

# You want to work in Belgium

What are your rights?



Federal Public Service  
**Justice**

**.be**

# You are leaving your country of origin to work in Belgium.

## Welcome,

First of all, bear in mind that you have obligations as well as **rights**. If your rights are not being respected, you might find yourself in a situation of exploitation.

For that reason, it is important that, **before accepting a job or before leaving**, you check whether or not your working conditions conform to the rules.

## Answer the following questions by “yes” or “no”.

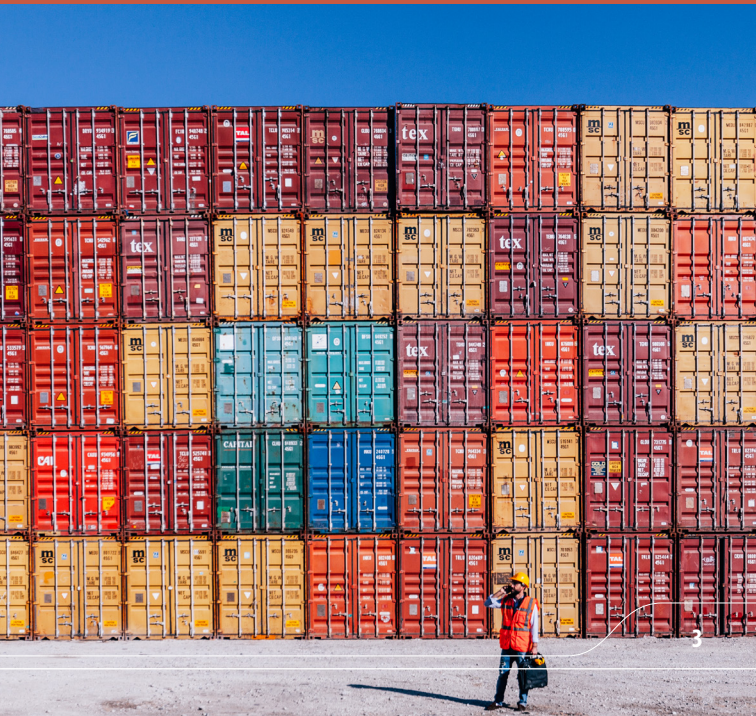
- › Have you signed an employment contract in a language which you understand?
- › Do you know who you will work for and where?
- › Do you know what work you will do?
- › Do you know for how long you will be employed?
- › Do you know the exact amount of your wage?  
*In Belgium, there is a minimum wage of 1.593,81 euros for an adult of 18 years or older (indexed amount on 01/09/2018).*
- › Do you know your (daily, weekly) working time?  
*In Belgium, working time may generally not exceed eight hours a day or 40 hours a week.*
- › Did you receive any information about the vacation days that you are entitled to (per week, per year)?  
*In general, you are entitled to a minimum of 20 days a year under a five-day working system.*

If you have given a **negative** answer to one or more questions, ask for more information before you leave or before accepting the job.

**Does your employer comply with the following conditions (in addition to the conditions mentioned above)?**

- › The employer is not allowed to keep your identity and residence documents.
- › You have to receive your full monthly salary by bank transfer, circular check or postal order and receive a pay slip.
- › You have to be treated with dignity. Your employer is not allowed to threaten you, to use violence or to force you to do certain things.

If these conditions have not been respected, you might be a victim of exploitation or even human trafficking. Ask one of the following institutions for advice.



## **These services can help you to assert your rights.**

**If you have any questions regarding your rights at work (wages and working conditions, annual leave)**

**Federal Labour Inspectorate**  
Ernest Blérotstraat, 1  
B-1070 Brussels  
T.: +32 (0)2 235 55 55  
E-mail: [info.tsw@employment.belgium.be](mailto:info.tsw@employment.belgium.be)  
[www.employment.belgium.be](http://www.employment.belgium.be)

**If you have any questions regarding social security, social statutes (employee, self-employed, etc.), labour exploitation**

**National Social Security Office – Front Office**  
Victor Hortaplein 11  
B-1060 Brussels  
T.: +32 (0)2 509 59 59  
E-mail: [contact@onsrszls.fgov.be](mailto:contact@onsrszls.fgov.be)  
[www.socialsecurity.belgium.be](http://www.socialsecurity.belgium.be)  
[www.rsz.fgov.be/en](http://www.rsz.fgov.be/en)



## **Trade unions can give you more information**

### **ABVV-FGTB**

Hoogstraat 42  
B-1000 Brussels  
T.: +32 (0)2 506 82 11  
info@abvv.be  
www.abvv.be

### **ACLVB-CGSLB**

Boudewijnlaan 8  
B-1000 Brussels  
T.: +32 (0)2 509 16 00  
aclvb@aclvb.be  
www.aclvb.be

### **ACV-CSC**

Haachtsesteenweg 579  
B-1030 Brussels  
T.: +32 (0)2 246 32 16  
nouvelles-migrations@acv-csc.be  
www.migrantscsc.be



## **If you have any questions regarding human trafficking**

### **PAG-ASA (Brussels):**

Cellebroersstraat 16B  
B – 1000 Brussels  
T.: +32 (0)2 511 64 64  
info@pag-asa.be  
www.pag-asa.be

### **Payoke (Antwerp):**

Leguit 4  
B – 2000 Antwerp  
T.: +32 (0)3 201 16 90  
admin@payoke.be  
www.payoke.be

### **Surya (Liège):**

Rue Rouveroy 2  
4000 Liège  
T.: +32 (0)4 232 40 30  
info@asblsurya.be  
www.asblsurya.org

## **If you have any questions regarding the fundamental rights of foreigners or asylum law**

### **CIRé**

Coordination et Initiatives pour Réfugiés et Étrangers  
Rue du Vivier - Visvijverstraat 80-82, B-1050 Brussels  
T.: +32 (0)2 629 77 10  
cire@cire.be  
www.cire.be

### **Standby duty**

From Monday to Friday on site between 9 a.m. and 12.30 p.m.

**Vluchtelingenwerk Vlaanderen**

Kruidtuinstraat 75  
B-1210 Brussel  
T.: +32 (0)2 205 00 55  
info@vluchtelingenwerk.be  
www.vluchtelingenwerk.be

**Standby duty**

Monday and Friday from 9 a.m. to 12.30 p.m. Wednesday  
afternoon from 1.30 p.m. to 5 p.m.

**Myria**

(Federal Migration Centre, independent public  
institution)  
Koningsstraat 138, B – 1000 Brussels  
T.: +32 (0) 800 14 912  
www.myria.be

**Legal advice by phone:**

Monday from 9.30 a.m. to 12.30 p.m.  
Tuesday, Wednesday and Friday from 1.30 p.m. to 5 p.m.

**FAIRWORK BELGIUM**

Gaucheretstraat 164  
B – 1030 Brussels  
info@fairworkbelgium.be  
www.orcasite.be

**Helpdesk :**

For the employee: +32 (0)800 12 019  
For all other persons: +32 (0) 2 274 14 31  
Monday and Wednesday from 9 a.m. to 13 p.m.  
Thursday from 13 p.m. to 16 p.m.

Communication and Information Service  
Waterloolaan 115  
1000 Brussels  
T 02 542 65 11  
[www.justice.belgium.be](http://www.justice.belgium.be)