

Appendix 1: Sample Time Schedule for Helper

Wake up : 0630	Bath :2200	Sleep : 2230
----------------	------------	--------------

Breakfast : 0645	Lunch time : 1230	Tea break : 1545	Family dinner : 1930
------------------	-------------------	------------------	----------------------

Morning

- Wash the clothes by washing machine
- Prepare breakfast
- Hang the clothes
- Go to the market
- Prepare lunch, wash all dishes & utensils after lunch
- Sweep & wipe the floors with wet towels(both sitting room & bedrooms)
- Tidy up kids bedroom
- General dusting sitting room & kids' bedroom
- Clean the toilet, wash basin

Afternoon

- Do weekly routine work
- Tidy up master room when sir wake up
- Collect clothes if they are dry enough, fold them, iron clothes(all school uniforms, sir's shirts must be ironed properly)
- Prepare dinner, wash all dishes, utensils after dinner
- Clean up the kitchen
- Clean the bath tub & toilet after your bath

Weekly routine work

Monday: clean all doors & gate, outside balcony
Tuesday: clean all windows
Wednesday: clean & wash all bed sheet, pillow cover for the whole family
Thursday: clean all electric fans & exhaust fans
Friday: clean air conditioning filter
Saturday: Nail cutting for kids' fingers, feet
Sunday: Spare

Appendix 2: Sample of Intake & Output chart for Newborn

Date:

Time	intake(ml)/*(R/L)	urine	stool	Remark
0000				
0100				
0200				
0300				
0400				
0500				
0600				
0700				
0800				
0900				
1000				
1200				
1300				
1400				
1500				
1600				
1700				
1800				
1900				
2000				
2100				
2200				

* for breastfeeding: R=right breast, L=left breast

Appendix 3: Sample of Time Schedule for the Kids

	Boy	Girl
Morning wake up	0730	0730
Breakfast	00745	00745
Send to school	0815	0815
Pick up	1500	1200
Lunch	/	1230
Bathing	1545	1545
Tea time	1545	1530
homework	1600	1600
Dinner	1930	1930
Sleep	2100	2100
Sport day	Monday & Wednesday	Wednesday & Friday

How to prepare the kids to school

	Boy	Girl
Temperature sheet	Check & mark temp. daily	Check & mark temp. daily
Name tag	√	√
Water bottle	Fresh water in bottle(wash & change daily)	Empty mug(wash & clean daily)
Wet towel & towel box	Wash & change daily	Wash & change daily
Tissue	Check & refill(at least 5 pieces)	Check & refill(at least 5 pieces)
Disposable mask	3	3
Pencil box	-3 sharpen pencils -1 ruler, -1 eraser	No need
Snack put in a lunch box	Change daily e.g. raisin & biscuit	Change daily e.g. cake & raisin

Appendix 4: Sample of Out of Stock Grocery List

Bathroom

- Shampoo
- Bath Gel
- Conditioner
- children toothpaste
- Tissue rolls
- Cotton buds
- Adult toothpaste
- powder
- softener
- Bleach
- jiff
- washing detergent
- Other

Kitchen

- Light soya sauce
- sugar
- salt
- pepper
- Corn starch
- rice
- salted egg
- flour
- dark soya sauce
- eggs
- oyster sauce
- vinegar
- dried shrimp
- ginger
- century egg
- fan-si
- cooking wine
- tea
- honey
- oil
- disposable gloves
- garlic
- black beans
- rock sugar
- dried mushroom
- gloves
- garbage bags
- detergent
- kitchen tissue roll
- Other

Baby/ Kids' shopping list

<input type="checkbox"/> Milk powder	<input type="checkbox"/> diapers	<input type="checkbox"/> tissue boxes	<input type="checkbox"/> cotton pads
wet wipe	<input type="checkbox"/> cotton wool balls	<input type="checkbox"/> oats	
<input type="checkbox"/> fresh milk	<input type="checkbox"/> cereal	<input type="checkbox"/> bread	<input type="checkbox"/> juice
<input type="checkbox"/> Others:			

Electric appliances out of order : _____

Damage furniture/utensil : _____

Additional accessories request : _____

Appendix 5a: Salary Receipt Form

Receipt of Salary	
I _____, ID/Passport No. _____, acknowledge receipt of payment of the following items from my employer _____ (on date) _____ *by cash/ cheque No. _____ _____(Name of Bank)/bank autopay	
1. Wages from _____ to _____	\$HK
2. Overtime time date:	\$HK
3. Deduction of Salary/Others:	\$HK
4. Total	\$HK
Received by (Signature):	
Holiday Schedule for Month of() :	
Remarks:	

Appendix 6: Letter of Termination of Employment

Dear _____,

I, _____ would *resign from the post of domestic helper / dismiss you from the post of domestic helper under the Domestic Helper Contract No. _____, effective on (date) _____

*(a) by giving you _____ days / month(s) notice / with no notice.

*(b) by giving you _____ days / month(s) wages in lieu of notice.

The last working day will be (date) _____

Reason(s) of resignation /dismissal:

Yours sincerely,

_____ (signature) _____ (Date)

(Name)

Acknowledged receipt by (signature) _____

(Name) ()

Date _____

*Delete where appropriate

Appendix 7 外傭最後工作日之薪金結算

Calculation of Salary on helper's last day of work

I, _____, HKID No. : _____ (), received the following payments from my employer, _____, HKID No. : _____ () on _____ (date), in cash/ by check: _____

Description	Amount HK \$
1. Salary from _____ to _____ = _____ days @ _____/day	
2. Payment for work on statutory holidays(dates: _____)	
3. Untaken Annual Leave: K\$ _____ X _____ days	
3. Sick leave(s)	
4. Food Allowance (from _____ to _____)	
5. wages in lieu of notice	
6. Long term service payment	
7. Travelling Allowance: HK\$100/day X _____ days	
8. Payment in lieu of air ticket/return air ticket	
9. Other	
Total	

I agree that this is the full and final settlement of any and all claims regarding my employment with _____, under the contract number _____ both in Hong Kong and the Philippines.

Signature of Helper : _____

Name of Helper: (_____)

Date: _____

Signature of Employer : _____

Name of Employer: (_____)

Date: _____

* Please call to **Inform Arrow** Agency at **2151 1125** and get the Form of "Notification of Termination of Employment Contract with Foreign Domestic Helper"(終止外藉家庭傭工僱傭合約通知書)

Appendix 8a: Review with Helper Sample 1 與菲傭做檢討示例

1 Do you have enough food/ sleep?

2 What problem(s) are you having in adjusting to work/ life in Hong Kong?

3 Area(s) you are doing well:

4 Area(s) you are improving/have improved:

5 Area(s) you need to improve:

6 Anything you want to tell me, e.g. adjustment/communication problem, about the kid(s):

Appendix 8b: Review with Helper Sample 2與菲傭做檢討示例

Date: _____

Employer: _____

Helper: _____

Description內容	Score評分 1-5						
English	poor	1	2	3	4	5	excellent
Attitude	poor	1	2	3	4	5	excellent
Greeting	poor	1	2	3	4	5	excellent
Politeness	poor	1	2	3	4	5	excellent
Response	poor	1	2	3	4	5	excellent
Communication	poor	1	2	3	4	5	excellent
Initiative	poor	1	2	3	4	5	excellent
Willingness to learn	poor	1	2	3	4	5	excellent
Personal hygiene	poor	1	2	3	4	5	excellent
Food amount	poor	1	2	3	4	5	excellent
Working speed	poor	1	2	3	4	5	excellent
Infant care	poor	1	2	3	4	5	excellent
Child care	poor	1	2	3	4	5	excellent
cleaning	poor	1	2	3	4	5	excellent
Cooking	poor	1	2	3	4	5	excellent
Ironing	poor	1	2	3	4	5	excellent
Pet care	poor	1	2	3	4	5	excellent
Cheerfulness	poor	1	2	3	4	5	excellent

Additional Comments:

Appendix 9: 收支記錄示例 Record Marketing Money

若要僱工購物，便應給她一本筆記簿、教她做收支記錄，並保留所有單據給僱主隨時檢查。例子：

22-10-2015	23-10-2015
Money received: \$200 Money spent: \$90 (rice) \$10 (apple) + <u>\$77.9(#1)</u> <u>\$177.9</u> \$200 - <u>\$177.9</u> <u>\$22.1</u>	Money received: \$200 + <u>\$22.1</u> <u>\$222.1</u> Money spent: \$111 (oil) + <u>\$20 (pork)</u> <u>\$121</u> \$222.1 - <u>\$111.5</u> <u>\$110.6</u>

Appendix 10: 僱主給工人就業證書示例

Sample of Certificate of Employment

To whom it may concern,

This is to certify that (name of Helper, HKID no.) works with me as a domestic helper since (date arrive Hong Kong) until (last working date). She is honest, hardworking and she does her job well.(describe if she has any merits or good character)

This certification is issued upon request of (name of Helper) for whatever legal purpose that may serve her best.

Yours,

(signature of employer)

(Name of employer)

Date:

Appendix 11: 外籍家傭放假回菲律賓前，應預備

What to do if your helper will have holiday back to the Philippines

When helper will have holiday back to the Philippines....

a. OEC(Overseas Employment Certificate)

-issued by the Philippines Consulate

-Bring air ticket, passport, \$20

l. 海外就業證書OEC (Overseas Employment Certificate), 由外傭前往菲律賓領事館申請

外傭應攜帶：護照、海外工人福利協會(OWWA)會籍、費用Fee：HK\$20

Documentary Requirements
≡Passport with valid visa
≡Valid OWWA Membership
≡Information Sheet (form supplied)
≡Authorization Letter (for representative)

OECs are issued 5 days a week at the following places:

Days	Place	Address
Monday - Thursday	Philippine Consulate	14/F United Centre
9:00AM to 4:00PM	General	95 Queensway, Admiralty, HK
Sunday	Bayanihan Center	Kennedy Town
9:00AM to 4:00PM		Hong Kong

NOTE: No issuance during official / statutory holidays declared by Hong Kong and Philippine government.

上網了解詳情Details online:

<http://hongkongpcg.dfa.gov.ph/index.php/oec-poea-overseas-employment-certificates/103-labor-employment>

II. 保障僱主信(由僱主撰寫, 給外籍家庭傭工簽署, 雙方各保存一分)

Sample letter for both employer and helper to keep at hand
(from online resources)

Sample of Agreement between (Name of Employer) and (Name of Employee) for if Employee will not come back after the Holidays

This is an agreement between Name of Employer and Name of Employee.

Dear Name of Employee,

You will have holidays from date of departure from HK to date of arrival to HK.

If you do not come back and report for duty on date of arrival to HK after the Holidays, by mutual agreement, we both agree that this failure to return on time means that you are breaking the contract without notice and willingly forego any compensation that might be due to you under the contract.

I also will consider the contract terminated and will not seek any compensation from you in respect to the contract no. _____. In addition, I will report to the Hong Kong Immigration Department that our contract is terminated and that you will not be returning to work for me.

Signature of Employer
(Name of Employer)
(Date of signing the letter)

Signature of Employee
(Name of Employee)
(Date of signing the letter)

Appendix 12 若僱主沒有寫保障僱主信給外傭,

外傭放假後失蹤

1. 給外傭發短信/電郵/whatsapp, 問她在哪裡, 會否回來工作。另外, 須通知僱傭公司 (Arrow, 電話**2151 1125**)。
2. 如外傭於24小時內回來, 僱主應通知所屬僱傭公司, 並向外傭發警告信, (僱主應保留正本, 並發送一份副本給Arrow。)
3. 外傭失蹤24小時後, 前往警察局報案, 保留檔案記錄號碼。
4. 通知外傭在菲律賓的家人, 告訴他們: 「外傭沒有合理解釋下不按時上班。僱主試圖聯繫她, 但無人接聽。這是嚴重的失職。因此, 僱主決定終止與外傭的合約, 即時生效。而僱主不會支付外傭任何代通知金, 並將保留追究外傭因失蹤而導致僱主任何損失的權利。」
5. 傳真通知入境事務處合約終止 (「終止外籍家庭傭工僱傭合約通知書」可從入境處網頁下載, 或向僱傭公司索取)。
6. 僱主應保留「終止外籍家庭傭工僱傭合約通知書」, 並發送一份副本給僱傭公司Arrow。

(以上資料由勞工處職員提供, 如需進一步諮詢, 請致電勞工處 **1823**)

Appendix 13 警告信示例

Date : _____

WARNING LETTER

This is a letter to express, in writing, some issues we have had with your service in the hopes these can be quickly and permanently corrected.

(The Following is samples only, rewrite your appropriate text)

Safety and health issue:

- Doors (including the baby gate) are being left open every day. Doors to the bathroom, kitchen, and outside must remain closed and baby gate closed and locked, when the baby is awake and home. This is to ensure she does not get hurt falling down stairs, poisoned, or injured in some other way. If you find a door was accidentally left open, please help by closing it for us.
- Mold has been found inside the baby water bottle, and occasionally she has been offered food/milk that clearly smelled or tasted "off". This is dangerous to her health. Please ensure any food or drink offered to the family are safe to eat (having no mold or bad smell or "off" taste. Please taste food you prepare before serving to ensure the quality).

Time issue:

- Please make sure children are brought to school and picked up from school on time. We have posted these times on the calendar and weekly sheet to ensure you are aware of these times.
- If you have questions about something you need to do, please ask at least one day before if possible. On several occasions, you have asked for instructions on how or what to do just as we are leaving the house, and we do not have time to explain things clearly to you. Please do not wait until the last minute to ask questions; ask when we all have plenty of time to be clear and patient.

Planning/preparation issue:

- Please make sure you have everything you need before you need it. Do not wait until the last minute, when you have nothing, and cannot proceed with instructions because you do not have what you need. Please indicate, in writing, when anything (soaps, spices, ingredients, cleaning supplies, etc) is ½ empty so that we can replace it without any last minute panic or emergencies. Use time after dinner to prepare everything you

need for the next day so if you have questions we can answer them at that time.

- Please be sure to take notes on new instructions and review your notes in the evening so you truly understand what you need to do.

Childcare

- We are concerned that XXXX (child's name) is not being given time to play outside when we are not home. We understand that you are concerned with cleaning and shopping, but we consider play is a critical part of the life of a young child and you should be taking her out and playing with her for at least 1-2 hours (time given) per day (does not have to be all at once). 1 hour if she is in school or 2 hours or more if she is home all day.

We sincerely hope these issues can be corrected immediately. We hope this letter will serve to highlight the core problems so you can better focus on what you need to correct.

Signature of Employer:_____

Name of Employer:_____

HKID number:_____

Signature of Employee:_____

Name of Employee:_____

HKID number:_____

APPENDIX 14 申請加快批核外傭入境工作簽證信示例

人民入境事務署

入境簽證(外籍家庭傭工)組

電話：21118435

傳真：21579181/21111339

申請加快批核外傭入境工作簽證

申請人：(外傭姓名)

出生日期：(外傭出生日期)

檔案編號：VC/A-----

本人(僱主姓名)，身分證號碼 XXXXXX(X)，現正申請上述外傭到港工作。
由於(希望加快批核外傭入境工作簽證申請之原因)，故希望貴處能體恤本人之情況，盡快批出外傭入境工作簽證，並以電話通知本人。

如有疑問，請即聯絡本人(手提電話號碼:XXXXXXXX, 辦公室/住宅電話：XXXXXXXX)。

不便之處，尚祈亮察。

僱主簽名

(僱主姓名、
身分證號碼、
日期)

APPENDIX 14 Sample of Helper's Visa Speed Up Letter

(in English)

Director of Immigration
Immigration Tower
Wanchai, Hong Kong

Request for expedited visa for Ms. (Helper's full name) , born in (Date)

EHEF No: *(To be filled by Arrow later)*

Dear Sirs/Madams,

Please accept this application to expedite the visa for Ms. XXXXX

(give your reasons Here)

Your kind assistance in issuing the visa for Ms.
at your earliest convenience is very much appreciated. Please do not hesitate to
contact me, if you have any enquiry.

Thank you very much!

Sincerely,

Name : *employer's name*

HKID#: *employer's ID*

Contact Phone: *employer's tel.*

Appendix 15: 學習廣東話(網上資源)

Chart assist communication between employer and helper (Online Resources)

Appendix 16: Cantonese learning for helpers (Online Resources)

Appendix 17a: 勞工處、入境處及本公司查詢熱線

1. 勞工處

24小時電話查詢熱線：2717 1771(此熱線由 "1823電話中心"接聽)

網址：<http://www.labour.gov.hk>

電郵：enquiry@labour.gov.hk 勞工處勞資關係科

2. 人民入境事務署

<http://www.immd.gov.hk/tc/home.html>

一般查詢熱線：2824 6111

電郵：enquiry@immd.gov.hk

傳真：852 2877 7711

郵寄：Immigration Department, Immigration Tower, 7 Gloucester Road,
Wan Chai, Hong Kong

查詢/申請加快批核：

入境簽證(外籍家庭傭工)組

電話：21118435

傳真：21579181/21111339

修訂住宿及家務安排：

<http://www.immd.gov.hk/tc/forms/forms/id407g.html>

郵寄/親自遞交，不接受傳真及電郵申請

地址 香港灣仔告士打道七號入境事務大樓三樓入境事
務處-外籍家庭傭工組

3. 聯絡本公司Arrow

電郵：info@arrowes.hk 電話：2151 1125

Appendix 17b: Labor Department & Immigration Hotlines

You may make use of government's telephone hotline 2717 1771 (handled by "1823") which provides round-the-clock service for general enquiries on topics of labour legislation and services of the Labour Department. Or

email to enquiry@labour.gov.hk (Your enquiry will be processed and replied within five working days. If this is not possible, an interim reply will be sent to you for information.) Fax: 2544 3271

Immigration Department	
-------------------------------	--

By Telephone (24-hour Telephone Hotlines)	You may contact our officers for enquiries during office hours
General Enquiry Hotline	(852) 2824 6111 Enquiry Tips Simplified Call Flow Diagram
Faster Approval Application Enquiry Hotline (Visa for Domestic Helper)	(852) 2111 8435 Fax: 21579 181/ 2111 1339
Change address	http://www.immd.gov.hk/en/forms/forms/id407g.html download the form, complete it and send it by mail or in person, to "Foreign Domestic Helpers Section"

By Mail	
Address	Foreign Domestic Helpers Section, Immigration Department, 3/F, Immigration Department Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong

By Fax	
General Enquiry	(852) 2877 7711

By E-mail	
General Enquiry	enquiry@immd.gov.hk

For more information or other inquiries please call our office at 2151-1125 or email us at info@arrowes.hk.

Appendix 18 SAMPLE OF FAMILY RULES FOR YOUR HELPERS

Hello XXXX~ Welcome to XXXXX's Family!

(Gentle Reminder for employers

-write down all the dos and don'ts that will make you angry if she does/does not do it!

-during evaluation time, make sure she follows all the rules.

-prepare her that the rules may be adjusted when time goes by.

- do NOT copy all! it is suggestion only. Every family's rules is unique.)

GENERAL MANNER

1. BE HONEST, OBEDIENCE, KEEP LEARNING AND DILIGENT.
2. ALWAYS LISTEN TO MUM'S ORDERS /INSTRUCTIONS.
3. BE POLITE. ALWAYS KEEP A SMILING FACE EXCEPT WHEN SIR/MAM TELL YOU THAT YOU DO SOMETHING WRONG, THEN SAY "SORRY". GREET ANY FAMILY MEMBER/ GRANDPARENT/ GUEST WITH "GOOD MORNING", "GOOD AFTERNOON", "GOOD NIGHT" AND "THANK YOU" POLITELY.
4. ALWAYS WASH HANDS BEFORE TAKING CARE OF BABY.
5. ASK SIR/MAM TO REPEAT THE INSTRUCTION AGAIN POLITELY WHEN YOU DO NOT UNDERSTAND.
6. KNOCK THE DOOR BEFORE ENTERING EMPLOYER'S ROOM IF WE ARE AT HOME.
7. IF YOU DO ANYTHING WRONG/ FORGET TO DO ANYTHING, YOU MUST TELL MUM/SIR AND SAY SORRY.
8. NEED TO EAT ANY FOOD SAME AS THE EMPLOYER.
9. FEED THE CHILDREN AND PREPARE MEALS FOR EMPLOYERS BEFORE YOU WILL HAVE YOUR MEALS.
10. ALWAYS STANDBY TO SERVE THE VISITOR WITH DRINK.
11. YOU CAN GIVE SUGGESTION ON RECEIPE, BUT CANNOT CHANGE THE RECIPE WITHOUT MAM'S PERMISSION.
12. DO NOT USE OUR BELONGINGS WITHOUT EMPLOYER'S PERMISSION.
13. DO NOT BRING FRIENDS OR RELATIVES TO EMPLOYER'S HOME.
14. NEVER LEAVE THE HOUSE WITHOUT EMPLOYER'S PERMISSION.
15. BE READY AND ALERT ALL THE TIME TO ASSIST EMPLOYERS.
16. TRY BEST TO WORKING GENTLY AND CAREFULLY AT ANYTIME.

17. SAVE WATER AND ELECTRICITY ALL THE TIME.

CHILDREN CARE

1. ALWAYS BE PATIENT AND KIND TO EMPLOYER'S CHILDREN.
2. YOU ARE REQUESTED TO SLEEP WITH THE CHILDREN AND LET THE CHILDREN SLEEP FIRST AT NIGHT (E.G. CHILDREN IN SICK).
3. ALWAYS PAY ATTENTION TO CHILD SAFETY, KEEP THEM WITHIN YOUR SIGHT.
4. YOU MUST REPORT TO SIR/MAM IMMEDIATELY ABOUT ANY ILLNESS, ACCIDENT, INJURY, EMERGENCY REGARDING TO THE HEALTH AND SAFETY OF THE CHILDREN WHENEVER IT OCCURS.
5. SHOULD BE PATIENT, LOVE THE CHILDREN.
6. KEEP THE ENVIRONMENT AND BABY STUFFS CLEAN
7. KEEP THE CHILDREN FAR AWAY FROM STOVE, IRON, ANY HOT LIQUID, ELECTRICAL APPLIANCES, POWER SOCKET, WIRES, ETC.
8. NEVER BEAT THE CHILDREN, REPORT TO US IF THEY HAVE ANY MISCONDUCT.

CLOTHING CARE

1. WASH BABY'S CLOTHING, SOME EXPENSIVE OR SPECIFIC TEXTURE CLOTHES BY HANDS.
2. WASHING BABY'S CLOTHES SEPARATELY, WHENEVER WASH BY HANDS OR BY WASHING MACHINE.
3. BEFORE WASHING THE CLOTHES, YOU MUST DISTINGUISH THE FADED CLOTHES AND SEPARATE IT. IF ANY DOUBT, CHECK THE LABELS ON THE CLOTHES OR SEEK ADVICE FROM THE EMPLOYER.
4. HANG UP CLOTHES FOR DRYING WITH SKIPS.
5. PAY ATTENTION FOR TEXTURES OF CLOTHES BEFORE IRONING.

CLEANING UP

1. SHOULD USE DIFFERENT TOWELS TO CLEAN FLOOR, FURNITURE, DISHES, BASIN, TOILET, ETC.
2. ALWAYS KEEP BABY STUFFS CLEAN.
3. BE CAREFUL WHEN YOU ARE WORKING. IF ANYTHING BROKEN, WE WOULD DEDUCT THE AMOUNT FROM YOUR SALARY IN ORDER TO COMPENSATE THE BROKEN OBJECTS.

HOME SAFETY

1. DO NOT PUT ANY ELECTRICAL APPLIANCES INTO WATER FOR CLEANING. THE CORRECT WAY IS TO USE NO DRIPPING CLOTHES FOR CLEANING
2. WATER MUST BE BOILED BEFORE DRINKING.
3. LOCK THE DOOR AND WINDOW AT ANYTIME FOR SAFETY.
4. BE CAREFUL ON ANY SHARP OBJECT, KNIFE AND SCISSORS. PUT THEM AT A SAFE PLACE.
5. BEWARE ON ANY STRANGER AND CHECK THROUGH THE SECURITY EYE ON THE DOOR. CHECK THE WORKING PASS IF THERE'S ANY, INFORM SIR/MAM. DO NOT OPEN THE DOOR TO ANY STRANGER WITHOUT SIR/MAM'S PERMISSION.
6. REMEMBER TO SWITCH OFF ELECTRICAL APPLIANCES, TOWNGAS, AIR CONDITIONER, ETC. AFTER USE.
7. BEFORE GOING OUT, SWITCH OFF THE STOVE, MAKE SURE THE WATER TAPS ARE SHUT, MUST CLOSE ALL THE WINDOWS AND LOCK THE DOORS. **REMEMBER TO BRING ALONG THE KEYS, MAKE SURE YOUR MOBILE HAVE LOAD FOR SIR/MAM TO CONTACT YOU.**

USE OF MOBILE

1. NO USE OF MOBILE AT WORK, NO MATTER INSIDE HOME OR STAY WITH KIDS.
2. WHENEVER YOU WILL GO OUT, MAKE SURE YOU BRING THE MOBILE, SO SIR/MAM MAY CONTACT YOU.
3. ENEVER YOU WILL BE LATE FROM THE HOLIDAY, YOU MUST CALL SIR/MAM, SORRY AND EXPLAIN WHY .
4. YOU CANNOT SEND SMS TO SIR/MAM UNLESS NO ONE ANSWER THE CALL (THEN YOU NEED TO LEAVE A MESSAGE IN VOICE MAIL, THEN SEND SMS). WHEN YOU RETURN HOME, NEED TO SAY SORRY, AND EXPLAIN THE REASON FOR DELAY AGAIN.
5. MAKE SURE YOU HAVE SOME LOAD LIFT IN YOUR MOBILE, SO YOU AND YOUR MAM MAY CONTACT EACH OTHER IF ANY SUDDEN ISSUE HAPPEN.

TELEPHONE MANNER

1. ASK THE NAME, TELEPHONE AND MESSAGE LEFT POLITELY WHEN THE FAMILY IS NOT AT HOME.

PERSONAL PARTICULARS

1. KEEP GOOD PERSONAL CLEANLINESS, E.G. BATHING ONCE A DAY, WASHING HANDS AFTER TOILET IMMEDIATELY, WASH HANDS BEFORE AND AFTER HANDLING FOODS, AFTER CLEANING.
2. NO MAKE UP DURING WORKING TIME.DO NOT WEAR SLIM, SEE THROUGH AND SEXY CLOTHES.
3. NO SMOKING, DRINKING ALCOHOL AND GETTING DRUGS.
4. CANNOT EXPOSE EMPLOYER'S ADDRESS AND PHONE NUMBERS TO OTHERS WITHOUT EMPLOYER'S PERMISSION.
5. STRICTLY PROHIBITED TO LOAN FROM ANY PERSON OR FINANCE COMPANY.
6. REPORT TO MUM/SIR AS LONG AS YOU ARE FEELING SICK/ UNWELL/ HAVE ANY INJURY/ ACCIDENT.
7. SHOULD WEAR SUITABLE CLOTHES IN DIFFERENT TEMPERATURE.
8. SHOULD INFORM EMPLOYER FIRST WHEN YOU TAKE A BATH.
9. OK EITHER TO HANDWASH OR MACHINE WASH YOUR CLOTHES. SEPARATE YOUR CLOTHES AND OURS WHEN WASH .
10. SHOULD STORE YOUR UNDERWEARS AND CLOTHES NEATLY INSIDE THE WARDROBE.

HOLIDAYS & LEISURE TIME

1. INFORM YOUR EMPLOYER WHEN YOU ARE OUT DURING HOLIDAY AND SHOULD BE BACK BEFORE 9:30PM. YOU SHOULD SLEEP AT EMPLOYER'S HOME, CANNOT STAY OVERNIGHT AT OTHER PLACES AS IT IS AGAINST THE CONTRACT, AND WE CARE ABOUT YOUR SAFETY.
2. THE EMPLOYER AND YOU MUST KEEP RECORDS OF THE STATUTORY HOLIDAYS AND ANNUAL LEAVE TAKEN. YOU SHOULD ALSO KEEP THE WAGE RECEIPTS OF PAYMENT.
3. YOU WILL RECEIVE THE ADDITIONAL SALARY FOR COMPENSATION FOR WORKING DURING YOUR HOLIDAY
4. SHOULD NOT GET REST ON THE SOFA, EMPLOYER'S BEDROOM.
5. SHOULD NOT WATCH TV, LISTEN TO MUSIC OR SWITCH ON THE MUSICAL INSTRUMENT WITHOUT EMPLOYER' PERMISSION

HELPER'S SIGNATURE : _____ DATE : _____