

Regulation No. (3) Of the Year 2003

The Regulation of Organizing the Private Offices of Bringing and Employing Non-Jordanian Domestic Workers

Issued by virtue of the Provisions of Paragraph (C) of Article (10)

Of the Labour Law No. (8) Of the year 1996 and its Amendments

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Article (1)

This regulation shall be called (The Regulation of Organizing the Private Offices of Bringing and Employing Non-Jordanian Domestic Workers of the year 2003) and shall be effective as of the date of being published in the official gazette.

Article (2)

The following terms stated in this regulation shall have the meaning assigned against each of them, unless the context indicates otherwise:

Ministry : Ministry of Labour.

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Office : The establishment which is registered properly and licensed according to the provisions of this regulation.

Article (3)

In order to license an office, the following requirements shall be fulfilled:

- A- Its purposes shall be limited to mediation works to bring and employ houses servants, gardeners, cooks and their like of non Jordanians.
- B- Observing the implementation of the terms and provisions stated in the pledge which is prepared by the Ministry ensuring the good conduct of services.
- C- Submitting a bank guarantee to the Ministry in the amount of fifty thousand JDs according to the wording which is approved by the Minister, in order to ensure that the office will implement the terms and obligations arising pursuant to the provisions of this regulation and the instructions and decisions issued accordingly. The Minister may confiscate the guarantee and use it to cover the compensations resulting from the violation of the obligations.

D- Abiding by other terms that are determined by the Minister according to the instructions which he issues for this purpose.

Article (4)

The Minister will issue his decision to license the office according to the approved form that is prepared by the Ministry for this purpose.

Article (5)

A- Taking into consideration the provisions of any other legislation and in the context of carrying out its duties, the office may do the following:

1. Fulfill the demands of the houses owners who want to bring or employ non-Jordanian workers in their homes, after acquiring the approval of the Ministry, in accordance with the approved procedures.
2. Following- up completion of the procedures needed to bring and employ non-Jordanian domestic workers at the competent authorities through a written authorization from the owners of the houses.

B- It is not permissible for the office to carry out mediation to bring or employ non- Jordanians to work at homes using its name or for individuals other than the owners of the houses.

Article (6)

A- The Minister shall approve the registers and contract forms related to organizing the works of the office, in addition to the forms of other contracts or documents which he finds necessary for that purpose.

B- The office shall keep the registers, contracts and documents mentioned in paragraph (A) of this article. The labour inspector has the right to check and take copies of these documents.

Article (7)

The fees taken by the office for providing services are specified according to the instructions that are issued by the Minister for that purpose.

Article (8)

The Minister may temporarily stop the office from being licensed upon violating the terms of the pledge, the provisions of this regulation and the instructions which are issued accordingly, on the condition that the office is warned to remove the violation within a specified period. If the office did remove the

violation within the specified period, it will be at the risk of canceling the license.

Article (9)

Pursuant to any other legislation, all offices which work in bringing and employing non Jordanians domestic workers shall amend their situation by submitting applications to be licensed according to the provisions of this regulation.

Article (10)

The Minister will issue the instructions required to implement the provisions of this regulation.