

Protecting yourself from exploitation



Tips when looking for a job

- Trust your judgment. If a situation or individual makes you uncomfortable, trust that feeling.
- Take someone with you when you are meeting a potential employer for the first time.
- Make sure someone you trust knows where you are, especially if you are going to a remote worksite.
- Let a trusted friend/relative know if you feel like you are in danger or if a person/situation is suspicious.
- Always keep all important personal documents and identification in your possession.
- Keep important numbers in your phone, including the number of someone you feel safe to contact if you are in trouble.
- Have your phone, access to your bank account, and any medication that you need with you at all times.
- If you think you might be in immediate danger or you are experiencing an emergency, call 000.



Tips when considering and starting a new job

- Make sure that your visa conditions permit you to work and to do the type of work and the hours of work you have agreed to do.** If you are unsure, you should seek advice from the Fair Work Ombudsman or a legal service.
- Ask for information about the job, including the position, duties, hours, and working conditions.**
- Be wary of positions that involve poor working conditions, for example:**
 - being paid under the hourly minimum wage. As of 1 July 2022, the National Minimum wage is \$21.38 per hour or \$812.60 per week. This increases each year.
 - being required to complete unpaid training to secure a job or not being paid during a trial / probation period
 - being threatened or discriminated at work
 - being asked to agree to the employer taking large amounts of money out of your pay

- being required to work very long hours or work more hours than your visa allows
 - being required to work in unsafe working environments or do dangerous tasks
 - being monitored or controlled in your movements to and from work
 - being required to sleep at the worksite or in accommodation provided by the employer.
- Make sure you know the legal name of the person or business you will be working for or meeting.** Businesses will also usually have an Australian Business Number (ABN) for tax purposes. If they are unwilling to provide their name or ABN, proceed with caution.
- Check the business is legally registered before commencing work:**
- You can search to see if businesses are registered Australian Securities & Investments Commission (ASIC) register
 - You can search by ABN on ABN Lookup to identify the legal name and business type of an employer.
- Take care when meeting an employer for the first time:**
- Consider taking someone with you instead of going alone
 - Try to meet in an environment where others are around, or in a public place
 - Tell someone you trust about where you are going, who you are going to meet, and what time you expect to return.
- Make sure you feel comfortable before providing your personal information (like your home address) or copies of personal identity documents (like your passport).** You should always keep your original documents in your possession.
- Before starting work, make sure you and the employer have discussed and agreed on your working arrangements.** For example:
- By asking for and keeping a copy of a written contract of employment
 - By ensuring you have read and understood any contract you may be asked to sign
 - Where no written contract is provided, keep your own records about what you and the employer have discussed and agreed about your work.
- Keep records about your work, so you have things to prove your experiences, including:**
- recording and tracking your hours of work
 - keeping copies of important documents about your work arrangements
 - keeping records or evidence of your working conditions
 - checking the amount in your payslip matches up with the hours that you have worked. Every employer must give their employees a regular payslip.

