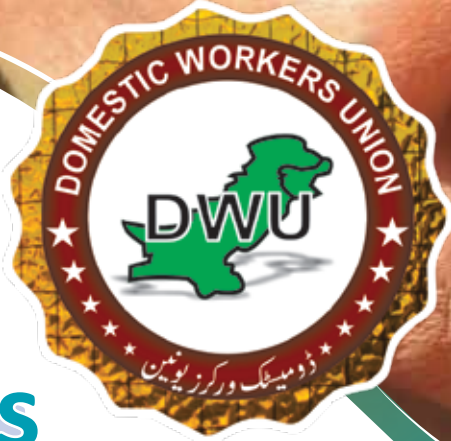


## Module - 3

by: Dr. Muhammad Ishaq  
Adv. Saad Muhammad



# Trainers Training

” میں وکرر ہوں  
یہ مجھے پتا نہیں ہتا  
میرے کیا حقوق ہیں یہ میں نے جانا۔ “

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# Foreword

Domestic Workers Union is a huge unity of domestic workers in Lahore, Sheikhpura and Kasur working with a mission to expand its network to Punjab by 2020. Luckily Domestic Workers Union has successfully organized Domestic Workers union in Lahore, Sheikhpura and Kasur which is considered to be the most prominent success of the union. The first registration of the informal sector union is as Domestic workers union Lahore.

Majority of these workers are female from very low paid category workers with a low level of awareness and education. The Central Punjab region of the PWF had a lot of contribution in this long journey and determined to a continuous efforts to build up the capacity of the newly born organization of Domestic worker trade union to equip them with the tool of organising and occupation safety and health.

Now the DWU has decided to create organizing and Training networks among the domestic workers and to systematically upgrade their knowledge and skills to create awareness on side and to expand the sphere of work through its training and organising networks to Shekhpura, Kasur as well as to increase the membership .

The trainings will be composed of Module 1, Module 2 and Module 3 designed to step by step capability of the workers enabling them to enhance membership and to expand it to the other cities. We have developed Module one based on primary knowledge and skill which will be the first systematic module specifically for the Domestic workers union designed on the participatory methods of teaching.

We hope this module will be helpful for the target group and will strengthen Domestic Workers Union in term of organising and safety at work place by establishing the organising and training network from among the Domestic workers

May God help us in supporting this exploited class mainly females.

I would like to appreciate ILO, PWF, PWF (CPR) and DWU for their valuable input specially Adv. Saad Muhammad for his support in the design phase of Module 1, 2 & 3 and ILO Pakistan Office for its financial support.

**Dr. Muhammad Ishaque, Master Trainer PWF.**



## Previous work on Organizing the DW through ILO support:

ILO under the GE4DW (Gender Equality For Domestic Workers) Project supported the PWF in registering the first ever DW union with the Department of Labour Punjab. The DW union conducted tripartite meetings, convened rallies interacted with media, engaged government and employers and as a result the Domestic Workers Policy was initiated by the Govt of Punjab and presently a law for Domestic Workers is being reviewed for legislation by the Govt of Punjab. The DWU also increased its membership and opened a bank account of the DW and also imparted trainings on TU issues to Domestic workers during the support from the ILO Gender Project. As a support from the ILO in the Phase I of the project the DWU achieved in coming up with the draft Domestic Workers Policy 2018, As an achievement the Lahore high court made a committee on the domestic workers Draft Law Finalization of which the union is part as its member to give their remarks and suggestion. News of the DWU activities in international newspapers and interviews of the DWU leadership in various local TV Channels, Articles on the DWs issues and the work of the DWU, Massive rally of DWs in Kasur, 10 Corner Meetings with Domestic Workers in Field in district Kasur and Lahore for Organizing the DWU and making them members of union, creation of website of the DWU, Increased membership of DWU, Camp Office of DWU, the union's activities and its outreach to the workers has caught the attention of a few international trade unions and a Danish Trade union the LO/FTF council has been in contact with the union on exploring ways of possible support. This also is a great achievement and result by the union and the union again owes it to the support of the ILO & the participant's also spreaded awareness on social safety nets and their benefits in their relevant communities. As a result of the day and night struggle of DWU and with the support of ILO the union succeeded in putting political pressure on the government finally the parliament approved the Domestic Workers Act 2019 and gave the domestic workers legal coverage as worker under the law with all the benefits.

## Way Forward:

Capitalizing on the good work done by the DWU the union intends to carry out its organizing strategy and enhance the DWU network by registering union at Punjab level, provide trainings on TU issues to the workers, make trainers among DWs, improve outreach and visibility of the DW union through active engagement of media and social media, carry out research and mobilize further political support for the Implementation of the Domestic Workers Act 2019. The DWU also intends to lobby support to help the government ratify C-189 of the ILO, and to make amendments to enhance social safety net coverage to the DWs in Pakistan.

— Aroma Shahzad, General Secretary DWU

# Session plan No 1

## Introduction

### Objectives of the session:

The participants will be able to :

- Express about yourself
- Learn innovative way of introduction

**Time: 45 Minutes**

### Key points

#### **Introduction of the participants.**

Ask the participant to introduce yourself.

- Name
- Position
- Organization

Attach anything as a symbol and express yourself as that symbol by relating its characteristics. Give 10 minutes for the preparation.

Discuss the creativity and expression of feelings.

Give an example: I am like a blackboard, I am used in imparting knowledge to others.

I am found in every education department. I am the cheaper way of imparting knowledge.

I am as open and visible equally to all without any discrimination.

The persons deputed on high ranks have been got education through myself and I am proud of it. All teachers are best companion of me who daily write very beautiful words but very often eradicate it. I become happy when some good things are written on me but very unhappy when some malicious or mischievous words are written on me.

Try to attach yourself with any educational material or any good things.

Please express positive and negative aspect of that symbol.

### Teaching method

- 1- Activity
- 2- Participatory

### Teaching aid

charts

At the end of activity appreciate the participants.

Explain that your creativity on focusing any thing will promote your creative learning.

You can use it for developing material or writing something on any topic.

**Summary:** Repeat the key point learned from this activity.

Every time you make introduction always use new way to introduce

# Session plan No 2

## Key points of Module 2

### Objectives of the session:

The participants will be able to:

- Analyze the learning in module 2
- Revision of key points of module 2
- Relate it with module 3

**Time: 60 Minutes**

Key points	Teaching method	Teaching aid
<p>Ask the participants</p> <p>What do you remember about the TTM2?</p> <p>Through plenary discussion, make participants reflect on recently conducted local training activities during module 2.</p> <p>Ask the following:</p> <ul style="list-style-type: none"><li>• What kind of experiences have you had with your own seminars?</li><li>• What was good and what was bad?</li><li>• Did you achieve the short term objectives?</li><li>• Did you follow your plans?</li><li>• Were there any problems with the participants, facilities or materials?</li><li>• Did you use trade union materials?</li><li>• Was the target group appropriate compared to contents?</li><li>• Was the level of training appropriate compared to participant group?</li><li>• Were the participants motivated or did you have to motivate them?</li><li>• Were you satisfied with yourself and your seminar?</li></ul> <p>As a trainer, browse through the educational terms/design of curriculum: Target group, Initial behavior, Terminal behavior, Emphasize on reading again and again the basic terms of the curriculum, Aim, Objectives, Training methods utilized, Programme administration etc.</p>	<p>Participatory &amp; Question, Answers</p>	<p>Power point Presentation</p>
	<p><b>Initial behavior</b></p> <p>The participants do not take interest to become members of a union</p> <p><b>Terminal behavior</b></p> <ul style="list-style-type: none"><li>• After the workshop the participant must be active participants when the union have campaigns to recruit new members.</li><li>• After the workshop participants are able to make budget for a 2-day workshop.</li><li>• To have 200.Plus members the respective Union by 2020</li></ul> <p><b>Workshop objective</b></p> <p>The objectives of this work shop is to organize domestic workers</p> <p><b>Aim</b></p> <p>To strengthen the Domestic workers union in Pakistan</p> <p><b>Target group</b></p> <p>The organized workforce of domestic workers</p> <p><b>Session objective</b></p> <p>The session objectives are those which we desire to get at the end of the session</p> <p><b>Workshop objective</b></p> <p>The workshop objective are designed to achieve it at the end of workshop Clarify every answer of the participants</p> <p><b>Summary:</b> Repeat all key point</p>	

# Session plan No 3

## ILO conventions and recommendation

### Objectives of the session:

The participants will be able to:

- Learn about the convention of ILO
- Learn about the recommendation of ILO

**Time: 60 Minutes**

### Key points

What is the mechanism of ILO ?  
What is the mandate of ILO?  
Ask the question about ILO ?  
How ILO works?  
Where does its office situated?  
Do you know about its Governing body?  
Where is Pakistan office?  
Who is representing in Tripartite body of ILO?  
Who are the member of governing body?  
ILO is working on tripartite basis as per the following allocation.

- 14 workers' representatives from members country all over the world
- 14 employers' representatives from members country all over the world
- 28 governments' representatives from members country all over the world

What is convention ?

#### **CONVENTIONS**

are international treaties  
when ratified, are legally binding  
if not ratified, could represent legal objectives and influence national legislation  
are technical or promotional  
190 Conventions (as of today)  
What is recommendation?  
It is not open to ratification  
It is not binding  
It provide guide line to the member country in development of policy or legislation  
Or good governance

#### **Eight CORE CONVENTIONS OF THE 1948**

##### **Convention (No. 87)**

Freedom of Association and Protection of the Right to Organise Convention

##### **Convention, (No. 98)**

Right to Organise and Collective Bargaining

##### **Convention, (No. 29)**

Forced Labour Convention No 100 Discrimination (Employment and Occupation)

**Convention, (No. 105)** Abolition of Forced Labour Equal Remuneration Convent

Abolition of Forced Labour

Equal Remuneration Convention, **Convention, (No. 111)**

##### **Convention, (No. 138)**

Minimum Age Convention, **(No. 182)**

Worst Forms of Child Labour

**Convention, (No. 182)** Worst Forms of Child Labour

**Convention, (No. 138)** Minimum Age

**1. Freedom of Association and Protection of the Right to Organise Convention, 1948 Convention No. C-87**

*Ratification Date: 14.02.1951*

#### ***Synopsis of the Convention:***

Workers and employers, without distinction whatsoever, have the right to establish and, subject only to the rules of the organization concerned, to join organizations of their own choosing for furthering and defending their interests without previous authorization.



However, the extent to which the guarantees provided for in the Convention will apply to the armed forces and the police will be determined by national laws or regulations.

Workers' and employers' organizations have the right to establish and join federations and confederations. They also have the right, in the same way as federations and confederations, to affiliate with international organizations of workers and employers.

Furthermore, these organizations, federations and confederations have the right to:

- draw up their constitutions and rules;
- elect their representatives in full freedom;
- organize their administration and activities; and

The public authorities have to refrain from any interference which would restrict this right or impede the lawful exercise thereof. The acquisition of legal personality by workers' and Employers' organizations, federations and confederations may not be made subject to conditions of such a character as to restrict the rights enumerated above. Furthermore, they may not be dissolved or suspended by administrative authority.

in general, any State which ratifies the Convention undertakes to take all necessary and appropriate Measures in exercising the rights provided for in the Convention, workers and employers and their respective organizations have to respect the law of the land. However, the law of the land must not be such, nor may it be so applied as to impair the guarantees provided for in the Convention

## **2. Convention, 1949 (No. 98)**

### ***Right to Organise and Collective Bargaining***

To ensure that workers and employers may exercise freely the right to organize

Discuss about the Tripartite structure

- **1.** Workers' and employers' organisations shall enjoy adequate protection against any acts of interference by each other or each other's agents or members in their establishment, functioning or administration.
- **2.** In particular, acts which are designed to promote the establishment of workers' organisations under the domination of employers or employers' organisations, or to support workers' organisations by financial or other means, with the object of placing such organisations under the control of employers or employers' organisations, shall be deemed to constitute acts of interference within the meaning of this Article.

Machinery appropriate to national conditions shall be established, where necessary, for the purpose of ensuring respect for the right to organize as defined in the preceding Articles. Measures appropriate to national conditions shall be taken, where necessary, to encourage and promote the full development and utilization of machinery for voluntary negotiation between employers or employers' organizations and workers' organisations, with a view to the regulation of terms and conditions of employment by means of collective agreements.

- **1.** The extent to which the guarantees provided for in this Convention shall apply to the armed forces and the police shall be determined by national laws or regulation
- **1.** Declarations communicated to the Director-General of the International Labour Office in accordance with paragraph 2 of Article 35 of the Constitution of the International Labour Organisation shall indicate --
- **(a)** the territories in respect of which the Member concerned undertakes that the provisions of the Convention shall be applied without modification;
- **(b)** the territories in respect of which it undertakes that the provisions of the Convention shall be applied subject to modifications, together with details of the said modifications;



- **(c)** the territories in respect of which the Convention is inapplicable and in such cases the grounds on which it is inapplicable;
- **(d)** the territories in respect of which it reserves its decision pending further consideration of the position.
- **2.** The undertakings referred to in subparagraphs (a) and (b) of paragraph 1 of this Article shall be deemed to be an integral part of the ratification and shall have the force of ratification.
- **3.** Any Member may at any time by a subsequent declaration cancel in whole or in part any reservation made in its original declaration in virtue of subparagraph (b), (c) or (d) of paragraph 1 of this Article.
- **4.** Any Member may, at any time at which the Convention is subject to denunciation in accordance with the provisions of Article 11, communicate to the Director-General a declaration modifying in any other respect the terms of any former declaration and stating the present position in respect of such territories as it may specify.
- **1.** Declarations communicated to the Director-General of the International Labour Office in accordance with paragraph 4 or 5 of Article 35 of the Constitution of the International Labour Organisation shall indicate whether the provisions of the Convention will be applied in the territory concerned without modification or subject to modifications; when the declaration indicates that the provisions of the Convention will be applied subject to modifications, it shall give details of the said modifications.
- **2.** The Member, Members or international authority concerned may at any time by a subsequent declaration renounce in whole or in part the right to have recourse to any modification indicated in any former declaration.
- **3.** The Member, Members or international authority concerned may, at any time at which this Convention is subject to denunciation in accordance with the provisions of Article 11, communicate to the Director-General a declaration modifying in any other respect the terms of any former declaration and stating the present position in respect of the application of the Convention.

### **3. Convention No. C-105**

*Ratification Date: 15.02.1960*

#### **Synopsis of the Convention:**

Any State which ratifies the Convention undertakes to suppress and not to make use of any form of forced or compulsory labour:

as a means of political coercion or education or as a punishment for holding or expressing political or views ideologically opposed to the established political, social or economic system;

as a method of mobilizing and using labour for purposes of economic development;

as a means of labour discipline; as a punishment for having participated in strikes;

As a means of racial, social, national or religious discrimination.

In exercising the rights provided for in the Convention, workers and employers and their respective organizations have to respect the law of the land. However, the law of the land must not be such, nor may it be so applied as to impair the guarantees provided for in the Convention

Any State which ratifies the Convention undertakes to suppress and not to make use of any form of forced or compulsory labour:

as a means of political coercion or education or as a punishment for holding or expressing political or views ideologically opposed to the established political, social or economic system; as a method of mobilizing and using labour for purposes of economic development; as a means of labour discipline; as a punishment for having participated in strikes;

as a means of racial, social, national or religious discrimination.

#### **4. Convention No. C-111 Ratification**

*Date: 15.02.1960*

##### **Main Theme:**

Discrimination: any distinction, exclusion or preference made on the basis of race, colour, sex, religion, political opinion, national extraction or social origin (or such other ground as may be specified by the State concerned), which has the effect of nullifying or impairing equality of opportunity or treatment in employment or occupation.

Synopsis of the Convention:

Each State which ratifies the Convention undertakes to declare and pursue a national policy designed to promote equality of opportunity and treatment with a view to eliminating any discrimination in respect of:

access to vocational training;  
access to employment and to particular occupations; and  
terms and conditions of employment.

In particular, it has to:

Seek the co-operation of employers' and workers' organisations and other appropriate bodies in promoting the acceptance and observance of its policy; repeal any statutory or administrative provisions which are inconsistent with the policy; enact legislation and promote educational programmes to secure its acceptance; ensure observance of the policy in employment, vocational guidance, vocational training and placement services under the direction of a national authority; indicate in its annual reports on the application of the Convention the action taken in pursuance of this policy.

#### **Fundamental Conventions on child labour**

#### **5. Minimum Age Convention, 1973, Convention No.C 138**

*Ratification Date: 06.07.2006*

##### **Synopsis of the Convention:**

##### **National policy**

Ensure the effective abolition of child labour;

Minimum age in admission to the employment in Pakistan is 14 years for adolescents

Worst Forms of Child Labour Convention, 1999

#### **6. Convention No. C-182**

*Ratification Date: 11.10.2001*

##### **Main Theme:**

Child: all persons under the age of 18 years.

The worst forms of child labour:

- All forms of slavery or practices similar to slavery, such as the sale and trafficking of children, debt bondage and serfdom and forced or compulsory labour, including forced or compulsory recruitment of children for use in armed conflict;
- The use, procuring or offering of a child for prostitution, for the production of pornography or for pornographic performances;
- The use, procuring or offering of a child for illicit activities, in particular for the production and trafficking of drugs as defined in the relevant international treaties;
- Work which, by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children.

## 7. Convention No. C-29 Forced Labour Convention, 1930

*Ratification Date: 23.12.1957*

### **Main Theme:**

Forced or compulsory labour: all work or service which is exacted from any person under the menace of any penalty and for which the said person has not offered her or himself voluntarily.

Synopsis of the Convention:

- Each State which ratifies the Convention undertakes to suppress the use of forced or compulsory labour in all its forms within the shortest possible period.
- The illegal exaction of forced or compulsory labour must be punishable as a penal offence with penalties that are really adequate and strictly enforced.
- However, certain types of labour are excluded from the scope of the Convention:
- Work of a purely military character exacted in virtue of compulsory military service laws;
- Work which forms part of the normal civic obligations of citizens; work exacted from any person as a consequence of a conviction in a court of law, provided that:
  - Taid work is carried out under the supervision and control of a public authority; and that
  - The said person is not hired to or placed at the disposal of private individuals, companies or associations;
- Work exacted in cases of emergency (war, calamity and in general any circumstance that would endanger the existence or the well-being of the whole or part of the population);
- Minor communal services (services performed by the members of the community in the direct interest of the said community, provided that the members of the community or their direct representatives have the right to be consulted in regard to the need for such services).

## 8. Convention No. C-105

*Ratification Date: 15.02.1960*

### **Synopsis of the Convention:**

- Any State which ratifies the Convention undertakes to suppress and not to make use of any form of forced or compulsory labour:
  - As a means of political coercion or education or as a punishment for holding or expressing political or views ideologically opposed to the established political, social or economic system;
  - As a method of mobilizing and using labour for purposes of economic development;
  - As a means of labour discipline; as a punishment for having participated in strikes;
  - As a means of racial, social, national or religious discrimination.

**Summary:** Repeat the number and title of the convention

Use normlex to see detail

# Session plan No 4

Convention 189 regarding DW

## Objectives of the session:

The participants will be able to:

- Discuss the convention 189
- Discuss the rights of domestic workers as per C189

**Time: 45 Minutes**

### Key points

#### **Article 5**

Each Member shall take measures to:

Ensure that domestic workers enjoy effective protection against all forms of abuse, harassment and violence.

#### **Article 6**

Ensure that domestic workers, like workers generally, enjoy fair terms of employment as well as decent working conditions and, if they reside in the household, decent living conditions that respect their privacy.

#### **Article 7**

Ensure that domestic workers are informed of their terms and conditions of employment in an appropriate, verifiable and easily understandable manner and preferably, where possible, through written contracts in accordance with national laws, regulations or collective agreements, in particular:

- (a) The name and address of the employer and of the worker;
- (b) The address of the usual workplace or workplaces;
- (c) The starting date and, where the contract is for a specified period of time, its duration;
- (d) The type of work to be performed;
- (e) The remuneration, method of calculation and periodicity of payments;
- (f) The normal hours of work;

### Teaching method

Visual aids

### Teaching aid

Power point presentation

- (g) paid annual leave, and daily and weekly rest periods;
- (h) the provision of food and accommodation, if applicable;
- (i) the period of probation or trial period, if applicable;
- (j) the terms of repatriation, if applicable; and
- (k) terms and conditions relating to the termination of employment, including any period of notice by either the domestic worker or the employer.

#### **Article 9**

Ensure that domestic workers:

- (a) are free to reach agreement with their employer or potential employer on whether to reside in the household;
- (b) who reside in the household are not obliged to remain in the household or with household members during periods of daily and weekly rest or annual leave; and
- (c) are entitled to keep in their possession their travel and identity documents.



### **Article 10**

Ensuring equal treatment between domestic workers and workers generally in relation to normal hours of work, overtime compensation, periods of daily and weekly rest and paid annual leave in accordance with national laws, regulations or collective agreements, taking into account the special characteristics of domestic work.

2. Weekly rest shall be at least 24 consecutive hours.

### **Article 11**

Each Member shall take measures to ensure that domestic workers enjoy minimum wage coverage, where such coverage exists, and that remuneration is established without discrimination based on sex.

### **Article 12**

1. Domestic workers shall be paid directly in cash at regular intervals at least once a month. Unless provided for by national laws, regulations or collective agreements, payment may be made by bank transfer, bank cheque, postal cheque, money order or other lawful means of monetary payment, with the consent of the worker concerned.

### **Article 13**

1. Every domestic worker has the right to a safe and healthy working environment. Each Member shall take, in accordance with national laws, regulations and practice, effective measures, with due regard for the specific characteristics of domestic work, to ensure the occupational safety and health of domestic workers.

### **Article 14**

1. I take appropriate measures, in accordance with national laws and regulations and with due regard for the specific characteristics of domestic work, to ensure that domestic workers enjoy conditions that are not less favourable than those applicable to workers generally in respect of social security protection, including with respect to maternity.

### **Article 15**

1. To effectively protect domestic workers, including migrant domestic workers, recruited or placed by private employment agencies, against abusive practices, each Member shall:

(e) take measures to ensure that fees charged by private employment agencies are not deducted from the remuneration of domestic workers.

2. each Member shall consult with the most representative organizations of employers and workers and, where they exist, with organizations representative of domestic workers and those representative of employers of domestic workers.

### **Article 16**

Each Member shall take measures to ensure, in accordance with national laws, regulations and practice, that all domestic workers, either by themselves or through a representative, have effective access to courts, tribunals or other dispute resolution mechanisms under conditions that are not less favourable than those available to workers generally.

### **Article 17**

1. Each Member shall establish effective and accessible complaint mechanisms and means of ensuring compliance with national laws and regulations for the protection of domestic workers.

2. Each Member shall develop and implement measures for labour inspection, enforcement and penalties with due regard for the special characteristics of domestic work, in accordance with national laws and regulations.

3. In so far as compatible with national laws and regulations, such measures shall specify the conditions under which access to household premises may be granted, having due respect for privacy.

### **Article 19**

This Convention does not affect more favourable provisions applicable to domestic workers under other international labour Conventions.

Between domestic workers and workers generally in relation to normal hours of work, overtime compensation, periods of daily and weekly rest and paid annual leave in accordance with national laws, regulations or collective agreements, taking into account the special characteristics of domestic work.

2. Weekly rest shall be at least 24 consecutive hours.

3. Periods during which domestic workers are not free to dispose of their time as they please and remain at the disposal of the household in order to respond to possible calls shall be regarded as hours of work to the extent determined by national laws, regulations or collective agreements, or any other means consistent with national practice.

**Summary:** Repeat important point  
Try to lobby for ratification

## Session plan No 5

### The Punjab Domestic worker act 2019

#### Objectives of the session:

The participants will be able to:

- Discuss the DW act
- To learn about the rights of domestic workers

**Time: 45 Minutes**

Key points	Teaching method	Teaching aid
<p>The Punjab Domestic workers Act. 2019 is considered a miracle in light of the current deteriorating condition of labour market. The background of the domestic workers union have a lot of struggle and very successful story of organizing . contribution of Pakistan workers Federation, the PWF Central Punjab region, and the brave domestic workers have made is easy.</p> <p>This is one of the prominent achievement of PWF which has got international recognition .</p> <p>Before the enactment there nothing appreciable for the domestic workers and there was no right exist for them.</p>	<p>Lecture Question, Answer</p>	<p>Board charts etc</p>
	<p><b>For example:</b></p> <ul style="list-style-type: none"><li>• No recognition</li><li>• No coverage of laws</li><li>• No appointment letters</li><li>• No working hours</li><li>• No leave</li><li>• No job contracts</li><li>• No maternity benefits</li><li>• No age limit for appointment</li><li>• And so many other No</li></ul>	

## Key points

### **Post enactment benefits**

After this enactment full protection has been achieved by the domestic workers

- They have been recognized as workers
- Coverage of laws
- Working hours
- Leave
- Job contract
- Maternity benefits
- Age limit for appointment
- The minimum wage will be applicable
- Festival; holidays
- Medical leave
- Registration process
- Protection against sexual harassment at Workplace
- Protection against force labour and child Labour
- Compulsory appointment letter
- Leave including maternity leave
- Accommodation
- Termination benefits
- Equal wages for equal work
- Job association
- Minimum wage
- Sick leave 8 days
- Weekly rest one days
- On termination of appoint one month pay
- Report of accident within 48 hours
- Registration of employee
- Renewal after 3 years
- Dispute resolution
- Yearly medical check up
- Penalty 5000 to 10,000
- Registration in social security
- Child labour under age 12 years imprisonment for one month

- Child labour under the age of 15 fine up to 10000
- Obstruction of inspector fine Rs 10000
- The media has also a vital role in promoting domestic workers rights
- Pressurizing the govt. to legislate

No doubt there was prominent role of ministerial staff and labour department to promote DW and its union

The realization of employer federation who have also a kind input in this welfare task.

### **Way forward**

There is dire need to continue the struggle and do more for completion of this work

- Registration
- In EOBI The current maternity leave be increased from 6 week to 12 weeks to avoid discrimination of DW and Decide for the contribution of social security
- Tripartite patronage Recruitment of fresh Completion of Registration
- Organizing more Dw
- Expansion of activities to the other cities of Pakistan
- Special provision for fixing the wages
- Media need further support to achieve the target changes
- Special focus on the behavior of the DW as it construct the future of the kids and entertain guest so they might be trained and understand the psychological need of children and children safety
- Confidentiality and privacy of the house hold.
- It is suggest that a model code of conduct may also be developed for the security and privacy of employees and employer.

**Summary:** Repeat the key points

Decent work and decent performance will upgrade your status.  
Training on occupation safety and health

# Session plan No 6

## Domestic workers policy 2015

### Objectives of the session:

The participants will be able to:

- Discuss labour policy for domestic workers

**Time: 45 Minutes**

### Key points

Implementation mechanism, monitoring and evaluation also reporting will be made to more.

The important points from the Domestic workers policy.

A pressure has been remained from the worker organization to address the issues of Domestic workers.

Similarly ILO was also struggling to develop a domestic workers policy.

**1.** The domestic work is a multidimensional with regards to employment, remuneration. Source of engagement, isolation, invisibility and splitting working hours from employer to employer.

**2.** It is of particular nature as some time full time some time part time and some time multi-employer simultaneously.

**3.** It has a wide range of different responsibilities washing cleaning and ironing etc.

**4.** It has been dealt with by normal labour laws and some of the criminal laws as there have many reported cases of sexual harassment specially focusing the harassment cases.

**5.** The household is difficult to cover by the laws – the enforcement of law by inspectors will also be an issue. It may create other issues as well

**6.** Convention 189 is most relevant to promote the decent work agenda.

**7.** The term domestic means a person involved in domestic work in household. The abolition of child labour, freedom of association, illumination of discrimination

### Teaching method

Lecture Question and Answers

### Teaching aid

Presentation

**8.** The constitution of Islamic republic Pakistan guarantees the rights to organize. Due to the 18th amendment the power shifted to provinces to legislate

**9.** The govt of Punjab has taken a view to facilitate the workers of domestic nature

**10.** The service condition of domestic workers are also demanding the organizing

**11.** The current policy is a positive step toward promotion of domestic workers which is considered a milestone the domestic worker situation/

**12.** Pakistan has ratified the convention 87 right to organize and promoting this will enable domestic workers to organize themselves.

**13.** The focus of the policy is to make strategy for the promotion of DW. A vast consultation among the stakeholders and the representative of the employers of domestic workers govt and representative from trade union.

**14.** This policy reaffirms the govt intention to promote domestic workers practically implement the laws of the domestic workers ILO Policy Briefs on Domestic Work.

The Domestic Work Policy Brief series aims to stimulate and inform policy debates on advancing decent work for domestic workers. It provides information on terms and conditions of employment in domestic work, policy issues and different views on these issues, and varied approaches to addressing them around the world.

**Summary:** Repeat the significant points

Thank the govt and the ILO



# Session plan No 7

## Model contract for domestic workers

### Objectives of the session:

The participants will be able to:

- Express their view regarding the terms and condition of DW
- Discuss the model contract for domestic workers

**Time: 30 Minutes**

### Key points

This model contract was prepared by Dr. Muhammad Ishaque Khan with the consultation of PWF leadership and presented in a tripartite meeting discussion made by stakeholders and unanimously approved by them.

#### Model Contract For Domestic Worker

**Given By:**

(Herein After Referred To As "The Employer")

Address Of Employer:	-----
	-----
To	-----

(Herein After Referred To As "The Employer")

**1. Commencement Employment will begin on ..... and continue until terminated**

**2. Place of work .....**

**3. Job description**

Job Title .....

(e.g.. Domestic Worker, Child Minder, Gardener, Etc)

**4. Hours of work 8 hours daily with one interval of one hour for six days**

4.1 For the part time work the number of hours be fixed with mutual consent of the parties.

### Teaching method

Lecture discussion

### Teaching aid

Power point presentation

4.2 Over Time shall be paid at rate of double per hour according to the minimum wages act.1969

#### 5. Wage will be allowed as per Minimum Wage Act 1969

5.1 The employees wage shall be paid in cash on the last working day of every month but not later than 10 the of the succeeding month.

5.2 The employee shall be entitled for transport allowance as per actual expenses In case the servant quarter is provided the transport allowance stand forfeited.

5.3 The following deductions are agreed upon:

A. An Unauthorized absence from duty

B. Medical leaves for more than 2 days without medical certificate from the doctor.

5.4 Annual increment @ of at least 5 percent of the total wages per month

**6. Termination of employment. During the probation period of 3 months the services are terminated/ resign tendered without any prior notice from either side and after successful completion of probation period one month prior notice for unexpired period will be admissible.**

#### 7. Sunday work

Any work on Sundays will be by agreement between parties and will be paid as over time @ rate of double of minimum wages.

#### 8. Public Holidays

In case of work on holidays over time will be by paid @ double rate of wages.

**9. Annual Leave**

The employee is entitled to 14 days annual leave in a year and this leave will be allowed with mutual consent / arrangement of the employer.

**10. Sick leave**

16 days medical leave will be allowed to the domestic workers in a year. In case of more than 2 days leave the written advice from the doctor is mandatory however intimation to the employers is necessary in case of availing any medical leave.

**11. Maternity leave**

(90 days Maternity leave will be allowed to the domestic workers 45 days pre delivery and 45 post delivery with full pay.

**12. Casual leave**

The employee will be entitled to 10 days casual leave during the year.

**13 Accommodation**

In case the employer agrees to provide accommodation to the worker the conveyance allowance/ Transportation expenses stands forfeited.

13.1 In case of termination the worker is liable to evacuate the accommodation within 15 days from the date of termination

13.2 In case of accommodation the right of privacy will be ensured by the employer.

**14. Other benefits**

Registration with Social Security Institution and Employees Oldage Benefits will be allowed as per prevailing law of the state.

**EMPLOYER**

Acknowledgement of Receipt by Employee:

.....

Date: .....

This was the finalized model contract before the act of Domestic workers legislated.

**Summary:** This was a prominent action at the time when no law existed

The important point here is that it was acknowledged by employer, Govt and workers representatives unanimously. There reflection of this contract in the current law passed by the getaways remember to read and understand and then sign the contract

**Employee**

\_\_\_\_\_  
Signature

# Session plan No 8

## Social safety nets

### Objectives of the session:

The participants will be able to:

- Discuss the institution of welfare for worker
- Discuss the benefits of SSN

**Time: 60 Minutes**

### Key points

#### **Social safety nets**

It is just a support for employees to enhance his saving from such social responsibilities he or she has been affording in shape of medical expenditure, Education fee and books or other social issue like marriage grant etc

This a major support and placing impacts on the monthly income of a workers.

These safety nets are available during the service period and during the old age

The most important institutions are as under:

**Social security institution in every province ESSI- PESSI- BESSI-SESSI**

**Employees old age benefits institute EOBI**

**Worker welfare fund and WWB in ever province**

All these institution have registration and run on contribution from the employer and thus provide relevant benefits to the its members

#### **ESSI**

- It has been established under Social security ordinance 1965
- It provides medical facilities to self and dependent family members
- Maternity benefits
- Sickness benefits
- Injury benefits
- Dependents care
- Disability grant
- Funeral charges

### Teaching method

Lecture

### Teaching aid

Question, Answers

The commissioner federal social security is competent authority for Islamabad capital territory ICT

**It is working under the Tripartite body a structure given below**

Provincial minister for labour HRD  
3 members from the employers  
3 workers representative  
1 ministry of finance  
1 ministry of Health  
1 ministry of industry  
Commissioner social security

chairman  
members  
members  
member  
member  
member  
secretary

#### **Employees Old age benefits EOBI**

- It has been created under the EOBI act 1976
- It is applicable to the whole of Pakistan on industrial and commercial department where five or more worker are engaged
- It is running on the contribution of employers 5 percent of the wage and 1 percent from the employees
- Benefits
- Old age pension
- Old age grant
- Survivor pension
- Disability pension
- The structure of the institute
- Secretary HRD, chairman
- 4 members from the federal govt
- 4 from the worker representative 1 from each province
- 4 from provincial govt
- All register members are getting benefits of it

## Worker Welfare fund

It implements its function through a provincial board called Workers welfare Board from each province

- Established in 1973
- Benefit
- Death grant
- Dowry grant
- Marriage grant
- Residential colony for workers
- Children education schools
- Children education grant
- Bicycle
- Sewing machine

And so many other subject to the approval of WWB Workers welfare board of each province

# Session plan No 9

How to conduct a meeting of Trade union Body

## Objectives of the session:

The participants will be able to:

- Participate in mock meeting of trade union
- Learn how the code of conduct is
- Learn how to communicate

**Time: 60 Minutes**

## Activity sheet

### A meeting of Executive body of trade union of domestic workers

#### Agenda item 1

Opening of the meeting  
Recitation from the Holy Quran  
Attendance of the participants by General secretary

#### Agenda item 2

Minutes of the previous meeting of executive body and its approval

#### Agenda item 3

Issues of Harassment

#### Agenda item 4

Wages delayed and deducted

#### Agenda item 5

#### Agenda item 6

Occupational safety issue  
PPEs not available to the workers

#### Agenda 7

Plan for recruiting new members

#### Agenda 8

Raising Trade union Finance  
Any other point with the permission of president

#### Task to do

- Read the agenda by the selected participants
- Know your role and designation
- Decide who will speak on what point
- Prepare your argument for debate
- Use communicational skill
- Get permission before speaking
- Take care of time
- One participant must take note for minutes of meeting agenda item and decision thereupon
- Other participant can help them in preparation
- Conduct role play seriously
- Keep your voice louder



**Summary:** After the meeting is over

Ask someone to present his observation on the mock meeting what are the strengths and weaknesses and how can be improved

Give input that normally as a practice we do not care for the formal meeting and its agenda but these are systematic things which we must do.

All the meeting must be recorded and the minutes be regarded for the future decision and successors

A tool to us is five “Ws” and one “H”

It is necessary to send agenda to the people concerned so that they may workout and the decision be taken carefully to save the interest of members

## Session plan No 10

Debate on participation of women in trade union for and against

### Objectives of the session:

The participants will be able to:

- Participate in debate
- Learn how to start a debate
- Learn how to communicate
- How to argue in

**Time: 60 Minutes**

#### Key points

An orientation about debate and rules of how to make a debate and why it is important teaching method and then assign activity.

#### Activity sheet

Select 10 volunteers and divide in two balanced group A and B.

Group A will debate in favour of women participation in trade union

The trainer will give some short instruction to successfully conduct the debate.

Give time of 20 minute to prepare arguments and then ask them to conduct a debate

#### Teaching method

Role play

#### Teaching aid

Presentation

Group a will start first and one of them will argue followed by one from group B and so on one by one . 40 minutes is the total debate time

The discuss after the session is over and guide if needed

Close the session with thanks

# Session plan No 11

## Organizing campaign

### Objectives of the session:

The participants will be able to:

- Discuss about campaign
- Discuss campaign strategy
- Discuss about material of campaign

**Time: 60 Minutes**

### Key points

#### What is campaign?

Why we launch campaign?

Learning Step wise campaign

- Step 1: Identify Your Issue. Think about one of the communities that you are part of...
- Step 2: Set your Goal.
- Step 3: Become an Expert.
- Step 4: Create a Resource Pool.
- Step 5: Know your Opponents.
- Step 6: Plan for Success.
- Step 7: Campaign Tactics and Getting Your Message Across.

#### Step 1

- Identify issues
- Need of campaign
- Think what is going around you
- The people around you
- The circumstance about you
- What are your strengths?
- What are your weaknesses?
- Identify who can help you?
- Whom you want to you?

#### Step 2: Set your Goal

- What do you want to achieve from the campaign?

### Teaching method

Lecture  
Question, Answers

### Teaching aid

Chart

- Determine short term goals
- Determine long term goals
- Evaluate the goal at the cost of activities
- Clear you vision
- Have a consultation on determining goals
- Make your goal SMART
- The goal must be specific
- Must be measurable
- Attainable or achievable
- Realistic
- Time bound
- **Become an Expert. ..**
- Make research.
- Study all aspect of what you planning for
- Consult the expert and you will get expert
- Think on all aspect of the matter fixed for campaign
- Consider and evaluate the negative and positive aspect of the matter
- Learn arguments and communication to have successful campaign

#### Step 4: Create a Resource Pool. ..

- Estimate how much resources you have?
- How much resource need to be created

## Key points

- What would be the fund raising strategy
- Human resources must be considered
- How much In kind resources available to you
- How much volunteer can provide resources
- How much and who can donate for your cause
- Who will train the people

### Step 5: Know your Opponents. ...

- Who can make hindrance in your way
- Who is going to be affected with your campaign
- Who can sabotage your planning
- Include expected risk of resistance
- Expect the people may not agree your plan
- Expect that some people around you may get annoyed

### Step 6: Plan for Success. ...

- Design best planning for success
- Decide material of campaign
- Develop attractive material
- Develop group of friend to specially design campaign material
- Decide what to print and distribute
- Decide what slogan or music should be suitable
- Select the active group of organising
- Select smart friend to continuously run campaign
- Use best material cartoon are easily understandable material
- Focus on key message which can enhance value of you campaign
- Organize monitoring mechanism to check

### Step 7: Campaign Tactics and Getting Your Message Across.

- Decide what slogan or music should be suitable
- Select the active group of organising
- Select smart friend to continuously run campaign
- Use best material cartoon are easily understandable material

## Key points

- Focus on key message which can enhance value of you campaign
- Organize monitoring mechanism to check
- Increase the visibility of your campaign

### Activity

You are going to launch a campaign to enhance membership of

#### **Domestic workers union**

And you need to run a campaign

What would be your campaign strategies?

What would be you key messages?

How you can run successful campaign?

Task to do

Discuss in your groups on the above question

Take note of the key point

Transfer your output on flip chart And nominate a presenter and present Time 40 minutes for preparation and 20 minutes for presentation

# Session plan No 12

## Evaluation

### Objectives of the session:

The participants will be able to:

- Evaluate the session

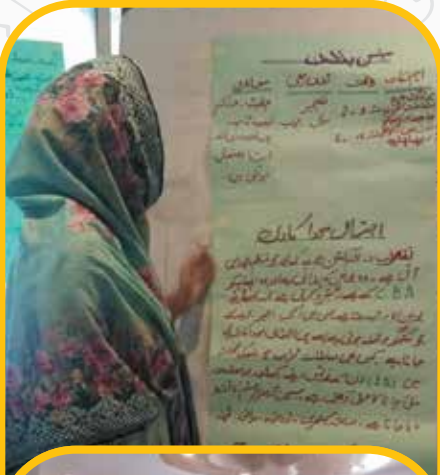
**Time: 30 Minutes**

Key points	Teaching method	Teaching aid
<p><b>What is campaign?</b></p> <p>At the end of programme ask the participants how they feel about the training</p> <p>Focusing the objectives of the training ?</p> <p>The management of the training?</p> <p>How was the material of training?</p> <p>How was the resource person in respect of delivery?</p> <p>How was his communication skill?</p> <p>How was time management?</p> <p>How was the hall?</p> <p>How about the foods?</p> <p>Any suggestion for improvement?</p> <p>The trainer fills up the chart</p> <p>And calculate the results</p>	<p>Lecture</p> <p>Question, Answers</p>	<p>chart</p>



# T T M - 2 Training Sessions

2 Days Photo Report





**Head Office:**

40-B 1st Floor Allama Iqbal Road, Lahore.

Tel: 042-36371525, 0333-4333387

Email: [secretarygeneral@dwupakistan.org](mailto:secretarygeneral@dwupakistan.org)

**Affiliated With:**

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