



MINISTERO
DELL'INTERNO

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Obiettivo Specifico 2. Integrazione/Migrazione legale - Obiettivo Nazionale 3. Capacity building

Progetto MULTITASKING - Prog. 3705

**SEI SICURO CHE I TUOI DIRITTI DI
LAVORATORE VENGANO RISPETTATI?**

Materiale multilingue per orientarsi nel mondo del lavoro

**ARE YOU SURE YOUR RIGHTS AS A
WORKER ARE RESPECTED?**

Multilingual material for orientation in the world of work

**ÊTES-VOUS SÛR QUE VOS DROITS EN TANT
QUE TRAVAILLEUR SONT RESPECTÉS?**

Matériel multilingue pour l'orientation dans le monde du travail



MULTIagenzia e TASK Force
contro le INGiustizie dello
sfruttamento lavorativo (PROG 3705)

LABOUR EXPLOITATION IS A VIOLATION OF HUMAN RIGHTS

How could your rights
be violated?



How many hours can a working day last?



In Italy a normal **working day** lasts **8 hours**



Working overtime is allowed, but the **extra must be paid** and **the employee must agree!**

Is it possible to take breaks during the working day?

DURING THE WORKING DAY YOU ARE ENTITLED TO AT LEAST:



half an hour to eat



toilet breaks

What is the guaranteed minimum wage, i.e. the minimum wage per hour?



In Italy, the “guaranteed minimum wage” varies depending on the work performed and the type of contract, but it is about **6 euro per hour**

Is a worker always entitled to holidays?



The holiday's hours to which the employee is entitled accrue during the employment relationship, even if it lasts less than a year or if he is on probation

The employee has the right to enjoy the holiday to which he is entitled

Holiday hours cannot be monetized!

Do you need a written contract to work?



Even if you have a residence permit, it is possible that someone may offer you a **job without a contract and therefore irregular**

Having a regular work contract is also very important for staying in Italy



The contract must stipulate the **actual number of hours of work** that will be performed and must recognize an appropriate wage!

Is it compulsory to wear a helmet, gloves, safety shoes, etc. at work?



In Italy, if you do dangerous work, your employer is obliged to protect you with the necessary safety equipment (such as **safety shoes, helmets and gloves**). He is also obliged to explain to you how to work safely, reducing the risk of injuries and accidents at work

If you get hurt at work and need to stay home for a while, do you still get paid?



In Italy you are also entitled to remuneration in the event of absence from work due to an accident



The employer has to pay for the first three days, from the fourth day until the end of the accident it is INAIL responsibility to pay you

Is it normal to live in the same place you work in?



- It may happen that employers ask their employees **to live in the same place where they work**, in degrading and unhygienic conditions
- The rooms provided are often overcrowded and lacking sanitary facilities
- **This situation is not normal because it violates human rights**

Do you find yourself or know someone who finds themselves in two or more of these situations?



You have repeatedly been paid **disproportionately** to your contract and working hours



You do a **dangerous** job and your employer has given you nothing to protect you and avoid accidents



Have you repeatedly found yourself **unable to take a break** during the working day or working more than 8 hours



Your employer has given you a **place to live**, but there are too many of people and/or no sanitary facilities

What can you do?



You can go to a **workers' aid union** and tell them about your situation.



They will explain you **your rights** and what you can do to make your employer respect them



You can decide **to report** your working situation, Italian law protects workers and can punish your employer



In Italy there is a **residence permit for Special Cases**, which is granted to persons who are victims of serious labour exploitation (Art. 18 Legislative Decree 286/98) and who decide to sue and cooperate with the authorities

If you decide to sue, what is important to do?



Write down on a sheet of paper the **hours actually worked**



Write down the **problems** you have in the workplace, related to safety, hygiene, missed breaks and/or holidays



Know the **names of employers**



Know the **names of the people who pick you up** and take you to work



Write down your **monthly pay** (salary)



Indicate any **threats or violence** used against you

If you are afraid to report and/or exploitation is serious

You can get help (sheltered accommodation, residence permit and job placement) from a specialised organisation that will get you into a social assistance and integration programme

HELP



CONTACT

Labor exploitation

Crema +39 351 0060891 – bassasoglia@fondazioneomaschi.it

Cremona +39 379 1002168 / Mantova +39 371 4171567

Help Line

800 290 290

Help with CV and job interview

+39 373 7626309 - formazione@koalacoopsociale.it

HOW TO CREATE A CV AND INTRODUCE YOURSELF AT YOUR FIRST JOB INTERVIEW

You can try to do the curriculum yourself or ask for support from the “job centre” or, if there is one the “orientagiovani” in your town

Let's go through the steps together



First, you have to fill in your **Personal Data**: address, telephone number, date of birth, nationality, mail



Only put your **face** in the photo



If you want to include in your CV an initial presentation of **who you are and what you are looking for**, briefly include your education and/or experience if it is relevant to what you are looking for



After the personal data you should enter your **work experience!**

P.S. It doesn't matter if you have never worked in Italy, it is fine to enter experiences in your home country/other countries

Example of a proper description of “main activities and responsibilities”



Front office (user reception and registration through collection of personal data)



Use of the public administration **digital package** “...”



Archiving



You have to be concise and clear!!!

How? By describing in ‘points’ and avoiding speaking “in first person”

LET'S SUMMARISE

- First you have to enter your **personal data**
- Then a '**short presentation of yourself**' is welcome. You should enter **past (or current) employment** relationships
- You should fill in your **educational background**

P.S. Remember that the school system in Italy is likely to work differently from that in your country of origin.

Introducing yourself at a first job interview

YOU NEED TO PREPARE YOURSELF BEFORE AN INTERVIEW



It is useful to **use the web** to search for the official website of the company



Understand what they do in detail so that you can be prepared for any questions about the company



Try to imagine (based on the offer you are applying for) what **skills** and **availability will be required of you!**

EXAMPLES

- **Waiter:** ability to work in a team, willingness to work on weekends
- **General worker:** Willingness to work in shifts, experience in the sector
- **Receptionist:** Knowledge of English/French language... Use of office package, email



Dress properly



Show up **on time!** (5 minutes before the meeting)



Set up a **presentation about your skills** and experience, your strengths and characteristics that make you the right candidate for the position you have applied for and been selected for



- **Explain** why you are interested in the role, the company and the opportunity
- Also give a **positive** account of past work experience
- **Do not speak negatively** about former colleagues and employers

Good luck!!!

MATERIALE INFORMATIVO MULTILINGUE prodotto nell'ambito di Progetto MULTITASKING, iniziativa promossa nelle province di Mantova e Cremona per contrastare il fenomeno del grave sfruttamento lavorativo e del lavoro irregolare, con particolare riferimento ai settori della produzione agricola e tessile..

L'obiettivo è quello di fornire una breve guida ai Cittadini di Paesi Terzi, che gli permetta di riconoscere eventuali situazioni di sfruttamento lavorativo e di individuare sul territorio i soggetti a cui rivolgersi per ricevere aiuto.

Nell'ottica di favorire l'inclusione lavorativa è stata inserita una sezione dedicata alla corretta redazione del CV e alla presentazione ad un colloquio di lavoro.

MULTILINGUAL INFORMATION MATERIAL produced as part of the MULTITASKING Project. It is an initiative promoted in the provinces of Mantua and Cremona to combat the phenomenon of serious labor exploitation and irregular work, with focus on the agricultural and textile production sectors.

The objective is to provide a brief guide to Third Country Nationals, enabling them to recognize possible situations of labor exploitation and to identify in the territory the actors they can turn to for help.

We have included a section on the correct drafting of a CV and presentation at a job interview to help fostering labor inclusion.

MATÉRIEL D'INFORMATION MULTILINGUE réalisé dans le cadre du projet MULTITASKING. Il s'agit d'une initiative promue dans les provinces de Mantoue et de Crémone pour combattre le phénomène de l'exploitation grave de la main-d'œuvre et du travail irrégulier, en mettant l'accent sur les secteurs de la production agricole et textile.

L'objectif est de fournir un guide succinct aux ressortissants de pays tiers, leur permettant de reconnaître les éventuelles situations d'exploitation du travail et d'identifier sur le territoire les acteurs auxquels ils peuvent s'adresser pour obtenir de l'aide.

Nous avons inclus une section sur la rédaction correcte d'un CV et sa présentation lors d'un entretien d'embauche afin de favoriser l'insertion professionnelle.

Sfruttamento lavorativo / Labor exploitation / Exploitation par le travail

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Aiuto per CV e colloquio di lavoro / Help with CV and job interview /

Aide à la préparation du CV et entretien d'embauche

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