



What are “average market wage rates”?

“Average market wage rates” refer to the relevant average market wage rates as published quarterly in the **Quarterly Report of Wage and Payroll Statistics** (“Quarterly Report”) of the Census and Statistics Department.

In June 2006, for example, the relevant figures are:

Occupation	Average monthly salaries (Note 1)	Average number of normal hours of work per day	Average number of standard working days per month	Corresponding average hourly rate
Cleaner (general)	\$5,042	8	26	\$24.2
Cleaner (lavatory)	\$4,740	8	26	\$22.8
Guard (overall average) (Note 2)	\$6,796	10	26	\$26.1
Guard (3-shifts)	\$6,358	8	26	\$30.6
Guard (2-shifts)	\$6,627	11	26	\$23.2

Note 1: If the contractual working hours per day and working days per month of security guards and cleaning workers are different from those published in the Quarterly Report, companies/employers should pay these workers monthly wages calculated on a pro rata basis.

Note 2: If security guards are employed under 3-shifts or their normal hours of work are less than 8 hours per day, the wage rate of “3-shifts” should apply. For those employed under 2-shifts, the wage rate of “2-shifts” should apply. For those employed under other arrangements, the wage rate of “overall average” is applicable.

The latest relevant average market wage rates are available at the dedicated website: www.labour.gov.hk.

When should “wage protection” be implemented by companies?

For companies which directly employ cleaning workers and security guards:

- ▶ for new recruits, they should adopt the WPM’s arrangement immediately;
- ▶ for existing employees, they should adopt the WPM’s arrangement as soon as possible; and
- ▶ they should also regularly (say, annually) review the wages of their employees in line with the market trend.

For companies which outsource cleansing and security services:

- ▶ Since companies may find it difficult to vary existing contracts, it would be acceptable to apply the WPM terms to new or renewed contracts.
- ▶ **If tendering is involved** – companies should adopt the average market wage rates applicable at the time *when the tender is invited*.
- ▶ **If tendering is not involved** - companies should adopt the average market wage rates applicable at the time *when the service contract is awarded*.

How does the government promote the WPM and assist the participating companies?

The Labour Department promotes the WPM and supports the participating companies by:

- ▶ carrying out territory-wide promotion and public education through different media;
- ▶ reaching out to private companies, business organisations, concerned trade associations (for instance, those in the cleansing and guarding services sectors) and owners’ corporations;
- ▶ maintaining a dedicated website (www.labour.gov.hk) to disseminate the relevant information;
- ▶ operating a dedicated hotline to answer public enquiries: **2852 3815** (during office hours). For enquiries outside office hours, members of the public may call the Labour Department’s 24-hour hotline at **2717 1771**;
- ▶ giving priority to companies participating in the WPM to use the various employment programmes of the department; and
- ▶ in respect of vacancies for cleaning workers and security guards, extending free employment service only to those vacancies offering wages comparable to the relevant market rates.



We look forward to your support!

Working together, making it better!



For Cleaning Workers and Security Guards

Wage Protection Movement

www.labour.gov.hk

☎ 2852 3815

Since 2004, “wage protection” arrangement has been applied to many large organisations (including government departments, public bodies and tertiary institutions). We have also encouraged subvented organisations and subsidised schools which outsource cleansing and guarding services contracts to follow suit. These concerted efforts have benefited over 30 000 workers so far.

To extend the protection to more employees, the government is joining hands with the business community and the labour sector to launch the **Wage Protection Movement (WPM)** to encourage employers to **enter into written employment contracts** with their cleaning workers and security guards, and to **offer these workers wages not lower than the average market wage rates**.

We earnestly call on private companies to support this worthy social cause.



Why should companies support the WPM?

Reasonable wages and living standards can:

- ▶ boost staff morale and make them more committed to their work;
- ▶ help maintain amicable labour relations; and
- ▶ foster social harmony.

Written employment contracts can:

- ▶ protect the rights and benefits of both employers and employees;
- ▶ enable employees to have a better understanding of employment terms;
- ▶ remind both employers and employees of their contractual obligations; and
- ▶ reduce unnecessary labour disputes.

Average market wage rates can:

- ▶ attract and retain good employees;
- ▶ upgrade service quality; and
- ▶ promote corporate social responsibility.

How does the government give recognition to the participating companies?

The Labour Department gives recognition to companies which join, and continue to comply with the terms of the WPM, by:

- ▶ providing a specially designed logo for their use; and
- ▶ uploading their names on the dedicated website of the WPM: www.labour.gov.hk.

Companies which wish to participate in the WPM and use the logo may call the WPM hotline on **2852 3815**.



How to participate in the WPM?

Participating companies of the WPM are only required to:

- ▶ enter into **written employment contracts** with cleaning workers and security guards under their direct employ;
- ▶ offer these workers wages not lower than the relevant **average market wage rates**, and suitably compensate them if they have to work beyond contractual hours; and
- ▶ companies which outsource their cleansing and guarding services should **require their contractors and subcontractors to follow the above practices by specifying the requirements in the tender documents and/or service agreements**. The main/principal contractor should be responsible for ensuring that their subcontractors would comply with the requirements.

How to prepare the written employment contract?

The written employment contract should spell out the main terms of employment, including:

- ▶ wages;
- ▶ wage period;
- ▶ hours of work; and
- ▶ how overtime payment is calculated.

Companies may draw reference to a sample employment contract provided by the Labour Department.

A copy of the sample has been uploaded to the dedicated website of the WPM: www.labour.gov.hk.



When should the written employment contract be entered into?

The contract should be entered into:

- ▶ prior to the commencement of employment; or
- ▶ in any case no later than one month after employment commences.

An employer should give a copy of the written contract to the employee concerned immediately after it is signed.