EMPLOYEES’ RIGHTS STATEMENT

These Employees’ rights are as per Employment and Labor Relations Act. (Sect.16; Act Cap.366 R.E. 2019). Every employee at the employer’s workplace has the following rights that should be adhered by both parties:

1. Right to exercise freedom of association
2. Right to be supplied with the Contract of Service/Statement of particulars
3. Right to annual leave
4. Right to maternity/paternity/sick leave
5. Right to certificate of service on termination
6. Right to remuneration and written statement of particulars supporting each payment of remuneration
7. Right to payment for the overtime worked and night work allowance
8. Right to daily and weekly rest periods as provided for in the Act
9. Right to be repatriated to place of recruitment on termination
10. Right to daily subsistence allowance between termination date and the date of transporting an employee and family to the place of recruitment
11. Any other rights as provided for under the Act ……

Name: …………………………………………………….. Signature: ………………………………………..

Designation: ……………………………………………. Date: ……………………………………………….

Employer’s common seal:

SERA YA HAKI ZA WAFANYAKAZI

Haki hizi za Wafanyakazi ni kwa mujibu wa Sheria ya Ajira na Mahusiano Kazini (Sect.16; Act Cap.366 R.E. 2019). Kila mfanyakazi katika sehemu ya kazi ya mwajiri ana haki zifuatazo ambazo zinapaswa kuzingatiwa na pande zote mbili:

1. Haki ya uhuru wa kujumuika na vyama vya wafanyakazi
2. Haki ya kupewa Mkataba wa Ajira/Huduma/Taarifa ya maelezo
3. Haki ya likizo ya mwaka
4. Haki ya likizo ya uzazi kwa Mama/baba/likizo ya ugonjwa
5. Haki ya kupata cheti cha Ajira/huduma baada ya kusitishwa
6. Haki ya malipo na taarifa iliyoandikwa ya maelezo yanayounga mkono kila malipo ya ujira
7. Haki ya malipo ya muda wa ziada wa kazi na posho ya kazi ya usiku
8. Haki ya mapumziko ya kila siku na kila wiki kama ilivyoainishwa katika Sheria
9. Haki ya kurudishwa mahali pa kuajiriwa baada ya kusimamishwa kazi
10. Haki ya posho ya kujikimu ya kila siku kati ya tarehe ya kufukuzwa kazi na tarehe ya kusafirisha mfanyakazi na familia hadi mahali pa kuajiri/alipotoka.
11. Haki nyingine yoyote kama ilivyoainishwa chini ya Sheria ……

Jina: …………………………………………………. Sahihi: ………………………………………….

Cheo: ……………………………………………… Tarehe: …………..……………………………….

Muhuri: