

## Be aware and protect yourself!

To all those working in Japan, do you have any problem in your workplace?

Maybe, right now, you don't have any.

But, who knows when you will get an injury or accident in your workplace, hospitalized due to sickness, does not receive salary on time or get terminated without prior notice.

What would you do if you were told to go back to your country?

It is important to be prepared all the time.

Here are some important information.

Protect your rights!

## ● 1. Don't ever throw away your employment contract and pay slip!

Did you receive a copy of your employment contract from your company?

The contract is an important written document between you and the company. The employment contract specifies the kind of work you do, your salary and the number of hours you work.

You will need your contract if ever you get in trouble in the company.

So, make sure you keep it.

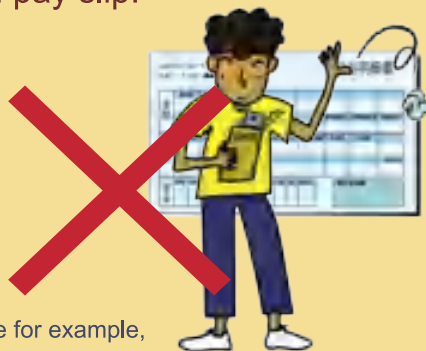
If the company did not provide a copy of your contract, make sure you understand the content or do something to be able to get a copy, like for example, you take a photo of the contract.

Pay slip is also an important document.

It is a small piece of paper that stipulates the total number of hours of work, overtime, net income, and deduction of apartment and insurance fee.

Securely keep them and don't throw it away.

This is an important evidence to obtain a just compensation whenever you don't receive a salary, get terminated, injured, or hospitalized. So, keep them properly.



## ● 2. In times of emergency, can you explain well about the company you work with?



Make sure you know the necessary information about your company.

If ever you meet an injury in the workplace, take a leave from work, or you did not receive your salary and you want to refer this issue to a consultant or other practitioners, you will definitely be asked the basic information of the company you work with.

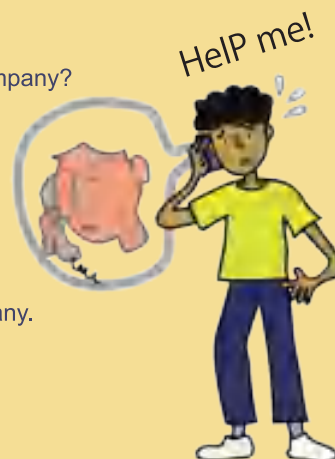
What is the name of the company? What is the address?  
What is the telephone number? Who is the president of the company?

These are the minimum required information to help solve the problem.

Make sure you know the name of the company, address, telephone number, company president's name, and immediate supervisor's name.

For those who cannot read Japanese, take a picture of the company's name and address and the company president's home address and the car's plate number.

By having this information, you may be able to find the person responsible for the company. Make sure to gather more information about your company in order to protect yourself.



## ● 3. In order to receive salary correctly, you have to take records of the time you worked!

People who earn on hourly basis will be paid according to the number of hours they worked.

Is your working hour correctly calculated?

There are some cases of miscomputation or cheating.

Therefore, know the number of hours you worked and do your own calculation.

Know the time you start and finish working.

Even if the company has a time card system, sometimes the recording may be incorrect.

It would be good to take a picture to avoid trouble.

Keeping records on your own in a daily basis is a big help.

Take note of the time you enter and get out of the company and the number of hours you work on holidays. Try to record your working hours by using smartphone applications or camera by taking photos.

Maybe later, you will be able to request payment for the unpaid overtime, late hours work and holiday extra payment. You should keep a record.



#### ●4. What would you do if you get injured while working and you don't have the money to go to the hospital?



Japan has an industrial injury and worker's accident compensation insurance system that compensates workers who meet an accident or get injured while working. It includes medical expenses and salary during the time they cannot work.

However, some company may claim that there was no accident that happened. Therefore, if you meet an accident at work, the first thing you have to do is to let people around you know about it. Making a sound like "ouch" is also important. And, report the incident to the person in charge and ask the company to bring you to the hospital.

If they will not take you to the hospital, you go on your own immediately and tell the doctor you got injured while working. In claiming for worker's compensation, the doctor's certificate is an important document. Take note of the time it happened, the place where the accident took place, and the people present during the incident. Also, it would be helpful if you have photos of the exact location or the machine.

If you are sick due to your work, you can claim for compensation even if it is not an injury. So, if you are not feeling well, you go to the hospital as soon as possible.

Likewise, if you get injured while commuting to your workplace, you can be compensated if the conditions are met. Hence, you have to go to the hospital right away if you get injured and contact the company.



#### ●5. How can I support myself if I can no longer work due to non-work related injury or illness?



Please do not give up even if you have a non-work-related injury or illness and no regular income.

If you are a member of health insurance system (excluding national health insurance), you can avail of the "injury and treatment allowance system" while you are absent from work.

If your doctor's diagnosis, says that you are unable to perform your work and need to rest for another 4 consecutive days, you can receive 60% amount from your regular salary.

If you are sick and your company will try to persuade you to go back to your country, don't forget that you can benefit from the "injury and treatment allowance system."

In addition to "injury and sickness allowance", a considerable percent of your medical expenses can be shouldered by the government fund for people with tuberculosis (TB) and HIV disease.

Do not give up easily. Consult a specialized agency or organization and look for possibilities to continue working in Japan.

#### ●6. What if suddenly you are told that you are terminated?

What are you going to do if you are told not to come to work tomorrow because you have been fired from the company you are working?

It might be difficult for you to think at the moment. But, your first move is very crucial.

Don't ever think that you cannot do anything anymore just because your superior told you that you are fired. Also, do not respond, "wakarimashita" because it would mean you accept the termination. Likewise, do not sign any document if they will present it to you because it would mean you approve of it.



According to Japanese law, employers cannot easily dismiss any worker. The company cannot unilaterally fire any worker, unless there are sufficient grounds for termination. Even if the worker has some shortcomings or wrongdoings, it is not enough bases for termination. Please never give up and do not think you cannot do anything. You can do something. First of all, you have to tell them that you want to continue working with them because you have responsibilities in life, like you have to pay your bills or provide for your family. You have to tell them you don't want to terminate your contract with them.

If they really mean you are being "dismissed", then let them write the reason for dismissal on a piece of paper, use a smartphone to record the conversation, or other means.

If you can consult with the Labor Unions, NGO's, lawyers and Labor Standard Office as early as possible, then you may be able to stop the dismissal.

The same process applies for the technical intern trainees who are told to go home to their home country.

Even if you quit the company, you may still be able to ask for financial compensation.

