

UNITED ARAB EMIRATES

MINISTRY OF HUMAN RESOURCES & EMIRATISATION

OFFICE OF THE MINISTER

MINISTERIAL DECISION NO. (281) OF 2020

**CONCERNING THE REGULATION OF REMOTE WORKING IN PRIVATE
SECTOR ESTABLISHMENTS**

**DURING THE APPLICATION PERIOD OF PRECAUTIONARY MEASURES TO
REDUCE THE SPREAD OF THE NOVEL CORONAVIRUS**

The MINISTER OF HUMAN RESOURCES AND EMIRATISATION:

- Having reviewed Federal Law No. (1) of 1972 Concerning the Jurisdictions of Ministries and the Powers of Ministers, as amended and
- Federal Law No. (8) of 1980 Concerning the Regulation of Labor Relations, as amended and
- Within the efforts made by the State to fight and contain the spread of the novel coronavirus and
- Based on the presentation of the Undersecretary of Human Resources Affairs and
- For public interests

Decides:

Article (1)

All private sector establishments shall reduce the presence of workers to the minimum number required to conduct business, subject to a maximum of 30% of the total number of the establishment's workers. Moreover, the establishment shall reduce the number of customers present in service provision centers to a maximum of 30% of the service center's capacity and shall introduce controls to ensure an adequate space is maintained between customers and shall continuously sterilize equipment and facilities.

Article (2)

Private sector establishments shall:

- a. Ensure their workers required to be present in the workplace or labor accommodation with the required preventive and precautionary measures.
- b. Provide check (sorting out) points at the entrances of labor accommodations and workplaces, where temperatures and infection signs are checked twice a day, in the morning before workers go to their work and in the evening after the workers leave their workplace or arrive at their labor accommodation. Every suspected infection condition shall be exempted from going to work or entering their labor accommodation and shall be sent to health facilities to take the required actions.
- c. Set a mechanism to organize the transport of workers to and from workplaces, provided the number of works in every transport means may not exceed 25% of its capacity, ensuring a safe space is maintained between the workers.
- d. Prevent gatherings and stop all activities (cultural, sports, social) in labor accommodations.
- e. Reduce the number of workers at mealtimes in the restaurants of labor accommodations and ensure a safe space not less than two meters is maintained between each worker and the worker nearest to him.
- f. Report any worker developing infection symptoms or suspected to be infected.
- g. Apply health requirements and controls issued by competent authorities in case of delivering goods and providing services to customers.

Article (3)

The provisions of Article (1) hereof shall not apply to activities related to infrastructure projects, supply, communications, energy, health, education, banking

sector, food industries, hospitality, health supplies manufacturing and cleaning companies.

Article (4)

The remote working system shall apply to all workers whose job duties do not require their physical presence in the workplace, with priority giving to the following categories:

- Pregnant workers,
- Workers aged over fifty-five years,
- People of determination,
- Workers suffering respiratory or chronic conditions and
- Female workers with children in the ninth grade and lower.

Human Resource departments in the establishments shall be coordinate with to approve their working remotely.

Article (5)

All private sector establishments shall use electronic and smart applications to conduct their remote working activities and shall provide electronic support and help channels.

Article (6)

Private sector establishments that provide support to government entities shall coordinate with these entities to ensure business continuity.

Article (7)

All private sector establishments shall apply the measures set out in the provisional Guideline Manual attached herewith.

Article (8)

This Decision shall be published in the Official Gazette and shall enter into force as of the date of its issuance.

//signed and stamped//

Nasser Thani Al Hamli

Minister of Human Resources and Emiratization

Issued by us in Abu Dhabi on 29/3/2020

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Private Establishments Remote Working Provisional Guideline Manual

Attached to

MINISTERIAL DECISION NO. (281) OF 2020

Introduction:

To maintain the presence of workers in establishments and regular business activities in labor market during the application of precautionary measures to reduce the spread of coronavirus, the Ministry of Human Resources and Emiratisation issued the Provisional Remote Working Guideline Manual, which contains the actions that should be taken by employers and workers in the current emergent circumstances.

First: Wherever they occur in this Manual, the following words and expressions shall have the meaning set out next to each:

Manual: Private Sector Provisional Remote Working Guideline Manual.

Remote Working: a work system where the worker performs his work duties off his workplace in the establishment with which he has an employment contract, whether on a daily, weekly or monthly part-time or full-time basis.

Employer: Private sector companies and establishments for which the worker works.

Labor Relation Law: The Federal Law No. (8) of 1980 Concerning the Regulation of Labor Relations, as amended.

Second: Employer's Obligations

1. To provide the required technological tools to perform work remotely using smart and electronic systems.

2. To identify the mechanisms and standards of efficiency and productivity and the time frames for the tasks assigned to the worker.
3. To identify remote working management mechanisms as regards setting certain work hours or flexible hours during the day, week or month.
4. To ensure the provision of a safe technological environment to perform work remotely, observe data privacy and confidentiality controls and identify the powers related to access to the systems.
5. To monitor workers remotely working electronically to ensure they observe their remote work hours and perform their assigned duties.
6. To facilitate workers' communication remotely with their fellow workers, managers and leaders as required to perform duties and access the required information and systems to perform the work and to provide video communication systems.

Third: Obligations of Remote Workers

1. To obtain their employer's approval of working remotely.
2. To be physically present in the workplace as and when required to do so.
3. To perform their assigned duties within the specified time frames.
4. To be available to answer all phone calls and reply to all emails and to use available communications methods to ensure continuous communication as required by work.
5. To maintain the confidentiality of information and documents and to use the remote working time in performing required duties.
6. To provide evidence required by the employer as regards the worker's achievements and productivity.
7. To maintain and preserve remote working devices provided to him by the employer and return them upon request.

8. To make himself aware of the confidentiality policy for remote workers and observe it.

Fourth: Organizing Laws and Regulations

Whoever works under this Manual shall be governed by the Labor Relations Law and relevant regulations issued in this regard.

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