

We Abdullah II Ibn Al Hussein, King of the Hashemite Kingdom of Jordan
Pursuant to Article 31 of the Constitution
And based on the decision of the Council of Ministers on 25/8/2009
Order the following Regulations:

Regulations no 89 of 2009
Regulations for Organization of Private Offices Working in the Recruitment and Hite of Non-Jordanians Working in the Homes
Issued Pursuant to Paragraphs B and C of Article 10 of the Labor Code no 8 of 1996

Article 1 – These regulations shall be called “Regulations for Organization of Private Offices Working in the Recruitment and Hite of Non-Jordanians Working in the Homes of 2009” and shall come into effect on the date of publication in the Official Gazette.

Article 2 – The following words shall have the meanings allocated below wherever they appear in these Regulations, unless the context indicates otherwise:

Ministry: Ministry of Labor

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Office: Office licensed pursuant to the provisions of these Regulations to offer services related to meeting the needs of home owners to hire non-Jordanians for work in their home.

Article 3 – The following terms and conditions apply to the licensing of the office:

- a. It must be a Jordanian company, whether a joint venture company or limited liability company, registered pursuant to the provisions of the relevant valid legislation, with a capital of no less than fifty thousand JD.
- b. A bank guarantee must be provided to the Ministry in the amount of one hundred thousand JD to be renewed annually within the last month of its expiry pursuant to the formula approved by the Minister to guarantee his compliance with the terms and obligations pursuant to the provisions of these Regulations, and the instructions and decisions issued pursuant to them. The Minister may confiscate the guarantee and dispose of it for purposes of covering the commitments incurred by the office and the compensations resulting from the violation of any of his commitments.
- c. The purposes must be restricted to conducting intermediary work to recruit non-Jordanian workers for work in the homes.
- d. The office must commit to executing the terms and provisions listed in the pledge drafted by the Ministry to guarantee the proper performance of work.
- e. Commit to any other terms decided by the Minister pursuant to the instructions issued for this purpose.

Article 4 – The partner in the company stipulated in paragraph A of Article 3 of these Regulations must fulfill the following terms and conditions:

- A. Of Jordanian nationality.
- B. No less than 25 years of age.
- C. Not convicted of a misdemeanor related to honor or public morals, or a crime. This must be proven via a certificate that has is no older than one month.
- D. Has never been a partner or owner of an office whose license was revoked by decision of the Minister.
- E. None of his spouses or children he supports among his family members owns any other office or is a partner in it.
- F. Is not an owner or partner in a travel or tourism office, hotel, restaurant, event hall, massage center, beauty center or fitness center.

Article 5 – A – The license request is submitted to the Ministry on the form prepared for this purpose, fulfilling all terms and requirements stipulated in these Regulations and the instructions issued pursuant to it.

B – The Minister shall issue his decision on the licensing of the office within sixty days from the date of submission.

C – The licensing duration shall be one year renewed annually based on a request submitted by the office for this purpose, on condition that it fulfills all terms and conditions necessary for licensing stipulated in these Regulations and the instructions issued pursuant to it upon the renewal.

Article 6 – A – The office may not open branches or practice its work in a location other than the area it is licensed to work in, or appoint representatives for it or agents in any area, or deal with persons other than its employees or intermediaries to conduct its work.

B – The office may not change the work area it is licensed to work in until after the former license request is cancelled a new license request is submitted meeting all the terms and requirements stipulated in these regulations and the instructions issued pursuant to it.

Article 7 – A – Taking into consideration the provisions of any other legislation, the office, in order to perform its duties, may undertake the following actions:

1. Meet the demands of home owners wanting to recruit or hire non-Jordanians to work in their homes after obtaining the approval of the Ministry pursuant to the procedures followed for this purpose.

2. Follow the completion of the procedures related to recruiting and hiring non-Jordanians working in the homes with the competent authorities and with the written authorization of the home owners.
3. The office may not undertake intermediary work to recruit or hire non-Jordanians to work in homes under its name or for non-home owners.

Article 8 – A – The Minister shall adopt the records and contract models related to the office’s work performance, and any forms, contracts or documents he deems appropriate for this purpose.

B – The office must maintain the records, contracts and documents stipulated in paragraph A of this Article, and the labor inspector may view them and take copies of them.

C – The office must provide the Ministry with full information on its activities and work periodically, as decided by the Minister.

D – The office shall commit to maintaining the information on the workers and home owners it becomes privy to, without revealing them except in cases outlines or allowed by the valid legislation.

Article 9 – The fees charged by the office in return for the services offered shall be determined pursuant to instructions issued by the Minister for this purpose.

Article 10 – The Minister or his delegate may take any of the following measures against the violating office:

- a. Notice of refraining from repeating the violation.
- b. Notice to remove the violation within the period set in the notice with suspension from work until the violation is removed.
- c. Suspension from work for a period not to exceed six months.
- d. Cancel the licensing permanently.

Article 11 – A – The office shall commit to refraining from conducting any actions in its name or in the name of another office or through its headquarters in any manner in case of its suspension from work. The Minister or his delegate may decide to shut down the office and prevent entry to it during the period of suspension from work.

B – The Minister may take any of the measures stipulated in Article 10 of these Regulations against any office that allows the office suspended from work to practice it work under its name in any form.

Article 12 – The Minister, based on the reports issued by the competent authorities, may shut down the office immediately, without notice, or cancel its licensing, of the violations committed are of the type that constitutes a serious violation of human rights or the valid legislation, including:

- a. Recruiting workers illegally or through forged documents.
- b. Recruiting workers whose age is below the legal age.
- c. Hiring workers to conduct work other than working in the homes, on a daily basis, or for other than the home owners they are authorized to work for.
- d. The economic exploitation of workers and taking away all of part of their wages.
- e. Assaulting the workers physically or sexually, or mistreating them, or facilitating this.
- f. Transporting the workers through illegal means to other countries.

Article 13 – The licensing shall be considered null and void if the office violates any of the terms and requirements for licensing stipulated in these Regulations and the instructions issued pursuant to them at any point in time.

Article 14 – All existing offices working in the area of recruiting and hiring non-Jordanian workers for the homes must amend their situation pursuant to the provisions of these Regulations within one year from its publication in the Official Gazette.

Article 15 – The Minister shall issue the necessary instructions to implement the provisions of these Regulations.

Article 16 – The Regulations for Organization of Private Offices Working in the Recruitment and Hite of Non-Jordanians Working in the Homes no 3 of 2003 shall be cancelled.

25/8/2009