

**Guidelines for Non-Omani Employees Working in Sultanate of Oman**

**Dear Employee,**

**We would draw to your attention a number of matters that govern the relationship between employees and their employers, which are AS FOLLOWS:**

* If you cannot, upon arrival at the Sultanate of Oman, reach your employer, please call (**80077000**) or refer to the Ministry of Manpower;
* If the procedures regarding the issuance of your Labour Card or Resident Card have not been initiated within one month following your arrival date, you should notify your direct supervisor of such delay;
* Your Resident Card (Civil Status Card) is an official document that you should keep;
* You should renew your passport before it expires;
* You may request and always keep a copy of your employment contract in order to be aware of your duties and rights;
* Your employer must compensate you for overtime, according to the Oman Labour Law No. 35 of 2003 and its amendments;
* In the event of an occurrence of a labour dispute between you and the employer or its representative, and this dispute has not been settled, you should refer to the Directorate-General of Labour Welfare, at the Ministry of Manpower;
* If you are unreasonably dismissed, and within fifteen (15) days following the date, on which you received the dismissal decision, you may request that the Directorate-General of Labour Welfare, at the Ministry of Manpower, revoke this decision;
* Do not leave the employer, for which you have been licenced to work, and do not work for an employer, for which you are not licenced to work. Any such act brings you under legal repercussions, including imprisonment and financial penalties;
* In the event that an employee works in the Sultanate of Oman without obtaining a relevant licence from the competent Government department, or in the event that he/she works for an employer, for which he/she is not licenced to work, such employee shall be subject to an imprisonment for a period not exceeding one month and/or to a fine not less than OMR 400 (four hundred Omani riyals) and not exceeding OMR 800 (eight hundred Omani riyals). Besides, the licence (if any) of such employee shall be cancelled, and this employee shall, at the expense of its employer, be deported and barred from entry to the Sultanate of Oman;
* Upon elapse of one year following the date of expiry or termination of the contract of employment, the employee may not request any payments due thereto;
* You should cooperate with the public officials. Any person, who deliberately impedes or prevents a public officials from exercising its powers or from performing any duty with which it is entrusted, shall be subject to financial fine and/or imprisonment. And in the event of a recurrence of such act by this person, the aforementioned punishment(s) may be doubled;
* You should adhere to the occupational safety and health regulations and procedures applicable at your place of work in order to avoid risks;
* Industrial actions are subject to specific legal actions, which are issued by the Ministry of Manpower. No one may go on strike in a facility that provides basic, public services;
* Any employee shall respect Islam and shall abide by the laws and regulations applicable in the Sultanate of Oman, including all the social and moral values established therein. Dissociating from activities, which would cause harm or damage to the national security of Oman, is a basic, fundamental duty upon everyone;
* You should maintain any production means and work tools, which you hold in trust for performance of your work, in order for them to be handed back upon completion of your service;
* An employer shall regularly remunerate its employee based upon the remuneration upon which they have agreed;
* No employee may work for any party other than the employer for which it has been licenced to work; and
* Your employer shall bear the fees for your work licence, labour card and residency visa. No employee may bear such expenses as long as it is legally carrying out its work.

**With best regards,**

**Directorate-General of Labour Welfare**

**The Ministry of Manpower**

[**www.manpower.gov.om**](http://www.manpower.gov.om)