



BETTER WORK
Jordan



Guide to Jordanian Labour Law for the Garment Industry

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Guide to Jordanian Labour Law for the Garment Industry

PREFACE

Better Work Jordan is a partnership program between the International Labour Organisation (ILO) and International Finance Corporation (IFC). The program began conducting assessment and advisory services in 2008. The purpose of this program is to promote competitiveness in Jordan's garment industry by enhancing economic performance at the enterprise level and improving compliance with Jordanian labour law and international conventions on Fundamental Principles and Rights at Work. The program has a Project Advisory Committee (PAC) including representatives from the government of Jordan as well as labour and employer organizations.

The Better Work program builds a mechanism for social dialogue and effective workplace cooperation as a basis for sustainable development. To achieve this, employers and employees must have full knowledge of their rights and responsibilities regulated by law. Therefore, the dissemination of information pertaining to labour legislation to relevant stakeholders is indispensable.

This guide was prepared by Better Work Jordan with the aim to provide basic information regarding Jordanian labour law in an easily-understandable way for different readers. We hope this publication will be an effective contribution for building social compliance, harmonious labour relations, friendly working environments, and offer benefits to enterprises as well as to society.

April 2013
Minister of Labour and Minister of Transport

A handwritten signature in black ink, reading "Prof. Katamine" with a stylized flourish extending from the end.

His Excellency Professor Nidal Katamine

FOREWORD

BetterWork Jordan has produced this guide with the aim of helping employers, workers, international buyers, and other stakeholders better understand the obligations and rights stipulated under Jordanian labour law. The guide integrates the major sources of Jordanian labour law into one easy-to-use booklet.

For each subject area the key elements of the law are explained - not in technical legal language, but in plain language that is more easily understood. The sources of the law that are relevant to each area are listed so that actual legal texts can be referred to if desired.

The guide covers the most important legal aspects of the Jordanian labour law as amended up through 2010, in addition to regulations, instructions, and decisions relating to the textile sector. The guide also touches on the statutes related to Social Security, Income, and Sales Tax and the instructions required by the Public Health Act No. 47 of 2008, which is applicable to all workers working in the textile sector in Jordan.

This guide reflects the standards set by national law. However, for the fundamental rights at work (freedom of association and collective bargaining, the elimination of forced labour, the abolition of child labour, and the elimination of employment discrimination), Better Work Jordan assesses compliance in accordance with the ILO's core labour standards. Accordingly, Better Work Jordan's assessment standards for fundamental rights vary from the guide in areas where national law differs from international standards.

Better Work Jordan is pleased to have worked in cooperation with the Jordanian government in producing this publication. We see it as an important contribution to maintaining labour standards and increasing good employment opportunities in the country.



Phillip Fishman
Program Manager
Better Work Jordan

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MINIMUM WORKING AGE

1.1 CHILD LABOUR

Jordan has ratified the two core ILO conventions addressing child labour: the Minimum Age Convention No. 138 of 1973 (C138) and the Worst Forms of Child Labour Convention No. 182 of 1999 (C182).

**MINIMUM AGE CONVENTION
NO. 138 OF 1973 (C138)**

**WORST FORMS OF CHILD
LABOUR CONVENTION NO.
182 OF 1999 (C182)**

1.1.1 LEGAL AGE FOR WORK

The minimum age for work in Jordan is 16 years.

LABOUR LAW ART 73

1.1.2 PROTECTION OF YOUNG WORKERS

Minors (workers under age 18) may not work for more than six hours per day, and they must have a one hour break after every four hours of work. Minors may not work between 8:00 pm and 6:00 am or during religious holidays, official holidays, and weekends.

To ensure the protection of young workers' health, safety, and morals, minors are prohibited from a number of activities, including some that may arise in a garment factory setting:

- work with inflammable materials
- activities that cannot be carried out without wearing personal protection equipment to prevent direct hazard
- security guard activities
- activities that require dealing with exposed machinery parts that are not protected with special guards
- activities that require handling conveyor belts, cranes, and machinery with rotary, sharp, moving, cutting, or cogged parts
- activities that require the operation of self-moving machines
- activities that require exposure to traffic hazards or that require driving any piece of equipment, or products carrier
- operation of cranes at factories
- work in confined places
- activities that require severe physical effort such as loading and unloading
- activities that would result in exposure to electrical hazards such as dealing with electric power generators
- activities that require exposure to dust, fiber, fumes, and smoke
- activities that require exposure to organic dust such as cotton, linen, and textile industry
- activities that require exposure to noise exceeding 85 dB
- activities that require exposure to vibrations and shaking, and
- activities that require exposure to extreme temperature or direct sun rays.

LABOUR LAW ARTS 74-75

**SPECIAL DECISION IN
RESPECT OF HAZARDOUS,
HARD OR HEALTH DAMAGING
WORKS FOR MINORS, 2011**

1.1.3 DOCUMENTATION OF YOUNG WORKERS

When employing a worker between 16 and 18 years of age, the following documents are required:

- a certified copy of the minor's birth certificate
- a certificate of health fitness to perform the required work, issued by a competent physician and certified by the Ministry of Health, and
- written consent of the minor's guardian.

These documents must be kept in the worker's employment file together with information on the worker's home address, date of employment, the work to be performed, wages, and leave.

LABOUR LAW ART 76

**DECISION ON RECORDS
EMPLOYERS MUST KEEP OF
16 OCT 2002 ART 2**



TRADE UNIONS

Trade unions are formed to:

- protect the interests of workers and defend their rights at work
- improve labour relations and conditions and terms of employment, including by engaging in collective bargaining and concluding collective agreements
- contribute to avoiding and resolving collective and individual disputes
- serve as a representative for workers in labour, economic and social affairs institutions
- raise economic, social, occupational and cultural awareness among workers and enhance their participation in decision-making, and
- provide health and social services, as well as other necessary facilities to members.

Trade unions and employer associations may not be established to carry out activities that are based on race, religion or sectarianism.

All trade unions in Jordan fall under the General Confederation of Jordanian Trade Unions.

LABOUR LAW ARTS 98-100

2.1 FREEDOM TO FORM AND JOIN A TRADE UNION

Workers in every profession are entitled to establish a trade union for their profession, and to join the union if they satisfy the membership requirements. The employer may not prevent workers from joining a union.

Workers in the textile, garment, and clothing industries are authorized to establish one sectoral level trade union to represent them.

Under Jordanian law, fifty founding members working in the same or similar occupations are required to form a trade union. Founding members must:

- be Jordanian
- be at least 21 years of age, and
- not have been convicted of a misdemeanour involving moral turpitude or dishonest conduct, or have been convicted of a criminal offence.

Members must be at least 18 years of age.

LABOUR LAW ARTS 97, 98

**1999 DECISION CLASSIFYING
PROFESSIONS AND
INDUSTRIES WHOSE
WORKERS ARE ENTITLED TO
ESTABLISH ASSOCIATIONS**

2.2 TRADE UNION OPERATIONS AND FACILITIES

The Tripartite Committee of Labour Affairs is responsible for establishing conditions and criteria to enable trade union representatives to carry out their functions, including conditions for reduced working hours to allow for part time or full time trade union work, as well as material facilities.

LABOUR LAW ARTS 107 - 108

2.3 PROHIBITION AGAINST INTERFERENCE IN TRADE UNION OR EMPLOYER ASSOCIATION AFFAIRS

Trade unions and employer associations are prohibited from interfering directly or indirectly in each other's affairs, including interference in the other's organization, management and operations.

LABOUR LAW ART 97

2.4 PROHIBITION AGAINST ANTI-UNION DISCRIMINATION

The employer may not condition employment on a worker's joining, not joining, or withdrawing from a union. The employer may not ask a worker to disengage from a union and may not prejudice a worker's rights based on union membership or participation in union activities outside working hours.

LABOUR LAW ARTS 97, 108

Employers also are prohibited from taking action against trade union representatives on account of their union activities. If an employer is found to have taken such action, the labour inspector will issue a warning to eliminate the violation within seven days. If the violation persists, the worker can seek damages in court. In the event of wrongful dismissal, the court may order that the worker be reinstated with back payment of wages during period that work was interrupted. If the worker cannot be reinstated for reasons relating to the employer, the worker is entitled to compensation amounting to between 6-12 months' wages, in addition to compensation for unfair dismissal and any other entitlements.



COLLECTIVE LABOUR CONTRACTS

3.1 DEFINITION

Collective employment contracts outline the terms and conditions of work between a group of workers or a trade union with the employer or employers' association.

LABOUR LAW ARTS 2, 39-44

3.2 CONTENT, REGISTRATION AND PUBLICATION

A copy of a collective employment contract must be filed with the Ministry of Labour for recording in a special register. In addition, collective contracts must be published in the Official Gazette and posted on a special notice board at the workplace.

LABOUR LAW ARTS 39, 42 (A)

Collective employment contracts must:

- identify the parties subject to the contract
- state the matters agreed to, including terms and conditions of work and the organization of labour relations
- indicate the contract's effective dates
- describe the procedures for amending the contract, and
- include a guarantee that the contract's implementation will be monitored by a committee that has the power to settle disputes. The committee is made up of representatives of the parties to the contract, with an equal number of employer and worker representatives serving as members.

3.3 APPLICABILITY OF COLLECTIVE EMPLOYMENT CONTRACTS

Collective employment contracts are binding on:

LABOUR LAW ART 42(B)

- employers who are covered under the terms of the collective contract, as well as their legal successors, heirs, and those to whom the enterprise has been transferred
- workers who are covered under the terms of the collective contract
- workers at an enterprise that is subject to a collective employment contract, including workers who are not trade union members, and
- workers at an enterprise that is subject to a collective employment contract, and who are employed under individual employment contracts that are less favourable to them than the collective employment contract.

Provisions in individual employment contracts that are less favourable to workers than those in an applicable collective employment contract are considered invalid.

3.4 DURATION, MODIFICATION AND TERMINATION OF COLLECTIVE EMPLOYMENT CONTRACTS

LABOUR LAW ARTS 40, 41

Collective employment contracts can be limited or unlimited in duration. If the duration is specified, the term must not exceed two years.

Starting two years after an indefinite term collective contract has been in effect, either party may request:

- to terminate the contract upon one month's notice, or
- to modify the contract in whole or in part. Modifications should be agreed to within one month after the request is made.

The party requesting termination or modification should provide a copy of the request to the Ministry.

If negotiations are underway to renew, extend, or amend a collective employment contract when it expires or is terminated, the contract remains valid throughout the negotiations for a period not exceeding six months. If no agreement is reached within six months, the collective contract is considered invalid.

The termination of a collective employment agreement does not authorize the employer to violate the rights that workers acquired under the contract.

4 LABOUR DISPUTES

There are two types of labour disputes – individual and collective. The Wages Authority oversees all disputes related to wages.

4.1 INDIVIDUAL LABOUR DISPUTES

The Magistrate Court tries individual labour disputes of all types not related to wages. Complaints should be considered within three months of filing. Labour cases are exempt from court fees the first time they are filed.

LABOUR LAW ART 137

4.2 COLLECTIVE LABOUR DISPUTES

A collective labour dispute is a disagreement between a trade union and the employer or employers' association regarding the application or interpretation of a collective work contract or the circumstances and conditions of work. While a dispute is being settled, the employer may not change workers' conditions of employment, dismiss any worker without prior written permission from the authority settling the dispute, or lock out workers, and workers may not go on strike.

**LABOUR LAW ARTS
2, 132, 134**

4.2.1 CONCILIATION BY THE MINISTRY OF LABOUR

In the event of a collective dispute, a conciliation officer from the Ministry of Labour attempts to mediate the dispute.

LABOUR LAW ARTS 120- 124

If the dispute cannot be settled within 21 days, it is referred to a conciliation board consisting of a president appointed by the Minister and two or more representatives chosen in equal number by each party to the dispute. The conciliation board must attempt to settle the dispute within 21 days of referral. If the dispute is settled, the conciliation report should be published in a local newspaper. If no settlement is reached, the Minister of Labour refers the dispute to a Labour Court.

4.2.2 RESOLUTION BY THE LABOUR COURT

The Labour Court consists of three judges appointed by the Judicial Council to settle the dispute. The court is required to review the case within seven days of referral, and issue a decision within 30 days. The decision is not subject to appeal, and must be published in a local newspaper.

**LABOUR LAW ARTS 124, 128,
130, 131**

The decision of the Labour Court shall apply to:

- the parties to the dispute
- the employer and any successors, and
- any workers who were employed at the workplace during the dispute period and all workers employed after the decision.

4.3 STRIKES AND LOCKOUTS

4.3.1 STRIKES

A strike is a stoppage of work by a group of workers due to a labour dispute.

Workers must notify the employer in writing 14 days before going on strike. The notice must be signed by the workers or the trade union, and must include the subject of the dispute and the intended strike date. The notice should be presented directly to the employer, or sent by registered mail if that is not possible. If sent by mail, the notice is considered delivered seven days after it was mailed.

A copy of the notice also must be sent directly and by hand to the Labour Directorate.

Workers cannot go on strike while dispute proceedings are pending. In addition, they may not go on strike to address issues that are covered in a valid dispute settlement or award.

**LABOUR LAW ARTS 134-136
1998 REGULATION
ON CONDITIONS AND
PROCEDURES FOR STRIKE
AND LOCKOUT**

4.3.2 LOCKOUTS

A lockout is a total or partial closure of the establishment, or a stoppage of work initiated by the employer. Before initiating a lockout, the employer must give 14 days' written notice to the workers and the Labour Directorate. The notice must be delivered to the workers or the trade union, or, if that is not possible, posted prominently in the workplace.

The employer cannot initiate a lockout while dispute proceedings are pending.

**LABOUR LAW ARTS 134-136
1998 REGULATION
ON CONDITIONS AND
PROCEDURES FOR STRIKE
AND LOCKOUT**

DISCRIMINATION

Article 6 of the Jordanian Constitution provides that all Jordanians are equal before the law, and prohibits discrimination on grounds of race, language or religion. Article 23 of the Constitution requires that workers receive wages based on the quantity and quality of their work.

Jordan has ratified the two core ILO conventions addressing discrimination in respect of employment and occupation: the Equal Remuneration Convention No. 100 of 1951 (C100) and the Discrimination (Employment and Occupation) Convention No. 111 of 1958 (C111).

The Jordanian Labour Law protects women from discrimination during pregnancy and while on maternity leave. Employers may not terminate women starting from the sixth month of pregnancy or during maternity leave.

**JORDANIAN CONSTITUTION
ARTS 6, 23**

**EQUAL REMUNERATION
CONVENTION NO. 100 OF
1951 (C100)**

**DISCRIMINATION
(EMPLOYMENT AND
OCCUPATION) CONVENTION
NO. 111 OF 1958 (C111)**

LABOUR LAW ART 27

5.1 EMPLOYMENT OF WORKERS WITH DISABILITIES

The employer must employ at least one disabled worker in a workplace with 25-50 workers. If a workplace has more than 50 workers, at least 4% of the workers must be disabled.

LABOUR LAW ART 13

**RIGHTS OF DISABLED
PERSONS LAW ART 4C**



FORCED LABOUR

Forced labour is work exacted under threat of penalty which the worker has not freely consented to perform.

Forced labour is a crime under Jordanian law. The Anti Human Trafficking Law prohibits recruiting or receiving people to exploit them through forced labour by means of intimidation, force, violence, deception, fraud, abuse of power, or taking advantage of vulnerability. For workers under age 18, the means used are not considered.

Jordanian law also includes measures that aim to ensure that migrant workers employed in Jordan have not paid unauthorized fees or been subject to deceptive hiring practices (see 7.1.3.). Workers are not required to perform work that is markedly different from the type of work agreed in the contract of employment, except when necessary to prevent an accident or carry out related repairs, or in cases of force majeure.

Jordan has ratified the two core ILO conventions that aim to suppress forced labour: the Forced Labour Convention No.29 of 1930 (C29) and the Abolition of Forced Labour Convention No. 105 of 1957 (C105).

**ANTI HUMAN TRAFFICKING
LAW NO 9 OF 2009 ART 3**

LABOUR LAW ART 17

**FORCED LABOUR
CONVENTION NO.29 OF 1930
(C29)**

**ABOLITION OF FORCED
LABOUR CONVENTION NO.
105 OF 1957 (C105)**

6.1 COERCIVE WORK

Employers may not force workers to work involuntarily or under threat, fraud or coercion, including by withholding their passports. Employers and any accomplices who do so are subject to a fine of 500-1000 JD, which is doubled for repeat offences.

LABOUR LAW ART 77 (B, C)



CONTRACTS AND HUMAN RESOURCES

7.1 RECRUITMENT

During the first month of every year, the employer must notify the Ministry of Labour in writing of the number of workers and the jobs, wages, and starting dates for each worker. The employer must maintain records on workers and trainees for inspection and monitoring.

LABOUR LAW ART 8

7.1.1 PRIORITY FOR JORDANIAN WORKFORCE

Non-Jordanian workers may be employed only when they have qualifications that are not available in the Jordanian work force, or when there are not enough Jordanian workers to meet the need.

LABOUR LAW ART 12

7.1.2 EMPLOYMENT OF NON-JORDANIAN WORKERS

Non-Jordanian workers must obtain a one-year, renewable work permit from the Ministry of Labour. The permit authorizes the worker to work for a particular employer in a specific occupation. If a worker is working for a different employer or doing different work from that authorized in the permit, the permit is not valid. If the Minister of Labour issues a decision to expel a non-Jordanian worker for not having a valid work permit, the employer must cover the cost of the worker's return trip.

LABOUR LAW ART 12

7.1.3 CONDITIONS AND PROCEDURES FOR EMPLOYING NON-JORDANIAN WORKERS

A committee within the Ministry of Labour specializes in approving or rejecting the work permit applications of non-Jordanian workers. The requirements vary depending on whether the worker will be employed in a Qualified Industrial Zone (QIZ) or not. In all cases, a fee must be paid, and workers must be subscribed to Social Security.

Employers seeking to employ non-Jordanian workers in the QIZs must take steps to ensure that the workers they recruit understand the terms and conditions of employment, that they are recruited through a licensed agency, and that they have not paid any unauthorized fees. Along with their work permit application, employers in the QIZs must submit a certificate authenticated by the worker's embassy stating that the worker has been recruited through a licensed recruitment agency and that s/he has not paid any fees along with a certified copy of the job announcement published in a newspaper in the worker's home country outlining the terms and conditions of employment.

The employer also must include the following documents with the application:

- the company's registration certificate
- the company's valid vocational licence
- a certificate with the names of the authorized signatories issued by the Ministry of Industry and Trade, and
- duly notarized lease contract or proof of ownership of the company.

When renewing work permits or recruiting additional non-Jordanian workers, the employer must submit a report from the Employment Directorate at the Ministry outlining the steps taken to gradually replace their foreign workforce with Jordanian workers.

INSTRUCTIONS FOR
CONDITIONS AND
PROCEDURES FOR
RECRUITMENT OF NON-
JORDANIAN WORKERS OF
2012

INSTRUCTIONS FOR
CONDITIONS AND
PROCEDURES FOR
RECRUITMENT OF NON-
JORDANIAN WORKERS IN
THE QUALIFIED INDUSTRIAL
ZONES OF 2007

7.1.4 WORK PERMIT FEES

The Ministry of Labour collects work permit fees from employers who employ non-Jordanian workers in the Qualified Industrial Zones as follows:

- 150 JD per worker for the first three years of operation
- 175 JD per worker for the fourth year onwards

**WORK PERMIT FEE
REGULATIONS FOR NON-
JORDANIAN WORKERS NO. 36
OF 1997, ART. 3**

7.2 EMPLOYMENT CONTRACTS

An employment contract is an agreement between the worker and the employer to organize work in return for a wage payable to the worker. The employment contract may be for a limited period or it may be an unlimited period contract (see 7.2.2.).

The employment contract should contain the terms and conditions of employment, such as:

- the period of employment
- the hours, location, and scope of work
- the worker's wage and benefits, and
- procedures for resigning from work.

An employment contract may be in writing or verbal, but written contracts are recommended in order to minimize misunderstandings and to provide proof in the event of a dispute.

Written contracts should be in Arabic, with copies provided for both the employer and worker. If a worker does not understand Arabic, a copy of the contract must be organized in the worker's language.

Workers may not waive any of their rights under the Labour Law. Any waiver of rights by a worker is considered invalid. For example, an agreement by workers to waive the right to annual leave would be considered invalid.

If any law, decision, or agreement grants workers rights greater than those provided under the Labour Law, the employer is required to grant those additional rights.

**LABOUR LAW ARTS
2, 4, 15, 45**

7.2.1 COLLECTIVE EMPLOYMENT CONTRACTS

A collective employment contract is a written agreement that organizes terms and conditions of employment between the employer or the employers' association and a group of workers or the trade union. For more information about collective employment contracts, please refer to Chapter 3 of this guide.

LABOUR LAW ARTS 2, 39-44

7.2.2 LIMITED PERIOD AND UNLIMITED PERIOD EMPLOYMENT CONTRACTS

Jordanian Labour Law provides for two types of employment contracts:

- Limited Period Employment Contracts, which expire at the end of their term
- Unlimited Period Employment Contracts, which do not expire on a specified date

If a worker on a limited period contract continues to work past the contract's expiration date (and the employer allows this), the contract is considered to be renewed as an unlimited period contract.

LABOUR LAW ART 15

7.2.3 PROBATION

Workers may be subject to a probation period so the employer can assess their skills. A probation period should not exceed three months, during which time the worker must be paid at least the minimum wage.

LABOUR LAW ART 35

7.2.4 TRAINING WORKERS

7.2.4.1 ORGANIZATION OF THE TRAINING CONTRACT

A vocational training contract may be organized in line with conditions determined by the Vocational Training Corporation. The contract must be in writing and the trainer must have sufficient qualifications and experience in the field. The enterprise must also have suitable conditions for training. If the trainee is a minor, the parent or guardian must enter into the contract on the minor's behalf.

LABOUR LAW ART 36

7.2.4.2 TRAINING CONTRACT TERMS

The training contract must specify the term, successive stages, and the wages to be paid to the trainee at each stage. The wage at the final stage must be at least the minimum wage paid for similar work, and cannot be determined on per-piece or production basis.

LABOUR LAW ART 37

7.2.4.3 TERMINATION OF THE TRAINING CONTRACT

The training contract may be terminated at the request of the employer or the trainee if:

- either party violates the Labour Law
- either party does not perform the contractual duties
- it becomes impossible to implement the conditions of the contract for reasons beyond the control of either party
- the employer relocates the training location to a place not specified in the contract, making it difficult for the trainee to attend the training, or
- the trainee's participation would threaten his/her safety or health, as confirmed by a report from the Labour Inspector or a medical report issued by an approved medical committee.

LABOUR LAW ART 38

7.2.5 WORK THAT IS LIMITED IN DURATION

7.2.5.1 CASUAL WORK

Work carried out to handle short-term contingent needs is considered casual work if it can be completed within three months.

LABOUR LAW ART 2

Example: A worker is hired for a week to load finished goods in order to meet a shipping deadline.

7.2.5.2 TEMPORARY WORK

Work that is by nature limited in duration is considered temporary work.

LABOUR LAW ART 2

Example: A worker is hired to replace another worker who is on maternity leave.

7.3 BYLAWS

Every employer with 10 or more workers must organize bylaws that are consistent with the Labour Law. They must be made available to all workers as well as to the inspectors of the Ministry of Labour.

Bylaws must specify:

- working hours
- daily and weekly breaks
- work rules, disciplinary procedures, and sanctions, and
- other matters relevant to the nature of the work.

Bylaws must be approved by the Ministry of Labour.

LABOUR LAW ART 55

JORDANIAN COURT OF
CASSATION DECISION NO.
2209/2005 DATED 27/12/2005

7.4 DISCIPLINARY PROCEDURES

The employer may take disciplinary measures against the worker if the worker violates the work instructions or the bylaws. However, the employer cannot impose penalties on the worker that are inhumane or in violation of the law.

LABOUR LAW ARTS 48, 55

Disciplinary measures are subject to the following limitations:

- the employer must include a list of the disciplinary measures in the company's bylaws, which must be approved by the Ministry of Labour
- if workers are subject to wage deductions or suspensions from work, these may not exceed three days' wages or workdays in a month
- employers must give workers a chance to defend themselves before imposing a penalty
- workers may object to the labour inspector within one week of being notified of a penalty, and
- the employer must take disciplinary measures within 15 days of the misconduct.

7.5 TERMINATION OF THE EMPLOYMENT CONTRACT

The employment contract ends when:

- the term of the agreement expires, or the work contracted for is completed
- the worker dies or is not able to perform the work (as certified in a medical report)
- the employer and worker agree to terminate the contract, or
- the worker reaches pensionable age under the social security law.

LABOUR LAW ART 21

7.5.1 ARBITRARY AND ILLEGAL TERMINATION

The law prohibits dismissal of workers:

- for bringing a complaint against the employer to the competent authority
- if they are pregnant (from the sixth month onwards)
- while absent from work during annual leave, maternity leave, sick leave, leave granted for training or education, pilgrimage, required service in the military or reserves, or agreed leave to perform union work, or
- based on trade union membership or participation in trade union activities.

**LABOUR LAW ARTS
24, 25, 27, 97**

**LABOUR LAW ARTS
23, 28, 29, 35**

If the employer terminates the worker illegally, the law provides that:

- the worker can file a claim in court within 60 days of the dismissal
- if the court finds that the dismissal was arbitrary and in violation of the law, the employer may be required to reinstate the worker or pay the worker compensation equal to half a month's wage for every year of service (minimum of two months' wages), as well as payment in lieu of notice and other legal entitlements, and
- the compensation is calculated based on the last wage received by the worker.

7.5.2 NOTICE OF TERMINATION

To terminate an unlimited period employment contract, the worker or employer must give the other party at least one month's written notice. The notice may be withdrawn if both parties agree.

The employer may dismiss the worker during the notice period, or require the worker to continue working except during the last seven days of the notice period. In either case, the worker is entitled to full wages during the notice period.

If the worker chooses to stop working during the notice period, the worker is not entitled to wages for the days not worked.

The employer may dismiss the worker without notice if the worker:

- is on probation
- submits false documents
- does not fulfil the obligations of the employment contract
- commits an error that results in significant material loss to the employer, as long as the employer notifies the competent authorities of the incident within five days of its occurrence
- violates the company's bylaws despite two written warnings
- has more than 20 total days or more than 10 consecutive days of unexcused absences within a year, as long as the dismissal is preceded by a written notice sent by registered mail to the worker's address and published once in a local daily newspaper
- divulges work secrets
- is convicted of a crime or misdemeanour of violating indecency or public morals, or
- is intoxicated or under the influence of drugs at work, or has committed an indecent act at the workplace, or beats or humiliates another person during work.

Workers may resign without notice if:

- the employer requires the worker do to work that significantly differs from that agreed to in the employment contract
- the worker's job requires relocation that is not provided for under the contract
- the worker is placed in a lower grade than what was agreed upon
- the worker's wage is reduced illegally
- the employer or his representative assaults or humiliates the worker
- continuing work would threaten the worker's health, based on a medical report from a competent authority, or
- the employer does not implement the labour law, and has been notified of this by the competent authority.

LABOUR LAW ARTS
23, 28, 29, 35

7.5.3 SUSPENSIONS OR LAYOFFS DUE TO ECONOMIC OR TECHNICAL CONDITIONS

If economic or technical circumstances compel an employer to reduce or cease operations, resulting in the suspension or termination of unlimited employment contracts, the following must occur:

LABOUR LAW ART 31

- before taking any action, the employer must inform the Minister of Labour in writing, demonstrating the need for the action
- the Minister must form a committee with representatives of workers, the employer and the Ministry to verify the validity of the employer's measures and provide recommendations within 15 days
- the Minister must make a decision regarding the employer's measures within seven days of the committee's report
- any affected person may, within 10 days of being notified of the Minister's decision, challenge the decision before the Court of Appeals, which must decide the issue within one month
- workers may resume work within one year from the date of leaving if the work returns to its normal status, and
- any worker who has been suspended due to reduction or closure may leave the job without notice and maintain all legal rights upon the termination of service.

7.5.4 TERMINATION PAYMENTS

Termination payments vary depending on the type of contract, the reasons for termination, and the duration of employment. All workers are entitled to compensation for unused accrued annual leave when they resign or are terminated.

**LABOUR LAW ARTS
26, 29, 32, 33, 35, 63**

Workers on unlimited duration contracts are entitled to the following payments upon termination:

- Those workers who are not covered by the Social Security Law receive one month's salary for every year they worked, and a pro-rata payment for fractions of a year. For basic wage workers, the payment is calculated based on the last wage received. For piece rate workers, the payment is calculated based on the average monthly wage received during the 12 months before termination, or the average during their total period of service if they have not yet worked a full year.
- Workers covered by special savings, pension or other funds receive any allowances that they are entitled to from these funds.
- All workers are entitled to any other entitlements provided for under the employment contract.

If the employer terminates a worker before the expiration of an unlimited duration contract, the worker is entitled to all outstanding wages and benefits. The same rule applies if the worker terminates the contract for any of the reasons for which prior notice is not required (see 7.5.2.).

The employer may claim damages from the worker in court if the worker terminates a fixed duration contract prematurely for other reasons, but the damages cannot exceed one half of the worker's monthly wage for every month remaining in the term of the contract.

Workers on probation are not entitled to termination benefits.



WAGES AND BENEFITS

A wage is given by the employer to the worker in return for assigned work. Wages should be specified in the employment contract so workers are informed of the wage. The wage should be estimated according to the type of work or the current standard for the profession. If there is a dispute over wages, the court will estimate an appropriate wage according to the Labour Law.

Workers' wages may be determined either by:

- time: based on an hourly, weekly, or monthly wage, or
- piece: based on the worker's production quantity.

The wage also may be determined by a combination of time and piece. In this case, the base wage increases as the worker's production increases.

Example: A workers' daily salary is 8 JD, plus an additional 0.08 JD for every piece produced about 100 in a day

The wage may be paid in cash or in kind. Wages include all entitlements provided for under the law, employment contract, or bylaws, such as:

- cash or in kind housing allowance
- allowances for Fridays and official holidays
- medical allowance (medical insurance)
- life insurance allowance
- technical, specialist, and liability allowance
- monthly or annual allowances, and
- food allowances.

Wages must be paid within seven days of becoming due, and workers must sign to state receipt of the wage. Employers must prove that all workers have received their wages.

LABOUR LAW ARTS 2, 45, 46

LEGISLATIVE OPINION
COUNCIL DECISION NO. 5 OF
2003

JORDANIAN COURT OF
CASSATION DECISION NO.
1242/2011, DATED 20/9/2011

8.1 MINIMUM WAGE

Workers must be paid at least the minimum wage, which is determined by the Tripartite Committee for Labour Affairs formed through the Ministry of Labour. The minimum wage for Jordanian workers as of 1/2/2012 is 190 JD per month. The minimum wage for non-Jordanian workers in the garment sector is 110 JD per month.

LABOUR LAW ARTS 52, 53

TRIPARTITE COMMITTEE FOR
LABOUR AFFAIRS DECISION
OF 31/12/2011

TRIPARTITE COMMITTEE FOR
LABOUR AFFAIRS DECISION
OF 15/2/2012

8.2 OTHER ALLOWANCES

A one-time allowance must be provided for non-Jordanian workers who work for an extended period of time with the same employer:

- workers with one year of service as of 1 February 2012 receive a monthly allowance of 5 JD
- workers with two years of service as of 1 February 2012 receive a monthly allowance of 10 JD
- workers with three years of service as of 1 February 2012 receive a monthly allowance of 15 JD
- workers with four years or more years of service as of 1 February 2012 receive a monthly allowance of 20 JD

These allowances are applied only once (they do not increase yearly), and they do not apply to workers whose wages exceed 110 JD.

TRIPARTITE COMMITTEE FOR
LABOUR AFFAIRS DECISION
OF 31/12/2011

TRIPARTITE COMMITTEE FOR
LABOUR AFFAIRS DECISION
OF 15/2/2012

8.3 DEDUCTIONS FROM THE WORKER'S WAGE

The employer cannot deduct amounts from the worker's wage except for:

- recovery of loans or advances made by the employer (any single deduction may not exceed 10% of the worker's wage)
- adjustment of overpaid wages
- legally required contributions to Social Security
- workers' subscriptions to provident funds
- housing provided by the employer
- debts settled through a court ruling, or
- amounts imposed on workers for violations under the bylaws, or for destroying the employer's tools or equipment.

LABOUR LAW ART 47

8.4 DISCIPLINARY FINES

The employer may not impose fines on workers other than those provided for in the bylaws and approved by the Ministry of Labour. The following regulations also apply:

- no fine or suspension may exceed three days' wages per month
- workers may object to the Labour Inspector within one week of being notified of a fine
- no fine can be imposed more than 15 days after the date of the violation
- prior to deducting a worker's wages for damage to the employer's tools or equipment, it must be proven that the damage resulted from the worker's fault or failure to follow instructions, and
- deductions for damage to tools and equipment cannot exceed five days' wages per month.

LABOUR LAW ARTS 48-49

DECISION CONCERNING THE
FINES IMPOSED ON WORKERS
OF 2002

Example: If it is proven that a worker was at fault for destroying a tool valued at 200 JD and the worker's daily wage is 10 JD, the employer can deduct a maximum of 50 JD per month for four months.

A committee must be formed at each workplace to allocate the funds generated by disciplinary fines paid by workers.

8.5 DEDUCTIONS FROM WAGES

8.5.1 INCOME TAX

Any income earned in Jordan is subject to income tax, including income earned by non-residents.

Workers residing in Jordan who make less than 12,000 JD annually are exempt from taxes.

TEMPORARY INCOME TAX
LAW NO. 28 OF 2009 ARTS 3, 9

8.6 OVERTIME WAGES

Overtime must be paid as follows:

- 125% of normal wages for all ordinary overtime hours worked
- 150% of normal wages for all overtime hours worked on weekly rest days, religious feasts, and public holidays

These wage premiums also apply to piece rate workers.

Overtime calculations are made as follows:

Overtime Wage	=	Actual Wage per Hour	X	125% or 150%	X	Number of Overtime Hours
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LABOUR LAW ART 59

8.7 PAID LEAVE

8.7.1 PAID HOLIDAYS

Workers must be paid on their weekly holiday (normally Friday) as well as on official holidays specified by the Council of Ministers, such as the main Islamic holidays, the Gregorian New Year, Independence Day, and Labour Day.

LABOUR LAW ARTS 59, 60

Period	Notes	Occasions	Date
One day	As per the Gregorian Calendar	New Year's Day	1 January
One day	As per the Gregorian Calendar	International Labour Day	1 May
One day	As per the Gregorian Calendar	Kingdom's Independence Day	25 May
One day	As per the Gregorian Calendar	Christmas Day	25 December
One day	As per the Hijri Calendar	Prophet's Birth	12 Rabie I
Five days	As per the Hijri Calendar	Hajj Holiday	10 Dul Hija
Four days	As per the Hijri Calendar	Eid Al Fitr	1 Shawwal
One day	As per the Hijri Calendar	The Hijra New Year	1 Muharam

8.7.2 PAID ANNUAL LEAVE

Workers are entitled to at least 14 days of fully paid annual leave off from work each year. Workers who have worked with the same employer for five years or longer are entitled to at least 21 days of annual leave. Those who have worked for less than one year are entitled to paid leave calculated in proportion to the period of employment for that year. Weekly rest days and official holidays are not counted as annual leave, even if they fall within the leave period.

**LABOUR LAW ART
61, 63, 64**

The Labour Law does not expressly allow or prohibit payment in lieu of time off for annual leave. However, workers may not waive their right to annual leave. Workers whose service ends without having used all their accrued annual leave must be paid wages for the unused leave days.

During the first month of the year, the employer may schedule workers' leave, taking workers' interests into consideration. The employer may agree with a worker to postpone annual leave to the following year. In that case, the worker must use the delayed leave during the following year, and the employer cannot decline worker's request to use the leave.

8.7.3 SPECIAL LEAVE

Workers are entitled to an additional 14 days of paid leave per year if they:

- participate in a labour education course approved by the Ministry of Labour or the General Federation of Trade Unions, or
- go on pilgrimage (only once during their period of employment, after 5 years of continuous service).

Workers are entitled to four months' unpaid leave if they enrol in an officially recognized institute, college or university.

Workers also are entitled to up to two years' unpaid leave to accompany their spouse in the event of relocation within or outside Jordan.

**LABOUR LAW ARTS
66, 68**

8.7.4 SICK LEAVE

Workers are entitled to 14 days' paid leave each year for medical reasons, so long as they provide a report from a physician approved by the employer. The leave may be extended for an additional 14 days if the worker is hospitalized or based on a report from a medical committee approved by the employer.

LABOUR LAW ART 65

8.7.5 MATERNITY LEAVE

Women workers are entitled to 10 weeks fully paid maternity leave, six weeks of which must occur after delivery. An enterprise employing 10 or more workers must allow women to take up to one year of unpaid leave post-delivery, so long as they do not work for another employer during that time.

Maternity leave may be paid by social insurance if the worker has been covered by social insurance for at least 9 months preceding the entitlement.

LABOUR LAW ARTS 67, 70

SOCIAL SECURITY LAW ART 44

8.7.6 BREASTFEEDING BREAKS

During the first year after giving birth, women workers may take up to one paid hour off per day to breastfeed their babies.

LABOUR LAW ART 71

8.8 SOCIAL SECURITY

Workers who are subject to the Labour Law are also subject to Social Security, regardless of nationality or type or term of employment contract, so long as the worker is paid at least minimum wage. Overtime payments or the value of meals are not subject to deductions for Social Security.

SOCIAL SECURITY LAW OF 2010 ARTS 4, 24, 29, 42, 45, 48, 59

9.1 GENERAL PROVISIONS

In order to ensure the occupational safety and health of workers, the employer must:

- protect workers from work-related accidents and illnesses
- prior to employment, inform workers about work-related hazards and necessary precautions
- provide workers with necessary personal protective equipment (PPE), such as goggles, aprons, masks, gloves, and/or footwear
- guide workers in the use and maintenance of PPE, and
- protect workers from fire hazards.

Workers are not required to pay any costs for these measures.

LABOUR LAW ARTS 78, 80, 85

9.1.1 SAFETY AND HEALTH SUPERVISORS COMMITTEES

Every corporation must form a committee of staff specialized in OSH corresponding to the number of workers:

OSH Committee	Full-Time Technician	Specialist Supervisor	No. of Workers
-	1	-	20 – 50
1	1	-	51 – 200
1	2	1	201 – 500
1	3	2	501 – 1000

**REGULATION NO. 7 OF 1998
ON FORMING COMMITTEES
AND SUPERVISORS OF OSH**

**2002 SPECIAL DECISION
FOR ENTITIES AND LEVEL
OF TRAINING OF OSH
SUPERVISORS ART 8**

LABOUR LAW ART 85

Any company with more than 1000 employees must also employ two technicians and one supervisor for each additional 1000 employees.

The specialist supervisor and the OSH technician must be approved by the Ministry of Labour. Final approval is contingent upon passing the course for accreditation of OSH Supervisors.

OSH Supervisors report directly to the company director and must be trained according to the responsibilities and nature of the work performed. The Supervisor:

- prepares OSH rules and OSH programmes at the workplace
- periodically inspects the workplace, including to ensure that workers are protected through PPE or machine safeguards
- records information on work-related accidents and illnesses; prepares reports that outline measures to prevent future accidents; submits reports to the Ministry every three months
- ensures adequate means for fire protection, first aid materials and transport to medical facilities; monitors workplace organization and cleanliness, and
- prepares OSH training programmes for workers, and OSH advice on production machinery and materials.

An OSH Committee must be formed in enterprises with more than 50 workers. The committee members include:

- the company director, who presides over the committee
- the OSH Supervisor
- equal numbers of department heads and worker representatives from all production departments, and
- the company doctor.

The director must notify the Ministry of Labour of the names of the committee members when it is formed, and when the membership changes.

The OSH Committee:

- discusses workplace accidents and injuries, and measures taken to prevent them
- discusses activities carried out by the OSH Supervisor
- educates the workforce on OSH, and
- considers OSH related proposals submitted by workers.

The OSH Committee must meet at least once a month. Meetings must be attended by the majority of members, including either the president or vice-president. Committee meeting notes must be recorded in writing and placed in a location accessible to all.

9.2 WORK-RELATED INJURIES

A work-related injury is one that results from an accident that:

- occurred during the worker's performance of work
- developed over time due to the nature of the work, or
- occurred while the worker was travelling to or from work.

LABOUR LAW ARTS 2, 86

Work-related diseases are outlined in Table 1 annexed to the Labour Law and work-related injuries are outlined in Table 2.

The Jordanian Labour Law's provisions related to work injuries and illnesses apply to workers who are not covered under Social Security.

9.2.1 EMPLOYER'S DUTIES AFTER AN ACCIDENT

If a work-related accident hinders the worker's ability to continue working, the employer must arrange and pay for the injured worker to be transported to a hospital or medical centre, and must report the incident to the authorities within 48 hours.

LABOUR LAW ART 87

9.2.2 INDEMNITY FOR WORK-RELATED INJURIES

A worker who suffers a work-related injury may not claim compensation beyond that provided for by law, unless the injury was due to the fault of the employer.

LABOUR LAW ARTS
88, 89, 91

In the event of a work-related illness, the worker must submit a medical report in order to be entitled to compensation. Compensation is determined based on the most recent wage received, or based on the average earnings during the 6 months preceding the injury for piece rate workers.

9.2.2.1 IN THE EVENT OF DEATH OR TOTAL DISABILITY

If a work-related injury results in the death or total disability of a worker, the employer must pay 1200 working days' wages, in an amount between 2000-5000 JD.

LABOUR LAW ART 90 (A)

9.2.2.2 IN THE EVENT OF TEMPORARY DISABILITY

In the event of temporary disability, the worker is entitled to payment in the amount of:

- 75% of the worker's daily wage if treated outside the hospital, or
- 65% of the worker's daily wage if treated at an approved medical center.

LABOUR LAW ART 90(B)

Payment is provided during the period of treatment, which is determined based on a medical report.

9.2.2.3 IN THE EVENT OF PERMANENT PARTIAL DISABILITY

In the event of permanent partial disability, the injured worker must be compensated according to the disability rate provided for under Schedule 2 of the Labour Law.

LABOUR LAW ART 90 (C)

9.2.2.4 IN THE EVENT OF MORE THAN ONE INJURY

If a worker sustains more than one injury, the worker must be compensated for every injury according to the law, as long as the total compensation does not exceed the amount payable in the event of total disability.

LABOUR LAW ART 90 (D)

9.3 HEALTH SERVICES AND FIRST AID

9.3.1 MEDICAL UNITS AND STAFF

Employers employing more than 50 workers must appoint doctors and nurses corresponding to the number of workers at the workplace. Factories with less than 50 workers can share a physician and a nurse.

REGULATION NO. 42 OF 1998
ON PROTECTIVE MEDICAL
CARE AND TREATMENT FOR
WORKERS ART 7

No. of Workers	Medical Unit	Nurse	Full-Time Physician	Part-Time Physician
50 – 100	-	1	-	1
101 – 500	1	2	1	-
501 – 1000	1	3	2	-
1001 and above	1	4	3	-

9.3.2. MEDICAL EXAMINATION

A medical examination must be conducted once a year for workers employed the textile, garment, and clothing industries.

1998 INSTRUCTIONS
FOR WORKERS MEDICAL
EXAMINATION ART 4(C)

9.3.3 FIRST AID

The employer must provide first aid supplies that are sufficient for the nature of work and the number of workers. The supplies must be kept in an accessible location and include:

- fever and pain medication, burn ointment and Vaseline
- gauze, assorted bandages, cotton, adhesive tape, and ace bandages
- disinfectant / white alcohol, hydrogen peroxide, and iodine
- tweezers, scissors, medical gloves

1997 DECISION ON MEDICAL
AID MEANS AND DEVICES
FOR WORKERS

9.4 WELFARE FACILITIES

The employer must provide a break room where workers can rest and eat that:

- is well lit, ventilated, quiet, and painted in a light colour
- has appropriate furniture (tables, chairs, clock)
- is clean and pest-free, and has window screens and waste bins
- is equipped with fire extinguishers and an emergency exit that is separate from the main entrance to the room
- has an air-conditioned hall if possible with a preferable temperature of 22°C
- has level, anti-slip floors, and doors that open in both directions
- is easily accessible, and
- is located apart from work areas where hazardous substances are used

Washrooms should be located away from the break room, and should be fitted with:

- sinks with hot and cold water, hand soap and a means for drying hands
- anti-slip floors

Workers also should be provided changing rooms that have individual lockers with keys to safely store their clothes and personal belongings. The changing room must be separate from the break room and toilets.

1998 INSTRUCTIONS FOR
PROTECTION OF WORKERS
AND ESTABLISHMENTS FROM
WORKPLACE HAZARDS

9.4.1 EMPLOYER-PROVIDED CHILD CARE

An enterprise that employs 20 or more women must provide child care during work time for the children under four years of age, if there are 10 or more children in that age group.

LABOUR LAW ART 72

9.5 NOISE

Employers are required to protect workers from exposure to noise. Exposure should not exceed the following:

Noise Intensity in dB	Allowed Exposure by Hours per Day
80	16
85	8
90	4
95	2
100	1
105	½
110	¼
115	1/8

1998 INSTRUCTIONS FOR
PROTECTION OF WORKERS
AND ESTABLISHMENTS FROM
WORKPLACE HAZARDS

Workers who are exposed to noise above permitted levels must be provided with ear plugs and hearing protection devices.

9.6 LIGHTING

Employers must provide appropriate natural or artificial lighting as follows:

- light should be evenly distributed
- windows must be clean and unobstructed
- workplace light levels should be at least 20 candles/square feet, and
- glare should be avoided.

1998 INSTRUCTIONS FOR
PROTECTING WORKERS AND
ESTABLISHMENTS FROM
WORKPLACE HAZARDS

9.7 HEAVY LIFTING

Heavy lifting should be done by machines whenever possible. The following limits apply:

For Men:

Age	16- 18	19- 20	21- 25	26- 50	50 and above
Interrupted Lifting/kg	20	25	30	23	17
Continuous Lifting/kg	15	18	20	15	11

For Women:

Age	16- 18	19- 20	21- 25	26- 50	50 and above
Interrupted Lifting/kg	12	15	17	14	11
Continuous Lifting/kg	8	10	12	10	7

1998 INSTRUCTIONS FOR
PROTECTION OF WORKERS
AND ESTABLISHMENTS FROM
WORKPLACE HAZARDS

9.8 PROTECTION FOR PREGNANT AND BREASTFEEDING WOMEN

In Jordan, pregnant and breastfeeding women may not engage in:

- work that requires exposure to fumes or smoke from any petroleum derivatives, or
- work that requires exposure to ethylene in tinting, or sulphur dioxide in artificial silk.

MINISTER OF LABOUR
DECISION IN RESPECT TO
ACTIVITIES AND TIMES
DURING WHICH IT IS
PROHIBITED TO EMPLOY
WOMEN, 2010

9.9 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Workers must be provided with goggles to protect them from visible light rays, sparks, and ultra violet rays.

Workers exposed to noise above allowable levels must be provided with ear plugs and protective hearing devices.

Workers exposed to gases, dust, or fumes above approved limits must be provided with cotton or filtration masks that cover the mouth and nose.

Workers whose hands are exposed to risks must be provided with:

- gloves lined with leather/cotton for protection from mechanical injuries
- leather gloves lined with an intermediate layer of metal for protection from sharp surfaces, knives, or other cutting tools, and/or
- plastic gloves for protection hazardous substances.

**INSTRUCTIONS FOR
PROTECTING WORKERS
AND ENTERPRISES FROM
WORKPLACE HAZARDS**

9.10 ELECTRICAL SAFETY

Electric devices, machines, cables, wires, connections, or switches must comply with required specifications and be properly installed and maintained by competent technicians.

Electrical machines, equipment, devices, cables and wires must be grounded and have insulated circuit breakers that are easily accessible in emergencies.

Insulated flooring must be placed in front of and behind electrical distribution panels.

Cables, wires, and electric connections must be tested regularly to prevent short-circuiting and avoid sudden hazards such as fire or electric shock.

**REGULATION NO 43 OF
1998 ON PROTECTION AND
SAFETY FROM EQUIPMENT,
INDUSTRIAL MACHINES AND
JOB SITES**

9.11 MACHINE SAFETY

The employer must protect workers from hazardous machinery and jobsites.

Barriers must be placed around hazardous machines and equipment, including cutting machines, weaving machines, moving belts, gears, and chains.

**REGULATION NO 43 OF
1998 ON PROTECTION AND
SAFETY FROM EQUIPMENT,
INDUSTRIAL MACHINES AND
JOB SITES**

9.12 CHEMICALS AND HAZARDOUS SUBSTANCES

The employer must take precautions and measures for the safety and protection from chemical hazards as follows:

- limit hazardous chemical materials such as gases, dust, liquids, or acids to the permitted levels and protect workers from exposure to these materials
- ensure that workplaces have good ventilation through the use of exhaust fans or an industrial ventilation system, in accordance with the health conditions determined by the Directorate of Safety, Vocational Health, and Environment of the Ministry of Labour
- provide personal protection equipment needed for work in the chemical industries including filtration masks, proper shoes, helmets, gloves, work uniforms, leather jackets, and goggles
- provide appropriate warehouses to store finished and raw chemical materials separately through a safe process
- designate locations separate from the workplaces for industrial processes and machinery that produce harmful fumes, dust, or gases; these locations must be equipped with the necessary protection to guarantee that such materials do not spread into the work environment, and
- label every chemical material with its common name, chemical composition, trade name, method of handling, storage process, hazards, hazard prevention, and any other necessary information.

**REGULATION NO 43 OF
1998 ON PROTECTION AND
SAFETY FROM EQUIPMENT,
INDUSTRIAL MACHINES AND
JOB SITES**

9.13 EMPLOYER-PROVIDED ACCOMMODATION

Employer-provided housing must:

- be located at least 500 meters from the factory
- include sanitary facilities as well as sleeping, sitting, cooking, and eating areas
- not be used for work or storage of raw materials or finished products
- be clearly identified with a nameplate or signboard, and
- have a supervisor knowledgeable in OSH appointed for each unit.

**INSTRUCTION NO. 1 OF 2011
FOR PREVENTION OF HEALTH
HAZARDS RESULTING FROM
HOUSING UNITS OF LABOUR
CAMPS**

Sleeping rooms must:

- be at least 2.8 meters in height, with at least 3.5 square meters per worker
- not hold more than eight workers per room
- be equipped with a bed for each worker that is at least 30 cm off the ground and at least 70 cm away from other beds on all sides (bunk beds are acceptable if they safety requirements), and
- have a cabinet for every worker in the room, and cabinets or shelves for shoes in the corridors on each floor.

Cooking inside the sleeping areas is not allowed.

Dormitory kitchens must have:

- ceramic tile walls of at least two meters in height
- potable water and sinks for washing up
- cabinets and a refrigerator for food storage
- cooking facilities and exhaust fan(s)
- pest control measures
- covered dumpsters

Kitchen staff must possess a valid health certificate.

Sanitary facilities must:

- have ceramic tile walls
- be located at least 30 meters from the sleeping quarters, and at least 4.5 meters from the kitchen / dining room
- have at least one sink and toilet for every eight workers, one urinal for every 15 workers, and one shower for every 10 workers
- have adequate waste disposal containers, and
- have cold and hot water.

Housing facilities should include:

- at least one washing machine for every 20 workers as well as clothes lines for drying
- proper drainage systems and covers for floor drains
- sound walls and floors
- good ventilation and lighting, with at least some natural light
- screens on windows
- secure storage for workers' valuables
- safe heating
- safe electric installations, connections, and plugs with covers for electric boxes
- clean, sealed tanks to supply at least 60 L of safe water daily per worker
- wastewater discharge to the public wastewater system or an approved septic tank
- garbage disposal containers that are emptied at least daily
- clean premises free from garbage and still water
- an accessible, adequately stocked first aid box
- fire fighting equipment, posted evacuation plans and emergency contact information and instructions, and
- separate storage for gas cylinders.

10.1 REGULAR WORKING HOURS

Regular working hours are those worked at regular pay (pre-overtime hours). Normally, working hours should not exceed eight hours per day, 48 hours per week. However, up to 11 hours per day is acceptable so long as the total regular hours do not exceed 48 hours per week. Time taken for rest periods or meals is not included in work hours.

LABOUR LAW ART 56

10.2 WEEKLY REST DAYS

Workers are entitled to at least one day of rest per week, which falls on Friday unless the nature of the work requires otherwise. With the employer's consent, workers may accumulate weekly rest days so long as they are used within the same month.

LABOUR LAW ART 60

10.3 OVERTIME**10.3.1 VOLUNTARY AND MANDATORY OVERTIME**

Normally, workers should give consent to work beyond regular working hours. However, the employer can require workers to work overtime in order to conduct yearly inventory, finalize the budget, close accounts, prepare for a sales period, avoid loss of goods, or to receive, deliver, or transfer specific material.

LABOUR LAW ARTS 57, 59

10.4 LIMITS ON WORKING HOURS FOR WOMEN

Under Jordanian law, women may not work between 10:00 pm and 06:00 am. Exceptions require a decision from the Minister of Labour.

The rest period for women must be at least 10 hours between each working day.

**MINISTER OF LABOUR
DECISION IN RESPECT TO
ACTIVITIES AND TIMES
DURING WHICH IT IS
PROHIBITED TO EMPLOY
WOMEN, 2010**



ADDITIONAL INSTRUCTIONS RELATED TO THE GARMENT INDUSTRY

11.1 THE GOLDEN LIST

In June 2006, a joint apparel industry-government code of practice known as the Golden List was developed to encourage enhanced employer compliance with Jordanian labour laws and international standards. Golden List criteria pertain to wages, hours of work, OSH, treatment of migrant workers, and recruitment of Jordanian nationals.

The Ministry of Labour determines whether a company meets the Golden List criteria. Companies are not eligible if they are found to violate human rights through child labour, coercive work, human trafficking, physical abuse, sexual harassment, or other human rights violations.

Incentives offered to Golden List companies include:

- exemption from the bank guarantee required to employ migrant workers, and
- permission to transfer migrant workers with their consent at no cost between companies on the Golden List (the transfer must be approved by the Ministry of Labour and the worker must remain in the profession designated in his/her work permit).

2007 INSTRUCTIONS FOR PRINCIPLES AND CRITERIA FOR APPROVING CORPORATIONS FOR THE GOLDEN LIST REGARDING TRAINING AND EMPLOYMENT OF THE TRAINEES OF THE NATIONAL EMPLOYMENT AND TRAINING COMPANY

11.2 BETTER WORK PROGRAMME (JORDAN)

Companies are required to participate in the ILO/IFC Better Work Jordan programme if they:

- export directly to the USA
- sub-contract for companies that export directly to the USA
- export directly to Israel, or
- sub-contract for companies that export directly to Israel.

The Minister issues a list every six months identifying the factories in Jordan that must participate in the Better Work programme.

The Ministry pays a portion of subscription fees for companies enrolled in the Better Work programme:

- 50% for the first year
- 35% for the second year, and
- 20% for the third year.

Companies that exclusively employ Jordanian labour are 100% exempted from the subscription fees for three years. The Minister has the authority to amend subsidy rates if there is a change in the subscription fees or if otherwise necessary.

Factories are required to register with the Better Work programme and pay the subscription fees within four weeks from the date their name appears on the list of participating factories published by the Minister. Factories that fail to do so are subject to a fine ranging from 50-100 JD. The fine is re-imposed if the company continues to avoid registration or payment.

2010 INSTRUCTIONS FOR OBLIGING CERTAIN CATEGORIES OF READY-MADE GARMENTS MANUFACTURING COMPANIES TO PARTICIPATE IN THE BETTER WORK PROGRAMME (JORDAN) OF THE ILO AND IFC

