



Englisch | English



WELCOME TO UNSERE GRÜNE GLASFASER CONSTRUCTION SITE!

Important information: Together for FAIR working conditions

This information sheet is for YOU! Your commitment and your work on our construction sites is very important to us!

We want you to be able to work safely, fairly and respectfully. That's why we inform you about your **rights and obligations in Germany**.

Please read the information carefully to the end.



CHILD LABOR AND FORCED LABOR



Nobody is allowed to force you to work!

- **Forced labor** means that someone tells you that you have to do a certain job **because otherwise** there will be **a punishment or something else that will harm you**.
- That is forbidden!



Children are not allowed to work!

- Only **adults aged 18 and over** may work on construction sites.
- **Young people aged 16 and over** may only work on construction sites if they are undergoing recognized training. In addition, special protective measures must then be observed.

EMPLOYMENT CONTRACT



What is an employment contract?

- An employment contract is an important agreement between you and your employer.
- You agree, for example, what work you should do, how much money you earn and how many hours you work.



Verbal employment contract - be careful!

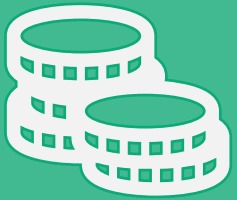
- In Germany, there can also be a verbal contract without paper (through conversation).
- BUT: Your employer **must** still **write down** the **most important rules (working conditions) for the work**.
- Your employer **must** give you the paper document no later than **1 month after you start work**.



Better: A contract on paper!

- Insist on a written employment contract.
- It **must** also state **who your employer is** (name and address).
- If there is a dispute, you will be better able to assert your rights.





PAYMENT



You have the right to minimum wage!

- Your employer **must** pay you **at least 12.82 euros per hour** for your work.
- Your employment contract states **when** your employer must pay your wages at the latest.



What happens if your employer doesn't pay you your wages?

- You can claim your money. You can go to the **labor court** for this.
- You can either go to **the legal application office at the labor court** yourself or have a **lawyer** advise and represent you.

You should gather the following important information so that you can obtain your rights in front of the labor court:

- ✓ Your written employment contract
- ✓ Name and address of your employer
- ✓ Address of the construction site
- ✓ Photos of the construction site
- ✓ Working hours: Start and end of working hours, start and end of breaks for each individual working day
- ✓ Names, telephone numbers and e-mail addresses of colleagues you have worked with

SUPPLEMENTS AND ALLOWANCES ON WAGES



Do you do particularly heavy or dangerous work?

Then you have the right to receive **extra money** for this (**aggravation surcharge / Erschwerniszuschlag**). This may be the case, for example, if you are working with special protective clothing or in a canal.



Do you have to work longer than planned (overtime)?

Then you are entitled to **25% (percent) more money per hour** (**overtime bonus / Überstundenzuschlag**).



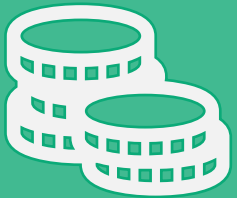
Do you have to work at night between 8 p.m. and 5 a.m. (night work)?

Then you have the right to **20% (percent) more money per hour** (**night bonus / Nachtzuschlag**).

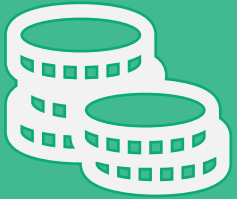


Are you away from home for work for more than 8 hours?

- Then you get **extra money for food** (**meal allowance / Verpflegungszuschuss**).
- The amount depends on how far away your place of work is from the company:
 - ✓ up to 50 km: 7,00 Euro
 - ✓ from more than 50 km to 75 km: 8,00 Euro
 - ✓ of more than 75 km: 9,00 Euro



ADDITIONAL BENEFITS FOR WORK WITHOUT DAILY COMMUTE HOME



Is your place of work more than 75 km away from your company and does it take you more than 75 minutes to get to work from home?

- Then you are entitled to **extra money for your commuting time, which does not count as working time (commuting time compensation / Wegzeitentschädigung)**.
- The amount depends on how far away your place of work is from the company:
 - ✓ more than 75 km up to 200 km: 9,00 Euro
 - ✓ more than 200 km up to 300 km: 18,00 Euro
 - ✓ more than 300 km up to 400 km: 27,00 Euro
 - ✓ more than 400 km: 39,00 Euro



Is your place of work so far away that you can't drive home after work?

- Your employer **must** then pay for **your accommodation** (e.g. construction site accommodation, guesthouse, hotel).
- You will also receive **an extra 24 euros per working day for meals (meal allowance / Verpflegungspauschale)**.



WORKING HOURS



Your employer must comply with the German rules on working hours and rest periods (German Working Hours Act / Arbeitszeitengesetz). They can do this, for example, by writing down your working hours and drawing up shift schedules.



How long can you work per day?

- No more than 10 hours a day
- For more than 6 hours of work: at least 30 minutes break
- For more than 9 hours of work: at least 45 minutes break
- You must not work for at least 11 hours after finishing work (rest period)
- Working on Sundays and public holidays is prohibited. On public holidays, your employer must still pay you your wages as if you had worked.



How many hours can you work per week?

- Average of 40 hours per week per year
- Winter (December - March): 38 hours per week
- Summer (April - November): 41 hours per week



There may be other rules.
These rules can be found in
your employment contract.



HOLIDAY



How much vacation do you have?

- You have the right to paid vacation.
- After 12 days of work you get 1 day of vacation. You have a total of **at least 30 vacation days per year**.



Who pays for the vacation?

- Your employer pays contributions to SOKA-BAU (social insurance fund for the construction industry). **SOKA-BAU pays your vacation pay.**
- **Once a year you will receive a letter from SOKA-BAU** (account statement). It tells you how many days you have worked, how much pay you have received and how much vacation you have taken
- **If you do not receive this letter, you must tell your employer that he must register you with SOKA-BAU!**



When does your vacation expire?

- Vacation not taken can be carried over to the next year.
- **BUT: The vacation expires the year after next.** You can still apply for compensation from SOKA-BAU.



What happens to your vacation if you change employer?

Your vacation days remain valid!



ILLNESS



Do you get paid when you are ill?

- Yes, if you have worked for your employer for at least 4 weeks.
- You will then continue to receive your normal salary for up to 6 weeks.



What do you have to do when you are ill?

- If you are ill, you must inform your employer immediately.
- You also need to see a doctor.
- The doctor will give you a certificate (certificate of incapacity for work / Arbeitsunfähigkeitsbescheinigung).



MANDATORY IDENTIFICATION DOCUMENTS



What documents do you need to have with you at work?

- You must always have your **ID** (e.g. identity card or passport) with you.
- If you have a **visa or residence permit**, you must have it with you.
- Your employer must also tell you this obligation in writing.



What if customs want to check the documents?

- The customs authorities may check these documents.
- **If customs want to see the documents, you have to show them.**

WORK PERMIT



Who needs a work permit?

- If you are not originally from the EU, the EEA or Switzerland, you need an **extra permit to work in Germany**.
- The permit is in your **visa or residence permit**.



You are not allowed to work without a work permit!

- **Have your permit confirmed before you start work.** If you are not sure, ask the foreigners authority.



ANTI-DISCRIMINATION



All people are equal!

- No one should be treated worse.
- No matter whether man or woman, origin, religion, age or disability.



Are you treated worse because of it?

- Talk to your boss or the site manager.
- They have to help you so that you feel comfortable.

TRADE UNIONS



You may form a trade union with your colleagues.

- Together you can **discuss and negotiate the working conditions with your employer.**
- Your employer may not punish you, treat you less favorably or put you under pressure if you are a member of a trade union.



PROBLEMS ON THE CONSTRUCTION SITE?

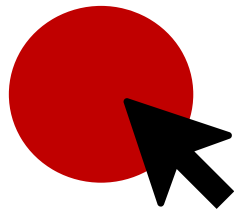


Do you see anything wrong on the construction site?

- You can [report problems to us](#).
- There is a secure complaints system for this.

How does the complaints system work?

- You can report in [different languages](#).
- You can also remain [anonymous](#) when reporting if you wish. Your name will then remain secret and we will not be able to see your name.
- All reports will be treated [confidentially](#).



<<<< HERE is the link to the complaint system