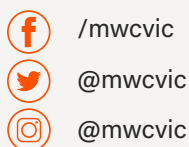


Exploited at Work?



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

54 Victoria St,
Melbourne, VIC 3053
mwc@vthc.org.au
03 9659 3516



migrantworkers.org.au

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 log book with you. The log book should contain columns for:

- the number of hours you've worked
- the date, start and end times of your shifts
- rest periods you've taken during your shift

If staff from the Fair Work Ombudsman or any workers' union enters your place of employment for investigations, 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 even when you've talked to your employer, get to a safe place outside your workplace (preferably your home, or a friend's home), and contact:

Migrant Workers Centre: 03 9659 3516

Fair Work Commission: 1300 799 675

You have the option to ask for their services anonymously, or you can disclose your identity without the knowledge of your employers. Do this as soon as possible. When explaining your issue, remember to tell them the information that's needed under the 'Exploitation' and the 'Making A Report' checklists. This helps them conduct their investigations into the business quickly and efficiently.

Exploited at Work?

Exploitation Checklist

Are you:

- Discriminated at work because of your race, religious or political beliefs?
- Removed from your job without any reasonable explanation?
 - If your employer gives you a written dismissal notice, your employer must submit a notice to you within 1 to 4 weeks as well, depending on your length of service. A notice won't be served to you if you've engaged in serious misconduct such as theft, fraud or assault. You are entitled to your final pay with the same benefits that you'd get if you had resigned. If you believe that you've been unfairly dismissed, you have 21 days from your dismissal date to report this to the Fair Work Commission.
- Not allowed to take leave even though you're a part-time or full-time employee? Not being paid for your paid leave?
- Bullied, threatened or harassed at work
- Working in an unsafe environment?
 - Ensure that you have been given relevant safety briefings by your employer. If something doesn't seem safe to you, say something. If you're working in an apprenticeship or traineeship, you must be supervised at all times.
- Underpaid or not paid by your employer?
- Working more hours than what you're allowed under your visa?
- Not compensated for injuries you've sustained at work?

Making a report checklist

Do you know:

- The ABN, legal and trading name of the business you're working with? Check your employment papers for this.
- Whether you've signed a registered agreement and/or contract?
- What award you're being paid on?
- Your job scope? Typical duties you conduct while working
- Whether the business a Pty Ltd, Inc. or Ltd company?
- How long you've worked for your employer.

Do you have:

- Your log book and copies of your payslips?
- Any other evidence which proves you're being exploited?

We know it's hard to report about your work conditions. You'll be involved in providing evidence which proves that you, and maybe others around you, have been exposed to unsatisfactory work conditions. However, by reporting your issues to these agencies, they 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.



migrantworkers.org.au