

Sultanate of Oman
Ministry of Manpower

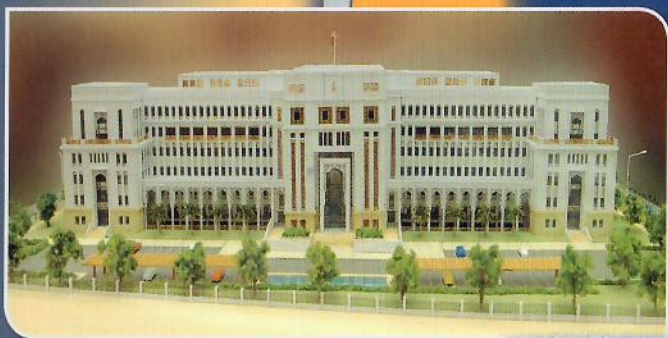
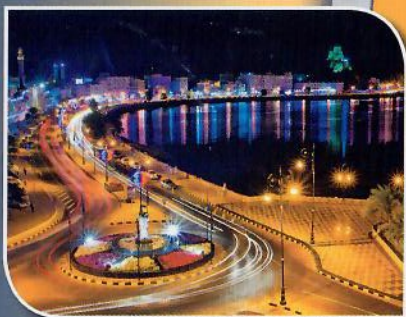


سلطنة عُمان
وزارة القوى العاملة

الإنجليزية
ENGLISH

إرشادات عامة للقوى العاملة الوافدة
للعمل في سلطنة عمان

General Guidance on Foreign
Manpower in the Sultanate of Oman



General Guidance for Expatriate Manpower in the Sultanate of Oman

Dear Expatriate employee:

We would like to draw your attention to the following points that govern the relationship between you and your employer. These things are as follows:

- When you arrive in the Sultanate of Oman to join work, in case you don't know how to reach the correct address, please call 80077000 or approach the Ministry of Manpower.
- If your work procedures, such as the issuance of Labor or Residence Card, are not completed within one month from your arrival to the Sultanate, you have to notify your direct boss of this issue.
- Your Labor Card (Civil Status ID Card) is an official document that you have to maintain.
- Do not leave your passport till it expires; you should renew it before its expiry date.

- You are entitled to have a copy of your work contract to keep with you in order to know your duties and rights.
- If you are not happy in your work, do not submit your resignation immediately because this may put you in an illegal situation.
- You are entitled to have your employer insure you against work accidents and injuries.
- In case your monthly salary is delayed, you have the right to ask your manager for it; in case your manager does not respond, you have to inform the competent Department of the Ministry of Manpower.
- In case you are assigned to work for extra hours, your employer must compensate you as per the conditions of the Omani Labor Law No. 35/2003 as amended.
- In case there is a labor dispute between you and your employer or his deputy and you do not reach an agreement regarding this dispute, you can approach the competent Department of the Ministry of Manpower.

- If you are terminated with no acceptable reason, you may ask the competent Department of the Ministry of Manpower to cancel the termination decision within 15 days from the date in which you were notified of the decision.
- Do not leave your work with the employer you are licensed to work for and work for another employer you are not licensed to work for because this exposes you to legal penalties of prison and fine.
- You have to know that any worker who works in the Sultanate without a license from the competent Department or that who works for an employer other than the one they are licensed to work for shall be punished by imprisonment for a period not exceeding one month and a fine of not less than RO 400/- and not exceeding RO 800/- , ore one the two penalties, as well as revocation of the license issued to him, if any, and expelling him from the country on the expense of the employer and denying him from entering the Sultanate.
- The employee has no right to claim any benefits or dues after one year from the

date of expiration or termination of his employment contract.

- You should cooperate with officials; because anyone deliberately obstructs or disrupts an official from exercising their authorities or fulfilling any of their duties shall be punished by fine, imprisonment or both; and the penalty shall be doubled if the offense is repeated.
- Our commitment to the occupational health and safety measures in the workplace protects you from dangers.
- Strike is organized by legal procedures issued by the Ministry of Manpower; and strike is not allowed in the institutions that offer public or basic services for the public.
- It is a fundamental obligation to respect the Islamic religion and the applicable laws and regulation in the Sultanate (social and moral values) and abstaining from exercising any activities detrimental to the security of the country.
- You have to maintain the things in your custody which you use to perform your work and to return them at the end of your work term.

- The employer commits to pay the wage agreed upon with the employee regularly and to provide suitable food, accommodation and medical treatment free of charge throughout the duration of the contract.
- The employee is entitled to work for another employer only after completing the legal procedures in this regard.
- The fees of your work license, ID card and residence visa are to be paid by your employer as long as you are legally on the job.