

## 1 General

- a. Contractor is responsible for the living conditions of both its employees and its sub-contractors' employees (Workers) who are employed on Qatalum contracts.
- b. Contractor and his sub-contractors shall comply with the rules given in the Resolution of the Minister of Civil Service and Housing Affairs No. 17 of 2005 and Ministerial Order No. 18 of 2014.
- c. If Contractor is providing accommodation or housing to its Workers which is dormitory style and/or contains commonly shared living facilities, then Contractor shall provide food and dining facilities to Workers. In aggregate, Contractor shall provide at least three (3) meals per day (including one hot meal) at regular intervals.
- d. If Contractor is providing apartment style accommodation and a fully equipped kitchen (e.g. refrigerator, freezer, cooker, water filter, crockery, cutlery, washing machine, etc.), Contractor may as an alternative to providing food, pay an allowance for food to each worker of not less than QAR 400/- per month.
- e. Contractors working at the Qatalum site where a meal break is mandated must separately contract with the Company's catering service provider for meals. This cost may not be deducted from any mandated allowance. Meals will be served at the Qatalum Contractor's Canteen. Contractor is not allowed to bring or store any food at the Qatalum site.
- f. Allowances specified herein are minimum amounts payable over and above the Worker's basic salary.

## 2 Accommodation

### 2.1 Requirements

- a. The following requirements apply to any accommodation or housing provided by or on behalf of Contractor where bedrooms are shared by two (2) or more Workers.
- b. Building design, layout, construction and operation shall be in accordance with relevant Qatar Civil Defence Department (QCDD), Qatar Construction Specification (QCS) and other Qatar Governmental requirements.
- c. Contractor shall establish a Facilities Management program setting out:
  - i. a routine (daily, weekly and other periodic) cleaning plan;
  - ii. a monthly deep cleaning programme;
  - iii. a pest control plan;
  - iv. a fire safety and life safety management plan that includes a detailed layout of all fire detectors and fire fighting equipment, multi lingual signage and details of the Fire Evacuation plan and records of drills;
  - v. a Security & Emergency Management Plan that includes all security procedures; and
  - vi. a Workers Induction Plan that introduces new arrivals to the Accommodation Site, its surrounding area and local culture.

### 2.2 Bedroom

- a. Bedrooms shall be of a size not less than 4 m<sup>2</sup> per bed and contain a maximum of four (4) persons per room, including storage areas. If the bedroom provides more than 6 m<sup>2</sup> per bed, a maximum of five (5) persons per room is allowed.
- b. Bunk beds and bed sharing are specifically prohibited. Each Worker is to be provided with their own bed.
- c. Beds shall be (at least) 1.0m x 2.0m and a minimum of 0.3m above the floor and shall be made of material which is solid, durable, and impervious to moisture.
- d. Lockable personal storage per bed shall be provided which is at least 180cm high, 90cm wide and 40cm deep.
- e. Workers shall be provided with the following free of charge:
  - i. mattress;
  - ii. pillow;
  - iii. two (2) sets of appropriate and suitable bed sheets and pillow cases per year; and
  - iv. a blanket.
- f. Each bedroom must contain at least:
  - i. one (1) x operable window per room covered by a moveable curtain; and
  - ii. one (1) x power outlet per bed.
- g. Each bedroom shall be air conditioned with sufficient capacity to cool a fully occupied room during the hottest periods.
- h. The Contractor shall ensure that there is no storage or cooking of food or storage of filled water buckets within the bedrooms.
- i. No fees shall be charged to Workers for Accommodation, Water or Electricity.

### 2.3 Bathrooms

- a. Toilets, urinals, showers and washbasins shall be contained within a defined toilet/showering area.
- b. Only potable water shall be provided for showering and ablutions. Hot and cold water shall be provided at all times.
- c. The Accommodation shall contain a minimum of one (1) toilet per six (6) beds.
- d. The Accommodation shall contain a minimum of one wall mounted shower, with shower head, per six (6) beds.
- e. Each toilet (Asian or Western) shall be contained in a private, lockable cubicle.
- f. The Accommodation shall contain a minimum of one (1) washbasin per four (4) beds.
- g. Each Bathroom shall have sufficient ventilation to remove foul air and moisture and be fitted with floor drains with covers to facilitate proper circulation and drainage.
- h. Bathroom floors and walls shall be free of mould and debris and be easily cleanable.

- i. Each Bathroom shall be cleaned daily and an intensive deep clean of all areas shall be undertaken monthly.

**2.4 Communal TV Social Room**

- a. A social room with sufficient seating shall be provided and be equipped with a Contractor provided TV and TV package reasonably catering for the ethnic origins of the Workers.
- b. Each social room shall have sufficient air-conditioning capacity to cool a fully occupied room inclusive of any associated latent and sensible heat loads such as lighting and electrical appliances that are normally in operation, during the hottest periods.

**2.5 Sport, Recreation and Other Facilities**

- a. Communal indoor recreational space with adequate light, ventilation and cooling shall be provided for the use of all Workers.
- b. A minimum of one (1) outdoor multi-purpose sport field shall be provided or free access and transport shall be provided to a community sport facility, such as the Mesaieed Sports Complex.
- c. Access on site to retail services such as grocery, barber shop, mobile shop, and money transfer shall be provided or free transport shall be provided to these services at least once per week.

**2.6 Internet Access**

A sufficient number of free access WiFi hotspots shall be located throughout the Accommodation Site to provide internet access for all Workers or a free access internet enabled computer room shall be provided and equipped by the Contractor.

**2.7 Laundry**

- a. The Contractor shall provide Workers with a laundry service, whether in house or external, free of charge.
- b. Each Worker shall be provided with one (1) laundry bag per annum for free.
- c. The laundry service shall allow for a minimum of 5 kg of laundry per Worker per week including:
  - i. Worker uniforms and clothes;
  - ii. bed sheets; and
  - iii. towels.
- d. For washing of personal items at the Worker's choice, the Contractor shall provide suitable washing facilities, such as a laundry tubs/troughs with water faucets or washing machines and washing lines or dryers.

**2.8 Medical and Health requirements**

- a. The Contractor shall provide medical care within the Accommodation Site based on the number and distribution of Workers and staff in accordance with the Law.

- b. The Contractor shall appoint first aid officers who shall have completed first aid training provided by a recognized training organization.
- c. All Workers will be in possession, at all times, of a valid Medical Health card.
- d. Contractor shall comply with decisions and directives of Qatalum's Medical Services Department with respect to any medical and/or operational hygiene matters related to Qatalum business.
- e. Each member of the Contractor personnel shall undergo medical examination before commencing work at Qatalum. The Contractor shall provide Qatalum with the results of medical examinations as and when required by Qatalum.

**2.9 Insurance**

Contractor shall maintain appropriate no-fault Workmen's Compensation/Employer Liability insurance to cover risks of employee death, bodily injury and illness in accordance with Qatar Law.

**2.10 Transportation**

- a. Contractor shall provide to Workers at Contractor's expense transportation to and from the Work Site and to other events and services, including medical care, as required.
- b. Contractor shall provide free to transport for workers to and from shopping/entertainment areas during their off days.
- c. All buses used in the transportation of Workers, including to and from the Work Site, shopping areas or recreational facilities, shall comply with the requirements of the General Directorate of Traffic under the Ministry of Interior and shall also:
  - i. be air-conditioned;
  - ii. contain an easily accessible first aid kit with the contents regularly checked and replenished;
  - iii. shall have two (2) fire extinguishers of at least 5 kg dry powder each, one (1) placed in the front and the other towards the rear of the vehicles;
  - iv. be fitted with emergency windows indicated with signs; and
  - v. shall pass an annual inspection by the competent local authority.
- d. Smoking inside the vehicles shall be prohibited.
- e. The vehicle shall be driven by a competent driver holding a valid Qatar driving license for the appropriate category of vehicle. The driver shall also possess current basic first aid training.