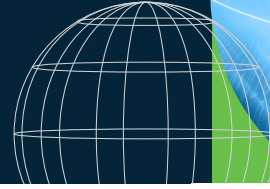


International Guides

SCOPE OF COVERAGE



1. SETTING UP BUSINESS & STRUCTURING THE EMPLOYMENT RELATIONSHIP

- Engaging workers and third parties
- Legal framework governing employment
- Risks and evolving worker models

2. PRE-HIRING & HIRING

- Background checks and applicant inquiries
- Hiring requirements and preferences
- Pay transparency and hiring disclosures
- Foreign worker authorization

3. EMPLOYMENT CONTRACTS

- Written employment terms
- Types of employment arrangements
- Changes to employment terms
- Post-employment restrictions

4. WORKING TIME & COMPENSATION

- Working time and break requirements
- Wages, salary structure, and overtime
- Bonuses and payroll contributions
- Pay equity and transparency

5. TIME OFF FROM WORK

- Holiday and rest day rules
- Leave entitlements
- Family related leave
- Protections for employees with infants

6. DISCRIMINATION & HARASSMENT

- Protected categories
- Prohibited conduct and exceptions
- Employer duties
- Liability

7. WORK RULES & POLICIES

- Required workplace policies
- Protections and safety
- Global policy implementation

8. PRIVACY & PROTECTION OF EMPLOYEE PERSONAL INFORMATION

- Data privacy framework
- Employer processing obligations
- Employee and applicant rights
- Data transfers, breaches, and penalties

9. WORKERS' REPRESENTATION, UNIONS & WORKS COUNCILS

- Right of association and representation
- Employer recognition and obligations
- Rights and protections for representatives
- Collective action and limitations

10. INDIVIDUAL DISMISSALS & COLLECTIVE REDUNDANCIES

- Grounds for dismissal
- Notice, process, and obligations
- Collective redundancies and costs
- Risks, penalties, and resignations

11. EMPLOYMENT & CORPORATE TRANSACTIONS

- Information and consultation duties
- Employee impacts in business sales
- Share sale considerations
- Other transaction-related risks

12. EMPLOYMENT DISPUTES & LEGAL LANDSCAPE

- Enforcement bodies and dispute resolution
- Arbitration and collective claims
- Legal culture
- Common mistakes by foreign employers