

**STANDARD EMPLOYMENT CONTRACT FOR BANGLADESH DOMESTIC SERVICE WORKERS (DSW)
BOUND FOR THE KINGDOM OF SAUDI ARABIA**

This employment contract is executed and entered into by and between:

A. Employer:

Name		

National ID Number									

Address:	
Street	
City	

Contact Numbers									
Mobile									
Telephone									
Email									

hereinafter called the **Employer** Represented in the Kingdom of Saudi Arabia by Saudi Recruiting Agency:

Name:									
License no.									
Telephone									

Address:	
street	
District	
City	
Contact No.	
E-mail:	

B. Domestic Service Worker:

Name		

Position	
Address in Bangladesh:	
Civil Status	
Contact No.	
Passport No.	
Place of Issue	
Date of Issue	

Next of kin	
Relationship	
Contact No.	
Address:	

herein after called **DSW** Represented in Bangladesh by Bangladesh Recruitment Agency:

Name:	
License no.	

Address:	
street	
District	
City	
Contact No.	
E-mail:	

The employer and the DSW hereby voluntarily bind themselves to the following terms and conditions:

1. Site of Employment:

In case of any change in the site of employment the Saudi recruitment agency shall inform the same to the Embassy of Bangladesh and the counterpart agency in Bangladesh.

2. Contract Duration: The contract shall be valid for a period of two years commencing from the date of arrival of the DSW in KSA. The monthly wages shall be calculated for payment from such date.

3. In accordance with the regulations prevailing in both countries, the DSW and the employer agree on a monthly salary of SR

4. The employer shall help the DSW to open a bank account in KSA subject to applicable Saudi Arabian Monetary Agency (SAMA) rules. The wages shall be deposited regularly at the end of every month in the said account. The employer shall help the DSW to remit her/his salary through proper banking channels.

5. DSW shall be provided with continuous and undisturbed rest of at least nine (9) hours per day.

6. DSW shall be entitled to one day rest per week. If he/she works on his/her holiday with mutual consent, he/she shall be provided with another day rest.

7. The employer shall pay for the transportation of the DSW from the point of origin in Bangladesh to the site of employment and back to such point of origin in Bangladesh upon expiry of the contract. He shall ensure that DSW is repatriated in time.

8. The employer shall provide DSW suitable and sanitary living quarters as well as adequate food, clothing and daily usable.

9. For acceptable medical reasons, the DSW shall be allowed to rest and shall continue to receive her/his regular salary. The employer shall bear all expenses incurred in such medical treatment.

10. After two years of service, if the DSW and the employer agree to extend employment contract, the DSW is entitled to return to Bangladesh to spend his/her paid vacation leave of thirty (30) days for every two years of service with a round trip economy class ticket provided by the employer without charging the DSW.

11. In case of death, the employer and the Saudi Recruitment Agency should inform the Bangladesh competent authorities and the DSW's next of kin. The employer is responsible for repatriation of the DSW's remains and personal belongings to Bangladesh as soon as legally possible and without undue delay. In case the repatriation of remains is not possible, the employer should obtain the approval of the DSW's family or the Bangladesh Embassy for the suitable form of repatriation. The employer through the Saudi Recruitment Agency is responsible for making necessary procedure in pursuing compensation (if any) for the DSW's next of kin as per Saudi Arabia's Laws and regulations.

12. The parties to this contract shall endeavor to resolve dispute, if any, arising out of this contract amicably through the labour offices of the Ministry of Labor. However if the same cannot be resolved as above, the contracting parties may refer the dispute to the appropriate Saudi authorities for conciliation and/or resolution.

13. In case of unauthorized absence of the DSW from the site of employment, the employer shall inform the competent Saudi authority and the Saudi recruiting agency. Such agency shall be responsible for informing the aforementioned absence to Embassy of Bangladesh.

14. Termination of Contract

(i) The employer may terminate the contract by serving upon DSW a written notice. Such termination shall be effected only on the expiry of a period of 30 days from the date of service of the notice on DSW. The DSW shall be paid the wages for this period of 30 days. However, if the termination is intended with immediate effect the notice shall state the same and shall be accompanied by wages of one month.

In such case, the employer shall also pay for the expenses incurred on obtaining exit papers and air ticket to Bangladesh to effect the departure.

(ii) The employee may also terminate the contract by giving a written notice of 60 days to the employer and shall pay the employer an amount equivalent to (2) two month's wages before departure. However, if the employee terminates the contract with immediate effect, he/she shall pay an amount equivalent to (3) three month's wages before departure.

The employer on payment of the amount mentioned herein above shall immediately provide necessary papers to effect exit of DSW from Saudi Arabia.

15. General Provisions:

a) The Saudi Recruitment Agency shall be responsible for informing the departure and arrival plan of the DSW in the Kingdom of Saudi Arabia to the employer.

b) The DSW shall work solely for the employer and his immediate household, unless the DSW is recruited by a Mega Recruitment Company.

c) The employer shall not deduct any amount from the regular salary of the DW. In case of deduction for lawful reasons and with approval of the DW, such deductions must be reflected in the DW's pay slip.

d) The employer shall pay the cost of the DSW's residence permit (Iqama), exit/re-entry visa, and final exit visa, including the renewals and penalties resulting from delays.

e) The passport and work permit (Iqama) of the DSW shall remain in her/his possession.

f) The DSW shall be allowed to freely communicate with his/her family and the Bangladesh Embassy/Consulate on his/her personal expenses or account.

g) The employer shall explain to the members of her/his household the provisions of this contract and ensure that these are observed and that DSW is well treated keeping in view in all his/her rights.

h) The employer shall ensure the welfare and rights of DSWs promoted and protected in accordance with the applicable laws, rules and regulations of the KSA.

16. Any provision of this Standard Employment Contract may be altered, amended or substituted through the Saudi-Bangladesh Joint Technical Committee.

17. The DSW shall be repatriated at the employer's expense in the event of war, civil disturbance or major natural calamity, or in case the DSW suffers from serious illness or work injury medically proven to render her/him incapable of completing the contract. The DSW shall be paid the wages due till the date of departure from KSA.

18. If on the expiry of the contract, the DSW desires to return to Bangladesh, the employer shall present the bank statement or pay slip of the DSW to the Saudi Recruitment Agency. The employer and the DSW shall then sign a final settlement. Such bank statement or proof of settlement may be submitted as evidence in Bangladesh and in the KSA.

19. This contract may be renewed for a period of another two years with the mutual consent of the DSW and the employer.

20. This employment contract will be the only valid contract. Any subsequent contract entered into between the employer and the employee in substitution of this contract shall not be valid.

21. The contract shall be written in Arabic, Bangla and English languages, all languages being equally authentic and in case of divergence in interpretation the English text shall prevail.

Signatures

Domestic Service Worker	Bangladeshi Recruitment Agency	Saudi Recruitment Agency	Employer