

## Official Gazette

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### **Amending Instructions of the Conditions and Procedures Instructions for Employing and Recruiting Non-Jordanian Workers in the Qualified Industrial Zones for the year 2022 Issued in Accordance with the Provisions of Paragraph (A), Article (12) of Labor Law No. (8) of 1996 and its amendments**

- Article 1- These instructions are called (Amending instructions of the conditions and procedures instructions for employing and recruiting non-Jordanian workers in the Qualified Industrial Zones for the year 2022), to be read with the instructions of the conditions and procedures of employment and recruitment of non-Jordanian workers in the Qualified Industrial Zones for the year 2007 and the amendments thereto (hereinafter referred to as the “Original Instructions”), as one instructions, and they shall come into force sixty days after the date of their publication in the Official Gazette.
- Article 2 - The Original Instructions shall be amended by canceling the Golden List Standards and its appendices, and replacing them with the following:

#### **The Golden List Standards**

- Article 1 - Provisions of the Golden List Standards shall apply to the companies operating in the textile and knitting sector in the Qualified Industrial Zones, provided that:
- A- The corporation must be active during the four-month preceding the date of submitting the application to join the Golden List.
  - B- The corporation must be committed to the standards of the Golden List during the four months preceding the evaluation date.
- Article 2 - The c corporation shall be exempted from submitting the bank guarantee mentioned in Annex No. (1) attached to these standards if it achieves no less than (80%) of the total marks mentioned in these standards.
- Article 3- The committee formed under the provisions of Paragraph (3) of Article (11) of these Instructions shall undertake the following:
- A- Considering requests to join the Golden List and issuing decisions in this regard.
  - B- Reviewing all files, documents and reports it considers important to consider the application to join the Golden List.

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- C- Instructing the Director of the Central Inspection Directorate and the Occupational Safety and Health Directorate to assign one or more labor inspectors to verify the corporation's application of the Golden List standards for the purposes of joining or continuing their application.
- D- Take the appropriate decision regarding the corporation's commitment to the standards of the Golden List during the period of joining it or during the evaluation period of renewing joining.
- E- Any other duties assigned by the Minister.

#### Article 4

- A- The period of the corporation to join the Golden List is one year from the date of the committee's decision.
- B- The committee shall re-evaluate the corporation at least two months before the date of the end of the accession and shall take the appropriate decision regarding it.

Article 5- The following standards shall be adopted for the purposes of joining the Golden List by the corporation:

Serial No.	Standard (Corporation Commitment)	Mark	Relative Weight%
1	Human resources	5	2,50
2	Labor contracts and contractual procedures	18	9,00
3	Work hours	4	2,00
4	Vacations and wages	19	9,50
5	Overtime	16	8,00
6	Occupational safety and health	78	39,00
7	Workers housing	15	7,50
8	Woman's job	9	4,50
9	Compulsory work	7	3,50
10	Collective negotiations	2	1,00
11	Union freedom	4	2,00
12	Social dialogue and labor disputes	4	2,00
13	Employment rates	16	8,00
14	Termination of workers' services	3	1,50
Total		200	100,00

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First: Human resources

Total marks: (5 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Provide a human resources policy for the employees of the corporation approved by the management.	(1)
B-	Non-discrimination in employing workers, whether on the basis of gender, religion, race, or disability.	(1)
C-	Approving an internal bylaw from the Ministry that includes a commitment to implement a policy for protection from violence and sexual harassment in the work environment and procedures for handling workers' grievances and resolving disputes, and it must be reported to workers	(2)
D-	Forming a committee to supervise and dispose of the fines money that is deducted from workers in accordance with the provisions of Article (48/C) of the Labor Law.	(1)

Second: Labor contracts and contractual procedures:

Total marks: (18 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Workers shall sign employment contracts in a language they understand in accordance with the provisions of the Labor Law. Such contracts shall state the duration of employment, salary, benefits, field of work, place of work, and procedures for submitting resignation from work.	(2)
B-	Provide workers with a copy of their employment contracts	(1)
C-	Maintaining a personal file for each employee in the corporation	(1)
D-	The percentage of employment contracts for unlimited term is more than the percentage of fixed-term contracts.	(2)
E-	Granting workers better benefits than the Labor Law or collective labor contract.	(1)
F-	The trial period in employment contracts does not exceed 3 months and is for one time.	(1)

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G-	For Jordanians, fixed-term employment contracts are not less than one year	(2)	
H-	Regular renewal of work permits for non-Jordanians one month before the work permit expiry date.	(1)	
I-	Percentage of non-Jordanian workers who hold valid work permits to the total of non-Jordanian workers working in the corporation:	(7)	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">100% (100% of the clause mark)</td> <td style="width: 33%;">99-80% (80% of the clause mark)</td> <td style="width: 33%;">Less than 80% (0% of the clause mark)</td> </tr> </table>		100% (100% of the clause mark)
100% (100% of the clause mark)	99-80% (80% of the clause mark)	Less than 80% (0% of the clause mark)	

Third: Work hours:

Total marks: (4 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	The daily working hours shall not exceed (8) hours	(1)
B-	Employing workers more than the daily or weekly working hours in the following cases: 1- Carry out the annual inventory of the corporation, prepare the budget and final accounts, and prepare for sale at reduced prices so that the number of days does not exceed (30) days during the year and not more than (10) hours per day. 2- To avoid losses or to avoid the risks of a technical work or in order to receive, deliver or transport certain materials so that the number of days does not exceed (30) days per year.	(1)
C-	Timesheet of workers (electronic/paper) shall match the actual working hours of workers.	(1)
D-	Applying flexible forms of work in the corporation.	(1)

Fourth: Vacations and wages:

Total marks: (19 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Pay the prescribed minimum wage.	(3)
B-	Non-discrimination between workers in wages on the basis of gender for all work of equal value.	(1)

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C-	The employer shall pay workers' dues within seven days from the due date.	(1)
D-	The employer shall not illegally deduct from the workers' wages.	(1)
E-	The employer shall keep payrolls.	(1)
F-	The employer shall inform the workers of the method of calculating wages and overtime in the language of the workers.	(1)
G-	The employer shall grant the workers official holidays and religious holidays	(2)
H-	The employer shall give the annual leave or pay the annual leave wages to the workers in accordance with the provisions of the law (in the event the worker does not enjoy his annual leave, the employer must pay the material allowance for this leave within two years if the employer is the reason for not taking such leave).	(2)
I-	The employer shall give the workers sick leaves in accordance with the provisions of the law.	(2)
J-	The employer shall pay the workers correctly during the times when they are not assigned to work or times of downtime.	(1)
K-	The employer shall grant paternity leave in accordance with the provisions of the law.	(2)
L-	The employer shall calculate and transfer the contributions of workers to the Social Security Corporation in accordance with the provisions of the law.	(2)

Fifth: Overtime:

Total marks: (16 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	The employer shall pay (125%) of the usual hourly wage for all overtime hours.	(3)
B-	The employer shall pay a percentage of no less than (150%) of the usual wage for the employee's work for that day during the weekly rest days and official holidays.	(3)
C-	Working overtime shall be done with the worker's prior approval, on a monthly basis, and no more than four hours per day.	(4)
D-	Employing the worker on weekly rest days or official holidays, with no more than two days per month	(5)
E-	Employing the worker for more than the period mentioned in clauses (C) and (D) above in the case of force majeure (the circumstances that lead to the actual suspension or interruption	(1)

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	of work that cannot be predicted and are of a non-recurring nature, for example, epidemics, natural disasters or production peaks) provided that the labor office or the concerned labor directorate shall be informed one week before starting the overtime.	
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Sixth: Occupational safety and health:

Total marks: (78 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	<ol style="list-style-type: none"> <li>1- The existence of an appropriate occupational safety and health policy signed by the senior management in the facility. (2 marks)</li> <li>2- Conducting a periodic evaluation of the general occupational safety and health in the facility. (2 marks)</li> <li>3- Appointing a cadre of occupational safety and health supervisors according to the requirements of the regulations of forming occupational safety and health committees and supervisors in the Labor Law. (4 marks)</li> <li>4- Drawing written plans for occupational safety and health programs. (2 marks)</li> <li>5- Formation an occupational safety and health committee according to the requirements of the Labor Law. (2 marks)</li> <li>6- A statement from the civil defense. (1 mark)</li> <li>7- Inspecting and recording accidents and preparing reports about them, including preventive means and precautions to avoid their recurrence, and preparing statistics on work-related accidents and injuries, and occupational, normal and chronic diseases, provided that they are submitted to the Ministry every three months. (2 marks)</li> </ol>	(15)
B-	<p>Chemicals and hazardous materials:</p> <ol style="list-style-type: none"> <li>1- Storing chemicals separately from the workplace, making sure that all chemicals and hazardous materials are properly labeled, and keeping the safety leaflet for these materials. (2 marks)</li> <li>2- Properly store chemicals and hazardous materials. (1 mark)</li> <li>3- Training of workers who handle chemicals and hazardous materials in a documented manner. (1 mark)</li> </ol>	(6)

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	<p>4- Take measures to prevent and limit workers' exposure to chemicals and hazardous materials. (1 mark)</p> <p>5- The employer shall provide the appropriate devices to wash the exposed areas of the worker's body when exposed to dangerous chemicals. (1 mark)</p>					
C-	<p>Workers protection:</p> <ol style="list-style-type: none"> <li>1. Providing workers with all necessary clothing and personal protective equipment in case the danger cannot be removed, replaced, isolated, or found any engineering or administrative solutions. (2 marks)</li> <li>2. Effective training of workers to use personal protective equipment if the first clause applies. (1 mark)</li> <li>3. Adhere to the requirements of adapting the body to the machine. (2 mark)</li> <li>4. Take the necessary actions and measures to prevent mechanical risks, such as installing and maintaining protective devices and equipment on all dangerous machines and equipment. (2 marks)</li> <li>5. Take the necessary actions and measures to prevent electrical hazards such as properly installing and maintaining electrical wires, cables, switches, plugs and equipment such as: (transformers, generators, electrical panels, and circuit breakers). (2 marks)</li> <li>6. Post appropriate warning signs in the workplace. (2 marks)</li> <li>7. Penalties shall not be imposed on workers as a result of their withdrawal from work sites that they believed posed an imminent and significant danger to their life or health. (1 mark)</li> <li>8. Adhere to proper storage standards and take the necessary actions and measures to protect workers during manual and mechanical handling operations. (3 marks)</li> </ol>	(15)				
D-	<p>Work environment:</p> <ol style="list-style-type: none"> <li>1- Providing a work environment with an appropriate temperature and adequate ventilation. (2 marks)</li> <li>2- Providing a work environment with acceptable noise levels according to the following noise levels table: (2 marks):</li> </ol> <table border="1" data-bbox="280 1787 1134 1859"> <thead> <tr> <th data-bbox="280 1787 708 1823">Noise Level/dB</th> <th data-bbox="708 1787 1134 1823">Exposure Time/ hour</th> </tr> </thead> <tbody> <tr> <td data-bbox="280 1823 708 1859">80</td> <td data-bbox="708 1823 1134 1859">16</td> </tr> </tbody> </table>	Noise Level/dB	Exposure Time/ hour	80	16	(10)
Noise Level/dB	Exposure Time/ hour					
80	16					

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	85	8	
	90	4	
	95	2	
	16	1	
	115	1/2	
	110	1/4	
	105	1/8	
3- Providing lighting for the work environment as appropriate and according to the following table: (2 marks)			
Location	Place	Luminous Intensity (Lux)	Measuring level
Kitchen	Food pantry	150	Floor level
	Workplace	500	Work level
Breakrooms	Dining halls	200	Table top
	Where to get service	300	Table top
Changing room		150	Room floor
4- Providing a clean and tidy work environment free of crowding on the work floors. (2 marks)			
5- Taking the necessary measures to prevent the risks arising from boilers in the facility, as follows:- (2 marks)			
Serial No.	Action		
1	Checking the firefighting system in the boiler room		
2	Ensure that there is an automatic safety valve to shut off the fuel in case of fire or overheating.		
3	Ensure that the relief valve safety valve is regularly checked every six months.		
4	Ensure that the water treatment system is operating before operation		
5	Ensure the validity of the measuring devices for all lines of the steam generating unit		
6	Ensure that there are no steam lines going directly back to the supply water tank		
7	Ensure that there are no fuel leaks		
8	Ensure that there is a booklet to record the reading of the steam generating unit today and make sure that all readings are recorded		



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	9	Ensure the presence of a technical employee following the work of the steam generation unit	
	10	Ensure the existence of a periodic maintenance record for the steam generating unit	
	11	Provide a guiding board in the above instructions in a clear and appropriate manner in a way that the concerned worker can understand	
E-	<p>Public utility:</p> <ol style="list-style-type: none"> <li>1. Providing adequate facilities for hand washing and soap in the workplace as appropriate. (2 marks)</li> <li>2. Providing adequate changing rooms/lockers to meet the needs of workers. (2 marks)</li> <li>3. Providing a convenient place for workers to eat and if there is no restaurant or cafeteria in the establishment, a fully equipped kitchen should be provided for workers. (2 marks)</li> <li>4. Providing adequate and easily accessible toilets, separated by gender (toilets). (1 mark)</li> <li>5. Providing workers with adequate and suitable food in the event that the employer must provide workers with in-kind entitlements. (1 mark)</li> <li>6. Providing an adequate amount of potable water and work on checking the water twice a year. (1 mark)</li> </ol>		(9)
F-	<p>Health services and first aid:</p> <ol style="list-style-type: none"> <li>1. Provide health insurance for workers. (1 mark)</li> <li>2. Subjecting workers to initial and periodic medical examinations. (2 marks)</li> <li>3. The employer shall provide a sufficient number of first aid boxes in the workplace and which shall not be closed or have obstacles in front of them. (2 marks)</li> <li>4. Training workers on first aid, provided that training shall be conducted once a year for no less than (10%) of the workers, so that the training includes both male and female workers in all departments and all shifts. (2 marks)</li> <li>5. Providing an equipped medical unit and assigning specialized medical staff according to the requirements of the preventive and curative medical care system in the Labor Law. (4 marks)</li> </ol>		(11)
G-	Emergency preparedness and firefighting:		(12)

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	<ol style="list-style-type: none"> <li>1. Providing fire detection and alarm systems. (2 marks)</li> <li>2. Providing adequate and easily accessible firefighting tools in the workplace. (2 marks).</li> <li>3. Training workers on firefighting tools, provided that training shall be conducted once a year for no less than (10%) of the workers, so that the training includes both male and female workers in all departments and all shifts. (2 marks)</li> <li>4. Identifying emergency exits and exit corridors and announcing them in workplaces. (1 mark)</li> <li>5. A sufficient number of emergency exits. (1 mark)</li> <li>6. Emergency corridors and exits shall be accessible, efficient, and not closed during working hours, including overtime. (1 mark)</li> <li>7. Carrying out evacuation experiments at least twice a year. (1 mark)</li> <li>8. Safely store flammable materials. (1 mark)</li> <li>9. Following the necessary means to control potential sources of ignition. (1 mark)</li> </ol>	
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Seventh: Workers housing:

Total marks: (15 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Separation of male housing units from female housing units.	(1)
B-	Providing sleeping places according to the conditions set out in the instructions regulating this.	(1)
C-	Providing special places for cooking and completely preventing cooking inside the rooms in accordance with the conditions set out in the instructions regulating this.	(1)
D-	Providing health facilities in appropriate numbers and conditions according to the conditions set out in the instructions regulating this.	(1)
E-	Providing a dining and sitting room with an appropriate number of tables and chairs.	(1)
F-	Providing a place and equipment for washing and hanging laundry in accordance with the conditions set out in the instructions regulating this.	(1)

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G-	The specifications of the walls and floors of the housing unit according to the conditions contained in the instructions regulating that.	(1)
H-	Providing good ventilation and good lighting in residential units.	(1)
I-	Maintaining the cleanliness of the housing and protecting it from animals and disease-carrying insects, and providing mesh sieves on the windows of the housing units	(1)
J-	Providing safe and proper heating in residential units	(1)
K-	Providing electricity on a regular basis and providing potable water in sufficient quantities in the housing unit according to the conditions set forth in the instructions regulating that.	(1)
L-	Providing adequate sanitation in the housing units in accordance with the conditions set out in the instructions regulating that.	(1)
M-	Providing first aid boxes equipped with the necessary medical supplies for first aid and placed in clear and known places for all residents of the housing unit.	(1)
N-	Taking the necessary precautions or measures to prevent the danger of fire and explosions, provide emergency exits, and deal with emergency situations.	(1)
O-	Providing a signboard and a suggestion and complaint box.	(1)

Eighth: Woman's job:

Total marks: (9 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Not to terminate the services of female workers because of pregnancy or during maternity leave, or forcing them to resign.	(1)
B-	Providing means of occupational safety and health for pregnant and lactating workers.	(2)
C-	Obligation to give maternity leave to female workers and periods to breastfeed her child.	(2)
D-	Providing a place to care for the children of workers in implementation of the provisions of Article 72 of the Labor Law.	(1)
E-	Commitment to alternatives to institutional nurseries in accordance with the relevant instructions.	(1)
F-	Commitment to standards of equal opportunity, non-discrimination against women and the prevention of violence and sexual harassment.	(1)

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G-	Compliance with the decision of the Minister of Labor regarding the employment of women in accordance with the provisions of Article (69) of the Labor Law.	(1)
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Ninth: Compulsory work:

Total marks: (7 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark	
A-	Not withholding travel documents (passport), work permits and residence permits for non-Jordanian workers:	(3)	
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Workers shall keep passports or travel documents (personal identification or similar documents) (100% of the clause mark)</td> <td style="width: 33%;">Passports and travel documents with the management of the corporation with the consent of the workers (zero of the clause mark)</td> <td style="width: 33%;">Passports and travel documents with the management of the corporation without the consent of the workers (withdrawal/rejection)</td> </tr> </table>		Workers shall keep passports or travel documents (personal identification or similar documents) (100% of the clause mark)
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B-	The possibility of leaving the worker who owes a debt to the corporation for any reason to work without forcing him to stay at work	(1)	
C-	Workers shall not be obligated to work overtime without their written consent	(1)	
D-	Workers shall not be obligated to sign bills of exchange, documents or guarantees in order to compel the worker to stay at work	(2)	

Tenth: Collective negotiations

Total marks: (2 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Informing workers of collective labor contracts concluded between the corporation and the union	(1)
B-	Obligation to perform all rights stipulated in collective labor contracts after their expiry.	(1)

Eleventh: Union freedom

Total marks: (4 marks)

Paragraph	Standard	Mark
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	(The corporation's commitment to the following)	
A-	The corporation shall not stipulate that the applicant should not participate in union work and its activities in accordance with the provisions of the law.	(1)
B-	No action shall be taken against workers because of their union activity.	(2)
C-	No action shall be taken against worker who represents the union because of his practice of union activity.	(1)

Twelfth: Social dialogue and labor disputes:

Total marks: (4 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Enabling workers to file grievances according to the foundations approved by the corporation regarding any measures taken against them.	(1)
B-	Considering the grievance fairly and not in violation of the laws.	(1)
C-	Resolve collective disputes amicably without referring to the stages of settling collective disputes in accordance with the law	(1)
D-	Activating the work of the trade union committee for workers in the corporation.	(1)

Thirteenth: Employment:

Total marks: (16 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	The percentage of Jordanian workers out of the total number of workers in the corporation: 1- more than 50% (100% of the clause mark) 2- from (40-49%) (50% of the clause mark) 3- from (39%- Not less than the minimum for employing Jordanians, according to the Minister's decision) (30% of the clause mark)	(10)
B-	Obligation to employ Jordanian workers with disabilities according to the percentages established by legislation.	(3)
C-	Implementation of projects that contribute in employing Jordanians, such as the establishment of production branches for the corporation.	(3)

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Fourteenth: Termination of services:

Total marks: (3 marks)

Paragraph	Standard (The corporation's commitment to the following)	Mark
A-	Giving workers the opportunity to defend themselves before taking a decision to terminate their services in accordance with the provisions of Article (28) of the Labor Law because of their behavior or performance below the agreed level.	(1)
B-	Workers shall receive all their entitlements established by law upon termination of their services.	(1)
C-	Comply with the provisions of Article (31) of the Labor Law when terminating or suspending work contracts.	(1)

Article 6- Cancellation of the corporation's accession to the Golden List:

- A- If the Ministry finds that the corporation violates any human rights such as: (child labor, forced labor, overtime work in excess of (4) hours per day or on official or weekly holidays per month, reservation of travel documents for workers without their consent, overtime work is not calculated or paid correctly, physical assault or sexual harassment, wage discrimination, death resulting from a work injury and others), the corporation's joining the Golden List will be canceled and the application of the corporation wishing to benefit from the application of the Golden List standards will not be considered before the lapse of at least one year from the date of seizure infringement.
- B- If it appears to the Ministry that the corporation has submitted incorrect information to benefit from the application of the Golden List standard, the corporation's joining the Golden List will be canceled and the request of the corporation wishing to benefit from the standard will not be considered before the lapse of at least six months from the date of submitting the application.

### Ministry of Labor

#### Nayef Zakaria Istitieh

(Annex 1)

#### Bank Guarantee

- A- The employer is exempted from submitting a bank guarantee if he/she achieves (80 - 100%) of the total marks for all the Golden List standards in his/her corporation (a member of the Golden List).

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- B- In the event that the employer achieves a mark of less than (80%), he/she shall be outside the Golden List and submit a one-year bank guarantee that is automatically renewed according to the number of his/her expatriate workers as follows: -

Serial No.	Number of workers	Guarantee amount
1	From 1-100	(30 thousand dinars)
2	From 101-200	(50 thousand dinars)
3	From 201-500	(75 thousand dinars)
4	From 501-1000	(100 thousand dinars)
5	From 1001-2000	(125 thousand dinars)
6	From 2001-more	(150 thousand dinars)