

**United Arab Emirates
Ministry of Human
Resources
and Emiratisation
Office of the Minister**

Ministerial Resolution No (281)

**Of 2020 Concerning the Regulation of Remote Working in Private Sector Establishments
During the Application of Precautionary Measures to Limit the Spread of Novel Coronavirus**

The Minister of Human Resources & Emiratisation:

- Upon reviewing Federal Law No. (1) of 1972 concerning the Functions of the Ministries and Powers of Ministers, and amendments thereof;
- Federal Law No. (8) of 1980 concerning the Regulation of Labour Relationships, and amendments thereof;
- As part of the State's efforts to combat and limit the spread of Novel Coronavirus;
- Upon the proposal of the Under-secretary of Human Resources Affairs; and
- For the public interest,

Has resolved:

Article (1)

All private sector establishments shall reduce workers' attendance to the minimum necessary for work progress, so that the number of workers whose jobs requires their presence in the workplaces does not exceed "30%" of the total number of workers at the establishment. All private sector establishments shall also reduce the number of Customers at service centres to no more than 30% of the capacity, and implement controls for safe distancing among Customers and for continuous disinfection of devices and facilities.

Article (2)

Private sector establishments shall observe the following:

- A. Compliance with the necessary preventive and precautionary measures by workers whose jobs requires their presence at the workplace or the workers' accommodation.
- B. Provide screening points at the entrances of the workers' accommodation and offices, during which the worker's temperature shall be tested and virus symptoms checked twice on a daily basis: in the morning before heading to the workplace or when the worker arrives there, and in the evening, after the worker leaves the workplace or arrives at the workers' accommodation. Suspicious cases shall be prohibited from going to work or from entering the workers' accommodation. They shall be referred to health facilities to take the necessary measures.
- C. Establish a mechanism for organising the transport from the workers' accommodation to the workplace and vice versa. The number of workers inside the vehicle shall be considered so that it does not exceed 25% of its capacity, with an emphasis on a safe distance between the workers.
- D. Ban gatherings and suspend all activities (cultural, sports, or social) at workers' accommodations.
- E. Reduce the number of workers in the dining halls of workers' accommodation during meal times, and maintain a safe distance of two metres between each worker.
- F. Report cases of workers showing (or suspected of showing) virus symptoms.
- G. Implement the health conditions and controls issued by the Competent Authority if goods and services are delivered to the customers.

Article (3)

The activities related to infrastructure projects, catering, communication, energy, health, education, banking, food industry, hospitality, health supplies manufacturing, and cleaning companies shall be exempt from applying the provisions of Article (1) of this Resolution.

Article (4)

The remote working system shall include all workers whose jobs do not require their presence at the workplace, with priority given to the following categories:

- Pregnant women,
- Workers aged fifty five years and above,
- People with Disabilities,
- Workers suffering from respiratory or chronic diseases,
- Female workers who are mothers of children in ninth grade and below.

This will be in coordination with the Human Resources departments in their establishments to approve their ability to work remotely.

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Article (5)

All private sector establishments shall use smart and electronic applications to carry out their activities through remote working, while providing electronic channels for support and assistance.

Article (6)

Private sector establishments that provide support to government agencies shall coordinate with those agencies to ensure business continuity.

Article (7)

All private sector establishments shall apply the procedures mentioned in the temporary guidelines attached to this resolution.

Article (8)

This Resolution shall be published in the Official Gazette, and it shall come into force as of the date of its issuance.

[Signature]

**Nasser bin Thani Al Hamli
Minister of Human Resources & Emiratization**

Issued by me in Abu Dhabi on: 29/03/2020

**Temporary Guide for Remote Working in Private Sector Establishments
Attached to Ministerial Resolution No. (281) of 2020**

Introduction

In order to ensure the continuity of workers in the establishments and regularity of the Labour market during the application of the precautionary measures to limit the spread of Novel Coronavirus, the Ministry of Human Resources and Emiratization has issued the temporary guide for regulating remote working. The guide includes the measures to be taken by both employer and worker during the current emergency circumstances.

First: The following words and expressions shall have the meanings ascribed to each of them, wherever they appear in this guide:

Guide: Temporary Guide for remote working in the Private Sector.

Remote working: A working system in which the worker performs his job outside the workplace of the establishment with which he is bound by employment contract, whether this work is on a part-time, daily, weekly, monthly or full-time basis.

Employer: A Private sector company or institution where the worker performs his job.

Labour Relations Law: Federal Law No. (8) of 1980 concerning the Regulation of Labour Relations and amendments thereto

Second: Employer Obligations

- 1- Provide the technical equipment necessary to carry out remote working through the use of smart and electronic systems.**
- 2- Determine mechanisms, standards of efficiency and productivity, and time frames for all tasks assigned to the worker.**
- 3- Determine the mechanisms for the management of remote working, such as determining working hours, whether set at a specific time or a flexible during the day, week, or month.**
- 4- Ensure the availability of a safe technological environment to carry out remote working, taking into account the controls related to maintaining the privacy and confidentiality of data and codifying the powers to access the systems.**
- 5- Follow-up with remote workers electronically in order to ensure their commitment to working hours remotely and the completion of the tasks assigned to them.**
- 6- Facilitate remote workers' communication with their colleagues in management and leadership, as required to perform tasks and access the necessary information and systems to perform the work, and video chat applications shall also be provided.**

Third: Remote Worker Obligations

- 1- Obtain Employer's approval for remote working.**
- 2- Report to the workplace when requested to do so.**
- 3- Perform the tasks according to the specified timeframes.**

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- 4- Be available to answer all calls, e-mails and any available means of communication to ensure continuous communication according to requirements of work.
- 5- Maintain confidentiality of information, documents and papers, and utilize the remote working hours to complete the required tasks.
- 6- Provide supporting evidence required by the Employer regarding his accomplishments and productivity.
- 7- Preserve remote working devices provided by the Employer and return them whenever so required.
- 8- Read and comply with the Privacy Policy for remote workers.

Fourth: Applicable Laws and Legislations

Whoever works in accordance with this Guide shall be subject to the Labour Relations Law and the relevant legislation issued in this regard.

[Stamp: Ministry of Human Resources & Emiratization
Minister's Office]
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