DOMESTIC WORKERS AWARENESS RISING CURRICULUM

MAY 2019
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The completion of any work is always a collective endeavor, particularly if such work involves different technical aspects and is intended to be used by wide range stakeholders across the spectrum. The development of this Domestic Workers Awareness Raising Curriculum benefited from existing materials on domestic workers developed by Platform for Labour and the vast experience of the eight (8) member committee gained through working with domestic workers, employers of domestic workers, recruiters of domestic workers and the law enforcement officers.

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Executive Summary

Platform for Labour Action is a Non-Government organization that was founded in 2000 with the aim of protecting and promoting the rights of vulnerable and marginalized workers in Uganda. Since 2004 PLA has been undertaking various initiatives aimed at promoting and protecting the human rights of persons in employment as domestic workers in Uganda.

Generally, the work of domestic workers is often disregarded and no training is provided prior to their deployment. Even the recruiting individuals and agents take this work for granted and do not provide domestic workers with the orientation training needed to do their work. This is due to the fact that such work is considered common knowledge of any person especially among females. Therefore there are no educational tools for anyone joining to work as a domestic worker to be oriented or orient themselves. However, this is a big challenge and one of the major causes of conflict between domestic workers and employers while at work.

PLA with support from VOICE under a project entitled “Empowering and Advocating for Change in Domestic Work sector in Uganda” whose main goal is to promote decent work for domestic workers in Uganda through influencing legal and policy reforms in the domestic work sector, strengthening networks of domestic workers and ensuring that domestic workers access awareness information; has developed this domestic workers awareness raising curriculum as an educational reference for the domestic workers, employers of domestic workers and recruiters of domestic workers.

Participatory approaches were used in the development of this awareness raising curriculum involving domestic workers, employers of domestic workers, recruiters of domestic workers, local council leaders and lawyers.

The curriculum provides for the understanding of domestic work, categories of domestic workers, rights, duties and responsibilities of domestic workers, rights and responsibilities of employers of domestic workers, responsibilities of recruiters of domestic workers, common work place challenges and disputes, where to report and how to resolve disputes at the work place.
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Introduction

Platform for Labour Action is a Non Government Organization that was founded in 2000 with the aim of protecting and promoting the rights of vulnerable and marginalized workers in Uganda. Since 2004 PLA has been undertaking various initiatives to protect and promote the human rights of persons in employment as domestic workers in Uganda. PLA with support from VOICE under a project entitled “Empowering and Advocating for Change in Domestic Work sector in Uganda” whose main goal is to promote decent work for domestic workers in Uganda through influencing legal and policy reforms in the domestic work sector, strengthening networks of domestic workers and ensuring that domestic workers access awareness information.

Background

There is a growing section of female domestic workers in the informal sector of urban Uganda carrying out the paid domestic and care work of woman in the homes (PLA study profiling domestic work 2017). However, the negative societal biases and continued feminization of domestic work has systemically normalized its non-regulation, non-recognition and undervaluing across society, in national laws, policies, and statistics. Whereas the current Employment Act 2006 is in place; the lack of legal protection has resulted into exploitation of domestic workers by employers and recruitment agents. Uganda has also not ratified ILO Convention 189 on decent work for domestic workers and either does it have specific regulation for Domestic work. While the rights of workers are clearly stated in the Constitution, the regulatory process on domestic work in Uganda is sedated. The Employment Act of 2006 is the law that generally regulates the employer-employee relationship in Uganda. This Act does not comprehensively address the unique needs of domestic workers. For instance section 38 of the Employment Act 2006 does not provide for the possession of a recruitment permit for a person operating a recruitment agency for domestic workers, the Act also does not apply to dependent relatives working as domestic employees; which leaves some domestic workers without legal protection. In addition to that, the Domestic Violence Act 2010 defines domestic worker...
or house servants as part of the domestic relationships leaving the working relationship undefined and fused, thus exposing the domestic workers into exploitation and abuses.

The hidden and invisible nature of domestic work leaves the women and youths working as Domestic workers isolated, unable to access information on their rights and responsibilities as they often come from rural areas to their employers’ homes without prior awareness and neither are those recruited through recruitment agents oriented. As a result most domestic workers fail to perform their duties as expected leading to verbal and physical abuse. (PLA study profiling domestic work 2017). They also have limited access to health care including sexual reproductive information and services with attendant consequences which manifest as unwanted pregnancies, dangerous abortions, HIV infection, and rape by their masters among others. Domestic workers also suffer economic, sexual and physical violence; with 4 out of 10 facing verbal and physical violence. (Platform for Labour Action Baseline Survey Report “Rights and Better Livelihood for Female Domestic Workers” Feb 2013). In addition, the private nature of domestic work serves a social barrier and undermines the freedom of association for domestic workers; and therefore in Uganda, they are not yet organized to collectively demand improved working conditions, as it is in other places such as South Africa, Kenya, and Tanzania. Uganda lacks a trade union that effectively represents domestic workers, partly due to difficulty in collecting dues and the general low confidence in trade unions by workers.

1.3 Rational for the development of the Domestic Workers Awareness Raising Curriculum

The private and invisible nature of domestic work leaves the women and youths working as Domestic workers isolated, unable to access information on their rights and responsibilities as they often come from rural areas to their employers’ homes without prior awareness and even those that are recruited through recruitment agents are not oriented. This results into most domestic workers failing to perform their duties as expected leading to abuses and violations of their rights at work as well as the domestic workers misbehaving at work.

This awareness raising curriculum is therefore an information reference tool for domestic workers, employers of domestic workers and recruiters of domestic workers.

1.4 Objectives of the Domestic Workers Awareness Raising Curriculum

1. To provide information on rights, duties and responsibilities of domestic workers
2. To provide information on rights, duties and responsibilities of employers of domestic workers
3. To provide information on duties of recruiters of domestic workers
4. To provide information on the expected work ethics and conduct of domestic workers at work
5. To provide information on dispute resolution for domestic workers
CHAPTER 02
UNDERSTANDING DOMESTIC WORK

2.1 What is domestic work?

Domestic work: Means work performed in, around or for a household or households.

Household; means people living together in one house. They may be related or not.

2.2 Who is a domestic worker?

A Domestic worker: Is a person who is employed by another person to do domestic work for pay, in, around or for a household or households.

2.3 Categories of domestic workers

A domestic worker may include the following:

- Domesticworkersworkingpart-time, this person may work in or around or for a household or households for a few hours or a few days in week is always paid at the end of the end of the work done or paid as agreed.

- Domesticworkersworkinginmany households and paid by one employer,

- Domestic workers working for many employers,

- Domestic workers who live-in or stay at the home/household of the employer,

- Domestic workers wholive-out. This means that the domestic worker does not live or stay at the home or house of the employer where he/she works.
2.4 Work done by domestic workers

A domestic worker normally does the following work:

- Cooking,
- Cleaning the house
- Washing and ironing clothes,
- Making beds,
- Looking after children, the elderly or persons with disabilities,
- Gardening which may include taking care of plants and flower gardens,
- Driving the family car to do different activities for and on behalf of the family,
- Drop and pick children from school,
- Helping children with homework,
- Doing shopping,
- Cultivating land,
- Keeping the home and property safe
- Rearing chicken,
- Caring for pets and animals,
- Among others
Before you start to you as a domestic worker for any one, there are important points that you should know. These will help you to carry out your work from an informed point of view.

- First, know that domestic work is work. Do not despise it. Do not do it because you think it is a last resort but do it because it is work just like any other work.

  Domestic work provides employment to many women, men and young people in and outside Uganda.

  Therefore when they are counting people in Uganda without employment, a person doing domestic work is not counted among those who are said not to have employment.

- Secondly, know that if you accept to go and work for another person as a domestic worker, you are a worker and not a relative to that person or the household.

  This means that you do not expect to be treated like a relative or a child or an aunt but a worker who has rights as a worker and human being.

- Ask the person who is getting you the job of working as a domestic worker to speak to the employer to be about the different work that you will be expected do in that household or households, so that you make an informed decision.

- Know the salary you are going to be paid either per month, per day or week. This will help you to decide to agree to work for that person or not.

- Know the duties that are expected of you by the employer. Ask your employer to be or the person getting for you this job as a domestic worker. This will help you not to make unnecessary mistakes which may lead to misunderstanding between you and your employer.
• Know your rights and responsibilities as a domestic worker. If you are going through a recruitment agency, ask them to tell you about your rights a domestic worker or you can also just read.

• Ensure you have the recruiter’s number. If you are using a recruiter of domestic workers to get this job, please ask for their telephone number and the name of the company if it is a company or name of the person if it is an individual. This will help you in case you get any problems or challenges at work.

• Know that households or employers are different and each of them have different expectations and work.

• Know that as a domestic worker

When you take up the job as a domestic worker

• Know your employers name (not nick names like “Mama Peter) and telephone contact of your employer. This will help you in case you are requested at some point to state the name of your employer to authorities. Having your employer’s number helps you to contact them in case there is a problem at home.

• Know and introduce yourself to the local leader of the area where the home of your employer is located. This helps to be known by the local leaders of the place and incase of any problem you can easily be helped. Tell the local leader your name, name of your employer, the work you are doing there, salary you are earning.

You may ask; what if my employer does not allow me to get out of the home, what do I do?

You can do this whenever you get a chance to go out of the home. Ask the people that you meet in that area to direct you to the local council leader’s office or home. Once you get to know the directions to the local council leader’s home or office, you can then plan the next time you get a chance to go there.

If you feel that any member of household is trying to seduce you or asking for sexual favors, please either leave the home, report to the recruiter who got for you that job, Whistles, kick the person in their private parts to get a chance to run away, make an alarm, run to police and report the case, use paper spray.

If you are raped, please do not wash yourself first, please just run to police so that you can be examined by a medical doctor to get and keep the evidence.

• Know an association or support groups for any assistance
A Right: is an entitlement to a person under the law.

4.1 Rights of domestic workers while at work

- I have a right to be paid my salary as I agreed with the employer and in time.

- I have a right to freedom of worship. The employer should not force you to worship in a religion that is not yours. Ask your employer for permission for you to go for prayers on the day you pray. Your employer should not force you to worship in a place where you do not feel comfortable to worship.

- I have a right to have a written work contract. This is given to you either by the employer or the recruiter that got you that job. Your contract of employment must indicate the following:

  - Your name
  - Name of your employer
  - Where you come from
  - Where your stays
  - Where you are going to be working from
  - Your telephone number
  - Your employer’s telephone number
  - Amount of money/ salary to be paid either per month or weekly or daily
  - The work you are going to be doing.
  - Your annual leave entitlements
  - Sick leave entitlement
  - Dates when you start and end work
  - Working hours
Know that when you are given your employment contract, you and your employer must sign it. You should also be given or ask for a copy of your contract.

- I have a right to decent living and working conditions.

- I have a right to weekly rest (day off). Please discuss with your employer how you will be taking this day off and for how long. If your employer requests you to work on the day off that you agreed upon with your employer, please discuss how you will take any other.

- I have a right to be notified and heard before dismissal.

- I have a right to dignified treatment from my employer and the members of the household of my employer.

- I have a right to maternity leave. You are encouraged to inform your employer of the fact that you are pregnant so that the employer is aware of the new conditions to support you better. Discuss with your employer about your ability to continue working as a domestic worker and how you will be going for antenatal services.

- I have a right to freedom of association; to join an association of domestic workers

- I have a right to sick leave of 21 days in year while at work. This means that if you fall sick and you are not a part time domestic worker but you work continuously for that employer, and that sickness requires you either to be hospitalized or rest without working for some days, the days you spend either in hospital or without working due to sickness, the employer must pay you the salary even for those days.

- I have a right to have working tools that I am supposed to use to perform my work. for example gloves, aprons, hoe, bow and arrow, slasher, iron, gumboots, cooking equipments among others.

4.2 Duties and responsibilities of domestic workers at work

4.2.1 Duties of domestic workers

**Cooking activities**

- Inform the employer in time of the required food and recipes
- Cook food according to the recipes provided by the homeowner or on other instructions.

**Cleaning**

- Handle kitchen cleaning duties such as sanitizing countertops and arranging cupboards
- Ensure that all kitchen appliances such as cooking ranges, dishwashers and microwaves are cleaned and maintained perfectly
• Wash and dry dishes and make sure that they are put away in designated cupboards
• Change linen and make beds on a daily basis along with tidying up bedrooms and living rooms
• Ensure that carpets are cleaned or vacuumed as per the orders of homeowners
• Empty waste bins and ashtrays and ensure that all waste is properly put away
• Dust window blinds and tidies up draperies or curtains in an aesthetic manner
• Wash down bathrooms and replenish supplies such as soap and toilet paper
• Throw away any expired food or drinks in the pantry or refrigerator and ensure that food supplies are kept at an adequate level
• Polish silver objects around the house and wax floors
• Scrub stains and mildew from surfaces such as floors and countertops
• Ensure the compound is swept and kept clean

Laundry
• Collect dirty clothes from the different rooms
• Wash clothes in accordance with specific instructions provided by homeowners.
• Iron clothes in accordance with specific instructions provided by homeowners

Care for children, elderly and persons with disabilities
• Ensure children, elderly have bathed
• Ensure children have eaten
• Ensure that the children’s rooms are well organized
• Handle children and elderly as per specific instructions from the homeowners

Security
• Ensure that the doors of the gate or the house are locked when they must
• Ensure that installed alarm systems are in correct working order

Gardening
• Water the flower beds as instructed by the employer
• Remove the unwanted grass from the flower beds
• Ensure that the flowers are well Trimmed
• Digging of the gardens and cultivating

4.2.2 Responsibilities of domestic workers

Responsibilities: means what you are required to do as part of a job or role

As a domestic worker you have the following responsibilities;
• I have a responsibility of ensuring safety of the household

• I have the responsibility of carrying out my duties given to me by employer with care and to the best of my ability

• I have the responsibility to respect work hours and be on duty as agreed upon

• I have the responsibility to respect my boss and the individuals of the household

• I have a responsibility not to torture, beat or abuse the members of the household of my employer- I can be arrested and prosecuted for such crimes

• I have a responsibility not to connive with thieves to steal from my employer- I can be arrested and prosecuted for such crimes

• I have the responsibility to fulfill the terms and conditions of my contract

• I have a responsibility to adhere to the agreed upon work ethics and code of conduct.

• I have the responsibility to know where to seek for help or report.

• I have the responsibility to ask for my work contract

• I have the responsibility to protect against and report abusive practices done by the employer

• I have a responsibility not to gossip about my employer and the household members with other people.

• I have a responsibility to inform my employer in time at least two weeks if I want to end the contract of employment with him or her. This will allow the employer to look for another domestic worker to replace you. This is a very good practice.
5.1 Who is an employer of a domestic worker?

An employer of domestic worker is a person who employs a domestic worker to do domestic work for pay.

The employer may be a member of the household where the work is done or a company that employs domestic workers and deploys them to households.

5.2 Rights of an employer of domestic workers

An employer of a domestic worker also rights and these include

- Right to choose who he/she employs as a domestic worker in his or her household
- Right to terminate/ end the contract of the domestic worker using the proper procedures of termination
- To take appropriate and legal disciplinary action against the domestic worker for misconducts. Disciplinary measures include verbal warning, written warning, suspension with half pay and not more than three week or sit down and talk about it, report to police or local council leaders. Disciplinary measures do not include beating or verbal abuse.

5.3 Responsibilities of an employer of a domestic worker

Responsibilities of employers of domestic workers

- Provide a written work contract to a domestic worker showing her name, age, salary to be paid, work to be done by the domestic worker, benefits of sickness, start date etc.
- Provide his/her contact information including the full name and telephone number to the domestic worker. This helps a domestic worker to contact you in case of any emergencies at home.
- Provide work and orient the domestic worker on her duties.
• Provide decent living and working conditions for the domestic workers; avoid abusive and disrespectful language that disperses the work and position of the domestic worker.

• Pay the salary or wages of domestic worker as agreed and on time.

• Provide work tools for the domestic worker to perform work.

• Provide orientation to the domestic workers on how to use and operate the different tools and materials provided for work.

• Notify and hear the domestic work before dismissing or chasing them away. An employer should not dismiss a live-in domestic worker at night because it threatens the life and safety of the domestic worker.

• Treat a domestic worker in a dignified way as a human being and as a worker.

• Responsibility to grant domestic worker maternity leave.

• Responsibility to allow the domestic worker enjoys her right to associate with fellow domestic workers if he/she wishes to do so during her free time or day off.

• Introduce the domestic worker to the local council leaders.

• To take back the domestic worker to their home if the domestic worker was recruited from a distance of 100 Kilometer and above.

• Provide domestic worker a weekly rest (day off) or pay the domestic worker for the extra one day if she/he worked on that day. The domestic worker can use this day to do day what he or she wants.
6.1 Who is a recruiter of a domestic worker?

A recruiter of domestic workers means any agency, bureau, or person which provides or engages in employment of domestic workers or which facilitates the placement of persons who want to work as domestic workers for prospective employers.

6.1 Duties and responsibilities of recruiters of domestic workers

- To ensure that the domestic worker recruited is above 18 years
- To follow up, monitor and give feedback to both the employer and the domestic workers.
- To keep a record of basic bio data and recommendation letters from LC/parent/guardian/employer; for the domestic workers recruited and placed for work.
- To keep a record of the basic information of the employers of domestic workers.
- To negotiate reasonable wages/salaries to be paid to the domestic worker commensurate to the work the domestic worker is going to do.
- Negotiate for fair terms and conditions of work for the domestic workers.
- Ensure that the domestic worker and the employer sign contracts of employment.
- Know and refer domestic workers to any associations, support groups or NGOs for support.
- To inform the domestic worker about their rights, responsibilities, dos and don’ts and conduct at work.
- Ensure that the domestic worker and employer have a time to interact in form of an interview to facilitate decision making for the domestic worker and the employer.
• Give both the domestic worker and employer trial period of 7 days to accept the terms of employment.

• Ensure to sign terms and conditions between the recruiter and domestic workers (expectations of the recruiter)

• To act as a mediator in case of a dispute between the domestic workers placed for work and the employer.

• Inform both the employer and domestic workers about their rights and responsibilities.

• Brief the domestic worker on the professional conduct expected in a household.

• Where applicable or if a recruiter has capacity should train a domestic worker before placing them. (demonstration room of a basic household)

• Provide opportunity for self improvements kills for example life skills such as first aid etc.
CHAPTER 07

WORK ETHICS AND CONDUCT OF A DOMESTIC WORKER AT WORK

7.1 What is work ethics?
Work ethic means a value based on hard work and diligence.

7.2 Work ethics and conduct of domestic workers

- Domestic worker is expected to maintain confidentiality
- Ensure proper, clear and respectful communication with the employer and the family members of the employer
- Ask for permission before giving, taking or using household items.
- A domestic worker should know and keep within their boundaries as agreed with the employer.
- Domestic workers should ensure they dress professionally and respectfully or as agreed with the employer.
- Maintain a professional relationship with the employer and the individuals in the household as agreed. Avoid familiarization of your employer.
- Maintain agreed personal and general hygiene standards of the household.
- A domestic worker should regulate the usage of their phones during the working hours or as agreed with the employer.
- Domestic worker should not host personal visitors in employers home without permission.
- Follow the rules and regulations of the households where the domestic worker is working.
- Avoid gossipping about your employer and his family members.
- Do not steal from the employer or connive with others to steal from the employer.
- Do not try on your boss’s clothes, shoes or any other personal effects.
8.1 What is a challenge?
A challenge is a condition which affects one’s life, work and performance but can be resolved if addressed

8.2 What is a dispute?
A dispute is a disagreement between the domestic worker and the employer

8.3 Common work place challenges faced by domestic workers

• False accusations from family members. Ensure that you do not behave in manner that gives the chance to the family members to falsely accuse you.

• Language barrier. Sometimes the employer and the domestic worker may fail to communicate properly because they do not speak the same language. This may affect the performance of the domestic worker but with time, the employer and the domestic worker find a way of speaking to each other and understand each other. The domestic worker needs to be patient with this challenge.

• Denial of food, if the domestic worker is alive in domestic worker. If this happens first speak to your employer, if it fails inform your recruiter about it and if it continues you can ask your recruiter to get for you another place to work.

• Denial to use home facilities such as toilets; if it happens inform your recruiter or recruitment agency.

• Long working hours; it is understandable that domestic work may not take the normal working hours but try as much as possible to do and finish your work in time so that you can rest.

• Added duties when not agreed upon.
• Unruly and undisciplined children; please do not beat the children of your employer or abuse them. Speak to the mother or father about the behaviour of the children if their behaviour affects your work.

• Lack of clear supervision structures at the work place. Before you start working, ask your employer who will be the person that you report to directly to avoid having challenges with other household members.

• Breach of contract by employers. Your employer should not change any provision of the contract that you signed or agreed upon by word of mouth, without you also agreeing to the changes. If you were recruited by a recruitment agency or a recruiter, call and consult with your recruitment agency or recruiter to get good advice on the proposed changes.

• Lack of privacy. As a domestic worker you have to know that you are in a private setting and therefore you may lose part of your privacy.

8.3.1 Perceived challenges for domestic workers

• Domestic workers being asked to wash under garments. Please know that under garments is not forbidden under the law or even in the culture. Yes as we grow up we are told to wash our under garments. However, if you find an employer who tells you that you will also be washing undergarments and you are not comfortable doing it, then please do not take up the job. Let another person who can do this take this job. If at the beginning of the job you and the employer did not talk about washing undergarments, but the employer starts giving you to wash undergarments, request to talk to the employer and talk about it and still if you are not comfortable doing it and the employer insists, please communicate your decision to the employer.

• Domestic workers being asked to eat different food from the rest of the members of the household- A domestic worker is a human being before they are workers.

Every human being under the Constitutions of the Republic of Uganda has a right to food. This right to food under the constitution does not explain the type of food to be eaten as long as it is food.

Therefore if your employer requires you to eat different food from what the rest of the household members eat, this should not be a challenge as long as you are given food. It does not matter the kind of food as long as it is food which you eat.

• Domestic workers being asked to eat leftover food.

• Domestic workers not being allowed or given other foods like yogurt, apples, soda. As a domestic worker, you are only entitled to the food because it is your right to food. The employer is not obligated under the law to give you soda, apples etc. This should not be a challenge.
• Not taking them for outing- it is not a right to be taken out by the employer; therefore whether the employer goes with you or not for an outing, this should not be a challenge and stop you from performing your work. Remember you entered that household as a domestic worker.

• Being called or introduced as a domestic worker to the household visitors or relatives. Your employer introducing you to the visitors as a domestic worker should not be a problem because the only reason you entered the household as a domestic worker. For example if someone is employed as a cleaner, the employer of that person will introduce that person as a cleaner.

Therefore it should not be a challenge when your employer introduces you as a domestic worker. In fact you should be proud of your work because many people do not have any where they are working to earn a living.

8.4 Common work place disputes for domestic workers

• Non payment of wages/salaries: some employer do not want to pay domestic workers their wages/ salaries as agreed. Some employers make deductions from domestic workers wages which are not allowed under the law.

When this happens, know that your right is being violated as a worker and report it immediately

• Unfair dismissals from work: This happens when the domestic worker is chased from work without a valid reason without offering a chance to the domestic worker to also state their side.

• Sexual harassment: Some domestic workers have reported incidences where their employers or members of the household ask them or seduce them or force them in sexual acts. Sometimes when a domestic worker refuses, they are threatened.

• However, if this happens, please report to police immediately, informal your recruiter about it, and seek for legal support from NGOs like PLA.
9.1 How to resolve work place challenges and disputes

When challenges at work arise, it is important for you first to keep calm, try not losing your temper;

- Approach your employer in a calm way and explain the challenge to the employer
- If your employer is not always at home, choose a day when your employer is at home and request to speak to him or her
- Explain clearly your challenge and how it affects your performance at work
- If nothing changes after talking to your employer about your challenge, then inform the recruiter about the challenge and steps you have taken so far.
- If the recruiter intervenes and still nothing changes, inform your employer your decision regarding the issue, whether good or bad.
- Report the matter to the local leader of the area if it is a dispute
- For criminal cases report the matter to the nearby police station or post
- Inform next of kin or relative/ concerned parties in case a dispute arises
- Contact NGOs/domestic workers Association for free legal aid services
- Contact the labour officer in your area.
9.2 Where to seek for help/ support

- Local leader of the area where the domestic worker works
- Police station or police post nearby where the domestic worker works or worked
- Labour officer of the district or division or municipality where the domestic worker works or worked
- Recruiter who recruited the domestic worker
- Association/support groups/ NGOs that provide support to domestic workers
THE REPUBLIC OF UGANDA
IN THE MATTER OF THE EMPLOYMENT ACT 2006
AND
IN THE MATTER OF THE CONTRACT ACT, 2010

STANDARD EMPLOYMENT CONTRACT FOR DOMESTIC WORKERS IN UGANDA

THIS CONTRACT OF EMPLOYMENT is made this……Day of……20…,

BETWEEN

……………………………………………………………………………… of

……………………………………………………………………………… as the Employer

AND

……………………………………………………………………………… Of …………………………………………………

……………………………….. as the Domestic worker
1. STARTING DATE AND DURATION OF THE CONTRACT.
   a) This contract of employment shall begin on the ............... Day of .............. 20........
   b) The contract of employment shall be for a period of;
      i) ............. Week
      ii) ................. month(s)
      iii) ................. Year

2. WORK / DUTIES TO BE CARRIED OUT BY THE DOMESTIC WORKER UNDER THIS CONTRACT OF EMPLOYMENT
   a) ......................................................................................................................
   b) ......................................................................................................................
   c) ......................................................................................................................
   d) ......................................................................................................................
   e) ......................................................................................................................
   f) ......................................................................................................................
   g) ......................................................................................................................
   h) ......................................................................................................................
   i) ......................................................................................................................
   j) ......................................................................................................................

3. PAYMENT FOR WORK
   The employer shall pay the employee a salary of Ushs. ......................... for each
   a) day, b) Week c) Month worked. (Tick where appropriate)

4. ANNUAL LEAVE AND WEEKLY REST
   a) The employer shall give a weekly day off to the Domestic worker. The Domestic worker
      is entitled to decide how to spend his/her weekly rest.
   b) The employer shall give 21 days of rest to Domestic worker every year as his/her annual
      leave.
c) The employer and the Domestic worker shall discuss and agree when the annual leave and weekly day off is taken.

d) In the event that the employer requests the employee not to take leave when required to do so, he/she shall pay a sum equivalent with a days’ pay for the time he or she is working as if he/she was not on leave.

5. TERMINATION OF THIS CONTRACT OF EMPLOYMENT

a) The employer or domestic worker may end this contract of employment by writing in a language the Domestic worker understands informing him/her that the contract of employment will be coming to an end. The notice shall be as follows; employer or employee in the following ways;

i) Not less than fourteen days’ notice if the domestic worker has worked for more than six (6) months but less than twelve (12) months.

ii) One month if the domestic worker has worked for more than twelve (12) months but less than five years.

iii) Three months if the domestic worker has worked for ten years or more.

iv) Two months if the domestic worker has worked for five years but less than ten years.

b) If the employer or domestic worker chooses not to inform the employer or domestic worker in writing, the party who wants to terminate must pay to the person not notified money equivalent to the notice he/she was supposed to give in writing.

c) The employer may end this contract of employment without informing the Domestic worker in writing or paying the equivalent of the notice that the domestic worker is entitled to if domestic worker does any of the following;

i) Stealing or conniving to steal the properties of the employer

ii) Torturing the family members of the employer

iii) Sexually abusing the family members of the employer

d) The Domestic worker may end this contract of employment without informing the employer in writing or paying the equivalent of the notice that the employer was entitled to if the employer or any family member of the employer does any of the following;

i) Refusal/failure to pay wages of the domestic worker

ii) Physically abusing the domestic worker

iii) Sexually abusing the domestic worker

e) The employer or the domestic worker shall inform the Local Council Chairperson of the village about the termination of the contract of employment.
f) The employer or the Domestic worker has a right to report any criminal act done by the employer of domestic worker to police.

6. DISPUTE RESOLUTION

a) If there is a misunderstanding between the employer and the domestic worker under this contract of employment, it shall be resolved in the following ways;

i) Through discussion between the employer and the employee.

ii) When the discussions fail they will report it to the local council of the area with the inclusion of the recruitment agent.

iii) When the employer or employee is not satisfied with the local council decision, he/she may report the matter to the district labor officer.

iv) When the employer or domestic worker is not satisfied with the decision of the District Labour officer, he/she may seek solutions in other courts of law.

These terms and conditions must be interpreted to the domestic worker by recruitment agent or the local leader or district labour officer before he/she signs on them.

IF YOU UNDERSTAND AND ACCEPT the above terms and conditions, please sign below;

EMPLOYER: …………………………………………………………………………………………………
NAME AND SIGNATURE

DOMESTIC WORKER: ………………………………………………………………………………………
NAME AND SIGNATURE

WITNESS ………………………………………………………………………………………………
NAME AND SIGNATURE
EMPLOYERS’ INFORMATION

1. Names of the employers

........................................................................................................................................

2. National Identity Number

........................................................................................................................................

3. Physical address of the employer.

........................................................................................................................................

4. How many members of the family do you have?

........................................................................................................................................

5. Shall you take the responsibility of meeting all medical bills in case your employer gets injured at work?

........................................................................................................................................

6. Do you share accommodation with workers in the house or is there a separate room for them?

........................................................................................................................................

7. Shall you provide meals to your employees or they provide for themselves?

........................................................................................................................................
EMPLOYERS’ DECLARATION

I, .......................................................... a resident of ...................................................

have decided to take .......................................................... to work as

.......................................................... at a payment of ................................ per month/weekly/
daily.

He/she will be under my full responsibility and care in my home as long as this contract still runs.

I hereby sign;

Names: ..........................................................

Date: ..........................................................

Telephone Number: ..........................................................

Place of work: ..........................................................

Occupation: ..........................................................

Signature: ..........................................................
PLATFORM FOR LABOUR ACTION

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