

## 5. SELF-ASSESSMENT CHECKLIST

Before hiring a domestic worker, review the checklist<sup>4</sup> below to have a better understanding of what it means to provide a decent workplace. This checklist will help to show which areas are most important for an employer and household. It also outlines the practical steps to develop a domestic employment relationship, support a fair working place and follow good practice.

	Yes	To Do	Need Support
<b>Determine Your Needs</b>			
I know the type of tasks the domestic worker is responsible for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I understand well my expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have a job description for the domestic worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I communicated all the above to the worker I employed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Contracts and Conditions</b>			
I have in place a written contract with the domestic worker which includes a job description	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The contract is written in a language that the domestic worker can understand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The contract covers termination terms for both myself and the worker	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Salary and Fair Wages</b>			
I provide a fair pay allowing the worker to make a decent living	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I pay regularly and on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I've increased the wages when responsibilities increase (i.e. caring for an additional child or adding new house cleaning tasks)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes

To Do

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### Salary and Fair Wages (continued)

I've increased the wages to reflect the inflation rate (around 8%)

I've provided overtime pay for longer hours of work

I have not deducted housing and food from the wage of live-in worker

### Appropriate Age

I have employed a worker that is above 14 years old

### Working Hours and Leave

The working hours are around 8 hours per day and extra time is treated as overtime

The live-in worker has at least 10 hours of uninterrupted rest

I have provided paid annual leave to the worker

I have provided the worker with paid sick leave

I have provided days-off on public holidays

### Creating a Safe Work Environment

I have considered paying social security for the worker

I have provided the worker with a safe and friendly environment

Yes

To Do

Need Support

### Creating a Safe Work Environment (continued)

I have provided the worker with access to kitchen facilities to prepare food, get water, snacks

I do not restrict the worker's freedom of movement in their free time

### Communication and Development

I communicate in a friendly and polite way

I have provided the worker an opportunity to communicate with their family

I have a monthly/quarterly catch up with the domestic worker

I provide the worker with training opportunities

