



Bangladesh's Labour Law & Employment Regulations

Presenter: Saddam Hossain, Country Manager

Organiser: **BIPO** | Make Life Easier.

Speaker



Saddam Hossain

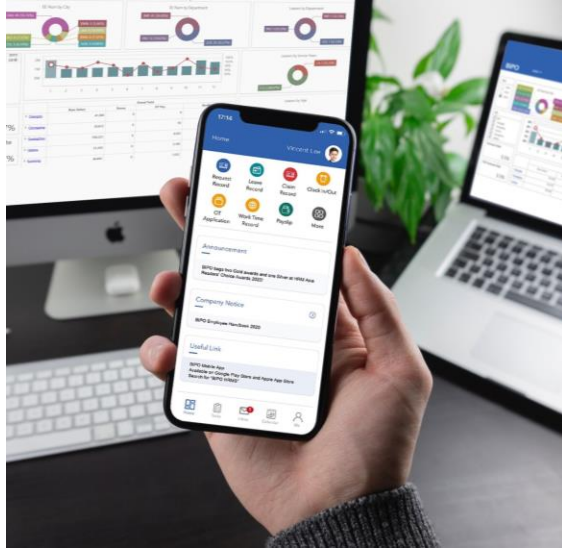
Country Manager, Bangladesh

Saddam has almost 14 years of experience as a HR professional in HR transformation projects, HR strategies, processes and structures, HR operations, and functional HR expertise areas.

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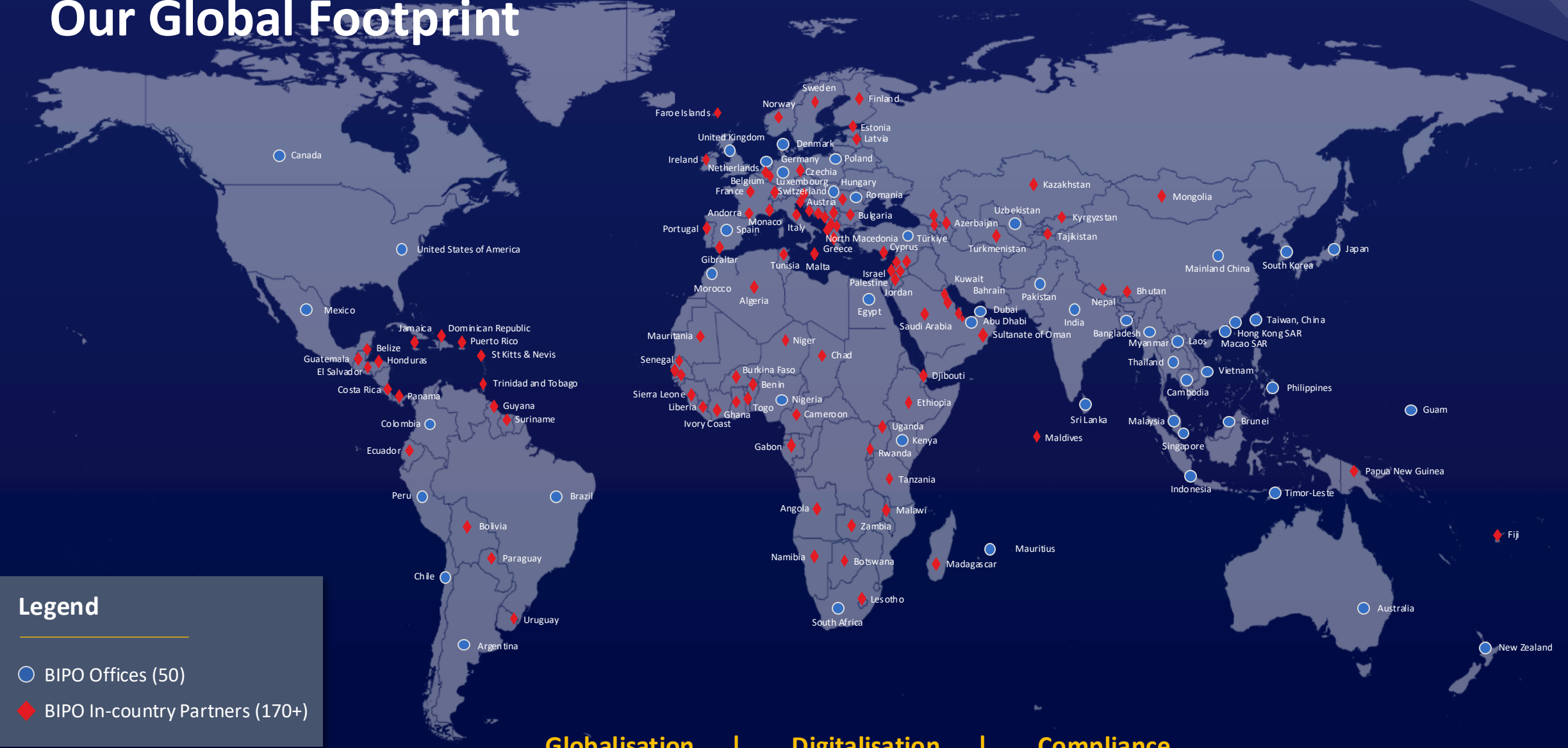
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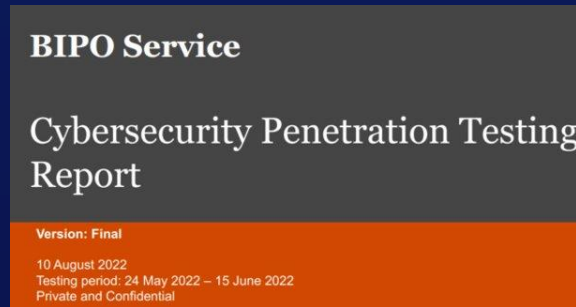
Audit




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- SOC 2 – Type 2

Penetration Test



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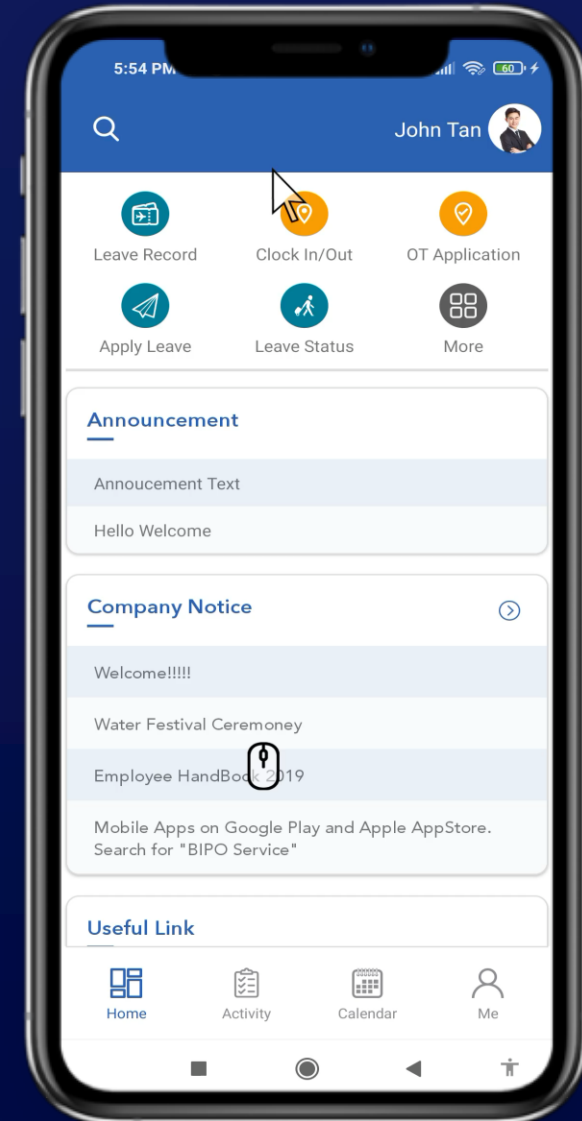
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Overview of Bangladesh's Labour Law

Overview of Bangladesh Labour Law

- Bangladesh Labour Law means – The Bangladesh Labor Act, 2006 (Amendment in 2013, 2015, 2018, 2022)
- Bangladesh Labour Rules means – Bangladesh Labor Rules, 2015

Purpose of Bangladesh Labour Law

01	Employment of workers	06	Formation of trade unions
02	Relations between workers and employers	07	Raising and settlement of industrial disputes
03	Determination of minimum rates of wages	08	Health, safety, welfare and working conditions and environment of workers
04	Payment of wages	09	Apprenticeship
05	Compensation for injuries to workers during working hours	10	Any other subject

Overview of Bangladesh Labour Law

Which Organisations under Labor Act & Rule?

- Save as otherwise specified elsewhere in this Act, it extends to the whole of Bangladesh.
- Application of Chapter II, any shop or industrial or commercial establishment owned and directly operated by the Government where the workers are governed by the conduct rules applicable to the Government servants.
- Any worker whose recruitment and terms and conditions of service are governed by the Acts or rules made under article 62, 79, 113 or 133 of the Constitution, but in the case of application of Chapters XII, XIII and XIV, the workers employed in the following establishments shall not be subject to this prohibition.



Employment Policies

General Terms

- Law means – the Bangladesh Labor Act, 2006 and Amendments (**Amendment in 2013, 2015, 2018, 2022**)
- Rules means – Bangladesh Labor Rules, 2015

Definition (Section 2)

01

Child

a person who has not
completed 14th
(fourteenth) years of age

02

Adolescent

a person who has
completed fourteenth year
but has not completed
eighteenth year of age

03

Adult

a person who has
completed eighteenth year
of age

04

Day

a period of 24 (twenty-
four) hours beginning at
6.00 am

General Terms

Definition (Section 2)

“**Wages**” means all remuneration, expressed in terms of money or capable of being so expressed; but does not include the following money, namely:

- the value of any house accommodation, light, water, medical facilities or other amenity or the value of any service excluded by general or special order by the Government;
- any subscription paid by the employer to any pension fund or provident fund;
- any travelling allowance or the value of any travelling concession;
- any sum paid to a worker to defray special expenses entitled to him by the nature of his employment



Employment Types and Regulations

Employment Types

Classification of Workers and Probation Period (Section 4)

(1) Workers employed in any establishment may be classified in any of the following classes according to the nature and condition of work, namely:

Employment Types	Descriptions
Apprentice	A worker may be called an apprentice if he is employed in an establishment as a trainee and paid allowances during the period of his training.
Substitute	A worker may be called a substitute if he is employed in an establishment in the post of a permanent worker or of a probationer for the period of his temporary absence.
Casual	A worker may be called a casual worker if he is employed on ad-hoc basis in an establishment for work of a casual nature.
Temporary	A worker may be called a temporary worker if he is employed in an establishment for a work which is essentially of temporary nature and is likely to be finished within a limited period.;
Probationer	A worker may be called a probationer if he is employed for the time being in an establishment in a permanent post and the period of his probation is not ended.
Permanent	A worker may be called a permanent worker if he is employed in an establishment on a permanent basis or if he has completed the period of his probation satisfactorily in the establishment.
Seasonal worker	A worker may be called a seasonal worker if he is employed in an establishment for seasonal works during any work season and remain in employment up to the end of that season

Employment Contract

Giving Letter of Appointment and Identity Card and Maintaining the Confidentiality (Rule 19)

- (1) No owner can appoint any worker without giving the letter of appointment.
- (4) The appointment letter should mention the following information of the worker under the section 5, such as:
 - **(a)** Name of worker;
 - **(b)** Father's Name;
 - **(c)** Mother's Name;
 - **(d)** Spouse Name (as applicable);
 - **(e)** Address: Present & Permanent;
 - **(f)** Designation, type of work, date of joining;
 - **(g)** Class of worker;
 - **(h)** Wages or pay scale (Wages or salary and the rate of the increase of annual salary, if any);
 - **(i)** Other payable financial facilities (house rent, medical, education, food, conveyance, festival and attendance allowances and gratuity if any; and
 - **(j)** It is to be mentioned hereby that all appointment conditions, existing service rules (if any), will be complied with existing labour act.
- (5) Each owner will provide identity card with the photograph to each worker working in the firm at the costs of the owner as per Form-6.
- (8) Notwithstanding anything contained in these rules, any worker engaged in the factory or firm or any person with administrative and management responsibility will maintain the confidentiality of the business strategy of the firm in case of performing the duties or changing the job.

Probation

Classification of Workers and Probation Period (Section 4)

(8) The period of probation for a worker whose function is of clerical nature shall be 6 (six) months and for other workers such period shall be 3 (three) months:

- Provided that in the case of a skilled worker, the period of probation may be extended for a further period of three months if, for any reason, the quality of his work within first 3 (three) months of his probation is not possible to ascertain
- Provided further that a worker shall be deemed to be permanent in accordance with the provision of sub-section (7) notwithstanding he has not been issued any confirmation letter after completion of his probationary period or extended period of 3 (three) months.

Working Hour



Daily Working Hours (Section 100)

- No adult worker shall ordinarily work or be required to work in an establishment for > 8 (eight) hours in a day.
- Provided that subject to the provisions of section 108, any such worker may work in an establishment up to 10 (ten) hours also in a day.



Weekly Working Hours (Section 102)

- No adult worker shall ordinarily work or be required to work in an establishment for > 48 (forty-eight) hours in a week.
- Subject to the provisions of section 108, an adult worker may work for > 48 (forty-eight) hours also in a week;
- Provided that the total working hours of such worker shall not exceed 60 (sixty) hours in a week, and on the average 56 (fifty-six) hours per week in a year.



Spread Over (Section 105)

- The period of work of an adult worker in an establishment shall be so arranged that inclusive of his interval for rest or meal under section 101 shall not spread over for more than ten hours.

Hours of Rest & Weekend



Interval for Rest or Meal (Section 101)

In an establishment no worker shall be liable to:

- a. work for more than 6 (six) hours in a day, unless he is given an interval of 1 (one) hour for rest or meal during that day;
- b. work for more than 5 (five) hours in a day, unless he is given an interval of half an hour for the said purpose during that day; or
- c. work for more than 8 (eight) hours in a day, unless he is given 1 (one) interval under clause (a) or 2 (two) intervals under clause (b) for the said purpose during that day.



Weekly Holiday (Section 103)

Every worker employed in an establishment shall be entitled:

- (a) 1.5 days (one and a half day) holiday in a week in the case of a shop or commercial establishment or
- (b) 1 day (one day) in a week in the case of a factory and Industrial establishment;

Overtime Calculation

Extra-allowance for Overtime (Section 108)

Where a worker works for more hours than the hours fixed under this Act in an establishment on any day or in a week he shall, for overtime work, be entitled to allowance at the rate of twice his ordinary rate of basic wage and dearness allowance and ad-hoc or interim wage, if any.

Method of Calculating the General Rate of Overtime Allowance (Rule 102)

As per Section 108, if there are not different agreements, the general rate of overtime allowance per hour shall be calculated in the following ways:

- 1/8 of daily wage amount in case of the workers employed in terms of daily Wage;
- 1/48 of weekly wage amount in case of the workers employed in terms of weekly Wage;
- 1/208 of monthly wage amount in case of the workers employed in terms of monthly wage;

NB: $(52W/12M * 48H)$ hours = 208 hours shall be calculated as one month period. Or $26D * 8H = 208$

The rate of overtime allowance per hour monthly basic wage and allowance and ad hoc or interim wage (if any) * 2 * overtime hours/208 hours.

Maternity Benefits & Calculation

(Section 2) (34) “maternity benefit” means the sum of money payable under the provisions of Chapter IV to a woman worker with leave on the ground of her being a mother;

Right to Maternity Benefit and Liability for Its Payment (Section 46)

1. Every woman worker shall be entitled to maternity benefit from her employer for the period of 8 (eight) weeks preceding the expected day of her delivery and 8 (eight) weeks immediately following the day of her delivery, and her employer shall be bound to give her this benefit:
 - Provided that a woman shall not be entitled to such benefit unless she has worked under her employer for a period of not less than 6 (six) months immediately preceding the day of her delivery.
2. No such benefit shall be payable to a woman if at the time of her delivery she has 2 (two) or more surviving children, but in that case she may enjoy any leave which is due to her.

Amount of Maternity Benefit (Section 48)

The daily, weekly or monthly average wages shall be calculated by dividing the total wages earned by the concerned woman during 3 (three) months immediately preceding the date on which she gives notice under this Chapter by the number of days she actually worked during that period.

Mode of Separation

Separation Types	Descriptions
(1) Retirement	<p>The normal termination of employment of a worker on attaining the age under section 28 of this Act, provided that voluntary retirement by a worker from service on completion of 25 years of service in any establishment shall also be deemed to be retirement;</p> <ul style="list-style-type: none">• (Section 28) (1) Notwithstanding anything contained elsewhere in this Chapter, a worker employed in any establishment shall retire from employment on the completion of 60 (sixty) years of his age.
(2) Retrenchment	<p>The termination of services of workers by the employer on the ground of redundancy</p>
(3) Discharge	<p>The termination of service of a worker by the employer for reasons of physical or mental incapacity or continued ill health</p>
(4) Dismissal	<p>The termination of service of a worker by the employer for misconduct</p>
(5) Lay-off	<p>The failure, refusal or inability of an employer to give employment to a worker on account of shortage of coal, power or raw material or the accumulation of stock or the break-down of machinery</p>
(6) Resignation	<p>The normal close of employment of a worker on voluntary resignation by a worker from service</p>
(7) Termination by Employer	<p>The termination of services of workers by the employer without any reason by putting notice period or payment in lieu off.</p>

Termination by Employer & Benefits

Termination by an Employer (Section 26)

1. The employment of a permanent worker may be terminated by an employer, by giving him a notice in writing, of
 - a. **120 (one hundred and twenty) days**, if he is a monthly rated worker;
 - b. **60 (sixty) days**, in case of other workers.
2. The employment of a temporary worker may be terminated by an employer, and if it is not due to the completion, cessation, abolition or discontinuance of the temporary work for which he was appointed, by giving him a notice in writing, of
 - a. **30 (thirty) days**, if he is a monthly rated worker;
 - b. **14 (fourteen) days**, in case of other worker
3. Where an employer intends to terminate the employment of a worker without any notice, he may do so by paying the worker wages for the period of notice, in lieu of the notice, under sub-section (1) or (2).
4. Where the employment of a permanent worker is terminated under this section, he shall be paid by the employer compensation at the rate of 30 (thirty) days wages for his every completed year of service or gratuity, if payable, whichever is higher, and this compensation shall be in addition to any other benefit which is payable to such worker under this Act.

Termination by Employer & Benefits

Termination by a Worker (Section 27)

1. A permanent worker may resign his service by giving the employer 60 (sixty) days notice in writing.
2. A temporary worker may resign his service by giving the employer a notice, in writing, of
 - a. 30 (thirty) days, if he is a monthly rated worker;
 - b. 14 (fourteen) days, in case of other workers.
3. Where a worker intends to resign his service without any notice, he may do so by paying the employer an amount equal to the wages for the period of notice, in lieu of notice under sub-section (1) or (2).
4. Where a permanent worker resigns his service under this section, he shall be paid by the employer compensation,
 - a. at the rate of 14 (fourteen) days' wages for his every completed year of service, if he completes 5 (five) years of continuous service or more but less than 10 (ten) years under the employer;
 - b. at the rate of 30 (thirty) days' wages for every completed year of service if he completes 10 (ten) years of continuous service or more under the employer;
or gratuity, if payable, whichever is higher, and this compensation shall be in addition to any other benefit payable to such worker under this Act.

Death Benefit

Compensation for Death (Section 19)

If a worker dies while in service for at least more than 02 (two) years continuously under an employer, such employer shall pay as compensation:

- 30 (thirty) days wages, or
- in the case of his death while working in the establishment or in the case of his death following an accident while working in the establishment 45 (forty-five) days wages for every completed year of his service or any part thereof exceeding 6 (six) months or gratuity, whichever is higher



Beneficiary

Nominee of the deceased worker or, in the absence of the nominee, to his dependent and this money shall be in addition to the retirement benefit to which the deceased worker would have been entitled had he retired from service.

Gratuity & Provident Fund

(Section 2) (10) “gratuity” means the wages of at least 30 (thirty) days, at the rate of the wages a worker received last, for every completed year of his service or for a period of his service exceeding 06(six) months or, in the case of his service of more than 10 (ten) years, the wages of 45 (forty five) days at the rate of the wages he received last, which is payable to such worker on the termination of his employment;

Provident funds for workers in private sector establishments (Section 264)

(9) Every permanent worker shall, after completion of 1 (one) year of his service in the establishment, where the provident fund is constituted, subscribe to the provident fund, unless otherwise agreed upon, in every month a sum, not less than seven percent and not more than eight per cent of his monthly basic wages; and the employer shall contribute to it an equal amount.

Workers Participation, Welfare & Welfare Foundation Funds

Section 232 (1)

This Chapter shall apply to a company or establishment which fulfils any one of the following conditions, namely:

- a. the amount of its paid up capital on the last day of an accounting year is not less than taka 1 (one) crore;
- b. the value of its permanent assets on the last day of an accounting year is not less than taka 2 (two) crore.

Section 233 Special definitions (1)

In this Chapter, unless there is anything repugnant in the subject or context,

- a. **“Participation Fund”** means the Workers Participation Fund established under this Chapter;
- b. **“Welfare Fund”** means the Workers Welfare Fund established under this Chapter;

Section 234 (1)

Every company to which this Chapter applies shall

- a. establish a Workers Participation Fund and a Workers Welfare Fund in accordance with the provisions of this Chapter within 1 (one) month of the date on which this Chapter becomes applicable to it; and
- b. pay, within 9 (nine) months of the close of every year, five percent (5%) of the net profit of the previous year at the proportion of 80:10:10 to respectively the Participatory Fund, Welfare Fund and Workers Welfare Foundation Fund established under section 14 of the Bangladesh Workers Welfare Foundation Act, 2006

Workers Participation, Welfare & Welfare Foundation Funds

Section 241

Eligibility to benefits

1. All beneficiaries shall be eligible to get all benefits in equal proportions under this Chapter and to participate in the Funds.
2. No beneficiary without completing 6 (six) months of service in a company during a year of account shall participate in the Funds in respect of that year.

Section 242

Utilisation of Participation Fund

- Two-thirds of the total amount deposited in the Participation Fund in every year shall be distributed in equal proportion to all 1[beneficiaries] in cash, and the remaining one-third shall be invested in accordance with the provisions of section 240(11), whose profit shall also be distributed in equal proportion to all 2 beneficiaries.



Types of Leave

Leave Types

01



Casual Leave

Every worker shall be entitled to casual leave for **10 (ten)** days with full wages in a calendar year.

02



Sick Leave

Every worker shall be entitled to sick leave with full wages for **14 (fourteen)** days in a calendar year.

03



Annual leave with wages

Every adult worker who has completed 1 (one) year of continuous service in an establishment, shall be allowed to get 1 (one) day leave for every 18 (eighteen) days of work.

04



Festival Holidays

Every worker shall be allowed in a calendar year **11 (eleven)** days of festival holiday with wages.

05



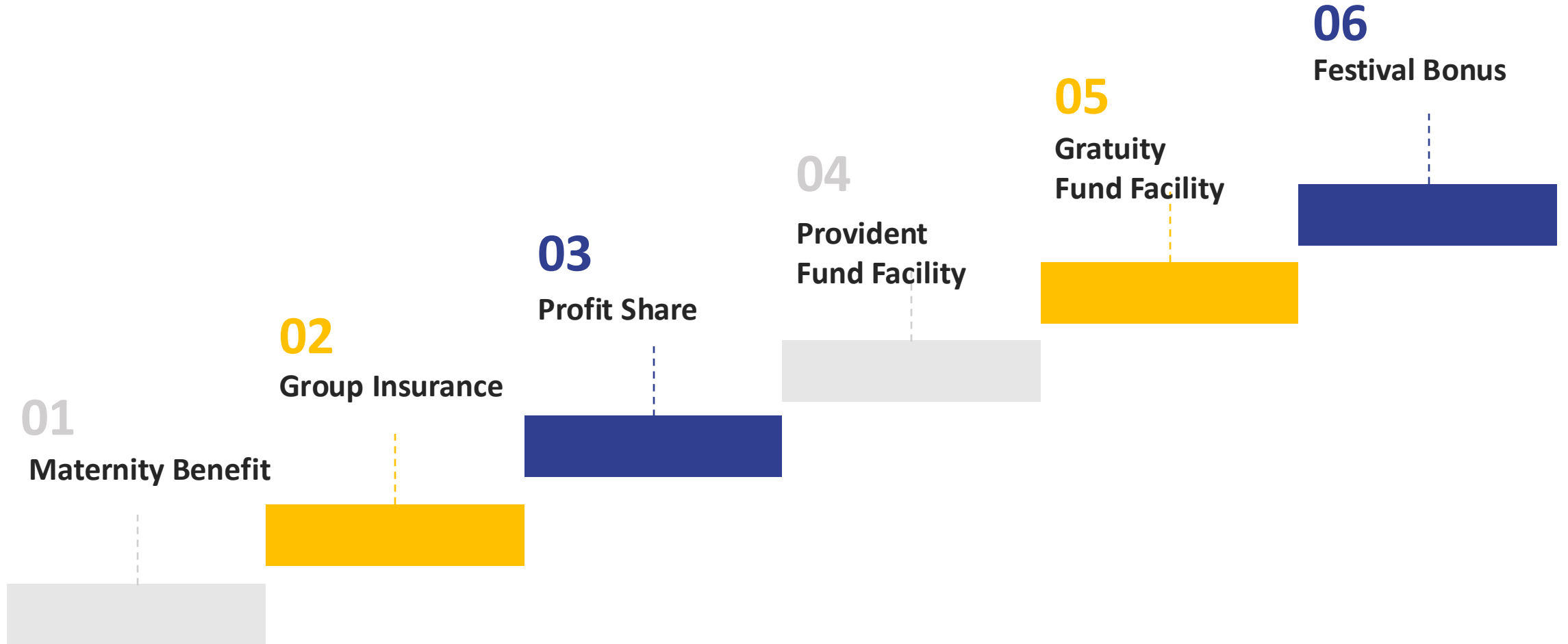
Maternity Leave

16 Weeks for Private Organisations & Export Processing Zone, **6 Month** for Bank Employees, Government Employees, News Agency & Educational Institutions.



Statutory Contributions

Statutory Contributions





Statutory Benefit Types and Calculations

Statutory Benefit Types and Calculations

- Gratuity or Service Benefits
- Overtime
- Compensation for Lay-Off
- Compensation for Death
- Compensation for Retrenchment
- Compensation for Discharge
- Compensation for Termination
- Compensation for Resignation
- Compensation for Retirement
- Leave & Encashment
- Compensation for Permanent & Temporary Disability

Compensation for Lay-Off

Definition

Temporary work stoppage due to reasons beyond employer's control (e.g., power failure, raw material shortage, etc.)



Eligibility

- Minimum 1 year of continuous service
- Not a casual or substitute worker
- Not laid off for misconduct
- Compensation Entitlement:
 - ½ of Basic Wage
 - Full House Rent Allowance
 - Full Dearness Allowance (DA)

Maximum Duration:

45 days per calendar year

No Compensation If:

- Worker refuses alternative work
- Lay-off caused by strike
- Worker doesn't report when called

Compensation for Death

General Conditions:

- Minimum **2 years of continuous service** required for full death benefits
- **30 days' basic wage** for each completed year of service

Type of Death	Compensation
While in Service (Natural)	30 days' basic wage per completed year
Workplace Accidental Death	45 days' basic wage per completed year (no one-time payment)
Accident Outside Workplace	45 days' basic wage (if work-related)
Long Illness Death	₹200,000 (One-time payment)

Compensation for Retrenchment

Definition

Retrenchment refers to the **termination of a worker** due to redundancy or economic reasons, **not related to misconduct**.



Legal Requirements:

- **1-month written notice** or payment in lieu
- Notify **Chief Inspector of Labour** and **CBA (if any)**
- Apply **LIFO (Last-In, First-Out)** principle
- **Re-employment preference** within 1 year if vacancy arises



Compensation:

- **30 days' wages** for each completed year of service (*Basic + Dearness Allowance*)
- Additional dues: leave encashment, gratuity (if eligible), etc.

Compensation for Discharge

Reasons for Discharge:

- Physical incapacity
- Mental incapacity
- Continued ill-health

Compensation:

- One basic salary for each completed year of service

Medical Examination:

- Performed by at least an Assistant Professor of a government medical college

Challenge Process:

- Employee or employer may challenge the physician's decision within 10 days

Compensation for Termination



Notice Period & Termination Compensation

Employee Status	Notice Period (Monthly Paid)	Notice Period (Not Monthly Paid)
Permanent	120 days' basic wages or notice period	60 days' basic wages or notice period
Temporary	30 days' basic wages or notice period	14 days' basic wages or notice period

Compensation for Resignation

Resignation Notice Period & Compensation Summary (As per BLA 2006)

Employee Type	Notice Period / Wage in Lieu	Compensation
Permanent (Monthly Paid)	60 days' notice or 60 days' basic wages	<ul style="list-style-type: none">✗ If service < 5 years - ✓ 14 days' basic wages per year (5 to less than 10 years)✓ 30 days' basic wages per year (10 years or more)
Permanent (Not Monthly Paid)	30 days' notice or 30 days' basic wages	Same as above
Temporary / Substitute / Casual	14 days' notice or 14 days' basic wages	✗ Not entitled to compensation

Note:

Compensation is only applicable if the permanent employee has completed 5 or more years of continuous service.

Compensation for Retirement

Employees may retire either voluntarily after long service or mandatorily upon reaching the retirement age. Compensation is provided based on completed years of service.

Type of Retirement	Condition	Compensation
Voluntary Retirement	After completion of 25 years of service	30 days' basic wages for each completed year
Mandatory Retirement	Upon reaching 60 years of age	30 days' basic wages for each completed year

- Retirement compensation is designed to reward employees for their years of dedicated service.
- Provides financial support upon leaving the workforce, reflecting both the length of service and the employee's basic wage.
- Encourage long-term commitment and help ensure a secure transition into retirement.

Leave Encashment

Employees earn annual leave based on their actual working days. Unused leave can be partially encashed each year or fully paid out upon leaving the company, ensuring fair compensation for earned time off.

Type of Establishment	Leave Accrual Rate
Export Processing Zone (EPZ)	1 day leave for every 18 days of physical work
Factory, Industrial & Commercial	1 day leave for every 18 days of physical work

Leave Encashment Rules

- Workers can cash out unused earned leave **once a year but** must keep at least **half of their leave balance**.
- On termination (retrenchment, resignation, retirement, etc.), employers pay wages for **all unused leave**.

Calculation

Last Gross Salary/30 × Unused Leave Days

Compensation for Permanent & Temporary Disability

Employees may suffer disabilities due to occupational accidents or diseases. The law categorises disabilities and provides specific compensation based on the type and severity to support affected workers financially.

Types of Disability

Type	Description
Temporary Disability	Employee is unable to work for a limited time due to injury or illness but expected to recover.
Partial Disability	Employee has partial loss of ability but can still work with some limitations.
Permanent Disability	Employee has lasting impairment that affects ability to work indefinitely.

Compensation for Permanent & Temporary Disability

Employees may suffer disabilities due to occupational accidents or diseases. The law categorises disabilities and provides specific compensation based on the type and severity to support affected workers financially.

Compensation for Disability

Disability Type	Compensation Details
Temporary Disability (Occupational Disease)	50% of gross wages for 2 years
Temporary Disability (Accident)	Full gross wages, then 2/3 and 50% gross wages for 1 year each
Permanent Disability	Fixed amount of BDT 250,000
Partial Disability	Percentage of BDT 250,000 based on severity
Death	Compensation based on percentage of BDT 250,000

Group Insurance

Introduction of compulsory group insurance (Section 99)

- (1) In an establishment where at least 100 (one hundred) permanent workers are employed, the employer shall introduce group insurance under the existing insurance laws.
- (2) The amount claimed as insurance shall be in addition to the other dues of a worker under this Act: Provided that the recovery of the insurance claim due to death of a worker shall be the responsibility of the employer and he shall make arrangement for payment of the amount so recovered from such insurance claim directly to the dependents: Provided further that notwithstanding anything contrary contained in any other law, where any insurance claim is made under this section, it shall be settled by joint initiatives of the insurance company and the employer within 120 (one hundred and twenty) days from the date of raising such claim.

Section 160

- (11) Where in any establishment at least 10 (ten) workers are working, the employer of such establishment may introduce and implement an insurance scheme against accident under group insurance program for the workers, and the benefits or money received from such accident insurance scheme shall be spent for the treatment of the workers.

Disciplinary Actions

Grounds for Disciplinary Action

A worker may face disciplinary action if:

- Convicted of a criminal offence (Sec. 23(1)(a))
- Found guilty of misconduct (Sec. 23(1)(b), Sec. 24, Rule 14)

Misconduct Includes (Sec. 23(4))

- Disobedience or insubordination
- Theft, fraud, misappropriation
- Bribery
- Absence without leave (10+ days)
- Habitual lateness
- Riot, violence, property damage
- Breach of laws, safety rules, or discipline
- Forging employer documents

Types of Punishment

Dismissal without notice (for proven misconduct or conviction)

Alternatives (Sec. 23(2)):

- Removal (with compensation if eligible)
- Demotion or pay grade reduction (max 1 year)
- Promotion/increment withheld (max 1 year)
- Fine (as per Rule 25)
- Suspension without pay (max 7 days)
- Censure or warning

Disciplinary Actions



Procedure for Disciplinary Action (Sec. 24)

Before punishment:

- Allegation must be in writing
- Worker must get a copy and at least 7 days to reply
- Worker must be given a hearing
- Enquiry committee (equal reps of employer & worker) must conduct inquiry within 60 days
- Final order must be approved by employer/manager



Rights During Inquiry

- Worker can be assisted by a co-worker (Sec. 24(4))
- Has right to cross-examine witnesses
- If guilty: no pay for suspension period
- If not guilty: must be treated as on duty, full wages paid

Disciplinary Actions

Final Order

- Must be written
- Consider previous record, seriousness of offence, and contribution (Sec. 24(10))
- Copy of order must be given to the worker

Delivery of Documents

If worker refuses to accept letters/notices:

- Post copy on notice board
- Send by registered post to worker's address (Sec. 24(9))

Disciplinary Actions

Fines (Sec. 25)

- Max fine = 10% of wages in one wage period
- No fines for workers under 15
- Fine must be imposed within 60 days
- All fines must be recorded and used for workers' welfare

Appeal Right (Sec. 27, Rule 19–20)

- Worker can appeal within 15 days
- Employer must decide within 45 days
- Final decision must be in writing

Labour Audit from Regulatory Authority

Legal Basis for Audit

Section 319 – Bangladesh Labour Act, 2006

- Empowers the Government to appoint Inspectors.
- Inspectors may enter, inspect, examine, and enforce compliance.

Authority Conducting the Audit

Regulatory Authority:

- Department of Inspection for Factories and Establishments (DIFE)
- Labour Inspectors under Section 319

Powers Include:

- Entry and inspection
- Record examination
- Worker interviews
- Report preparation and recommendation

Labour Audit from Regulatory Authority

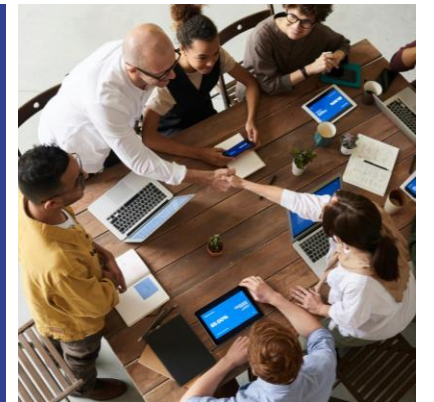
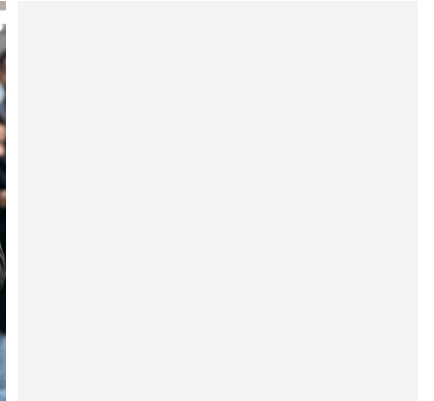
Scope of Labour Audit

Area of Compliance	Section/Rule Reference
Wage & Salary Records	Sec 123, Rule 115
Leave and Attendance	Rules 100–111
Working Hours & Overtime	Chap IX, Sec 100–106
Safety & Welfare	Chap V, Rules 50–75
Bonus & Gratuity	Sec 234, Rule 11, 17
Maternity Benefits	Chap IV
Provident Fund	Sec 264–271

Labour Audit from Regulatory Authority

Documents Required During Audit

- Payslips (Rule 115)
- Wage Register (Sec 123)
- Leave Register (Rule 111)
- Attendance & OT Records
- Appointment & Termination Files (Sec 5, Rule 19)
- Bonus & Gratuity Records (Sec 234, Rule 11)
- Provident Fund Records (Sec 264)
- Maternity & Safety Records
- Displayed Notices (Rule 5, Rule 81)



Labour Audit from Regulatory Authority

Legal Obligations of Employers

- Maintain records as per Rule 115
- Issue appointment and payslips (Rule 19, 115)
- Display notices (Rule 81)
- Cooperate with inspectors (Sec 319)
- Implement inspector's corrective actions

Penalties for Non-Compliance

Violation	Penalty (as per BLA)
No record/payslip	Fine Tk. 5,000–25,000
Wage or benefit delay	Compensation + fine
Obstructing inspector	Jail up to 1 year or fine
Repeat offences	Higher fines, possible closure

Labour Audit from Regulatory Authority

Best Practices for Compliance



Maintain all statutory registers



Conduct internal audits every 6–12 months



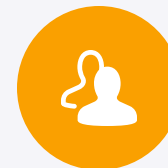
Train HR/Admin teams on labour law



Keep documents accessible & updated



Coordinate with finance for tax & PF compliance



Maintain transparency with employees

BIPO Resource Hub

Webinar Series
UK Labour Law

Common Employee Benefits in the UK

UK Employee Benefits

Auto-enrolment / Workplace Pension

Performance-based bonus

Flexible Working

Training & Development

Car / mobile / broadband Allowance

Life Insurance

Extended Annual Leave

Sick Leave

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Laurent SAKES

Webinar Series
Updates in Thailand's Labour Law

Statutory Contribution

Social Security (submission: monthly)

Base salary (Actual with max/cap 15,000 THB) 5% from both EE/ER (Minimum calculate base at 1,650 THB)

	EE ¹	ER ²
12,000 (5%)	600	600
15,000 (5%)	750	750
1,650 (minimum calculate base)	83	83

Submission method (Monthly)

Manual submission before 7th of next month

Online submission before 14th of next month (company need to have online credential)

Workmen Compensation (submission: yearly)

Base salary (Actual with max/cap 20,000 THB)

	Minimum Risk	Maximum Risk
15,000	0.1	1%
20,000	>15000*1% (15/month)	>15000*1% (150/month)
	>20000*1% (20/month)	>20000*1% (200/month)

Submission method (yearly, pro-rate)

Due Date (1st submission 31st Jan)

Second submission (after Workmen office revise the amount, 28th Feb)

BIPO

Ken TIP

Xia, Vilic...

Gregory...

Amalida

SL

Sika Liu

Ask Our Experts Series
Payroll Compliance in Kenya

Minimum wage of Kenya compared to other East African Countries

Kenya: ± 101.505 USD/Month

Tanzania: ± 60 USD/Month

Uganda: ± 33 USD/Month

Rwanda: ± 1.84 USD/Day

Minimum salary wage in Kenya is 15120 KES/Month (101.505 USD/Month).

Employer's who are in other sectors not provided for in the sectoral minimum wage board should pay their employees a minimum monthly wage of TZS 150,000 (approx. USD 60).

As of 2024, the government proposed a bill that the minimum wage in Uganda was set at: 130,000 Ugandan Shillings per month for most sectors. This equates to approximately \$33 USD per month. The same is yet to be approved for implementation.

Rwanda introduced a minimum wage in 2013. As of 2021, the minimum wage in Rwanda was set at 3000 Rwandan Francs per day for non-agricultural workers, which is approximately \$1.84 USD per day.

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BIPO TIMES

February 2025 Issue

France's Labour Law & Employment Regulations

March 2025 Issue

Malaysia's Labour Law & Employment Regulations

April 2025 Issue

Australia's Labour Law & Employment Regulations

June 2025 Issue

UAE's Labour Law & Employment Regulations

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Workforce & Market
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14 Aug 2025 | 4:00 PM GMT+8

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THANKS



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