must display a notice indicating maximum lifting capacity.
- Provide lifting equipment operator's cabins with a communication device.
- It is illegal for non-qualified and unauthorized people to operate lifting, hauling, and transportation equipment.

Q6- What electrical safety precautions are necessary?

Labor laws and ministerial decrees issued in this regard oblige employers to take many precautionary measures, most important being:

- Electrical distribution panels must be placed in safe and easy to use locations
- Switches must be of non-sparking type.
- Conducting regular check on cables, wirings, and connections.

Q7- What fire protection precautions are mandatory?

Employer must take precautionary measures to prevent fire, in accordance with the direction of authorities, and according to the nature of activities in the workplace and the nature of production materials. Care must be taken as following:

- Providing enough emergency exits, installing alarms with necessary

training on use.

- Abiding by necessary technical standards in constructing ovens, boilers and other sources of heat, insulating hot gas pipes and internal combustion engines exhausts.
- Prohibiting smoking in work areas and punishing anyone who does not abide by the prohibition.
- Leaving enough space between work units to prevent the occurrence of fire, especially in areas containing flammable material and not leaving any fire source in these areas.
- Educating workers on fire sources and methods of fire prevention and training them on how to use fire extinguishers.

Q8- What precautions must be taken against natural hazards?

Employers must take necessary precautionary measures against natural hazards, the most important being the following:

- Stopping work at noon time in open areas during summer from 15th of July to 31st of August - so that morning working hours do not exceed five hours a day and do not extend beyond 11:30 am. In the afternoon, work must not start before 3:00 pm.
- The employer must keep a schedule directing this in an obvious place so that it can be read and seen by labor inspectors during their inspection visits.
- Workers must be provided with protective gloves, socks, shoes, and heavy clothes in winter.
- They must be provided with protective coats during the rainy seasons.
- They must provide you with head cover and cold drinking water during work in open areas.

Q9- What are the conditions for working in remote areas?

The following areas are considered remote areas:

- Dukhan, Um Bab, Messsaied, Northern area, Halul island and any other area which is 15 kilometers away from the borders of any city or village.
- Employers having workers in remote areas must provide them with the following:
 - 1- Appropriate transportation or accommodation, or both.
 - 2- Portable (drinking) water.
 - 3- Appropriate provision of food or means for providing this.
 - 4- First Aid supplies.
- Except for food, all the above must be paid for by the employer. Workers should not bear any cost for them.

Important Note: The Labor Law stipulates a penalty of imprisonment for a period not exceeding six months and a fine of no less than 2000 riyals and not more than one hundred thousand riyals, or either of these two penalties, for violating the provision of services referred to above. ¹⁷

Q10- How is medical care organized in establishments?

- Medical examination for establishment workers. Laboratory tests, and X-ray. Providing necessary medicine for treatment out of Hospitals.
 Immunization of workers against common ailments, according to directions issued by the National Health Authority in this regard.
- Installing First Aid Box and providing it with necessary medicines and appliances.
- The employer is bound to appoint a nurse, and if there are more than 500 workers, he must establish a clinic with one doctor and at least two nurses, with all necessary medical supplies and a room for first aid treatment.

¹⁷ Article (145) bis 1 of Decree-Law No. 18 of 2020 amending some provisions of the Labor Law promulgated by Law No. 14 of 2004

Third: Obligations of Construction Workers Q1-What are your obligations to your employer?

- Employers have the right to transfer you from one place of work to another or from one type of work to another, provided that the new work does not differ substantially from the one agreed on and do not imply abuse, difference in wages or breach of contract clauses.
- You must be present at your work site on the set time for beginning of work and not leave before the time decided
- You must not stop working or leave work area during working hours without permission from your supervisor
- You are not allowed to enter the work site any time other than working hours, unless you have written permission and submit it to the person in charge at the entrance.
- You must obey your superior's directions in regard to work and execute them precisely at all times
- Your relation with your colleagues at work must be good and based on understanding and compassion.
- It is prohibited for you to accept gifts or rewards from others in return for doing something that is part of your duties.
- It is prohibited for you to seek support or distribute papers for any purpose without written permission from the establishment administration.
- It is prohibited for you to work for another employer even at your leisure hours and you must do your work carefully and take care of equipment and tools.
- If there is a malfunction in equipment or tools, do not try to repair or even fix it, rather you must inform your supervisor about the faulty machine.
- You must not pay any fees or make any other payments to anybody unless it is a decision made by the establishment.
- You must not reveal industrial or work secrets or any matter related to the work and activity of the establishment.

 It is prohibited for you to do anything that may undermine the safety or vocational health precautions.

Q2- What disciplinary penalties are applied to construction workers?

- Warning notice by way of a written letter sent to you, indicating the mistake (or violation of rules) you have made and warning you not to repeat it or stronger punishment will be undertaken.
- Deduction from your wages for a period not exceeding five days for a single violation. One month may not include a deduction for more than five days.
- Cessation from work, and deprivation of wages for period not exceeding five work days for every violation.
- Cessation from work and deprivation of wages, or with lowered wages, until determination of your criminal charge, if you proved innocent, or the charge was filed, the cessation will be considered as never been, all your wages for the cassation period paid.
- Dismissal from work, with the right in end of service benefits.
- Dismissal from work, without end of service benefits.
- The worker must be told of the punishment in writing, if he refuses to accept the notice, it can be published in an easy to see place in the work area.

Q3- How to submit a grievance against the disciplinary penalties?

- Before contesting the penalty at the Committee for the settlement of labor disputes, you must appeal to the employer within seven days from the date of your knowledge of the penalty. The decision should be taken within seven days from the date of submission, and the elapse of this period without deciding means the appeal is rejected.
- In the case of rejection of the appeal or not taking action during the period referred to, you may submit your grievance to the competent Department

- of the Ministry of Labor within seven days from the date of rejection. The Department must decide on your grievance within seven days from the date of submission to it and its decision shall be final. Failure to decide on the appeal within this period shall be considered rejection to your appeal.
- Otherwise, you may appeal the dismissal penalty before the Labor Dispute Settlement Committee. If the Committee determines that your dismissal was arbitrary or contrary to the pro- visions of the law, it will decide: either to cancel the dismissal penalty and to return you to work and pay your wages for the period in which you were denied work in order to implement this penalty, or compensate you for appropriate compensation. The compensation shall include the wages and other benefits which have been denied as a result of this dismissal. ¹⁸

Q4- Are you obliged to compensate the employer for any damage you cause?

- -It is legal to make you pay for damage you have caused after due investigation of the incident.
- Deducing the amount of compensation from your salary, provided that it does not exceed a seven-day payment per month.
- You can lodge a complaint with the labor department within seven days after receiving the compensation estimate notice.

Q5- Is it permissible for you to move to another employer before the end of the contract period?

Yes, it is permissible. The amendment to the Exit and Entry of Expatriates Law for the year 2020 has canceled the no-objection condition, and you can change your employer. In return, your employer is given the opportunity to object within a period determined by the Labor Relations Department.¹⁹

¹⁸ See Chapter 10 - Access to Justice.

¹⁹ View Chapter Eleven - Provisions for Residency and Change of Employment

Chapter Ten Access to justice

Q1- What are the procedures if a dispute arises between the worker and the employer?

- Both the worker and the employer, if a dispute arises between them related to the application of the provisions of the labor law or the employment contract, have to submit the dispute to the supervisors, officials or the joint committee within the workplace, if it exists,
- In the event that the internal mechanisms fail to find appropriate solutions, it is possible to go to the Department of Labor Relations at the Ministry of Labor to settle the dispute amicably. The competent department takes the necessary measures to settle the dispute amicably within a period not exceeding seven days from the date of its presentation. The result of the settlement is presented to the two parties within the following seven days. If the two parties accept it, what has been agreed upon shall be recorded in a minutes signed by them, and approved by the competent department, and it shall have the power of an executive document.
- Submission of a dispute settlement request to the competent department shall result in the suspension of the legally prescribed period for the forfeiture of the claim for those rights until the expiry of the deadlines specified above.
- If the dispute is not settled within the period referred to in the previous paragraph, or one of the parties to the dispute refuses the settlement of the competent department, or the period lapses without the two parties or one of them expressing their opinion of acceptance or rejection, the competent department shall refer the dispute within the following three working days to the Labor Dispute Settlement Committee.²⁰

²⁰ It is called "The Labor Disputes Settlement Committee" and is formed under the chairmanship of a judge from the Court of First Instance, chosen by the Supreme Judicial Council, and two members nominated by the minister, provided that one of them is experienced in the field of accounting. The formation of the Committee and the determination of the rules and procedures to be followed before it, the mechanism for implementing its decisions, and its remuneration shall be issued by a decision of the Council of Ministers. Also, a decision shall be issued by the Minister specifying the location of the Committee's meeting, and the secretariat of the Committee shall be assumed by one or more of the Ministry's employees, who shall be delegated, and their competencies and remunerations specified, by a decision of the Minister.

The referral shall be accompanied by a memorandum containing a summary
of the subject matter of the dispute, the arguments and documents of the
two parties, and the comments of the competent department.

Q2- What is the competence of the Labor Disputes Settlement Committee?

- The Dispute Settlement Committee is exclusively concerned with adjudicating all individual disputes arising from the application of the provisions of the Labor Law or the employment contract. The committee shall decide on the dispute submitted thereto within three weeks from the date of the first session to consider the dispute before it.
- The members of the committee are independent, and there is no authority over them in their decisions except the law, and no person or entity may interfere in the disputes considered by the committee.

Q3- What are the procedures that are carried out by the Secretariat of the Committee for the Settlement of labor disputes?

- The secretariat of the committee must, within three working days from the date of referring the dispute thereto, set a session to consider the dispute within a date not exceeding seven working days from the date of the referral.
- Both the worker and the employer shall be notified of the date of the session at least three days prior to the session.
- The secretariat of the committee shall notify the parties to the dispute of the procedures and decisions issued by the committee through sending the same by registered letter to their places of residence or their business centers, or by any other means of notification. The notification shall be deemed to have its legal effects from the date it is sent or delivered to the concerned parties

Q4- What does the decision of the Labor Disputes Settlement Committee include?

- The decision of the Dispute Resolution Committee ending the dispute must be justified,
- It includes the names of the chairman and members of the committee, the date and place of its issuance, the names of the litigants, their capacities, their presence or absence, an overall presentation of the facts of the dispute, the litigants' requests and their pleas.
- It is signed by the chairman and the secretary,
- It shall have the power of the executive document stipulated in Article (362) of the Civil and Commercial Procedures Law.

Q5- How to appeal the decision of the Labor Disputes Settlement Committee?

- Those concerned may appeal the decision issued by the Labor Resolution Committee before the competent department of the Court of Appeal.
- This is to be submitted within fifteen days from the date of issuance of the committee's decision if it was in attendance, or from the day following the announcement of the decision if its decision was in absentia.
- -The appeal does not result in suspending the implementation of the decision unless the competent department decides otherwise.
- -The competent department of the Court of Appeal shall consider the appeal urgently, and shall decide thereon within thirty days from the date of the first session. Only the competent department of the Court of Appeal may order a stay of implementation of the decisions of the Dispute Resolution Committee.

Q6- Is it permissible to register a case being under study by the Dispute Resolution Committee before another court?

- Cases that fall under the jurisdiction of the Labor Disputes Resolution Committee shall not be admitted before courts before this committee has decided thereon. The courts shall continue to adjudicate the cases brought before them prior to the effective date of this law, and shall have jurisdiction to consider cases filed after the date of its enforcement, until the committee assumes its responsibilities. Chapter Eleven
Residence provisions change of work

Q1- Is it possible to enter the State of Qatar without permit to work (visa)?

- Any non-Qatari (expatriate) who wishes to reside in the State of Qatar must have a permit to enter the country (visa) from the competent authority, and a recruiter (employer). The recruiter, whether a Qatari or non-Qatari, should be a resident in the State according to the law. If the recruiter is a juridical person, his/her main office or a branch management should be in the State.
- The entry visa is granted to the expatriate for employment only under a contract of employment concluded with the recruiter in accordance with the conditions prescribed by law.
- The law punishes the recruiter (employer) trading in the entry visas or assigning them to others, with a penalty of imprisonment for a period not exceeding three years and a fine of not more than fifty thousand Riyals or one of these penalties.
- The penalty is toughened if the offense is repeated. This obligates you to perform the work only for the recruiter, and you are prohibited from performing any work of any kind to any other party, unless you are granted a «secondment».

Q2- What is seconding?

- The competent section at the Ministry of Labor may authorize your work for another entity for a period of six months, renewable for similar periods, after one year has passed from the date of your joining the work with the recruiter.
- -The new employer who will benefit from the secondment must submit the contract appendix added to the work contract, signed by the original recruiter and the worker and certified by the Ministry of Labor.
- The competent authority may also authorize you to work part-time for another entity outside of your original work hours, provided that you obtain the written consent of your employer.

Q3- What is the penalty for the employer who allows you to work for others without permission from the competent department, or who employs you while you are under others' sponsorship?

The employer in such a case is punished with imprisonment not exceeding three years, and a fine that does not exceed QR50,000 or one of these two penalties. The penalty is toughened if the offence is repeated.

Q4- What are the conditions that allow you to change the employer?

You may apply to the Ministry of Labor to change the employer before the end of the contract without obtaining a certificate of objection from the employer, and the approval of the competent authorities must be obtained. The rights established for the employer, under the provisions of the Labor Law, or the concluded contract, may not be violated.

Q5- Can you change the employer by moving to a competitor?

You can do this, except in the case that the work contract includes a condition that, after the end of your contract, you will not compete with your current work or participate in or work in any competing project in the same sector, provided that the term of this condition does not exceed one year in all cases.²¹

The employer cannot include a non-competition clause in the employment contract unless the nature of your work includes access to customer information and business secrets.

²¹ Please refer to the procedural developments of the non-competition controls at the Ministry of Labor. The non-competition clause is invalidated if any of the cases stipulated in Article (51) of the Labor Law are realized, or the employer is dismissed in violation of the provisions of Article (61) of this Law.

Q6- What are the requirements to move to a new employer?

- First, you must inform the current employer of your desire to terminate the contract and change the employer through the electronic notification system of the Ministry of Labor, which includes entering the document of the documented employment contract with the current employer, and a letter from the new employer addressed to the Ministry of Labor confirming his desire to hire you. To do that, your residency must be valid, or within (90) days of the expiry date, unless it has expired for reasons beyond your control.
- The period that elapses between the date of informing your employer and the date of leaving work with him is known as the notice period, and it is required that you submit a written notice at least one month in advance if you have worked for the employer for two years or less, and two months if you have worked for the employer for more than two years.
- Upon receiving a text message from the Ministry of Labor confirming the approval of the change of employer, the new employer must start the contract procedures using (the Ministry of Labor's multilingual work contract digital certification system). After filling in the information, the new employer must print the employment contract to be signed by both parties thereto, and then upload the signed copy and all other documents to the digital platform. This is followed by the Ministry of Labor's confirmation to the new employer that the work contract has become notarized and that he can pay the contract certification fees. The employer must provide the worker with a copy of the contract, and the worker can download a copy thereof through the electronic platform of the Ministry of Labor.
- After that, the transaction is automatically transferred to the Ministry of Interior system for the purpose of approving the issuance of the worker's ID card. Once the approval is issued, the new employer can enter the Metrash website of the Ministry of Interior to submit an application for a new Qatari identity card for the worker to be delivered to him along with a

valid health card.

- It is not necessary to pay any money or compensation to the new employer for any administrative costs incurred in changing the employer, as the procedures for changing the employer are free for the worker, and there is no need to pay for the issuance of a new identity or health cards.

Q7- Should the same procedures be followed if you desire to change the employer during the probation period?

- -The work contract may stipulate that you will be put on probation for an agreed period with the employer, provided that it does not exceed six months from the date of starting work, and you may not be put on probation more than once with the same employer.
- You may terminate the employment contract during the probationary period, provided that the following are observed:
 - 1. If you wish to transfer to work for another employer, you must notify your current employer in writing of your desire to terminate the contract at least one month before leaving work, and the new employer is obligated to compensate the current employer for the value of the ticket and recruitment fees, if any, provided that the compensation does not exceed the basic wage of the worker for two months.
 - In the event that you wish to terminate the contract and leave the country, you must notify the employer in writing of your desire to do so in accordance with the agreed-upon notice period, provided that it does not exceed two months.

Q8- What are the consequences of terminating the employment contract without adhering to the notice period?

- If either party terminates the contract without taking into account the notice period, the other party shall be paid a compensation equal to the worker's basic wage for the notice period or the remaining period thereof.
- Example: If you want to stop working two weeks before the one-month

- notice period ends, and the basic wage is QAR 1500 per month, you must pay 750 QAR to the employer in order to legally terminate the contract.
- If the employer asks you to stop working two weeks before the end of the one-month notice period, he must pay you 750 Qatari riyals to legally terminate the contract.
- In all cases, if you leave the country without complying with the notice period, you may not be granted a work permit for one year from the date of departure.
- So, remember that in order to be able to return to work in the State of Qatar, you must inform the employer of the legally prescribed notice period, through the electronic system of the Ministry of Labor, or pay the notice period to the employer as specified by law.

Q9- If you do not receive your salary, do you still have to abide by the notice period before changing the employer?

In the event that the current employer does not respect his legal obligations (including the payment of wages), you can change work without notice, and in this case, you must file a complaint thereof with the Department of Labor Relations in the Ministry of Labor.

Q10- Does changing work require paying any financial compensation to the previous employer?

- The employer has the right to ask you for any fees spent on training you and developing your abilities to work, such as obtaining a driving license or any training courses, and it is advised that this claim be stipulated in the employment contract.
- -The employer is entitled, if you wish to move during the probationary period, to obtain compensation from your new employer for the value of the ticket and recruitment fees, if any, provided that the compensation does not exceed the basic wage of the worker for two months.²²

Q11- Are you entitled to an end of service gratuity in the event of a change of employer?

In the event that you have completed at least one year of work and want to change the employer, you are entitled to obtain from the current employer an end-of-service gratuity, in addition to the accumulated annual leave and any other benefits stipulated in the employment contract. You also have the right to get a return ticket to your country of origin if you decide to leave the State of Qatar

Q12- Does the employer have to pay you the value of the ticket to return to your country of origin when changing work?

- The employer must complete the procedures for returning you to your country of origin, including paying the cost of the return ticket, within a period not exceeding two weeks from the date of expiry of the contract.
- If you join another job before you leave the country, then this obligation will pass to the new employer. The current employer covers part of the cost of the return ticket in proportion to the period of work the worker has spent out of the total contract term. For example, if the worker resigns after one year in a two-year contract, the employer covers half the cost of the return ticket.

Q13- Is it possible to obtain a residence permit without a recruiter?

The Minister of Interior may issue visas and grant residence permits without a recruiter, for the following categories:

 Investors subject to the provisions of the law regulating the investment of non-Qatari capital in economic activity.

²² Please refer to the procedural developments of the compensation controls for the former employer at the Ministry of Labor

- Owners and usufructuaries of real estate and housing units, in accordance with the provisions of the law regulating the ownership and usufruct of real estate and housing units by a non-Qatari.
- Any other categories determined by a decision of the Council of Ministers. For the issuance of residence permits for the aforementioned categories, the documents supporting the application must be submitted, and the applicant must be of good conduct. The residency period is five years, renewable for a similar period or periods. Residency may be granted to the abovementioned categories and to their spouses, children and parents, without a condition requiring them to have work.

The above-mentioned categories may also leave the country during the validity period of the residence permit without being required to obtain permission for the same.

The competent authorities can cancel your residence permit, in the following cases:

- If it is proven that you have obtained a residence permit based on incorrect information or documents.
- If going on with your residence in the country threatens its security and safety at home or abroad, or harms its national economy, public health or morals.
- If you violate, or negate the purpose for which you have been authorized to reside without obtaining permission to do so from the competent authorities.

Q14- Is it permissible for you to bring in your family members to stay with you during your stay in Qatar? And what are the conditions for that?

- After completing your residency procedures, you may apply to bring in members of your family to reside with you in the State of Qatar. Family members include your spouse, minor children, your unmarried daughters, and your adult sons who have not reached 25 years of age and have not completed their university studies. However, to bring them and stay with

- you, your salary must be sufficient to support them during their presence in Qatar. The lowest salary acceptable for that is determined by the Permanent Recruitment Committee at the Ministry of Labor
- A working woman may submit a request to the Minister of Interior to bring her husband, and the Minister may approve her request if he finds her request justified.

Q15- To whom is the family recruitment application submitted?

The application for family recruitment is submitted to the Permanent Committee for Recruitment Affairs at the Ministry of Labor, and you must attach to your application a certificate issued by your employer regarding the salary you receive, ²³ proof of your residency in a family home, your marriage document, birth certificates for your children to be recruited, and a statement of your account with the bank to which your salary is transferred. The application is submitted to the competent committee to decide thereon.

Q16- If the wife joins a job, does this require the transfer of her residence to her employer?

- The woman who comes to reside with the head of her family, and joins work after that, will remain under the residence of the head of her family.
- If the marital relationship ends for any reason, the competent authority may transfer her residence to one of her relatives residing in the State of Qatar or to another recruiter. Also, all family members can move to another recruiter after the approval of the competent authority, in accordance with the regulations issued by a decision of the Minister.²⁴
- If a father passes away, the residence of his minor children may be transferred to their mother, or to one of their brothers or relatives residing in the country and who are can financially support them.

²³ The monthly salary should not be less than ten thousand riyals, and in the event that a family housing is provided by the employer, the monthly salary must be no less than six thousand riyals, provided that this is fixed in the work contract.

²⁴ Please review the updates and any new procedures following the date of issuance of this brochure with the competent authorities in the Ministries of Labor and Interior.

Q17- Can you bring your parents to the State of Qatar?

With the approval of the Minister of Interior or his representative, your parents may be granted a residence permit with you if the Minister deems it justified, taking into consideration the conditions of family recruitment.

Q18- Can you transfer your parents' residency to your personal residency?

The competent authority may approve this, provided that your financial ability to support them is achieved.

Q19- What are the duties of the recruiter (employer) in case you quit working for him?

- The recruiter shall inform the competent authority within fourteen days from the date of quitting the work. He shall also do that if you refrain from leaving the country after the revocation of your license or the end of your residence permit, or the expiry of the permit and the passage of ninety days without renewal thereof.
- The recruiter must also notify the competent authority at the end of the period of your visit or the purpose for which you are authorized to enter.

Chapter Twelve
Departure, deportation and return

Q1- What are the procedures to leave Qatar for the expatriate who has entered for work?

- You have the right to a temporary or final exit during the validity of the employment contract, without obtaining prior permission from the employer. The employer shall have the right to submit a substantiated request in the names of those he deems necessary for his prior approval before they leave the country due to the nature of their work, provided that they do not exceed %5 of the number of his employees.
- In the event that it is not possible to leave the country for any reason, the Expatriates Exit Grievances Committee can be resorted to, and the Committee must decide on the grievance within three working days.

Q2- What is the period during which the expatriate worker must leave the country?

- If the expatriate worker does not obtain a residence permit, or if the residence permit has expired or has been canceled for any reason, or the purpose for which he/she was licensed has expired, he/she has to leave the country within ninety days from the date of expiry of the license, cancellation or expiry of the purpose.
- You may return to work after the approval of the competent authority, if you
 meet the necessary conditions for entry, in accordance with the provisions
 of the law and its executive regulations.

Q3- When does your recruiter pay for your return to your country of origin?

- The recruiter is obliged to bear the expenses of your deportation to your country (the value of the ticket), upon the expiry of your residence permit or cancellation or the issuance of a deportation order.
- If it is proven that you were working for another party in violation of the law, that party will bear the expenses of your deportation.

- In the event that it is not possible to know this party, you (the worker) shall bear these expenses. If you do not have funds within the country and are unable to pay them, the recruiter will bear these expenses.
- The recruiter shall be responsible for the expenses of burying the body of the deceased expatriate in the assigned burial grounds in the State, whatever cause of death.
- In the event that one of the heirs of the deceased or any other institution requests the repatriation of the body outside the State, the recruiter shall bear these costs to the country of origin or the permanent domicile of residence of the deceased expatriate.

Q4- Can you return to work in Qatar if you are dismissed for disciplinary reasons?

If you have been dismissed from work under the provisions of Article 61 of the Labor Law or any other law, and the decision has not been challenged before the competent court, or challenged but rejected, you may not return to work until four years have passed since you left Qatar.

Q5- What is meant by deportation and the order to leave?

- The Minister of Interior may issue an order to deport you if it is proved that your presence in the State threatens the security or safety at home or abroad or harms the national economy or public health or morals.
- Following a judicial ruling or order to deport you from the country, the Minister of Interior may, when necessary, instruct to detain you for a period of 30 days renewable for a similar period.
- Following a judicial ruling on your deportation or deportation order, which cannot be executed, the Minister may, instead of detention for a period or other similar periods, impose upon you a stay in a certain place for a period of two weeks, renewable.

Q6- Can you return to Qatar after a deportation order?

After a court or deportation order has been issued for your deportation, you may only return by decision of the Minister of Interior.

Q7- Can you stay in Qatar after the issuance of a deportation order?

- The Minister or his deputy may give you time to liquidate your interests in the country, within a period not exceeding ninety days renewable for a period or other similar periods, provided that you provide an acceptable guarantee.
- The Minister may, if necessary and following the issuance of a judicial ruling on your deportation or deportation order, place you in the venue designated for deportation in the State "deportation detention" for a period of thirty days renewable for a similar period.
- He may also impose on you a stay in a certain place for up to two weeks renewable.

Chapter Thirteen

Jurisdiction and means of

communication

Q1- Where to go when a dispute arises between you and your employer?

a) Labor committees:

In each establishment employing 30 or more workers there is a "Joint Committee" comprising representatives of the employer and workers. Half of the members of the committee represent the employer, and the other half of them represent the workers. The employees of each facility shall select their representatives on the Joint Committee by direct election.²⁵

The Joint Committee shall study and discuss all issues related to working in the labor market, including the organization of work, ways to increase production and development, improve productivity, workers' training programs and means of risk prevention, and improve the level of compliance with vocational health and safety rules and the development of the general culture of workers.

b) Labor Relations Department (Ministry of Labor):

This Department is concerned with the application of the Labor Law and the relevant resolutions. Among its tasks are:

- Receive, register and study complaints and labor disputes.
- Settle disputes between workers and their employers in the private sector or refer them to the Dispute Settlement Committee if they cannot be resolved amicably, in accordance with the applicable laws and regulations.
- Follow up the implementation of rules and procedures for collective negotiation between employers and workers.
- Attestation of labor contracts, certificates and documents related to work.
- Educate workers and employers about the provisions of labor legislation and provide advice on them.
- Examine and register requests, in coordination with the relevant administrative

²⁵ Please review the competent authority at the Ministry of Labor to learn about membership conditions and the procedures for the electoral process.

units, for the establishment of committees and labor organizations in accordance with the law.

 Propose the rules of organization, conditions and procedures for the election of labor organizations and supervise them.

c) Labor Inspection Department (Ministry of Labor):

- Conduct periodic and sudden inspections of workplaces to ensure the implementation of the Labor Law and the decisions executive thereof.
- Guide and advise employers on how to remove irregularities.
- Serve warnings, prepare the minutes of violations and submit them to the competent authorities, to take the necessary action.
- Conduct an assessment of the risks arising from the use of hazardous substances at work, in coordination with the competent authorities.
- Ensure that private institutions and establishments take the necessary precautions and requirements, in accordance with the Labor Law and the resolutions implementing it.
- Monitor and follow-up on vocational safety and health procedures.

Q2- Can you present the dispute with your employer directly to the Labor Dispute Resolution Committee?

This cannot be done. Rather, the dispute must be brought to the attention of the Labor Relations Department, and the Department has the right to refer the dispute to the Dispute Resolution Committee when solutions cannot be found.

Q3- To which authority should you go in order to file your complaint about the failure of your application to change the employer?

This type of claims can be submitted to the Human Rights Department of the Ministry of Interior. The Department has several tasks, including:

- Receive, examine and look into complaints received by the Ministry of Interior and process them on the basis of justice, fairness and laws, in coordination with the concerned authorities.
- Visit penal and correctional institutions, deportation detainees and places of detention in the security departments to ascertain compliance with the laws and regulations in force in the State and non-violation of human rights, and report thereon to the Minister of Interior.

Q4- When are claims on employment and residence submitted to the National Human Rights Committee?

When you have applied to the competent authorities and have not got response to what you believe to be your right.

Q5- What is the role of the National Human Rights Committee?

- The Committee provides free legal advice, helps you understand your legal position, and has a lawyer to defend you if need be. Such consultations shall be in all of human rights, political, civil, economic, social and cultural areas.
- The Committee receives complaints and records them in files, and it has several ways to find solutions in cooperation with the competent authorities. In the event that the amicable efforts are not successful, and after the Committee is convinced of the necessity of claiming your right, it addresses the competent authorities with an official request.

For example: The Committee shall address the competent department at the Ministry of Interior to request reconsideration of decisions related to the non-renewal of IDs during transfer to another employer, or related to administrative deportation decisions.²⁶

https://nhrc-ga.org/en/annual-reports/

²⁶ The National Committee made recommendations to the government in all its annual reports that it should lift the immunity of administrative decisions and make them subject to appeal before the judiciary.

- The Committee conducts field visits to places of work, housing and places of detention on the basis of a complaint or on its own initiative.
- The Committee receives food aid applications and transfers them to charity institutions, and coordinates communications to ensure that they reach the targeted groups.
- The Committee provides training courses, campaigns and studies to raise awareness and disseminate information relevant to human rights.
- The Committee publishes reports on the human rights situation in the State of Qatar. (See the reports on the website http://nhrc-qa.org/)

Q6- What is the role of public security centers (police stations)?

- You may resort to public security centers when you are attacked or threatened by any person, or when there is important information you want to disclose before or after the occurrence of a crime, also when you are called for a specific purpose. The public security centers have several functions, including:
- Maintain public security and public order to protect life and honor, public and private property, and provide public tranquility.
- Prevent crime and reduce the chances of committing it, using all possible methods and legal means, and control what is happening there.
- Receive notifications and complaints of various crimes, which fall within the geographical jurisdiction of the Department, and take all necessary measures in this regard.
- Preserve public morals, control related crimes, and combat begging and homelessness.

Q7- Where to go if you entered the State of Qatar and did not find the address of the company that recruited you, or had no communication with them?

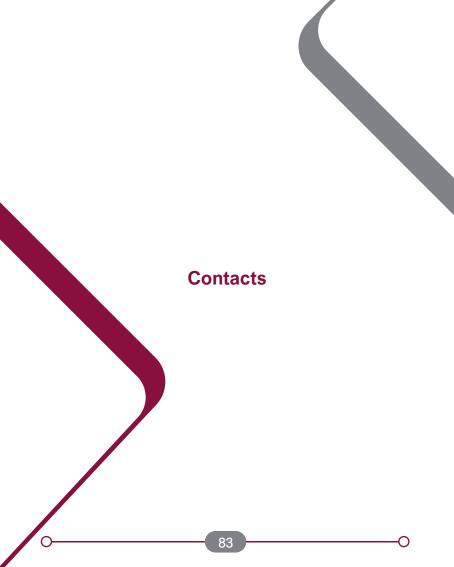
It is advisable to resort to the Ministry of Labor, the Human Rights Department at the Ministry of Interior, and your embassy, and notify them of your status and request assistance. You can also seek advice and support from the National Human Rights Committee.

Q8- Where to go if you entered the State of Qatar and did not find work from the party that recruited you?

It is advisable to resort to the Ministry of Labor, the Human Rights Department at the Ministry of Interior, and notify them of your status and request assistance. You can also seek advice and support from the National Human Rights Committee.

Q9- What is your legal responsibility if your employer asks you to pay him cash to allow you to work for others on your own?

- Paying any cash amount to your employer to allow you to work for others on your own has consequences, including that you are subject to punishment and deportation from Qatar.
- Leaving work with the principal recruiter or working with an unauthorized party is unlawful and the penalty is imprisonment for a term not exceeding three years and a fine of not less than QAR 50,000 or one of these penalties. If repeated, the penalty shall be imprisonment for a period not less than thirty days and not exceeding three years and a fine of not less than 20,000 and not more than 100,000 Riyals or one of these penalties.
- The employer is also prohibited from waiver or disposal of the "work visa" to third parties in any manner or circulation thereof by third parties, whether the waiver or disposal is paid or free of charge. The penalty for violating this term shall be imprisonment for no more than three years and a fine of not less than QAR 50,000 or one of these penalties.
- The Minister may issue an order for the deportation of any expatriate who proves that his presence in the State threatens its security and safety at home or abroad, or harms the national economy, public health or morals. Thus, it is advisable to visit the Ministry of Labor, the Human Rights Department at the Ministry of Interior, and inform them of your position and the recruiter's request. You can also seek advice and support from the National Human Rights Committee.



Department of Labor Relations

Phone: 40288172

Zone 10 - Ministry Building - Al Huda Tower - next to W Hotel

Department of Labor Relations

Phone: 44019013 - 44019002

Al Khor - Government Services Office

Department of Labor Relations

Phone: 44508138

Industrial Area - Street No. 10

Department of Human Rights Ministry of Interior

Phone: 2343555 Fax: 2348543 Al-Markhia Road - Area No. 33

Criminal Evidence and Information Department

2346611

Salwa Road - Zone No 55, Street 340

The Court of First Instance

44859111 Al-Sadd

Civil and Appeal Court

44859222

Dafna - next to the old General Post Office

National Human Rights Committee

Phone: 44048844 Fax: 44444013

Fareej Abdul Aziz - Intersection of Nasser Bin Khaled - Behind Doha Petroleum

Station - Al Otaibi Tower

Criminal Investigation Department (CID)

Phone: 2346666

Salwa Street, Zone 55, Street no. 340

Telephone/Fax/Email of diplomatic missions and offices accredited to the State of Qatar (resident)

Arab Countries

Country	Tel	Fax	Email
Jordan	44832202/3	44832173	doha@fm.gov.jo
Morocco	44831885/4	44833416	m.embassydo-ha@ maec.gov.ma
Lebanon	44114127	44114129	lebanondoha@hot- mail.com
Sudan	44831473	44833031	suemdoha@yahoo.com
Syria	40208205	40208295	info@syrianem-bassy. com.qa

Asian countries

Country	Tel	Fax	Email
Afghanistan	44932319	44932330	qatar@afghani- stan-mfa.net
Bangladesh	44671927	44671190	bdootqat@ gmail.com
Brunei	44831956/62	44836798	bruemb@qatar. net.qa
China	44934203	44934201	chinaemb_qa@ mfa.gov.cn
India	44255700	44670448	amb.doha@ mea.gov.in
Indonesia	44657945 44664981	44657610	admin@kbrido- ha.org
Japan	44840888	44832178	eojqatar@ dh.mofa.go.jp
Kazakhstan	44128015	44128014	doha@mfa.kz
Korea	44832238/9	44833264	Koemb_qa@ mofa.gov.kr
Malaysia	44836493/63	44836453	mwdoha. 'govuc.@kln gov.my
Nepal	44675681	44675680	eondoha@mofa. gov.np
Pakistan	44832525	44832227	parepdoha@mofa.gov.pk
Philippines	44831585	44831595	dohape@qatar.net.qa
Singapore	44128082/3	44120180	Singemb_doh@ mfa.sg
Sri Lanka	44677627/47	44674788	lankaemb@ qatar.net.qa lankaembqatar@ gmail.com
Thailand	44934426	44930514	thaidoh@qatar. net.qa
Vietnam	44128480	44128370	Vietnamembassy. doha@ gmail.com Vnemb.qa@ mofa.gov.vn

African Countries

Country	Tel	Fax	Email
Benin	44930128	44115713	Ambabenin-do- ha@hotmail.com
Burkina Faso			ya- hoo.fr@Adamacom- paore15
Central Africa	44817695	44817693	
Eritrea	44667934	44664139	eriembqa@ yahoo.com
Ethiopia	40207000	44719588	ethioembassy- doha@gmail. com ethio@ethiopi- aembassydoha. org
Gambia	44657780	44657391	Gambia_embas- sy@yahoo.com
Kenya	44931870	44831730	information@ kenyaembassy- doha.com
Liberia	44125672	44125675	Libemg.doha@ yahoo.com
Mali	44515960/70	44922607	Ambamali. doha@gmail. com
Niger	44219045362/	44423680	ambanigerqa- tar@hotmail. com
Nigeria	44485000	44936346	
Senegal	44837644/77	44838872	
South Africa	44857111	44835961	doha.admin@ dirco.gov.za
Swaziland	44933145 45370140	44933216	info@swazilan- dembassyqatar. org
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The goal of the National Human Rights Committee is to raise awareness of workers from the low-wage earners to the directors at the top of the pyramid.

This booklet contains extensive information about the laws in the State of Qatar in a simple a manner as possible, so that it will benefit those who wish to work in the country, as well as citizens and residents who are subject to Labor Law No. 14 of 2004.

Together to promote and protect human rights!

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