

A Notebook
on the Labor
Rights of Foreign
Workers



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Foreign Workers

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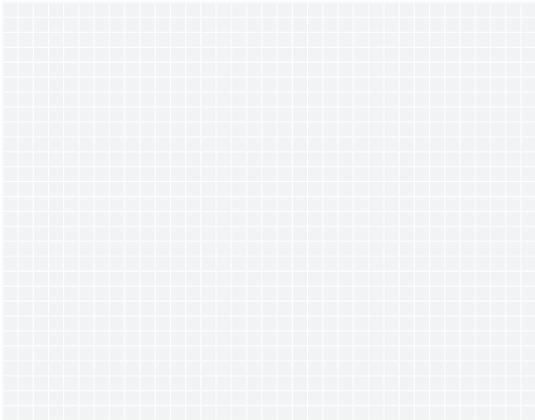
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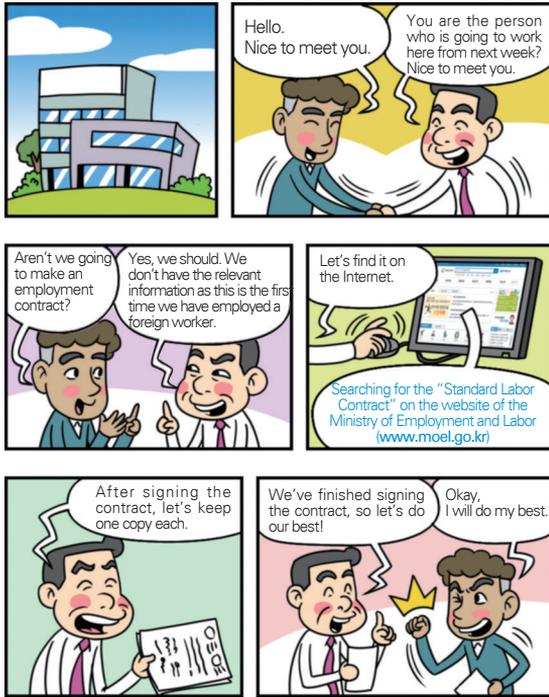
part 1

Labor Contract

- Writing and Issuing an Employment Contract
- Major Contents of an Employment Contract
- Regulations on Employment



An employment contract shall be written before the employee begins the job, and after making two copies, the employer and employee shall keep one copy each.



Labor Contract

Writing and Issuing an Employment Contract

An employment contract shall be written before the employee begins the job, and after writing two copies, the employer and employee shall keep one copy each.

-  Since foreign workers receive wages for their work, the relevant legislation on labor relations such as the Labor Standards Act applies.
-  As the Labor Standards Act stipulates the minimum standards for working conditions such as wages and working hours, an employment contract shall not contain anything that violates the Labor Standards Act.
-  According to the Labor Standards Act, an employer shall not engage in the following behavior.

- An employer shall not discriminate against workers on the basis of nationality.
- An employer shall not coerce labor through the use of violence, intimidation, confinement or any other means.
- An employer shall not enter into any contract that sets a penalty or indemnity for possible damages caused by the breach of the contract.
- An employer shall not enter into any contract incidental to a labor contract that provides for compulsory savings or management of savings deposits.

Q&A

According to the employment contract, I am supposed to earn a monthly wage of one million won with an additional allowance for extended work. I worked two extra hours every day for a month, but after a month, my monthly wage was only one million won. How can I solve this problem?

Your employer did not pay your allowance for working two hours extra every day. First, you need to state how this is inconsistent with your contract and request your employer to pay the allowance for the extended work. If he or she does not pay the allowance despite your efforts, you can report it to the Ministry of Employment and Labor.

Q&A

On what date does a labor contract for foreign workers take effect?

The date that a labor contract takes effect depends on the qualifications for the foreigner's stay.

- Regular foreign workers (E-9): Date of entry (on the individual's first visit to Korea)
- Overseas Koreans with foreign nationality (H-2): Date when the individual started working
- Workers changing their workplace: Date when the labor contract began
- Re-employed workers: The day after the period of employment activity came to an end



Major contents of employment contract

For foreign workers who acquire a job through the Employment Permit System, a standard labor contract should be written before they enter Korea, and this contract contains their working conditions.

Major contents of employment contract

- Workplace and work description
- Working hours
- Break time: at least 30 minutes of break time per four working hours and at least one hour of break time for eight working hours
- Working days and holidays
- Wages
- Information about dormitory
 - Whether the dormitory is provided by the employer and various expenses are paid



Employment regulations

An employer who ordinarily employs 10 or more workers shall prepare and post the rules of employment. Since the employment regulations stipulate working conditions just as in the employment contract, the employee shall check this information.



Employment regulations refer to the document that gives definite information about working conditions such as wages, working hours, and workplace rules with which workers are required to comply.

- The employer shall acquaint workers with the rules of employment by posting or keeping them in a place that is readily accessible to workers at all times.
- If a labor contract includes any term or condition of employment that fails to meet the standards of labor as provided for in the rules of employment, that part of the contract shall be null and void.
- The employer shall, with regard to the preparation or alteration of the rules of employment, hear the opinion of a trade union if there is such a trade union representing the majority of the workers in the business or workplace concerned, or otherwise hear the opinion of the majority of the said workers if there is no trade union representing the majority of the workers: Provided, that in case of amending the rules of employment in a manner that is unfavorable to workers, the employer shall obtain their consent thereto.

Standard Labor Contract

The following parties to the contract agree to fully comply with the terms of the contract stated

hereinafter:

Employer	Name of the enterprise	Phone number
	Location of the enterprise	
	Name of the worker	Identification number
Worker	Name of the worker	Birth date
	Address (home country)	
Term of labor contract	from (YY/MM/DD) to (YY/MM/DD) - Probation period: <input type="checkbox"/> Included (For <input type="checkbox"/> 1 month <input type="checkbox"/> 2 months <input type="checkbox"/> 3 months from entry date) <input type="checkbox"/> Not included ※ The labor contract comes into effect on the date of entry.	
Place of employment		
Description of work	- Industry: - Business description: - Job description:	
Working hours	<Manufacturing, construction and service sectors> from () to () - average daily overtime: hours (changeable depending on the condition of the company) - shift system (<input type="checkbox"/> 2 groups 2 shifts, <input type="checkbox"/> 3 groups 3 shifts, <input type="checkbox"/> 4 groups 3 shifts, <input type="checkbox"/> etc.) <Agriculture, livestock, and fishery sectors> - () hours per month	※ An employer of workers in domestic help, nursing, agriculture and livestock, and fishery can omit the working hours. ※ Pursuant to Article 63 of the Labor Standards Act, working hours, break time, and off-days do not apply to the agriculture, forestry, livestock breeding, silk-raising and marine product businesses.

Break time	() minutes per day
Holidays	<input type="checkbox"/> Sunday <input type="checkbox"/> legal holiday <input type="checkbox"/> every Saturday <input type="checkbox"/> every other Saturday <input type="checkbox"/> etc.()
Payment	1) Monthly normal wages - Monthly (hourly, daily, or weekly) wage () won - Fixed allowances: () allowances: () won, () allowances: () won ※ Probation period - Monthly wage () won 2) Additional pay rate applied to overtime, night shift or holiday work.
Payment date	() of every month/every week. If the payment date falls on a holiday, payment will be made on the day before the holiday.
Payment methods	Wages and benefits will be paid to the worker or deposited to the bank account of the worker. The employer will not retain the worker's bank book or seal.
Room and Board	1) Room - Provided by the employer: <input type="checkbox"/> Yes, <input type="checkbox"/> No - Cost will be shared by the worker: <input type="checkbox"/> Yes, <input type="checkbox"/> No 2) Board - Provided by the employer: Yes (<input type="checkbox"/> breakfast, <input type="checkbox"/> lunch, <input type="checkbox"/> dinner), <input type="checkbox"/> No - Cost will be shared by the worker: <input type="checkbox"/> Yes, <input type="checkbox"/> No ※ The scope of room and board and the amount of the cost to be borne by the worker will be decided through discussion between the employer and the worker after the worker's arrival.
Other matters not regulated in this contract will follow the provisions of the Labor Standards Act. ※ The terms and conditions of the labor contract for workers in domestic help and nursing can be freely decided through discussion between the employer and the worker. ※ Pursuant to Article 63 of the Labor Standards Act, working hours, break time, and off-days do not apply to agriculture, forestry, live-stock breeding, silk farming, and marine product businesses.	
_____ (YY/MM/DD)	
Employer:	(signature)
Worker:	(signature)



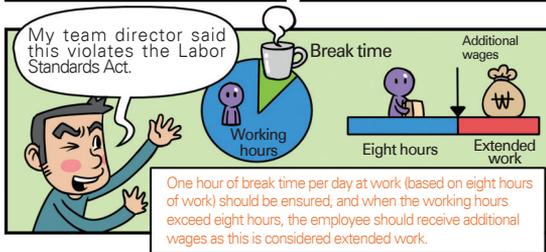
part 2

Working Hours, Break Time, Holidays and Leave

- Working Hours
- Break Time
- Weekly Holidays
- Leave



Work hours shall not exceed 40 hours a week, eight hours a day, excluding break time.



Working Hours, Break Time, Holidays and Leave

Work hours

Work hours shall not exceed 40 hours a week, eight hours a day, excluding break time
 ※ Applies to business sites with at least five full-time workers

 The legal working hours are 40 hours per week. When an employee works for more hours than the stipulated working hours, this is considered extended work.

Cases that are included in working hours

- Time spent preparing before work begins
- Time spent cleaning up after work is over
- Working days and holidays
- Time spent waiting for customers
- Mandatory training programs
- Whether the dormitory is provided by the employer or various expenses are paid



Break time

At working hours, at least 30 minutes of break time should be given for four hours of work, and at least one hour of break time for eight hours of work.



Workers must be able to use their break time freely without any restrictions by their employer.

- A one-hour meal break is considered break time. (O)
- Time spent waiting for customers and phone calls at the office is considered break time. (X)



Break times are not included in the working hours, and wages are not paid for those times.

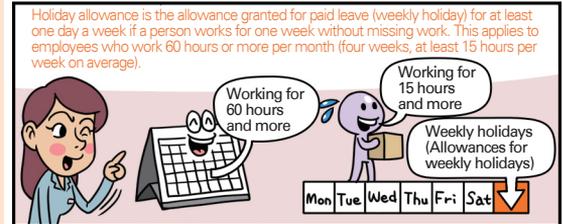
Q&A

I work for ten hours a day. During that time, I don't have any break time, and my lunch break is only 30 minutes long. As the time for lunch is so short, it is very hard to have a proper lunch. How can I deal with this situation?

Since you work for ten hours a day, you should be given at least one hour of break time. You should ask your employer to give you one hour of break time, and if he or she does not guarantee you that much time, you can report it to the Ministry of Employment and Labor.



If a person works for 60 hours or more per month or 15 hours or more per week, he or she should be granted at least one day of paid leave a week (weekly holiday, allowances for holiday)



Weekly holiday

If an employee works for 15 hours or more per week for four weeks on average, he or she should be granted a paid leave (weekly holiday) for at least one day per week.

Paid leave: a holiday when wages are paid

- Weekly holiday is paid leave (workers are paid without working). Even if there is no specific agreement between labor and management, the law stipulates that weekly holidays and workers' day (May 1) are paid leave.
- Agreed holidays are specific days that are defined as holidays in the collective agreement, employment regulations, and labor contract. The wages for agreed holidays depend on the clauses in these documents.

 If an employer does not guarantee weekly holidays and workers' day, workers may report the employer to the Ministry of Employment and Labor, and the employer may receive a punishment.

Q&A

After I changed companies, I found that the holiday is not Sunday, but Saturday. I prefer to have my day off on Sunday. Is there any way I can change this?

..... The law stipulates that employers shall grant every worker one day of paid leave each week. However, the regulations do not require that this leave must be on a Sunday. Even if the holiday does not fall on Sunday, your employer is not doing anything wrong provided that they are granting you one day of paid leave per week. If you really want to take leave on Sunday, you will need to discuss this with your employer.

Leave

Leave includes leave that has been agreed upon other than paid leave and maternity leave before and after childbirth. Employees are allowed to take leave.

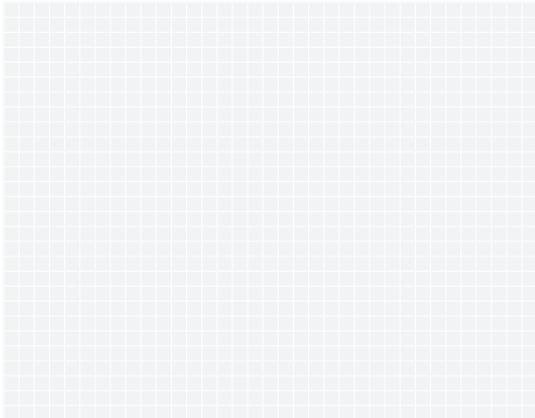
 A worker who has been employed for at least one year and worked at least 80 percent of that year shall be granted a paid leave of 15 days. A worker who has been employed for less than a year or who has been employed for at least one year but has worked for less than 80 percent of that period shall be granted one day of paid leave for each month during which he or she worked without missing a single day.

 A pregnant woman shall be granted a 90-day maternity leave before and after childbirth. In such a case, at least 45 days of the leave shall be allotted after childbirth.

 Agreed leave can be granted according to what is stated separately in the employment regulations.



Check Point



part 3

Wages

- Four Principles of Paying Wages
- Minimum Wages
- Allowances for Extended Work, Night Work, and Holiday Work
- Shutdown Allowance



Payment of wages shall be made in full directly to workers in currency at least once per month on a fixed day.



Well, our company has recently been in a difficult situation, so would you mind receiving half of your wages for this month in money and half in products?



Also, the law says, "Payment of wages shall be made in full directly to workers in currency at least once per month on a fixed day."*



*Article 43 of the Labor Standards Act (Payment of Wages)



Wages

The Four Principles of Paying Wages

Payment of wages shall be made in full directly to workers in currency at least once per month on a fixed day.

01

Wages should be given on a fixed day. An employer cannot give wages on a different day at his or her will.

02

Wages should be paid to workers. Wages can be directly paid to workers in cash or to designated deposit accounts.

03

Wages should be paid in available currency. An employer cannot pay wages with gift certificates or products produced by the company.

04

Wages should be paid in full.

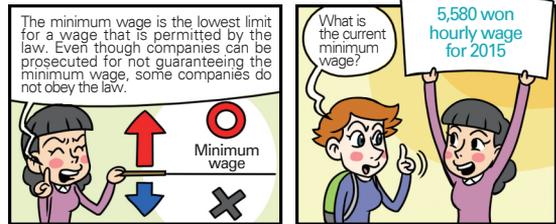
Q&A

My boss said that the company does not have enough money and asked me to have clothes and products that the company made instead of my monthly wage. What can I do?

In accordance with the Labor Standards Act, wages should be paid regularly and directly on a specific day at least once a month and in currency. To pay the wages in a form other than currency, the company needs to justify the decision through legislation or a collective agreement. It is illegal for companies to unilaterally pay their workers in the form of product. Therefore, a worker can request his or her employer to pay wages in currency if the employer pays the wages in company product. If the employer continues to ask you to accept products instead of currency, you can report the case to the Ministry of Employment and Labor.



The minimum wage for 2015 is 5,580 won.



Minimum wage

The minimum wage for 2015 is 5,580 won.

People whose wages can be reduced by 10%

- A probationary worker who has been working for less than three months from the date when the probationary period began. (However, a person who signed a labor contract for less than one year cannot be given reduced wages even if he or she is in a probationary period).

Duty of notifying employees

- Employers should post information about the minimum wage or wages not included in the minimum wage in a place that is readily accessible to workers or inform workers by other appropriate methods.

Current status of the minimum wage

Year	Hourly wage	Daily wage (eight hours)	Monthly wage (working 40 hours a week)
2015	5,580 won	44,640 won	1,166,220 won

Q&A

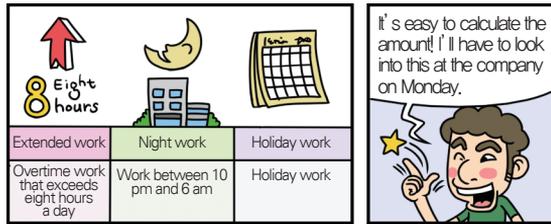
Korea has a minimum wage system in place. What is it?

The minimum wage is defined as the lowest wage that workers may be paid. A company that pays its workers wages that are lower than the minimum wage is considered to be in violation of the Minimum Wage Act. Korean law stipulates that the wages paid to foreign workers shall equal or exceed the minimum wage, which also applies to foreign workers who find jobs through the Employment Permit System and the Industrial Trainee System.





Allowances for Extended Work, Night Work, and Holiday Work



Allowances for Extended Work, Night Work, and Holiday Work

Workers should be paid an additional 50% on top of their regular hourly wage when they do extended, night, or holiday work.

- Extended work is often called extra or overtime work. When an employee works for more than eight hours a day, 40 hours a week, he or she is considered to have done overtime work and should be paid a wage that is 50% more than his or her ordinary wage.

· Ex: the hourly wage is 6,000 won and you work for nine hours a day: (6,000 won x 8 hours) + (6,000 won x 1 hour x 1.5 times) = 57,000 won

- Night work refers to work that is done between 10 pm and 6 am. Workers who do night work should be paid 50% more than their normal wage.

- Holiday work refers to work on legal holidays (weekly holiday and workers' day) or agreed holidays. Similar to extended and night work, workers should be paid 50% more than their regular wage.

 When extended, night, and holiday work overlap, workers' final pay should be calculated by adding the premiums for each of the categories that apply.

· Ex: the hourly wage is 6,000 won and you work for nine hours a day (from 9 at night to 7 the next morning, with one hour of break time during the night work):

$(6,000 \text{ won} \times 8 \text{ hours}) + (6,000 \text{ won} \times 1 \text{ hour} \times 1.5 \text{ times}) + (6,000 \text{ won} \times 7 \text{ hours} \times 0.5 \text{ times}) = 78,000 \text{ won}$



Q&A

I do extended work for two hours every day at my company and receive an allowance of 8,000 won. What wages are the basis for calculating this allowance?

..... Ordinary wages are the wages used as the basis for calculating various allowances (extended, night, holiday work, etc.). Ordinary wages are calculated by adding the basic wages paid every month to regular, fixed, and collective allowances and dividing these added wages by 209 hours (assuming 40 hours of work a week), which are the fixed hours of work each month. But since foreign workers receive few allowances other than their basic wages, ordinary wages are calculated by dividing the basic wages by the monthly working hours (209 hours).

Shutdown allowance

When a business shuts down due to a cause attributable to the employer, he or she shall pay the workers concerned an allowance of not less than 70 percent of their average wages during the period of shutdown.

 In the event that the employees cannot work due to an insufficient amount of work, a breakdown of machinery at the factory or the suspension of business, workers can receive a shutdown allowance.

 In the event that the employer is not responsible for the shutdown (for example, if someone else sets fire to the business place or the business site is flooded), workers cannot receive a shutdown allowance.

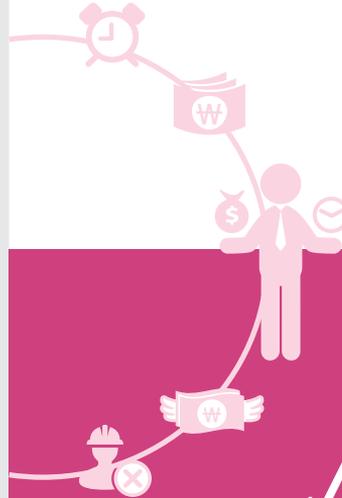
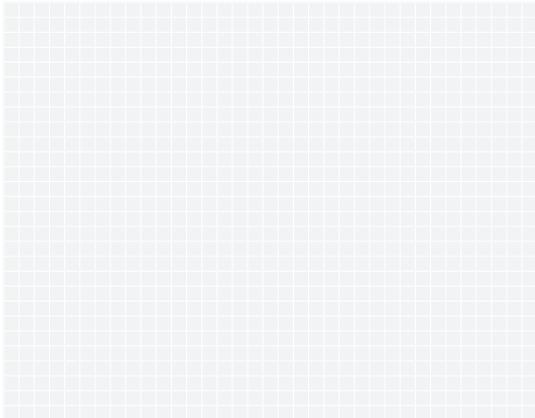
· Shutdown: Business, sales or work is temporarily suspended and workers take leave for one day or for a period of time.

Q&A

Due to problems at the company, I was suspended from work for ten days. But the company told me they would not pay me wages for those ten days because I did not work during that time.

..... When workers take leave and the employer is at fault, the employer must pay 70% or more of the average wages.

Check Point



part 4

Severance Pay



When an employee has worked for one year or more, he or she must be given severance pay upon leaving the company.



Severance Pay

Severance Pay

If an employee has worked for a company for more than 15 hours a week and has been employed there for more than a year, he or she must be given severance pay upon leaving the company.

For each year of employment, workers can receive severance pay equal to their average wages for at least 30 days.

- Calculating severance pay = average wages for 30 days x years of employment (days employed ÷ 365 days)
- Average wages refer to all of the wages paid by an employer, including basic wages for the three months before the day of severance pay and other allowances, divided by the total days during those three months.

In the case of the Employment Permit System

- Severance pay is partly paid by the departure guarantee insurance, but in the event that this amount is less than the severance pay, the difference must be paid by the employer.

Q&A

I worked as a part-time worker for more than one year. Can I get severance pay?

If you worked for more than one year as a part-time worker, you are entitled to receive severance pay.

Q&A

I stopped working for a while after I was injured at work and then started working again after receiving treatment. If my two months of sick leave are not included, I was only working at the company for 11 months. In this case, will I get severance pay?

When an employee takes leave because of an industrial accident, this is not considered quitting the job. Therefore, as long as you worked for at least one year including the two months of medical treatment, you are still entitled to receive severance pay.

Q&A

The company that I worked for has shut down. Since I worked there for two years, I should receive severance pay. Is there any way to get this?

There is a substitute payment program in which the government pays back wages on behalf of an employer. Since the application for this program is complicated, it would be best to visit a consultation center and inquire about your situation.

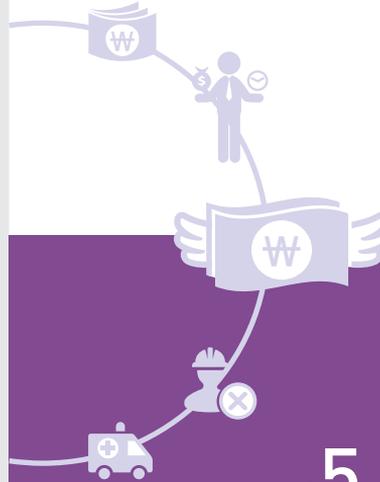
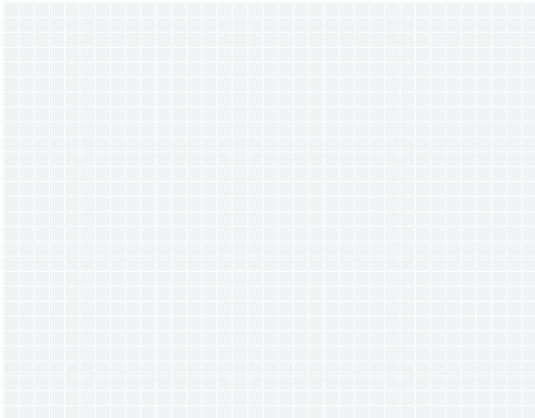
Q&A

I made an employment contract that made no mention of severance pay. Am I unable to receive any severance pay?

Since severance pay is stipulated in the Employment Retirement Benefit Security Act in accordance with the Labor Standards Act, you are still allowed to request severance pay. Under the Labor Standards Act, your work contract is invalid.



Check Point



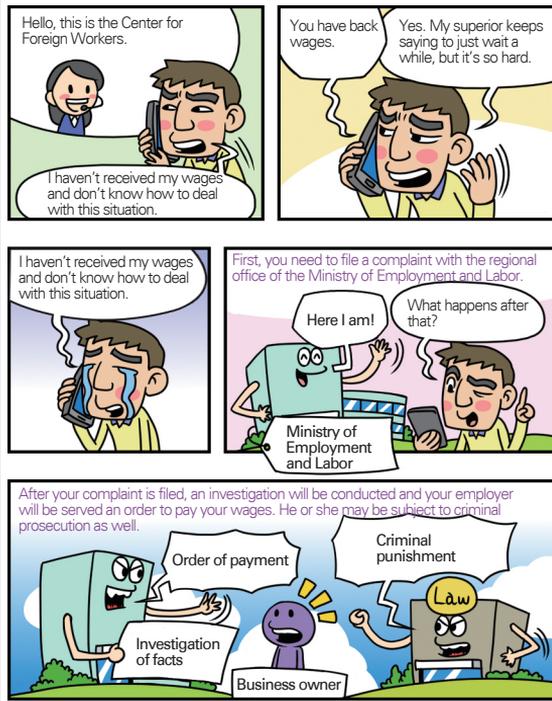
part 5

Delayed Payment of Wages

- Solutions for Delayed Payment of Wages



If you have not been paid your wages, you can report the case.



Delayed payment of wages

Solutions for delayed payment of wages

In the case of back wages, the employee can report the case to the Ministry of Employment and Labor or file a lawsuit. If the company goes bankrupt, the employee can apply for a substitute payment.

The Ministry of Employment and Labor is a Korean government agency protecting the rights and interests of workers. When there is delayed payment of wages or an industrial accident, workers can get help from the Ministry to resolve the issue.

Category	Complaint or accusation	Relief through civil suit
Procedure	The labor supervisor orders the employer to pay wages by submitting a letter of complaint or petition to the Ministry of Employment and Labor, and the problem of back wages can be addressed by threatening the employer with criminal prosecution.	This is a method for filing a lawsuit with the court. When filing a lawsuit, one can secure one's claim for wages in advance through preventative measures such as provisional attachment.
Advantages	<ul style="list-style-type: none"> · Possible to resolve the issue swiftly · Simple and inexpensive 	As compulsory execution can be taken to secure claims for wages, the payment of back wages is relatively certain.
Disadvantages	When the employer does not have the means to pay the wages, it would be difficult to resolve the issue. (When the employer goes bankrupt, the situation could be improved by applying for a substitute payment.)	It takes a long time and incurs costs.

Documents required for back wages

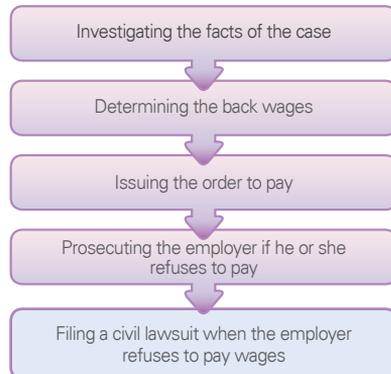
- Information about the company (company address, contact number, name of employer, etc.)
- Labor contract, wage statement (pay slip), record of wage payments in bankbook
- Testimony of colleagues, records of working hours, etc.

Complaint or accusation for the Ministry of Employment and Labor

Complaint Request to receive back wages

Accusation Request to prosecute an employer for violating the Labor Standards Act

Procedure for dealing with this issue



Q&A

I left the company only two months after I started working at the factory. The employer said that the company has a period of probation and that wages cannot be paid during that period. What can I do?

In accordance with the Labor Standards Act, wages must be paid even during a probationary period. Therefore, you can file a request for back wages.

Q&A

My wages are delayed and the company is arguing that it owes me a different amount. What can I do?

In this case, you should collect evidence by making an accurate record of your working hours, holidays, and wages. It is also necessary to check with colleagues who are in a similar situation.

Q&A

I have back wages from a company where I worked four years ago. Can I receive these wages?

After three years have passed, there is no legal solution even if your employer did not pay the wages. Workers must ask their employers to pay the wages before three years have passed.



Report for requesting back wages (sample)

Information on registrant

Name	Hong Gil-dong	Resident registration number	880808-1234567
Address	56, Euncheon-ro, Gwanak-gu, Seoul		
Telephone number	02-123-4567	Cell phone number	010-123-4567
Email	hong@samplemail.com		
Verification of reception	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No You can receive information about the progress of dealing with complaints by text message and email.		

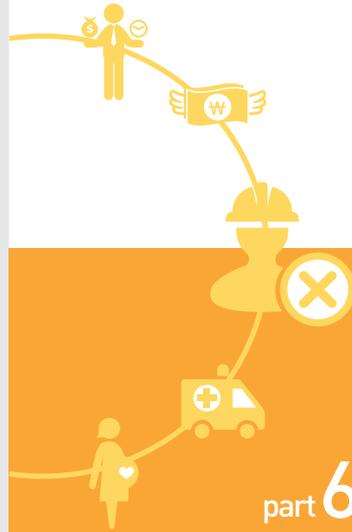
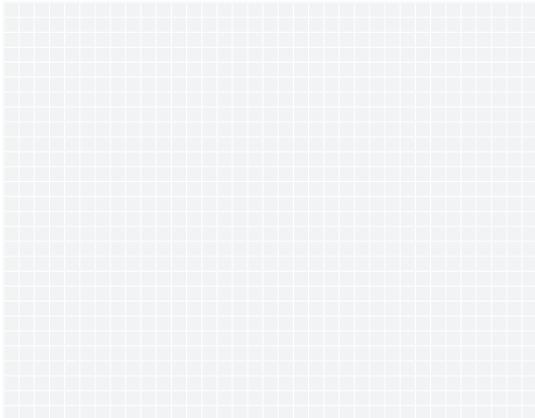
Information about respondent

Name	Kim No-dong	Contact number	02-555-4567
Address	9999, Yeongdeungpo-ro, Yeongdeungpo-gu, Seoul		
Business type	<input checked="" type="checkbox"/> Place of business <input type="checkbox"/> Construction site		
Company name	Korea company		
Company address (actual workplace)	8888, Yeongdeungpo-ro, Yeongdeungpo-gu, Seoul		
Company telephone number	02-777-8888	Number of employees	30 workers

Details of complaint

Date of entry	March 15, 2009	Date employee left the company	
Total amount of back wages	3,000,000 won	Whether employee has left the company	<input checked="" type="checkbox"/> Working <input type="checkbox"/> No longer working
Amount of severance pay	Won	Misc. amount of severance pay	Won
Type of work	Sales		
Date of wage payment	April 25, 2011	Type of labor contract	<input checked="" type="checkbox"/> Verbal <input type="checkbox"/> Written
Title	Back wages		
Details (500 or less Korean characters)	Briefly explain why you did not receive your wages here.		

Check Point



part 6

Dismissal

- Restrictions on Dismissal
- Solutions for Unfair Dismissal

Dismissal

Restrictions on Dismissal

An employer shall not dismiss a worker without a justifiable cause.

 An employer shall not dismiss a worker if there are no justifiable reasons that are the fault of the worker such as absence; tardiness; rejection of work; illegal, unfair or unethical behavior; etc.

 An employer shall not dismiss a worker during the following periods. If he or she does, the worker can seek redress as this is considered unfair dismissal.

- A period of leave for medical treatment for an occupational injury or disease and the 30 days immediately thereafter
- The period of leave for pregnancy and the 30 days immediately thereafter
- The period of parental leave

 Dismissal due to circumstances at the company, or in other words dismissal for managerial reasons, must adhere to specific procedure and requirements.

 When an employer intends to dismiss a worker (including dismissal for managerial reasons), he or she shall give the worker notice of dismissal at least 30 days in advance of such dismissal. If the employer fails to give such advance notice, he or she shall pay that worker ordinary wages for not less than 30 days.

Q&A

The company terminated my employment status without my consent during marriage leave. How can I address this issue?

As the company terminated your employment status unilaterally, there is no justifiable reason for dismissal, and the company did not give you written notice about the time of dismissal. Due to these procedural problems, your termination can be considered unfair dismissal, so you can file for redress with the local labor relations commission.

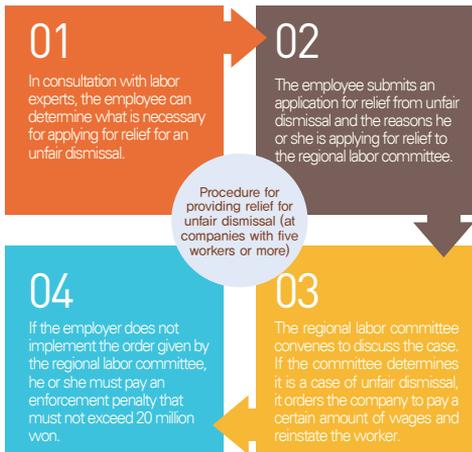




Solutions for unfair dismissal

When a worker at a company with five or more employees is unfairly dismissed, he or she may request remedy from a labor relations commission. Workers at companies with fewer than five employees may file a lawsuit.

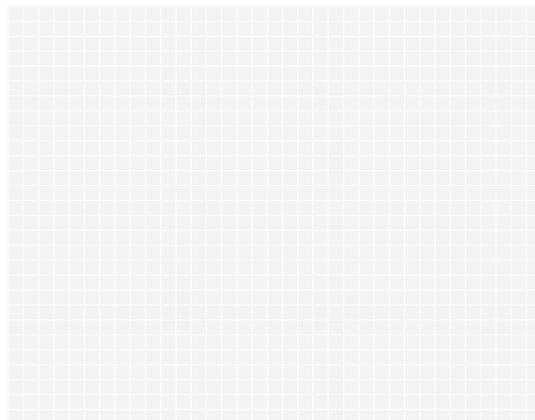
-  An employee who has been unfairly dismissed shall request redress from a labor relations commission within three months of the date of the dismissal.
-  When the dismissal is recognized as an unfair dismissal, the worker may return to the previous company. If the worker does not wish to be reinstated in his or her former company, he or she may choose to be paid the amount of wages that he or she would have been paid if he or she had been working during the period of dismissal (monetary compensation program).



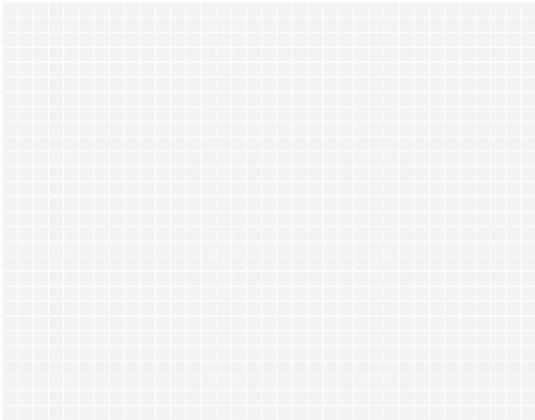
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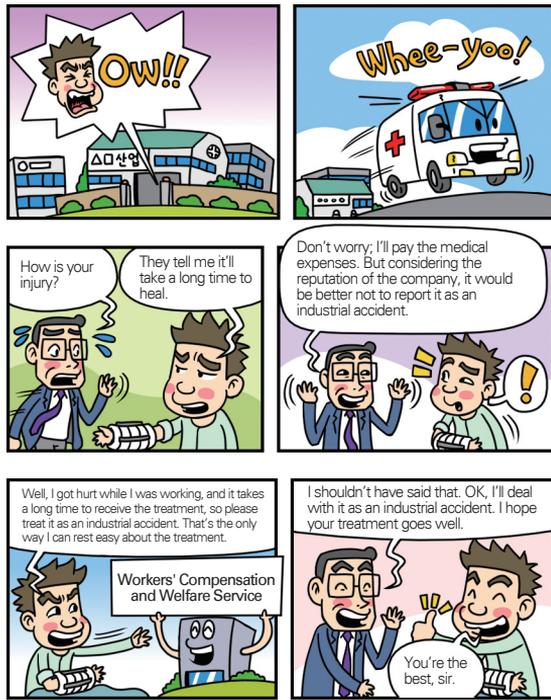
part 7

Occupational Accidents

· Compensation for Industrial Accidents



When you are injured on the job, the cost of your treatment can be covered by industrial accident compensation insurance



Industrial accident

Compensation for industrial accidents

In the event that an employee needs four days of treatment or more or dies after receiving an injury, disease, or disability on the job, the employee may be eligible to receive compensation from the industrial accident compensation insurance.

-  An industrial accident refers to a case in which a worker is injured or contracts a disease while working for a company.
-  In the event of an industrial accident, an employee can receive various forms of compensation such as pay for medical treatment, suspension from work, etc. When an employee receives four days or more of treatment, the accident shall be regarded as an industrial accident.

Types of payments made by industrial accident compensation insurance

Pay for medical treatment	Payment of medical expenses until treatment is complete for the industrial injury
Pay for work suspension	Payment to maintain an employee's livelihood in the event that he or she cannot work because of treatment
Injury and disease compensation pension	Payment instead of suspension of work allowance in the event that an employee cannot fully recover two years after treatment has begun
Pay for disability	Payment of wages in the event that an employee remains disabled even after treatment for an industrial accident
Pay for nursing	Payment in the event that an employee needs nursing after finishing treatment
Pay for the bereaved	Payment to maintain the livelihood of the bereaved in the event that an employee passes away due to an industrial accident
Funeral expenses	Payment of funeral expenses for a deceased employee

 When an industrial accident takes place, an employee can submit an application for industrial accident compensation to the Workers' Compensation and Welfare Service responsible for his or her place of business.

- The right to apply for industrial accident compensation belongs to employees, not to the employer. Even if the employer does not handle or even consent to the application for compensation, workers can apply for compensation themselves.
- For an accident to be recognized as an industrial accident, an employee must gather objective evidence in support of the claim.

Tips for dealing with industrial accidents

- Record the time, cause, and on-site situation for the industrial accident (use a voice recording if a written record is impossible)
- If an employee is seriously injured, call 119 and transfer him or her to the hospital (the records for using emergency vehicles can serve as evidence)
- If the employee is treated at a hospital, explain the situation accurately and emphasize the fact that the employee was injured at work
- Secure other data such as on-site photos and witness statements



Q&A

I hurt my hand when I pulled the wrong switch at work. Can I receive benefits for an industrial accident?

Many accidents happen due to incorrect safety equipment. Such cases are considered industrial accidents even if the worker makes a mistake.

Q&A

I got injured at work, but the employer said that I can't receive benefits for an industrial accident because the company did not register for industrial accident compensation insurance. What should I do about this?

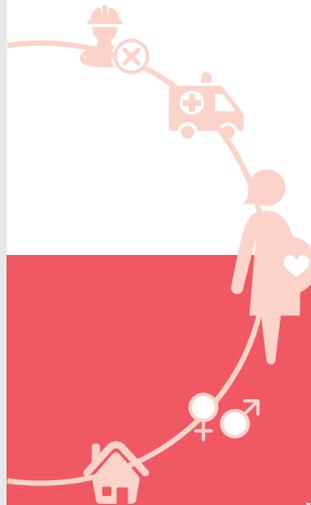
A company that employs one worker or more is required to apply for industrial accident compensation insurance. If your company did not register for insurance, it must pay a penalty.

Q&A

I would like to apply for industrial accident insurance benefits. Some say that the company should apply for this, but others say that the hospital should. What is the correct answer?

In accordance with the Industrial Injury Compensation Insurance Act, employees are the ones who apply for and receive industrial accident benefits. At the company, the employer should stamp or sign the verification form for the nursing application. Since you can also apply for industrial accident benefits at the hospital, you may want to discuss the matter with the staff member in charge of industrial accidents at the hospital's administration department.

Check Point



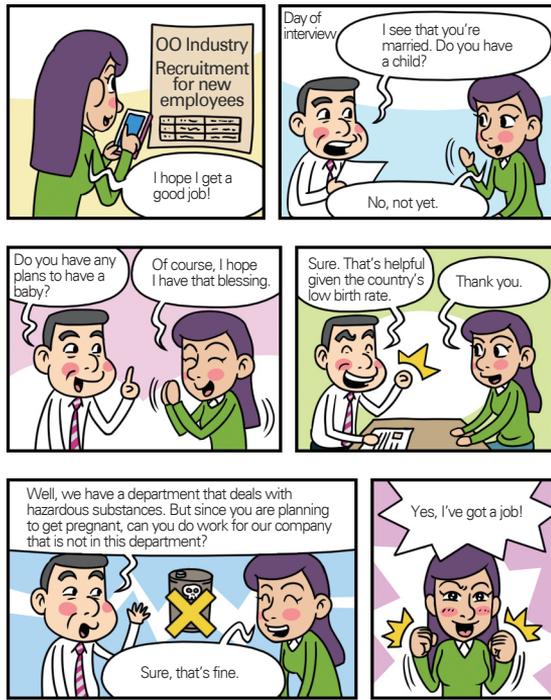
part 8

Protection of Female Workers
(Pregnant Workers)

- Prohibition on Employment in Hazardous and Dangerous Work Areas
- Restriction on Extended and Holiday Work
- Monthly Menstrual Leave



Female workers shall receive special protection.



Protection of female workers (pregnant women, etc.)

Prohibition of employment in hazardous and dangerous work areas

An employer shall not employ pregnant women in any work area that is detrimental to morality or health or that is physically dangerous. Furthermore, the employer shall not employ women 18 years or over who are not pregnant in any work area that is harmful and dangerous to pregnancy or delivery.

Work areas in which pregnant women may not be employed

Work dealing with hazardous substances such as lead, mercury, chrome, arsenic, white phosphorus, fluorine (hydrofluoric acid), chlorine (acid), hydrogen cyanide (cyanic acid), 2-bromopropane, aniline, potassium hydroxide, phenol, ethylene glycol monomethyl ether, ethylene glycol monomethyl ether acetate, vinyl chloride, benzene, etc.

Work areas in which women that gave birth to a child less than a year ago may not be employed

Work dealing with lead and arsenic (with the exception of women who are not breastfeeding and inform the employer of their willingness to do the work), work in which employees deal with or can be exposed to 2-bromopropane, etc.

※ For more detailed information, please refer to Appendix 4, Enforcement Ordinance of the Labor Standards Act.

Work areas in which non-pregnant female workers who are 18 years and older may not be employed

Work in which employees deal with and can be exposed to 2-bromopropane, etc. (Women who are medically incapable of becoming pregnant are an exception to this rule)

Business areas in which pregnant women may not be employed

(related to Article 40)

[Appendix 4] (amended on July 12, 2010)

Category	Business type for which employment is forbidden
Pregnant Women	Work processing wood using a machine pulley of 25 cm or more in diameter as a circular saw described in Articles 59 and 60 of the Regulations on Industrial Safety Standards and of 75 cm or more in diameter as a band saw described in Articles 61 and 62
	Work on and related to live wires and work on stopping electric current in accordance with Chapters 3 and 4 in Part 5 of the Regulations on Industrial Safety Standards
	Work assembling or disassembling log scaffolding described in Section 3, Chapter 2, Part 6 and demolishing a building described in Chapter 5, Part 6 of the Regulations on Industrial Safety Standards (excluding assistance on the ground)
	Work dealing with tunnels described in Section 3, Chapter 3, Part 6 of the Regulations on Industrial Safety Standards, work at a site with a risk of falling in accordance with Article 439 of the same regulations, work at a site with a risk of collapse in accordance with Article 452 of the same regulations
	Work involving vibrations described in Clause 4, Article 58 of the Regulations on Industrial Health Standards
	Work involving high voltage or underwater diving described in Clauses 2 and 3, Article 69 of the Regulations on Industrial Health Standards
	Work in very high or low temperatures described in Article 108 of the Regulations on Industrial Health Standards
	Work connected with nuclear power and radiation for which exposure exceeds the dose limit for workers working with radiation described in Article 97 of the Atomic Energy Act
	Work dealing with hazardous substances such as lead, mercury, chrome, arsenic, white phosphorus, fluorine (hydrofluoric acid), chlorine (acid), hydrogen cyanide (cyanic acid), 2-bromopropane, aniline, potassium hydroxide, phenol, ethylene glycol monomethyl ether, ethylene glycol monomethyl ether, ethylene glycol monomethyl ether acetate, vinyl chloride, benzene, etc.
	Work with a high possibility of exposure to pathogens such as cytomegalovirus and hepatitis B virus. However, certified individuals such as doctors, nurses, and radiographers and those already positive for these pathogens are excluded
	Work during which one must stretch excessively or bend the body, squat continuously or keep bending forward
	Work with continuous tasks involving objects weighing 5kg or more and intermittent tasks involving objects weighing 10kg or more
	Work designated and announced after deliberation by the Minister of Employment and Labor along with the deliberative committee for industrial accident compensation insurance and prevention described in Article 8 of the Industrial Accident Compensation Insurance Act (referred to in this table as the "deliberative committee for industrial accident compensation insurance and prevention")

Category	Business type for which employment is forbidden
Women who gave birth less than one year ago	Work dealing with lead and arsenic. However, women who do not breastfeed and who express their willingness to perform the work to the employer in writing are an exception to this rule
	Work in which workers deal with or can be exposed to 2-bromopropane, etc.
Women aged 18 and over who are not pregnant	Work designated and announced after deliberation by the Minister of Employment and Labor along with the deliberative committee for industrial accident compensation insurance and prevention
	Work in which workers deal with and can be exposed to 2-Bromopropane, etc. (Women who are medically unable to become pregnant are an exception to this rule.)
Women younger than 18	Work designated and announced after deliberation by the Minister of Employment and Labor along with the deliberative committee for industrial accident compensation insurance and prevention
	Work with high voltage and underwater diving described in Clauses 2 and 3, Article 69 of the Regulations on Industrial Health Standards
	Driving and operation of machinery in work areas where certificates for driving and operation are not provided to teenagers younger than 18 according to the Construction Machinery Management Act, Road Traffic Act, etc.
	Work in which teenagers younger than 18 are prohibited from being employed or taking part according to the Juvenile Protection Act and other legislation
	Work at prison or mental hospital
	Work with incineration and slaughter
	Work involving oil (except for refueling)
Women younger than 18	Work in which workers deal with or can be exposed to 2-bromopropane, etc.
	Work designated and announced after deliberation by the Minister of Employment and Labor along with the deliberative committee for industrial accident compensation insurance and prevention



Restriction on Extended and Holiday Works



Restriction on Extended and Holiday Work

An employer shall not have a pregnant female worker assigned to overtime work. An employer shall not have a woman who gave birth less than a year prior to do extended work for two hours a day or 150 hours a year or to have night shift or holiday work.

 In the event that an employer asks a pregnant female worker to do overtime work, she can reject this request and ask the employer to transfer her to an easy type of work. The employer must accept such a request.

 In the event that an employer has pregnant women doing extended work, he or she can be criminally prosecuted. In such a case, the workers must be given an allowance for their overtime work.



Q&A

The company I work for has a day-and-night shift system regardless of gender. As a woman, it's very hard to work the night shift, but I just keep putting up with it. Can I ask my employer to change my shift?

An employer must ask the consent of a female employee of 18 years or above before having her work between 10 pm to 6 am or on holidays. However, pregnant women and employees under the age of 18 are not allowed to work from 10 pm to 6 am or on holidays without the express permission of the Minister of Employment and Labor. Therefore, you are advised to ask your employer if you can only work during the day.

Monthly menstrual leave

An employer shall grant a female worker one day of menstrual leave per month when she files a claim for menstrual leave.

※ This applies to businesses with at least five full-time workers.

Monthly menstrual leave is a leave given to women due to a physiological phenomenon.

For women without this physiological phenomenon, such as pregnant women, monthly menstrual leave is not granted.

Although an employer is not required to pay a woman who takes a monthly menstrual leave an allowance for her time off, she may be paid if this is stipulated in an agreement between labor and management.

Since the Labor Standards Act only describes the minimum labor standards, such an allowance may be provided for in the collective agreement, employment regulations, or labor contract.

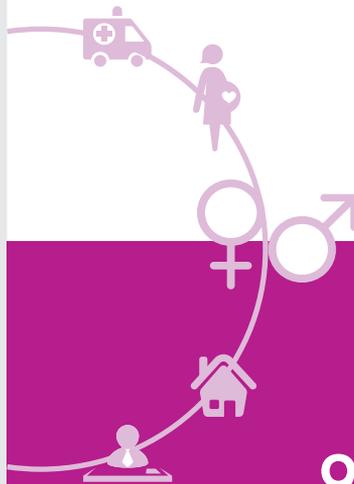
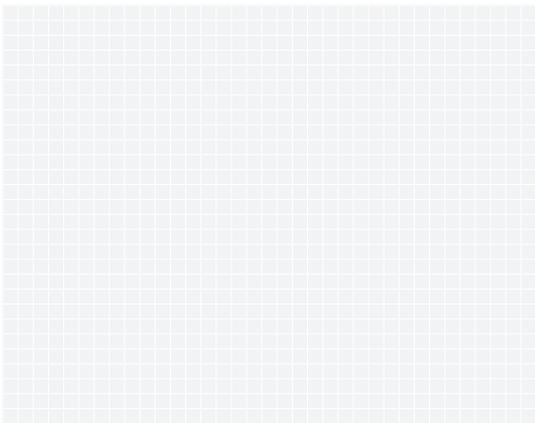
Q&A

During my period, I often get sick and want to take some time off. However, my boss really doesn't like it when employees are absent from work. What can I do?

Monthly menstrual leave can be used regardless of age, work status (temporary or daily worker), number of days worked, and days until work is finished. When a female worker applies for her monthly menstrual leave, her employer must grant this leave even if it causes a serious problem for the business.



Check Point



part 9

Sexual Harassment

· Prohibition of Sexual Harassment in the Workplace



Do not just put up with sexual harassment



Sexual harassment

Prohibition of sexual harassment in the workplace

An employer, superior, or colleague should not take advantage of their position in the workplace to subject other employees to sexual humiliation or disadvantage.

- With sexual harassment, the feelings of the victim (including humiliation and hatred) are given priority. Behavior outside the workplace (including get-togethers, excursions, etc.) can also represent sexual harassment.



Examples of sexual harassment

Physical sexual harassment



- Physical contact such as kissing, hugging, and grabbing from behind
- Touching specific parts of the body including the breasts and buttocks
- Forcing an employee to massage or caress one

Verbal sexual harassment



- Lewd jokes and filthy talk
- Sexual comparison or assessment of one's dress, body, and appearance
- Repeatedly asking for a sexual relationship or deliberately sharing sexual information about an individual
- Forcing or enticing people to have a sexual relationship
- Having obscene conversations on the phone
- Forcing an individual to sit next to you at a company dinner and to pour you some booze

Visual sexual harassment



- Posting or showing lewd pictures, photos, drawings, or publications
- Sending lewd messages, photos, or pictures in person or by fax or computer
- Intentionally exposing or touching certain parts of one's body in a suggestive manner
- Intensely staring at a certain part of another person's body

Tips for dealing with sexual harassment

- Explicitly express rejection
- Gather evidence
 - Record various information in detail, such as the date, time, place, details of what happened, witnesses, testimony, how you felt about the sexual language and behavior, etc.
- If there are no designated officers at the company for dealing with complaints of this sort, such as a supervisor for equal employment or for addressing grievances, you can have a consultation with your boss and take measures to stop the behavior
- Consult with or report the case to the regional office of the Ministry of Employment and Labor

How to avoid being guilty of sexual harassment

- Don't post lewd pictures or photos or have filthy conversations
- Don't intrude on another person's privacy or take an undue interest in their appearance and don't touch another person's body unless it is necessary
- Stop your behavior immediately when the other person expresses discomfort
- Don't use your status to force another person to have a private meeting
- Don't force another person to pour alcohol for you at a company meal or excursion
- Actively participate in programs designed to prevent sexual harassment

Q&A

What should I do when I am sexually harassed?

First, explicitly express your rejection. You can try to prevent other employees from becoming victims by informing them about the incident so that they can know how to deal with a similar situation. An employer has the legal duty to take measures and prevent sexual harassment at the workplace. In the event of sexual harassment, you should let your employer know about it. If the company has a labor union, you can have the union take the necessary measures. You can ask it to report the case to the Ministry of Employment and Labor or to take legal measures by filing a legal complaint with the police. You can also visit and get advice from relevant institutions (such as the Seoul Global Center and the Seoul Global Migrant Center).



part 10

Dormitory Life

· Guarantees for Dormitory Life





An employer shall not interfere in the private life of workers staying at a dormitory.



Dormitory Life

Guarantees for Dormitory Life

An employer shall not interfere in the private lives of workers lodging in a dormitory connected to the workplace concerned.

• An employer shall comply with the regulations stated in the Labor Standards Act in establishing a dormitory, such as avoiding a place with a lot of noise and vibration.

• An employer who intends to lodge his or her workers in a dormitory connected with his business or workplace shall prepare dormitory rules.

- Rules about getting up and going to sleep, going out and sleeping elsewhere
- Rules about events
- Rules about meals
- Rules about safety and health
- Rules about maintaining the buildings and facilities
- Other rules that apply to all workers lodging at the dormitory

Q&A

I am living at a dormitory. Since the company interrupts the employees' privacy so much, there are so many complaints about the company. What should I do about this?

..... An employer should not infringe upon the privacy of employees who are living at the company's dormitory. The best approach is for the employees to decide upon their own rules and to comply with those rules.

Q&A

I am living at a dormitory provided by my company. As the dormitory is not that big, the rooms for men and women are too close together. Since the workers have to use the same toilets and shower rooms, it is very uncomfortable.

..... The rooms for men and women at the dormitory should be separate. But even if the rooms themselves are separate, it would be very uncomfortable for everyone involved if the men's and women's rooms were next to each other and if they had to use the same facilities regardless of gender. This could even lead to sexual harassment and assault. Although the best option would be to house male and female workers in separate stories or buildings, the company might not be able to afford this. In this case, female workers can explain the issue to the company and request that their dorm rooms be relocated to another building. If the company cannot afford this, either the men or women should ask the company to find them accommodations elsewhere.



part 11

Insurance for Foreign Workers

Insurance for foreign workers

Insurance for foreign workers

The four major social insurances (health, national, employment and industrial accident compensation insurance) apply to foreign workers as well as Koreans. However, national pension follows the principle of reciprocity, while employment insurance is voluntarily covered.

	National health insurance	Industrial accident compensation insurance	National pension	Employment insurance
Coverage	Prevention, diagnosis, treatment, recovery from disease and injury, childbirth, death, and improving health	Compensation, nursing, and recovery for industrial accidents	Guaranteeing the livelihood of workers and the bereaved with no income due to aging, disability, and death	Preventing unemployment, promoting employment, developing job capability, stabilizing livelihood and supporting reemployment by paying unemployment benefits
Legal foundation	National Health Insurance Act	Industrial Accident Compensation Insurance Act	National Pension Act	Employment Insurance Act
Insured	Foreign workers	Foreign workers	Foreign workers	Foreign workers
Applicable places of business	Registration is mandatory	Registration is mandatory	Principle of reciprocity	Registration is voluntary
Method of paying premiums	Money set aside every month	One time per year	Every month	Every month (for foreign workers)
Person paying premium	Business owner (50%) foreign worker (50%)	Business owner (100%)	Business owner (50%) foreign worker (50%)	Business owner foreign worker
Premium paid by worker	Monthly amount of remuneration x premium rate	None	Amount of monthly income x premium rate	Total wages x premium rate for unemployment benefits



Insurance only provided under Employment Permit System: employers register for departure guarantee insurance and guarantee insurance, while foreign workers register for accident insurance and return cost insurance.

	Departure guarantee insurance and trust	Return cost insurance and trust	Pay guarantee insurance	Accident insurance
Objective	To reduce the burden of paying the severance pay in a lump sum	To supplement the costs necessary to return home	To pay back wages for foreign workers	To prepare for death and diseases other than industrial accidents
Legal basis	Article 13 of the Foreign Workers' Employment Act, Article 21 of the enforcement ordinance of the same act	Article 15 of the Foreign Workers' Employment Act, Article 22 of the enforcement ordinance of the same act	Article 23 of the Foreign Workers' Employment Act, Article 27 of the enforcement ordinance of the same act	Article 23 of the Foreign Workers' Employment Act, Article 28 of the enforcement ordinance of the same act
Eligible to register	Employer	Foreign workers	Employer	Foreign workers
Applicable places of business	All employers who employ Korean workers and foreign workers for at least one year in a period of employment activity	-China, the Philippines, Thailand, Vietnam, Indonesia: 400,000 won -Mongolia and other regions: 500,000 won -Sri Lanka: 600,000 won	Places of business at which the Wage Claim Guarantee Act does not apply or which employ less than 300 regular workers	Businesses and places of business employing foreign workers
Insured beneficiary	Foreign workers	Foreign workers	Foreign workers	Foreign workers
Time of application	Within 15 days of the effective date of the labor contract -Penalty of no more than 5 million won	Within three months of the effective date of the labor contract -Penalty of no more than 5 million won	Within 15 days of the effective date of the labor contract -Penalty of no more than 5 million won	Within 15 days of the effective date of the labor contract -Penalty of no more than 5 million won

	Departure guarantee insurance and trust	Return cost insurance and trust	Pay guarantee insurance	Accident insurance
Insurance premium	8.3% of the ordinary monthly wages on the "Employment Permission for Foreign Workers" document issued by the employment center (However, for places of business with four regular workers or fewer, the monthly premium is 4.15% of the ordinary monthly wages in accordance with the employment permission from August 1, 2011 to December 31, 2012, and 8.3% of the ordinary monthly wages from 2013)	Possible to pay as a lump sum or in installments (up to three times)	16,000 won a year per foreign worker	Depends on gender and age
Reasons for paying claim	When a foreign worker who has worked for one year or more without leaving the place of business departs Korea (not including temporary trips overseas)	When a foreign worker departs Korea (not including temporary trips overseas) -Applies to both voluntary departure and deportation	Derives from the principle of paying back wages -In the event that the employment permit is terminated because the worker has left the place of business or the country, the earned premium is subtracted from the unearned premium before it is paid.	Death or trauma other than industrial accidents
Percentage of claim paid and documents required	1 copy of application for claim, 1 copy of deposit account (registered in worker's name), 1 copy of identification card (passport or certificate of alien registration)	1 copy of application for claim, 1 copy of deposit account registered in worker's name, documents for identifying individuals (copy of passport or certificate of alien registration), 1 copy of document to show the expected departure from the country	Limit of 2 million won announced by the Minister of Employment and Labor (for one worker); verification certificate for back wages, invoice, copy of identification card and deposit account	1 copy of application for claim, 1 copy of documents for identifying individuals, 1 copy of deposit account, 1 copy of medical certificate -Accidental death, disability: 30 million won maximum -Death by disease and disability: 15 million won

Q&A

I am currently registered with industrial accident insurance. I would like to apply for injury insurance for foreign workers. Is there any difference between these insurances?

Industrial accident insurance and injury insurance are mandatory, and you have to apply for these insurances separately.

- **Industrial accident insurance** : when a worker suffers an accident, disease, death, or disability that is connected with his or her work, he or she will be compensated for the cost of treatment, hospitalization, nursing, and recovery
- **Injury insurance** : when a worker suffers an accident, disease, death, or disability that is not connected with her or her work, he or she will be compensated for the cost

☎ Telephone number

: Call Center of Samsung F&M (02-2119-2400)

Q&A

Do foreign workers have to apply for employment insurance?

A business or a place of business with one or more regular employees must register for employment insurance; but for foreign workers the company is not obliged to register for this insurance.



Q&A

How is the injury insurance premium calculated for foreign workers?

Since the premium for injury insurance is determined by the individual's date of birth, gender, and the period of insurance application, the amount of the premium will be different in each case. The premiums for individual workers are stated in the policy that they sign.

Q&A

Can I make a claim for an injury in the case of outpatient treatment or hospitalization due to a non-serious accident?

Injury insurance does not cover expenses for outpatient treatment or hospitalization resulting from simple injuries. However, claims can be made for death and disability resulting from reasons other than industrial accidents. For injuries, a maximum of 30 million won can be paid on a claim, while for death by disease, a maximum of 15 million won can be paid.

Appendix

- Overview of the Employment Permit System
- Major Services and Contact Numbers for Institutions Working with Foreign Workers
- Wage Calculation



Overview of the Employment Permit System

For businesses that have difficulty finding employees, foreign workers can be legally employed under certain conditions. This system has been operated by the Ministry of Employment and Labor since 2004 in accordance with the Act on Foreign Workers' Employment, etc.

| Eligible countries |

The Philippines, Mongolia, Sri Lanka, Vietnam, Thailand, Indonesia, Uzbekistan, Pakistan, Cambodia, China, Bangladesh, Nepal, Kyrgyzstan, Myanmar, East Timor (15 countries)

| Business types |

Small- and mid-sized companies, manufacturing, construction, agriculture and stockbreeding, fishery, some sectors of the service industry

| Industry size |

Determined each year by the committee on policy for foreign workers

Period of employment activity (Period of employment permit)

Three years from the date of initial entry

However, this period can be extended by one year and ten months if one is rehired by one's current employer after three years of work. (That is, the longest that one can engage in employment activity is four years and ten months.)

Extension of the employment permit

- At the end of the period of the employment contract, a worker's period of work can be extended (within the total period of employment they have been granted) following an agreement between the employer and employee
- Application period: from 60 days before the end of the labor contract until its end

Rehiring system

After the three-year period of the employment permit is terminated, this period can be extended for a maximum of one year and ten months. An employee can apply for this at the employment center after consulting with his or her employer.

- Application period: from one month to seven days before the end of the employment period.
- The worker who is applying for an extension must have been working at his or her last place of business for at least one month.

Procedure for employing foreign workers

- 01 Implementing TOPIK
- 02 Preparing and sending a list of foreign job seekers
- 03 Signing an employment contract (using the standard labor contract)
- 04 Employment education before entering Korea
- 05 Entering the country and receiving employment education (three days)
- 06 Assigning foreign workers to a place of business



Major Services and Contact Numbers of Institutions Working with Foreign Workers



Ministry of Employment and Labor

Files complaints about various violations of labor legislation such as not issuing a written contract, back wages, violence, unfair labor practices, etc.

Website (reporting center) www.minwon.moel.go.kr

Phone number for consultation 1350 (without area code)

	Regions of jurisdiction	Contact number
Seoul regional office of the Ministry of Employment and Labor	Jongno-gu, Jung-gu, Seochogu, Dongdaemun-gu	02)2231-0009
Seoul Gangnam branch	Gangnam-gu	02)584-0009
Seoul Dongbu branch	Songpa-gu, Seongdong-gu, Gwangjin-gu, Gangdong-gu	02)403-0009
Seoul Seobu branch	Mapo-gu, Seodaemun-gu, Yongsan-gu, Eunpyeong-gu	02)713-0009
Seoul Nambu branch	Gangseo-gu, Yangcheon-gu, Yeongdeungpo-gu	02)2639-2100-7
Seoul Bukbu branch	Gangbuk-gu, Nowon-gu, Dobong-gu, Seongbuk-gu, Jungnang-gu	02)950-9880-1
Seoul Gwanak branch	Gwanak-gu, Guro-gu, Geumcheon-gu, Dongjak-gu	02)3281-0009



Korea Workers' Compensation and Welfare Service

Handles inquiries and applications for employment insurance and industrial accident compensation insurance, handles applications for industrial accident insurance benefits, and provides support for compensation, relief, and workers' welfare (including loans for stabilizing workers' livelihood, etc.)

Website (reporting center) www.kcomwel.or.kr

Phone number for consultation 1588-0075 (without area code)

	Regions of jurisdiction	Contact number
Head office in Seoul	Jongno-gu, Jung-gu, Dongdaemun-gu	02)2230-9482
Seoul Gangnam branch	Gangnam-gu	02)3459-7250
Seoul Secho branch	Seochogu	02)6250-7278
Seoul Dongbu branch	Songpa-gu, Gangdong-gu, Gwangjin-gu	02)3433-1422
Seoul Seongdong branch	Seongdong-gu	02)3409-4900
Seoul Seobu branch	Yongsan-gu, Mapo-gu, Seodaemun-gu, Eunpyeong-gu	02)3273-1852
Seoul Nambu branch	Yeongdeungpo-gu, Gangseo-gu, Yangcheon-gu	02)2637-2895
Seoul Bukbu branch	Seongbuk-gu, Dobong-gu, Gangbuk-gu, Jungnang-gu, Nowon-gu	02)944-8164
Seoul Gwanak branch	Gwanak-gu, Guro-gu, Geumcheon-gu, Dongjak-gu	02)2109-2390



Institutions for supporting foreign workers

Provides comprehensive support for foreign workers to help them adapt to Korean society and culture through consultation and education

	Major functions	Contact number
Korea Support Center for Foreign Workers	Conducts mandatory education for foreign workers	1644-0644
Seoul Global Center	Institution run by the Seoul Metropolitan Government to provide comprehensive support for foreign workers	02)2075-4180
Seoul Branch of the Human Resources Development Service of Korea	Supports foreign workers during their stay and provides them with employment education	02)3274-9624
Seoul Global Migrant Center	Provides a system for supporting foreign workers who reside and work in Seoul	02)2632-9933
Seongdong Global Migrant Center	Provides a system for supporting foreign workers who reside and work in Seoul	02)2282-7974
Seongbuk Global Migrant Center	Provides a system for supporting foreign workers who reside and work in Seoul	02)911-5511
Geumcheon Global Migrant Center	Provides a system for supporting foreign workers who reside and work in Seoul	02)868-5208
Gangdong Global Migrant Center	Provides a system for supporting foreign workers who reside and work in Seoul	02)478-2555
Yangcheon Global Migrant Center	Provides a system for supporting foreign workers who reside and work in Seoul	02)2643-0808
Eunpyeong Global Migrant Center	Provides a system for supporting foreign workers who reside and work in Seoul	02)388-6343

Embassies in Korea

	Address	Contact number
U.S.	32 Sejong-ro, Jongno-gu	397-4117
Japan	22 Yulgok-ro 2-gil, Jongno-gu	2170-5200
China	70 Jahamun-ro, Jongno-gu	738-1038
Vietnam	123 Bukchon-ro, Jongno-gu	738-2318
Philippines	12 Hoenamu-ro 42-gil, Yongsan-gu	796-7387
Ecuador	47 Jong-ro, Jongno-gu	739-2401
Russia	43 Seosomun-ro 11-gil, Jung-gu	752-0630
Sri Lanka	39 Dongho-ro 10-gil, Jung-gu	735-2966
Mongolia	95 Dokseodang-ro, Yongsan-gu	798-3464
Malaysia	129 Dokseodang-ro, Yongsan-gu	2077-8600
Thailand	42 Daesagwan-ro, Yongsan-gu	790-2955
East Timor	14 Hannam-daero 27-gil, Yongsan-gu	797-6151
Cambodia	12 Daesagwan-ro 20-gil, Yongsan-gu	3785-1041
Myanmar	723-1 Hannam-dong, Yongsan-gu	790-3824

National Human Rights Commission of Korea

Reports and files complaints about human rights violations, sexual harassment, and discrimination against the disabled

Website www.humanrights.go.kr

Contact number 02)2125-9700

Korea Legal Aid Corporation

Provides free legal support to combat the violation of labor rights and interests

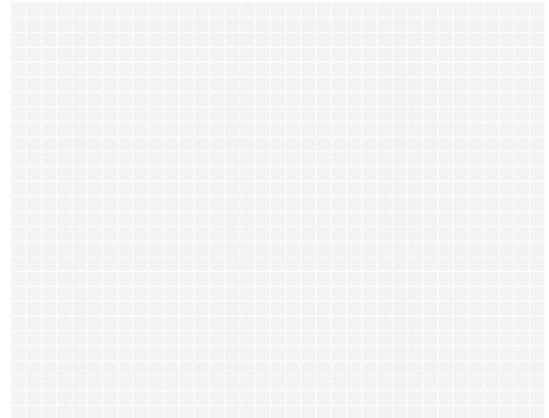
Website www.klac.or.kr

Contact number 132 (without area code)



Telephone numbers to increase your quality of life

Category	Major services	Contact number
120 Dasan Call Center	Deal with questions and complaints about Seoul with a single phone call	120
Information Center for Foreigners	Provides information for foreigners on topics including foreigners visiting Korea, nationality, foreigner registration, reporting address, extending period of stay, and immigration tasks	1345
BBB Korea for Interpretation Voluntary Service	Interpretation available anywhere in the world	1588-5644
KTO Information Center	Deals with inquiries about major tourist attractions in Korea	3672-7559
Emergency, disease, and hospital information hotline	Call this hotline to report fires, emergencies, rescue, and accidents and to get information about emergency medical institutions	119



Wage Calculation

Month _____

Date	Day	Start time	Finish time	Break time
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Total Working Hours				
Hourly rate				
Amount				
Total Wage amount				

Wage Calculation

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Total Working Hours				
Hourly rate				
Amount				
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Wage Calculation

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외국인 근로자
노동권리
수첩

초판발행일 2015년 1월

증보판 1쇄 2015년 1월

발행처 서울특별시

주소 서울특별시 중구 무교로21 더익스체인지 빌딩 8층

제작부서 노동정책과

전화 02) 2133-5420

I S B N 979-11-5621-347-5 13320

본 제작물의 저작권 및 판권은 서울특별시에 있습니다.

