

APPENDICES

APPENDIX A

Interview schedule for returned migrant women

Labour Migration from Sri Lanka to West Asia: The Gendered Dimensions of Migration, Women Domestic Workers and Labour Rights

Serial No:

1. PERSONAL DETAILS:

1.1. What is your age?

- 1) 18-24 2) 25-34 3) 35-44 4) 45-54 5) 55 & above

1.2. What is your ethnicity?

- 1) Sinhala 2) Tamil 3) Muslim 4) Malay 5) Burgher

1.3. What is your religion?

- 1) Buddhist 2) Hindu 3) Christian 4) Islam

1.4. What is your marital status?

- 1) Never married 2) Married 3) Divorced 4) Separated 5) Widowed

1.5. (Only 2, 3, 4 and 5) How many children do you have?

Age	No of children
Under 5 years	
5 -11 years	
12 -17 years	
Above 18 years	
Total	

1.6. If married, what sort of occupation your husband engaged in?

- 1) Permanent 2) Temporary 3) Daily basis 4) Other (please specify).....

1.7. Type of household

- 1) Male headed 2) Female headed 3) Joint family

1.8. What is your educational level?

- 1) No formal education 2) Primary 3) Secondary 4) Tertiary
5) Other (specify)

1.9. Do you have any vocational/professional training or qualification?

- 1) Yes; (Please indicate)
2) No

1.10. Language ability

[Use 1) Very good 2) Good 3) Fair 4) No knowledge]

Language	Spoken	Written
Mother tongue		
Arabic		
English		
Other		

1.11. Indicate your monthly family income (approximately)

- 1) Less than Rs. 5000 2) Rs. 5001-10,000 3) Rs.10,001- 15000
4) Rs. 15,001 – 20,000 5) Above 20,000

- 1.12. Are you a recipient of government food subsidiary scheme (Samurdhi)?
 1) Yes 2) No

2. PRIOR WORK EXPERIENCE/EMPLOYMENT:

- 2.1. What was your occupational status before you went to Middle East?
 1) Employed fulltime 2) employed part time 3) housewife 4) unemployed
 2.2. If 1 or 2, please give details:

- 2.3. Previous experience as a domestic worker (in Sri Lanka and overseas)

Country	From-to	Duration
Sri Lanka		
Saudi Arabia		
Other		

3. REASONS FOR SELECTING OVERSEAS EMPLOYMENT

- 3.1. Why did you seek overseas employment as a domestic worker?

- 3.2. Reasons for selecting Saudi Arabia as your destination (Tick appropriate box)

1. Wages	
2. Family	
3. Prior experience	
4. Networks of friends	
5. Agent's recommendation	
6. Work conditions	
7. Other	

- 3.3. How long you worked there?years
 3.4. Did you hear/aware of any kind of ill-treatment or abuse of domestic workers in Saudi Arabia before leaving Sri Lanka?
 1) Yes: what made you to migrate to the same country?
 2) No

4. INFORMATION ABOUT OVERSEAS EMPLOYMENT

- 4.1. How did you get information about the job abroad? (Tick appropriate box)

1. From recruiting agent/sub agent	
2. From a relative/friend working there	
3. Though a newspaper advertisement	
4. Invitation from the previous employer abroad	
5. Other	

- 4.2. Did you face any difficulty/problem in your preparation period?
 1) Yes; what type of difficulty?
 2) No

4.3. Difficulties faced when overseas (Tick appropriate box)

1. Language	
2. Food	
3. Customs	
4. Treatment	
5. Other	

5. ASSISTANCE OBTAINED FOR OVERSEAS EMPLOYMENT

5.1. Who helped you to obtain overseas employment?

Assistance	Person/agency
1. Obtaining passport	
2. Getting visa	
3. Preparation of documents	
4. Accompanying for medical tests etc.	
5. Other	

5.2. Fees involved

Activity	Rs.
1. Agent/sub agent's fee	
2. SLBFE Registration fee	
3. Passport	
4. Visa fee	
5. Medical tests	
6. Air tickets	
7. Other	

5.3. Any debts incurred?

- 1) Yes: How much? Rs.....
- 2) No

5.4. Did you settle the debt?

5.5. Did you pay money to the agency while abroad?

- 1) Yes
- 2) No

5.6. If yes, for how long?

6. PRE-DEPARTURE PREPARATION/TRAINING

6.1. Did you participate in any training programme before departure?

- 1) Yes
- 2) No

6.2. If yes, which organisation conducted the training programme?
.....

6.3. What is the duration of the programme?

6.4. Content of training programme (Tick appropriate box)

1. Lectures and workshops	
2. Use of modern equipments	
3. Language usage/preparations	
4. Information on religions	
5. Migrant workers' rights	
6. Provided handbook/s	
7. Received a certificate	
8. Provided useful contacts	
9. Other	

6.5. How useful these information/skills?

- 1) Very useful 2) useful 3) somewhat useful 4) not that useful

7. FACILITIES/SUPPORT PROVIDED BY THE GOVERNMENT (SLBFE)

7.1. Did you register with the SLBFE?

- 1) Yes; who asked you to do so?
 2) No

7.2. If yes, why? (Tick appropriate box)

1. It provides with job security	
2. It helps my family back home to get information when they needed	
3. I cannot go abroad without registration	
4. Other (please specify)	

7.3. If no, what prevents you from registration with the Bureau?

Reason	Yes
1. It is time consuming	
2. It is costly	
3. Agent told that registration is not necessary	
4. Somebody else did the paperwork for me	
5. Did not aware of that	
6. Other (please specify)	

7.4. Did you ever visit the Foreign Employment Bureau?

- 1) Yes; for what purpose?
 2) No

7.5. What do you think about services provide by the SLBFE in relation to migrant women?

- 1) Excellent 2) Good 3) Neutral 4) Poor

7.6. Give reasons for your answer.

8. EMPLOYMENT OVERSEAS COUNTRY

8.1. Arrival arrangements

1. Recruiting agent came and pick me up	
2. Employer came and pick me up	
3. Nobody came and pick me up	
4. Other (please specify)	

8.2. To whom did you turn mostly for assistance when needed?

1. Family back home	
2. Co-workers at the household	
3. Friends in the host country	
4. Employer's family	
5. Neighbours	
6. Recruiting agency	
7. Embassy/consular office	
8. NGOs	
9. Other	
10. No one	

8.3. What kind of assistance did you receive?

9. EMPLOYMENT CONTRACT

9.1. Did you sign a service contract before you leave the country?

- 1) Yes; in which language?
- 2) No

9.2. If the language was not familiar to you, did someone interpret the coverage?

- 1) Yes
- 2) No

9.3. Did you ask for an interpretation?

- 1) Yes
- 2) No

9.4. Did you get a copy of the contract?

- 1) Yes
- 2) No

9.5. What is the duration of the contract? Years

9.6. Did you work there until the termination of the contract?

- 1) Yes
- 2) No; why?

9.7. Did you work for the same employer for the whole period?

- 1) Yes
- 2) No: why?

10. WORKING CONDITIONS

10.1 Hours of work

10.1.1. In a typical day, how many hours did you work? Hours

- a) What is your start time?
- b) What is your finish time?

10.1.2. Did you have enough breaks during work?

- 1) Yes
- 2) No

10.1.3. How long did you usually sleep for a day?hours

10.2 Rest days/holidays

10.2.1. Did your employer allow you to have rest days?

- 1) Yes; how many days per month?
- 2) No

10.2.2. If yes, how did you spend your rest day/time off?

- 1) Sleeping
- 2) Talking with co-workers
- 3) Going out
- 4) Listening to music/watching TV
- 5) Other (please specify)

10.3 Workload

10.3.1. What are the duties assigned to you?

Duty	Essential	Occasional
1. Cooking		
2. Helping kitchen		
3. Babysitting		
4. Looking after elderly		
5. Looking after sick people		
6. General cleaning and housekeeping		
7. Laundry		
8. Ironing		
9. Gardening		
10. Feeding animals/pets		
11. Washing employer's vehicles		
12. Other (please specify)		

10.3.2. Where did you work most of the time?

10.3.3. Were you given extra payment for unspecified duties?

- 1) Yes 2) No

10.4 Payments/wages

10.4.1. What was your agreed wage?

10.4.2. How much were you actually paid?

10.4.3. How did your employer pay you?

- 1) Cash 2) Bank vouchers 3) Other (Please specify)

10.4.4. How often did your employer pay you?

- 1) Every month 2) irregularly 3) when I need money
4) Other

10.4.5. Did you receive your full salary regularly?

- 1) Yes
2) No

10.4.6. If not, how often the employer hold your salary?

- 1) Always 2) very often 3) fairly often 4) sometimes

10.5 Provision of accommodation and food

10.5.1. Did you know about their food prior to departure?

- 1) Yes 2) No

10.5.2. Did you receive free food?

- 1) Yes 2) No

10.5.3. Did you receive enough food to eat?

- 1) Yes 2) No

10.5.4. How was the quality of food you received?

- 1) Good 2) Just edible 3) Poor

10.5.5. How many meals you received per day?

10.5.6. Time of meals:

Breakfast: Lunch Dinner

10.5.7. Did you aware of the living conditions of the domestic workers there before leaving?

- 1) Yes 2) No

10.5.8. Did your employer provide accommodation for you?

- 1) Yes
- 2) No

10.5.9. If no, then where did you stay?

How much you paid?

10.5.10. If yes, was it free accommodation?

- 1) Yes
- 2) No; how much you paid?

10.5.11. Did employer provide you a separate room?

- 1) Yes
- 2) No;

10.5.12. If no, what kind of lodging did you have?

1. Sharing with employer's family member/s	
2. Sharing with a co-worker/workers	
3. Open area	
4. Other	

10.5.13. What were the other facilities you received? (Tick appropriate box)

1. Ventilation	
2. Water	
3. Electricity	
4. Separate toilet and washroom	
5. Bed	
6. Blanket or quilt	
7. Wardrobe/cupboard	
8. Desk and chair	
9. Other	

11. EMPLOYER DETAILS

11.1 Family structure

11.1.1. Why do the employers prefer Sri Lankan domestic workers?

.....
.....

11.1.2. What type of family/household was it?

- 1) Nuclear family 2) Extended family 3) Joint family
- 4) Other (Please specify)

11.1.3. How many members were there?

- a) Infants:
- b) Children:
- c) Adults:

11.1.4. How many persons in the household to be served on a regular basis?

- a) Infants:
- b) Children:
- c) Adults:
- d) Elderly:
- e) Persons who need special care:

11.1.5. Did the employer ever ask you to do work outside domestic chores?

- 1) Yes; what type of work?
- 2) No

11.1.6. If yes, how often?

- 1) Always
- 2) very often
- 3) fairly often
- 4) sometimes

11.2 Communication

11.2.1. What language did you usually use to communicate with your employer?

- 1) Arabic
- 2) English
- 3) Other (Please state)

11.2.2. What were the facilities provided for maintaining contacts with family back home?

Method of communication	How often
Mail	
Telephone	
E mail/internet	
Other	

11.2.3. What are the means of communication with your family back home?

Method of communication	How often
Mail	
Telephone	
E mail/internet	
Other	

11.2.4. Did you face any difficulty/problem in contacting your family members?

- 1) Yes; what are they?
- 2) No

11.3 Relationship with Employer and his/her family members

11.3.1. How did the employer/members of the household address you?

- 1) By name
- 2) Other (please state)

11.3.2. Did you face any problems when you communicate with employer and the family?

- 1) Yes; what are they?
- 2) No

11.3.3. Did you possess your identity documents with you on your stay there?

- 1) Yes
- 2) No; who hold the documents?
 - 1) Employer
 - 2) Recruiting agent
 - 3) Other

11.3.4. Did your employer allow you to go out alone?

- 1) Yes; where to?
How often?
- 2) Not alone with somebody; accompany with whom?
- 3) No, not at all

- 11.3.5. Did you practice your religion there?
 1) Yes, how?
 2) No; why?
- 11.3.6. Did your employer provide any leisure/recreational facilities e.g. TV, radio?
 1) Yes; what are they?
 2) No
- 11.3.7. How often did you meet other Sri Lankans working there?

12. OVERALL IMPRESSION OF EXPERIENCE ABROAD

- 12.1. How good you felt your working environment there?
 1) Free and relaxed 2) Bearable 3) confinement like
- 12.2. Was your job list different from what you knew prior to departure?
 1) Yes; how?
 2) No
- 12.3. Were the working conditions different from what you were told/thought?
 1) Yes; it was worse 2) Yes, it was better
 3) No, not that different
- 12.4. Were you forced to work?
 1) Yes 2) No, never
- 12.5. If yes, who forced you to work?
 1) Employer 2) Spouse of the employer
 3) Children 4) Other (please specify)
- 12.6. Did you find the job enjoyable at least once?
 1) Yes; when?
 2) No, never

13. REMITTANCES

- 13.1. How did you send your money?
 1) Through the employer 2) Through post office
 3) Through Bank 4) Through friends and relatives
 5. Other (Please specify)
- 13.2. To whom you sent your remittances?
 1) To husband 2) To a child 3) to mother/father 4) to a sister/brother
 5) Other (Please specify)
- 13.3. What is the percentage of earnings sent home?

14. LABOUR RIGHTS

14.1. Newspapers report that many women have bitter experience at work abroad. Did you experience any of the followings from employer/family member towards you?

14.1.1. Locked in a room as a punishment

1) Very often 2) fairly often 3) sometimes 4) Once 5) Never

14.1.2. Restriction of food

1) Very often 2) fairly often 3) sometimes 4) Once 5) Never

14.1.3. Verbally abused/shouted at

1) Very often 2) fairly often 3) sometimes 4) Once 5) Never

a) What were the words she/he/they often used?

14.1.4. Physically abused/beaten/slapped/hit

1) Very often 2) fairly often 3) sometimes 4) Once 5) Never

a) With what?

14.1.5. Sexually abused/touching

1) Very often 2) fairly often 3) sometimes 4) Once 5) Never

a) By whom?

14.1.6. Sexually harassed

1) Very often 2) fairly often 3) sometimes 4) Once 5) Never

a) By whom?

14.2. If yes to any, what was your reaction?

14.3. Did you ever try to resist oppression?

1) Yes; how?

.....

2) No; why?

.....

14.4. Who helped you out in that regard?

1) No one 2) Other members in the household

4) Co-workers 4) Recruiting agency 5) Embassy

6) NGO 7) Other (Please specify)

14.5. What prevent you from leaving the job? (Tick appropriate box)

1. I wanted to get my salary withhold by the employer	
2. Personal debts	
3. Debts to the recruiting agency	
4. Identity documents were with the employer	
5. Afraid of going out in a strange country	
6. Difficult to find another job	
7. Afraid of being arrested by the police	
8. Other	

14.6. Did you have any health problem during your stay there?

1) Yes; what type of problem?

2) No

14.7. Did the employer provide basic health and medical needs?

1) Yes; was it free?

2) No

15. ASSISTANCE FROM SRI LANKAN FOREIGN MISSION AND LOCAL AUTHORITIES

15.1. Sri Lanka Mission

15.1.1. Did you ever have to contact Sri Lankan embassy/consulate during your stay there?

- 1) Yes
- 2) No

15.1.2. If yes, for what purpose?

15.1.3. Did you ask any help?

- 1) Yes
- 2) No

15.1.4. How helpful did you find the officials in Sri Lankan embassy?

- 1) Very much
- 2) Just done their duty
- 3) indifferent

15.2. Local authority

15.2.1. Did you ever have to contact any local authority during your stay there?

- 1) Yes
- 2) No

15.2.2. If yes, for what purpose?

15.2.3. How helpful did you find the officials in that authority?

- 1) Very much
- 2) Just done their duty
- 3) indifferent

15.3. Networks of Sri Lankans etc.

15.3.1. Did you ever have to contact any network of Sri Lankans or any NGO during your stay there?

- 1) Yes
- 2) No

15.3.2. If yes, for what purpose?

15.3.3. If yes, how did you get to know about them?

15.3.4. How helpful did you find them?

- 1) Very much
- 2) Just done their duty
- 3) indifferent

16. UNDERSTANDING LABOUR RIGHTS

16.1. What do you mean by labour rights?

16.2. Migrant workers should enjoy their rights at the country where they work. As a migrant worker can you tell what rights you should have?

- 1)
- 2)
- 3)
- 4)
- 5)

16.3. Did you learn more about your labour rights after going abroad?

- 1) Yes 2) No

16.4. If yes, what did you learn?

.....
.....

16.5. From whom?

.....

17. INTERNATIONAL INSTRUMENTS

17.1. Have you ever heard about United Nations or International Labour Organisation and the conventions which aimed protection of migrant workers?

1) Yes; a) how?

.....
b) What do you know about those instruments?

.....
2) No

17.2. If you have an opportunity to meet relevant authorities what are the issues you would like to discuss with them? (Tick appropriate box)

1. Ill-treatment and abuse of workers	
2. Language problems	
3. Laws and practices in the host country	
4. developing skills	
5. Health	
6. Other	

18. YOUR OPINION

To what extent do you agree with the following statements?

18.1. Both male and female migrant workers face same problems at work abroad.

- 1) Strongly agree 2) agree 3) disagree 4) strongly disagree
5) undecided

18.2. There should be a minimum educational qualification to migrate as a domestic worker.

- 1) Strongly agree 2) agree 3) disagree 4) strongly disagree
5) undecided

18.3. Domestic workers are not very good in handling modern household equipments.

- 1) Strongly agree 2) agree 3) disagree 4) strongly disagree
5) undecided

18.4. Domestic workers should sign service contract before leaving the home country.

- 1) Strongly agree 2) agree 3) disagree 4) strongly disagree
5) undecided

18.5. Recruiting agents help domestic workers throughout the migration process than government institutions.

- 1) Strongly agree 2) agree 3) disagree 4) strongly disagree
5) undecided

18.6. Many employers treat domestic workers like slaves.

- 1) Strongly agree 2) agree 3) disagree 4) strongly disagree
5) undecided

18.7. Foreign missions should have separate agenda for domestic workers.

- 1) Strongly agree 2) agree 3) disagree 4) strongly disagree
5) undecided

20.4. If not please clarify.
.....
.....

20.5. Give your recommendations for improving work contracts/conditions and provisions of employment for women.

- 1)
- 2)
- 3)
- 4)
- 5)

APPENDIX B

Interview schedule for the SLBFE officials

Labour Migration from Sri Lanka to West Asia: The Gendered Dimensions of Migration, Women Domestic Workers and Labour Rights

Serial No:

1. Personal details:

1.1. Age

1) 18-24 2) 25-34 3) 35-44 4) 45-54 5) 55 & above

1.2. Sex: 1) Male 2) Female

1.3. Management level: 1) Top level 2) Middle level

1.4. Length of work experience:

2. Legislation, Policy and Regulations etc.

2.1. What is the role of a government in relation to escalating incidents of ill-treatments and abuses of domestic workers?

2.2. There have been some changes to policy and regulations governing emigration of Sri Lankans to West Asia during last 5 years. What led to these changes?

2.3 how do these stand when compared to other sending countries?

2.4. What are the constraints in ratifying ILO conventions on migrant workers?

2.5. Sri Lanka has ratified the ICMW and CEDAW but some observe the problem we face is relating to implementation of the recommendations. Are there any obstacles for implementing?

1) Yes 2) No

2.6. If yes, what are they?

2.7. What are the reasons for absence of bilateral agreements with countries of destination?

2.8. What do you mean by gender awareness in policy planning?

2.9. Do you think that gender imbalance in decision/policy making level has been shaped the prevailing regulations?

1) Yes 2) No

2.10 Why do you say so?

3. Government Bodies involved in labour migration

3.1. What is your opinion on the responsibilities and functions of the Ministry of FEPW?

3.2. What is your opinion on the responsibilities and functions of Ministry of Women's Affairs in relation to migrant women?

3.3. Are foreign embassy staff at destinations helpful, speedy and resourceful in mediating those problems?

1) Yes 2) No

3.4. If no, why?

3.5. How about labour attaches at foreign missions? Are they qualify/experience enough to attend migrant women's issues?

1) Yes 2) No

3.6. If no, explain about their help, resources, problems etc.

4. Functions and responsibilities of the Sri Lanka Bureau of Foreign Employment

4.3. Does the employment contract usually in operation according to the way it is mentioned in regulations?

1) Yes 2) No

4.4. Give reasons for your answer.

4.5. Are there any differences of employment contracts by comparing with other Asian labour sending countries?

1) Yes 2) No

4.6. If yes, what is the difference?

4.7. What are the issues to do with violations of employment contracts and abuses by employers in the host countries?

4.8. What are the main issues related to complaint mechanisms?

4.9. What are the main issues related to investigation procedures?

4.10. What are the main issues related to victim services?

- 4.11. What are the main issues related to redress mechanisms?
- 4.12. How about the government support available in legal aid in case of abuse etc.?
- 4.14. Are there adequate labour advisors in the host countries?
1) Yes 2) No
- 4.15. If no, how do you manage in crisis situation?
- 4.16. Is it worth registering of domestic workers with the Bureau?
1) Yes 2) No;
- 4.17. Why?
- 4.18. What are the issues you have come across regarding unregistered domestic workers?
- 4.19. How effective motivations for prospective migrant women e.g. free insurance covering, payment of embarkation tax?
- 4.20. How effective the other worker welfare programmes?
- 4.21. Although registration of recruiting agencies with the SLBFE is compulsory, there are number of complaints about unscrupulous recruiting agents and agencies. Women face abuse and exploitation more than men. What are the reason for booming such agents and agencies?
- 4.22. How effective the prevailing regulation procedures of recruiting agencies?
- 4.25. What issues and problems continue with regard to responsibilities of the Bureau?

5. Skills training:

- 5.1. Is the content of the pre-departure training programme adequate?
1) Yes 2) No
- 5.4. Give reasons for your answer.
- 5.5. Is the duration of programme sufficient?
1) Yes 2) No
- 5.6. Give reasons for your answer.

- 5.7. Do prospective migrant women aware sufficiently enough about skills they need to do the job after the training programme?
1) Yes 2) No
- 5.8. Give reasons for your answer.
- 5.9. Do prospective migrant women aware enough about their rights as migrant labour after the training programme?
1) Yes 2) No
- 5.10. Give reasons for your answer.
- 5.11. Are there any problems in grasping knowledge and relevant skills?
1) Yes 2) No
- 5.12. If yes; what kind of problems?

6. Challenges in Saudi Arabia as a destination country

6.1. What are the challenges in Saudi Arabia as a destination country?

6.2. Are those challenges different from other destination countries?

- 1) Yes 2) No

6.3. If yes, how?

6.6. What is your opinion on the procedure on runaway domestic workers in Saudi Arabia?

6.7. What is your opinion on safe houses in Saudi Arabia?

7. Opinions and perceptions

7.1. What should be the main concerns of policy makers regarding migrant women workers in the context of women outnumbered male workers?

7.3. How have they been addressed?

7.4. Why domestic service is such attractive?

7.5. Are there any jobs called 'gender appropriate'?

- 1) Yes 2) No

7.6. If yes, what are they?

7.8. What are the reasons for approving/encouraging such gendered recruitments by the government?

7.9. Are there any alternative employment options in international labour market for women?

- 1) Yes; what are they?
- 2) No

7.10. Why do government or relevant authorities do not try to change this picture?

7.11. What are the reasons to exclude domestic workers from local laws and regulations?

7.13. Some argue that many issues occurred due to lack of rights consciousness among migrant women including domestic workers. How do you address this issue?

7.14. Do both male and female migrant workers face common problems?

- 1) Yes
- 2) No

7.15. Explain your answer.

7.16. Do the authorities should pay more attention towards migrant women and different policy aspects rather than common blanket policies?

7.19. Who gain from domestic workers' labour? And who need to be? What is your personal opinion?

7.20. (See next page)

Concluding remarks:

7.20. Comment on the appropriateness of the following measures which suggest regulating the labour migration of Sri Lankan citizens.

Measure	Opinion
1. Emigration clearance to leave country	
2. Ban/restriction on direct hiring	
3. Minimum standards for work contracts	
4 Licensing/regulation of private recruiters	
5. Operation of recruiting agencies by State	
6. Security bond requirement	
7. Ban/limit recruitment fee charged to worker	
8. Compulsory registration for Insurance coverage/ welfare fund	
9. Restriction on passport issue	
10. Regulation of job advertising	
11. Restriction on selected occupations	
12. Minimum educational qualifications for workers	
13. Compulsory service in country before departure	
14. Ban on female domestic workers	
15. Ban on mothers have children under 5 years of age	
16. Periodic inspection recruitment establishment	
17. Periodic inspection of migrant workers	
18. Pre-departure training	
19. Compulsory registration with the SLBFE	
20. Restriction on country of employment	

APPENDIX C

Approval of UNE Human Research Ethics Committee



Research Development & Integrity
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HUMAN RESEARCH ETHICS COMMITTEE

MEMORANDUM TO: Dr S Gamage, Prof A Kaur & Ms S Dissanayake
School of Professional Studies

This is to advise you that the Human Research Ethics Committee has approved the following:

PROJECT TITLE: Labour migration from Sri Lanka to West Asia: The gendered dimensions of migration, women domestic workers and labour rights.
COMMENCEMENT DATE: 29/10/2008
COMMITTEE APPROVAL No.: HE08/134
APPROVAL VALID TO: 29/10/2009
COMMENTS: Nil. Conditions met in full.

The Human Research Ethics Committee may grant approval for up to a maximum of three years. For approval periods greater than 12 months, researchers are required to submit an application for renewal at each twelve-month period. All researchers are required to submit a Final Report at the completion of their project. The Progress/Final Report Form is available at the following web address: <http://www.une.edu.au/research-services/ethics/human-ethics/hrecforms.php>

The *NHMRC National Statement on Ethical Conduct in Research Involving Humans* requires that researchers must report immediately to the Human Research Ethics Committee anything that might affect ethical acceptance of the protocol. This includes adverse reactions of participants, proposed changes in the protocol, and any other unforeseen events that might affect the continued ethical acceptability of the project.

In issuing this approval number, it is required that all data and consent forms are stored in a secure location for a minimum period of five years. These documents may be required for compliance audit processes during that time. If the location at which data and documentation are retained is changed within that five year period, the Research Ethics Officer should be advised of the new location.



Jo-Ann Sozou
Secretary

29/10/2008

The questionnaires will be kept in the same manner for five (5) years following thesis submission and then destroyed.

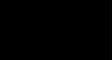
This research project has been approved by the Human Research Ethics Committee of the University of New England (Approval No. HE08/134 Valid to 29/10/2009).

Should you have any complaints concerning the manner in which this research is conducted, please contact the Research Ethics Officer at the following address:

Research Services
University of New England
Armidale, NSW 2351, Australia.
Telephone: +61 26773 3449
Facsimile +61 26773 3543
Email: ethics@une.edu.au

Thank you for considering this request and I look forward to further contact with you.

Yours sincerely,


Samúdra Dissanayake
PhD Candidate
School of Education,
University of New England,
Armidale NSW 2351, Australia.

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APPENDIX E

MOU between Sri Lanka and Jordan

Original in Arabic

Memorandum of Understanding between the Government of Sri Lanka and the Government of Jordan,

Rules: To be used in the employment of Sri Lankans in Employment in Jordan for increasing such employment opportunities and ensuring worker qualification and worker rights.

1. Both Governments should exchange state agreements regarding employment of Sri Lankans
 2. This action to be taken by the Ministry of Labour, Government of Jordan and the SLBFE under Ministry of Labour after prior mutual agreement reached following discussion.
 3. If there are any legal, professional or welfare matters of Sri Lankans so employed relevant Departments of the two States should settle such differences or disagreements in accordance with relevant laws prevailing at the time.
 4. Candidates seeking employment should possess valid certificate issued by relevant authorities and should process valid medical certificates. If any of the certificate produced are bogus and not valid the candidate will be refused employment
 5. Both parties should enter into a contract of employment and duly sign it by the employer and worker.
 6. The employee should work only at the place of employment for which his Services were required.
- (a) All employers should work according to Jordan Law,
(b) Refrain from intervening in any political or religious matter outside his responsibility
1. Any employee selected for employment shall enjoy all civil rights prevailing at the time.
 2. In order to ensure these civil rights, the Ministry of Labour Jordan and the SLBFE shall work together in coordination. If any dispute arise between employer and such worker the above two parties should endeavour to settle such matter in a candid and friendly manner.
 3. At end of contract the worker should not work for any other employer. However, they may do so after the signed agreement reached between parties.
 4. The employee has right to transfer the assets and earnings to another country or anywhere else they prefer.
 5. The two countries should set up a body to undertake action in terms of this MOU.

They should:-

- (a) Resolve all areas where disputes arose and execute the MOU in a pragmatic manner.
- (b) they may renew or amend the MOU if so desired.
- (C) if so they should discuss these issues and reach a prior settlement.

1. If the MOU is to be substantially altered or amended, Ministries of both states should mediate, discuss and reach a settlement.
2. The MOU shall take effect on parties agreeing and reaching contract of employment as specified.
3. Both countries should draw up this agreements and relevant documents and exchange them mutually.

Any agreement so reached will be valid for 3 years. Any amendments to the agreement reached should be effected within 6 months.

Editors

note:-

The above MOU was signed in Amman, Jordan on 07-06-2006 and prepared in Arabic, English and Sinhalese. Though they have equal validity if any disagreement arises the English version will prevail.

.....
Sgd on behalf of Government of Sri Lanka
Jordan

.....
sgd.on behalf of Government of

APPENDIX F
Model Employment Contract

Model Employment Contract

This Employment Contract executed and entered into by and between
Employer
Hereinafter referred to as Employer and Mr/Mrs.Miss/ (Employee)
Of (Address in Sri Lanka)
Hereinafter referred to as Employee, provides for the terms and conditions of
employment, as follows:

A. Particulars of Employee:

1. Full Name, as in Passport
2. Passport Number
3. Date of Issue
4. Place of Issue
5. Profession in Passport

B. Basic Terms:

1. Employment Site
2. Employee's Classification Position or Grade
3. Basic Pay
4. No. of hours of work per day
5. No. of hours of work per week
6. Overtime Pay
 - a. For work over regular hours
 - b. For work on holidays
7. Leave with full pay (per contractual year of 12 months):
 - a. Vacation (or money value if not used)
 - b. Sick leave
8. Duration of contract: years from date of arrival in the country of employment.
Contract is renewable at the option of both parties
9. Other benefits

C. The Employer shall provide the Employee:

1. Free air ticket Colombo/..... at the beginning of the contract.
2. Free return air ticket to Colombo in the following cases:
 - a. Expiration of contract
 - b. Termination of contract by employer without just cause
 - c. If Employee is unable to continue work due to work connected with disease or injury
 - d. Force majeure; and
 - e. In such other case when contract is terminated through no fault of the Employee.
3. Free food or food allowance of US\$ per month
4. Free accommodation, with living facilities/allowance in lieu of accommodation of US\$ per month
5. Free emergency medical attention and medicines

6. workmen's compensation benefits for service connected illness, injury or death, according to laws of and war hazard protection
 7. company benefits provided to other Employees in same work.
- D. The Employee shall observe Employer's company rules and abide by the pertinent laws of and respect its customs and traditions.
- E. The Employer shall assist the Employee in the regular remittance of his/her monthly salary and allowance or any portion of them, as the employee may decide to his/her beneficiaries in Sri Lanka. The Employer shall provide a statement of such remittances to the Sri Lanka Bureau of Foreign Employment/Embassy of Sri Lanka in the country of employment, if requested.
- F. In case of death of the Employee, the Employer shall bear the expenses for the repatriation of the mortal remains of the Employee and transfer of his/her personal belongings to his relatives in Sri Lanka or if repatriation of the remains are not possible under certain circumstances, the proper disposal thereof upon previous arrangements with the Employee's next-of-kin in the absence of same with the Sri Lanka Embassy in the Country of Employment.
- G. Termination of Contract of Employee by Employer. Employer may terminate the contract of the Employee for any of the following just cases:
1. the closing or cessation of operation of the establishment or completion of the project
 2. serious misconduct or willful disobedience of lawful order of Employer or his representative at work
 3. gross or habitual or willful neglect of duties
 4. fraud, criminal offence or assault by employee of employer, his/her representative of a fellow worker
- H. Employer may also terminate Contract of Employee in the following circumstances
1. installation of labor saving services
 2. redundancy
 3. retrenchment to reduce or prevent losses; and
 4. if Employee has been found to be suffering from any disease and whose continued employment is prohibited by law or is detrimental to his health and/or that of his co-employees.

The termination of employment due to installation of labor saving devices, redundancy or retrenchment shall entitle the employee affected thereby to repatriation pay equivalent of one (1) month pay for every year of service whichever is higher, a fraction of a year of at least 6 months to be considered as one (1) whole year and all other benefits granted to those who may be terminated at end of contract through the normal termination process.

I. Termination of Employment by Employee

1. An Employee may terminate the employer-employee relationship before the expiration of the Employment Contract, by serving written notice on the Employer at least one (1) month in advance. The employer upon whom no such notice has been served may hold the Employee liable for damages. The return airfare in these cases shall be borne by the Employee.
2. An Employee may put an end to relationship without serving any notice on the Employer for any of the following just causes:
 - a. serious insult by the employer or his/her representative on the honor and person of the employee
 - b. inhuman and unbearable treatment accorded by employee by the employer or his/her representative
 - c. commission of a crime or offence by the employer or his representative against the person of the employee or any of the immediate members of his family.

J. Dispute Settlement Procedure

All disputes arising from this employment contract shall initially be settled amicably through negotiations, with the participation of either a Sri Lankan Embassy representative or any representative of the Sri Lanka Bureau of Foreign Employment.

K. Applicable Laws

Other terms and conditions of employment not covered herein shall be governed by the pertinent laws of the country of employment without negating or rendering nugatory other applicable laws in Sri Lanka and international covenants on expatriate employment. In the event of disputes arising out of interpretation of this agreement the English version of the document shall prevail.

IN WITNESS WHEREOF, we hereby sign this contract this day of 20....., at

.....
Signature and seal of Employer

.....
Signature of Employee

APPENDIX G

Overseas employment insurance for migrant workers

SRI LANKA INSURANCE CORPORATION LIMITED Overseas Employment Insurance

Age Limit: 18 to 60 years
 Term: 2 years
 Premium: Rs.900
 FREE The Premium in respect of this insurance cover will be paid by the Foreign Employment Bureau at the time of registration

SLICL Cover 2001

	Event	Benefit
1	Repatriation due to physical harassment by the overseas employer	Repatriation within 6 months The air ticket will be issued by Sri Lankan Airlines with the approval of SLBFE/Sri Lanka Mission of the relevant country. Alternatively a sum of Rs.20,000 will be paid to cover the initial expenses.
2.	Repatriation due to pregnancy not known before the departure from Sri Lanka	Repatriation within 3 months Cost incurred by the insured person in respect of the return ticket (Maximum of Rs.25,000). Alternatively a sum of Rs.20,000 to cover the initial expenses
3.	Optional – Bank of Ceylon will issue a Bank Guarantee to issue an air ticket on demand if a request is made to do so with a remittance of US\$400. This guarantee will be displayed on our web site for reference by Sri Lankan Airlines.	Bank of Ceylon will open a NRFC account free of charge at the airport.
4.	Death whilst abroad	(a) Rs.300,000 as compensation to the dependents (b) Cost of transporting the remains or funeral expenses up to a maximum of Rs.500,000
5.	Death in Sri Lanka within 90 days of an accident happened abroad	(a) Cost incurred by the insured person in respect of the return ticket (Maximum Rs.25,000) (b) Rs.200,000 as compensation to the dependents
6.	Return due to an accident whilst working abroad (a) In case of permanent disability	(a) Cost incurred by the insured person in respect of the return ticket (Maximum Rs. 25,000) (b) Compensation up to Rs.200,000 depending on the extent of disability (c) Percentage of disability will be calculated as per schedule to the Workmen's Compensation Laws and shall be determined on the basis of medical evidence

	(b) In case of partial disability	(a)	Cost incurred by the insured person in respect of the return ticket (maximum Rs.25,000) Medical expenses incurred after returning to Sri Lanka (maximum Rs, 100,000)
7.	(a) Return due to an illness Commenced/contracted whilst abroad (b) Death in Sri Lanka due to a critical illness commenced/contracted whilst abroad	(a) (b)	Cost incurred by the insured person in respect of the return ticket (maximum Rs25,000) Medical expenses incurred after returning to Sri Lanka (maximum Rs.100,000) Within six months of arrival in Sri Lanka, Rs.100,000 (inclusive of any medical expenses incurred after returning to Sri Lanka)
8.	(a). Cost of hospitalized medical treatment for accidental injuries after the insured person left Sri Lanka (spouse and two children if insured person is married and parents if insured is unmarried – only persons named in the Proposal) (b) Cost of hospitalized medical treatment for other illnesses commenced/contracted after the insured person left Sri Lanka --- for children below 18 only (Not paid for outdoor treatment, routine treatment, maternity)		Annual cost up to Rs25,000 for a family unit per year for treatment in a non-paying ward ---- Rs.150 per day
9.	Expeditious issue of a Passport of Emergency Certificate		A copy of the Passport is available for reference in the website srilankainsurance.com to enable Sri Lankan Embassies to expeditiously issue an Emergency Certificate or Passport