

## Signs of possible Exploitation Checklist

Are you:

- Discriminated against at work, for example, because of your race, religious or political beliefs?
- Removed from your job without any reasonable explanation?
  - If you have been dismissed or forced to quit your job, you generally have 21 days to challenge it legally.
- Contact the Fair Work Commission for more information: 1300 799 675 or <https://www.fwc.gov.au/about-us/contact-us>
- Not allowed to take leave even though you're a part-time or full-time employee?
- Not being paid for your paid leave?
- Not receiving pay slips or superannuation?
- Not having tax taken out of your pay?
- Bullied, threatened or harassed at work?
- Working in an unsafe environment?
  - If something doesn't seem safe to you, say something. If you're an apprentice or trainee, you must receive appropriate supervision.
- Underpaid or not paid by your employer? Being forced to pay your employer money or having money taken out of your pay without your agreement?
- Being forced to work more hours than you're allowed to under your visa?
- Not compensated for time off or medical expenses for injury or illness you've sustained because of work?

**If you think you're  
being underpaid  
contact the Migrant  
Workers Centre.**



[migrantworkers.org.au](http://migrantworkers.org.au)  
[mwc@migrantworkers.org.au](mailto:mwc@migrantworkers.org.au)  
03 7009 6710

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[migrantworkers.org.au](http://migrantworkers.org.au)

## Making a report checklist

### Do you know:

- The ABN, legal and trading name of the business you're working for? Check your employment papers for this.
- Whether an award or enterprise agreement applies to you?
- When you started working for your employer?

### Do you have:

- Your notebook and copies of your pay slips, invoices or other documents showing how much pay you've received or hours you've worked?
- Your employment contract, offer of employment or other documents showing your terms and conditions of employment?
- Any other documents relevant to your situation, such as text messages or emails?

We know it's hard to make a report about your work conditions. You'll be involved in providing evidence which shows that you, and maybe others around you, have been exposed to unsatisfactory work conditions. However, by reporting your issues, we are able to help you and your colleagues through this tough time. Together, you'll be standing up for better work rights for yourself and others around you.



## If you find yourself exploited at work, these are the things you should do

Ask your colleagues in your workplace whether they're also being exploited by your employer.

Keep a notebook with you. The notebook should contain information about:

- the number of hours you've worked
- the date, start and end times of your shift
- rest periods you've taken during your shift
- how much you were paid for your shift (and whether it was in cash)
- details of any instances of unfair treatment, such as the date, time, where you were and who was present

If staff from the Fair Work Ombudsman or any workers' union enter your place of employment to investigate your employer, cooperate with them and listen to their instructions. You can tell them if you're not comfortable meeting them at your place of employment and they will make alternative arrangements.

If you find yourself exploited at work and you can't talk to your employer about it or don't feel confident to, get to a safe place outside your workplace (preferably your home, or a friend's home), and contact:

**Migrant Workers Centre**

**(03) 7009 6710**

**Fair Work Ombudsman**

**13 13 94**

or

**<https://www.fairwork.gov.au/about-us/contact-us>**

You have the option to speak to these services anonymously, or you can disclose your identity without the knowledge of your employer. Do this as soon as possible. When explaining your issue, remember to tell them any information you have under the 'Exploitation' and the 'Making A Report' checklists. This helps them to help you quickly and efficiently.

We care with the information that we provide to you, but we cannot guarantee it is accurate, reliable, current or complete. The information provided here is in summary form and of a general nature only and is not legal advice. How it applies to you will depend on your personal situation. For advice specific to your situation, and before making any decision based on this information, you should speak to your union, lawyer or other professional adviser. Contact us if you would like free and confidential help accessing up-to-date, tailored advice.

