

# 傭工守則 (可隨自己喜好修改)-參考〈中, 英, 印文合併〉

## 一般守則 (NOTES) CATATAN PENTING

切勿用手進食.

### NO EATING WITH HANDS

Tidak boleh makan dengan tangan , harus pakai sendok atau sumpit.

嚴禁使用僱主之財物.

### RESTRICT TO USE EMPLOYER'S OBJECTS WITHOUT PERMISSION

Tidak boleh memakai barang yang bukan miliknya (misalnya ; make up).

未經僱主批准不可使用僱主之物件或用品.

Huwag ng huwag basta na lang gumamit ng mga kagamitan na hindi iyo na walang permiso ng iyong employer.

CANNOT USE EMPLOYER'S BELONGINGS AND ARTICLES WITHOUT YOUR EMPLOYER'S PERMISSION.

未經僱主准許，切勿擅自出外.

### RESTRICT TO GO OUTSIDE WITHOUT EMPLOYER'S PERMISSION

Jangan tinggalkan rumah atau pergi keluar tanpa ada ijin dari majikan

未經僱主同意，不可讓訪客入內.

### RESTRICT TO BRING YOUR FRIENDS OR RELATIVES TO EMPLOYER'S HOUSE

Tidak boleh memasukkan orang lain ke rumah majikan. (kecuali ada ijin dari majikan)

切勿在工作時間內寫信，讀信或看書.

### NO WRITING, READING DURING THE WORKING TIME

Dalam waktu kerja tidak boleh menulis atau membaca surat.

不論在工作時間內或陪同僱主外出購物時都不可化粧.

### NO MAKE UP DURING WORKING TIME

Tidak boleh merias wajah ( bedak , lipstick , sipat alis dll ) waktu kerja atau saat ada saudara majikan yang mengajak kamu pergi ke supermarket beli barang atau belanja.

未經僱主批准，不可出外與人閒談.

Huwag na huwag umalis ng bahay para lamang makipagkita sa mga kaibigan o kaya ay gagawa ng mga personal na bagay ( maghulog ng sulat, makipagkita sa kaibigan, atb.)

NEVER LEAVE THE HOUSE WITHOUT THE PERMISSION FO THE EMPLOYERS JUST TO CHAT AND MEET YOUR FRIENDS.

日常嚴禁穿著緊身，過薄或暴露之衣服。

**RESTRICT TO WEAR SLIM, SEETHOUGH AND SEXY CLOTHES.**

Tidak boleh memakai pakaian yang serba ; ketat, mini, sexy, dan terlalu tipis di waktu kerja.

不論在工作時間內或陪同僱主外出購物時都不可化粧。

Tidak boleh merias wajah (bedak, lipstick, sipat alis dll) waktu kerja atau saat ada saudara majikan yang mengajak kamu pergi ke supermarket beli barang atau belanja.

除上床就寢外，不可穿著睡衣隨處走動。

**DO NOT WEAR PYJAMAS AND WALK AROUND HOUSE**

Tidak boleh memakai baju tidur bila bukan waktunya untuk tidur.

切忌向僱主預支人工。

Tidak boleh menanyakan tentang gaji sebelum tanggal gajian (hutang).

**CANNOT ASK FOR THE PRE-PAY OF SALARY.**

嚴禁吸煙，飯酒和吸毒。

**NO SMOKING, DRINKING ALCOHOL AND GETTING DRUG**

Tidak boleh merokok dan minum - minuman keras ( beralkohol )

請明白,你不單止要照顧僱主,更要照顧其全家人的家務需要。

**SHOULD SERVE ALL FAMILY MEMBERS, NOT JUST SERVE FOR THE EMPLOYER ONLY**

Semoga kamu mengerti dan bisa melaksanakan tugasmu dengan baik dan benar serta ingat akan peraturan - peraturan majikan yang telampir di atas.

必須要有歸屬感,視僱主家庭為自己在港之家庭。

**TREAT THE EMPLOYER'S HOUSE AS YOUR OWN HOUSE**

Anggaplah Hong Kong sebagai rumahmu yang ke dua dan anggaplah majikan seperti orang tuamu sendiri.

**衣物處理 (CLOTHES) PAKAYAN**

謹慎用手洗一些特殊或名貴之衣服。

**IT IS SUGGESTED TO WASH SOME EXPENSIVE OR SPECIFIC TEXTURE CLOTHES BY HANDS.**

Bila majikan kamu menyuruh kamu mencuci baju pakai tangan , hati -hati jangan terlalu keras mencucinya.

洗衣前，必先將會褪色之衣物隔開，如有疑問，查衣物上之指示標鏤或請教僱主。

Pisahkan bila mencuci baju yang berwarna atau luntur. Bila kurang jelas Tanya sama majikan.

BEFORE WASHING THE CLOTHES, YOU MUST DISTINGUISH THE FADED CLOTHES AND SEPARATE IT. IF ANY DOUBT, CHECK ON THE INSTRUCTION ON THE CLOTHE LABEL OR SEEK ADVICE FROM THE EMPLOYER.

晒衣服時,必須用夾子夾實衣物.

#### HANG UP CLOTHES FOR DRYING WITH SKIPS

Kalau menjemur pakaian di tempat jemuran atau hanger jangan lupa di jepit (klip) agar baju - baju itu tidak kabur bila tertiuip angin.

特別注意熨燙不同布質之衣物.

#### PAY ATTENTION FOR TEXTURES OF CLOTHES BEFORE IRONING.

Seterikalah baju yang licin dan rapi serta jangan lupa lihat berapa derajat baju/celana harus di seterika.

#### 清潔洗滌 (CLEANING UP) MEMBERSIHKAN

用不同之清潔布清潔地板,傢俬,餐桌,洗杯碟,洗盆,洗廁盆等,切勿混淆.

#### SHOULD USE DIFFERENT TOWELS TO CLEAN FLOOR, FURNITURE, DISHES, BASIN, TOILET ETC.

Pisahkan handuk untuk bersih - bersih seperti ; lap meja , lap kaca , lap dapur , kamar mandi , lantai , dan sehabis di pakai harus di cuci bersih , dan di jemur.

根據僱主指示更換寢具.

#### SHOULD CHANGE THE PILLOW, BLANKET, BEDSPREAD AND EIDERDOWN ACCORDING TO EMPLOYER'S INSTRUCTION.

Tanya sama majikan kapan dan dalam jangka waktu berapap lama harus menggantikan spray dan sarung bantal.

經常保持僱主家居整潔.

Jagalah kebersihan di rumah setiap saat.

#### ALWAYS KEEP THE HOUSE CLEAN.

小心處理容易打破的器皿,因為一旦打破, 僱主有權扣除你的薪資作賠償.

#### SHOULD STORE THE GLASSES CAREFULLY, OTHERWISE YOUR EMPLOYER HAVE THE AUTHORITY TO DEDUCT THE AMOUNT FROM YOUR SALARY IN ORDER TO COMPENSATE THE BROKEN GLASSES.

Hati - hati kalau bekerja , tidak boleh sembarangan . Dan bila kamu merusakkan barang atau memecahkan , kamu harus punya tanggung jawab , menggantikan barang itu atau potong gaji

#### 兒童護理 (CHILDREN CARE) MERAWAT ANAK

僱主或會要求你在晚間與孩共房,伴睡及照料孩子.

#### IN SOME CIRCUMSTANCES, YOU ARE REQUESTED TO SLEEP WITH THE CHILDREN AND LET THE CHILDREN SLEEP FIRST AT NIGHT.

Bila ada anak kecil , majikan meminta kamu untuk mengajak tidur (menidurkan ) Si kecil (baby).

帶小孩往公園或遊樂場玩耍,需注意安全(不要只顧閒談)。

Samahan ang mga alaga sa paglalaro at pamamasyal. Responsabilidad mo ang kanilang buhay kaya ingatan mo sila at bantayan sa paglalaro.

TAKE THEM TO PARK OR PLAYGROUND( PAY ATTENTION TO THEIR SAFETY WHEN YOU ARE TALKING.)

任何緊急意外不在關乎小孩之安全健康,必須第一時間通知僱主。

Kailangan ipagbigay-alam kaagad sa mga magulang ng mga alaga mo ang disgrasya at aksidente na nangyari sa mga alaga.

YOU MUST REPORT ANY ACCIDENT EMERGENCY REGARDING THE HEALTH AND SAFETY OF THE CHILD TO THE EMPLOYER IMMEDIATELY WHENEVER IT OCCURS.

晚上替小孩蓋被。

Siguruhin na may kumot ang mga alaga sa gabi lalo na sa taglamig.

COVER CHILDREN WITH BLANKET AT NIGHT OR IN COLD WEATHER.

應以仁慈,愛心和耐性照顧孩子。

SHOULD BE PATIENT, LOVE THE CHILDREN

Dan harus mempunyai rasa cinta dan kasih sayang terhadap anak kecil.

切勿讓小孩靠近火爐,熱熨斗,熱滾水,熱湯,電器,插座及電線等。

SHOULD KEEP THE CHILDREN FAR AWAY FROM STOVE, IRON, HOT WATER, HOT SOUP, ELECTRIC APPLIANCES, POWER SOCKET, WIRE ETC.

Jauhkan anak - anak dari tempat yang membahayakan seperti ; thermos air panas, seterika, soup , listrik , dan lain sebagainya yang kau rasa membahayakan bagi si anak.

切勿獨留嬰兒 / 小孩在屋裡。

SHOULD NOT KEEP BABY / CHILDREN STAY AT HOME INDIVIDULLY

Jangan tinggalkan dan jangan sampai terlena jaga dan mengurus serta merawat anak kecil di rumah.

請幫助或教導孩子收拾使用完畢之玩具,書報,衣物,制服等物件,並放回適當位置。

SHOULD GUIDE THE CHILDREN TO PUT THE TOYS, BOOKS, CLOTHES ETC, AT THE RIGHT PLACES.

Ajaklah bermain , dan ajarkan untuk menaruh mainan , juga pakaian , seragam sekolah , atau apa saja setelah di pakai agar di kembalikan ke tempat semula.

培養孩子良好的品德與禮節。

SHOULD LET THE CHILDREN TO ESTABLISH THE GOOD MANNER

Didiklah anak - anak yang rajin dan sopan.

不論孩子多麼頑皮與不羈,切勿打罵傷害孩子,但一定要告訴其父母。

SHOULD NOT BEAT CHILDREN WHILST THEY ARE NAUGHTY, SHOULD INFORM THEIR PARENTS DIRECTLY.

Bila si anak nakal dan tak mau mendengar nasihatmu , kamu harus punya care untuk mencegah agar si anak mau mendengar . Kamu tidak boleh menanganinya menampar misalnya . Bilang dan laporkan sama majikan agar si anak tahu dan mengerti serta tidak nakal dan mau mendengar nasihatmu.

## 家居安全 (Home Safety)

切忌將任何電器用品放入水中清洗.正確方法是用不滴水之濕布來清潔.

Semua barang-barang yang pakai listrik tidak boleh di cuci dengan air, cukup di lap dengan lap basah saja(jangan terlalu basah)  
DON'T PUT ANY ELECTRICAL APPLIANCES INTO THE WATER FOR CLEAN. THE CORRECT WAY IS TO USE NO DRIPPING CLOTHER FOR CLEANING 食水必須先經煮沸方可飲用.

Bila minum air, rebus air hingga benar-benar ( masak ) mendidih, baru boleh di minum.  
DRINKING WATER MUST BE BOIL BEFORE DRINKING.

每次用完電器,煤氣,暖爐及所有電器,切記關妥.

Perlu di ingat, setelah selesai memasak, seterika, kompor, listrik harus di matikan.  
EVERYTIME AFTER USE ELECTRICAL APPLIANCES, TOWNGAS, WARMER OR ETC, REMEMBER TO SWITCH IT OFF.

隨時鎖門窗以策安全.

Teliti dan hati-hati pintu rumah harus selalu tertutup dan terkunci.  
LOCK THE DOOR AND WINDOW AT ANYTIME FOR SAFETY.

小心利器,刀、剪一定要放在安全地方.

Hati-hati dan jauhkan benda tajam dari anak-anak seperti pisau, gunting, dan lain sebagainya, taruh dan simpan di tempat yang aman.  
BE CAREFUL ON ANY SHARP OBJECT, KNIFE AND SCISSORS. PUT AT A SAFE PLACE.

小心門戶,先從防盜眼看看是誰,不可開門給陌生人.

Hati-hati dengan pintu depan, bila ada orang tekan tombol bell, jangan cepat cepat buka pintu. Melainkan lihat dari lubang kecil di pintu, siapa yang dating dan bila kamu tidak kenal tidak usah di bukakan pintu.  
BEWARE ON ANY STRANGER AND CHECK THROUGH THE SECURITY EYE ON THE DOOR. DON'T OPEN THE DOOR TO ANY STRANGER.

出街前要將煮食爐關好,若家中無人要關窗及鎖門,記得帶鎖匙.

Kalau mau keluar pergi membeli barang, ingat dan teliti untuk mematikan kompor, listrik, seterika, dan jangan lupa tutup jendela bila tidak ada orang di rumah, kunci pintu dan jangan lupa untuk membawa kunci(sosi).  
BEFORE GOING OUT, SWITCH OFF THE STOVE. IF NO ONE AT HOME, MUST CLOSE ALL THE WINDOW AND LOCK THE DOOR. REMEMBER TO BRING ALONG THE KEY.

## 個人事項 (PERSONAL PARTICULARS) KEPRIKANDIAN

注重個人衛生,例如:每天洗澡,如廁後立即洗手,取食物及煮飯前一定要洗手等.

MIND PERSONAL CLEANLINESS SUCH AS BATHING ONCE A DAY, WASHING HANDS AFTER TOILET IMMEDIATELY, WASH HANDS BEFORE TAKING FOOD AND COOKING.

Biasakan dan jagalah kebersihan diri sendiri misalnya : mandilah setiap hari , cuci tangan setiap kamu mau ambil makanan, memasak , atau mau menyuap anak kecil bila ada anak kecil , Serta sehabis pergi kamar mandi ( toilet ) biasa kan untuk mencuci tangan.

未經僱主批准不可擅自將僱主家中電話號碼給任何朋友或親戚。

Iwasan ang pagbibigay ng numero ng telepono ng iyong pinagtatrabahuan sa iyong mga kamag-anak, kaibigano kaninuman na walang pahintulot.

**CANNOT EXPOSE YOUR EMPLOYER'S ADDRESS TO YOUR FRIENDS AND RELATIVES WITHOUT PERMISSION.**

未經僱主批准不可擅自將僱主家中地址給任何朋友或親戚。

Iwasan ang pagbibigay ng numero ng address ng iyong pinagtatrabahuan sa iyong mga kamay-anak, kaibigano kaninuman na walang pahintulot.

**CANNOT EXPOSE YOUR EMPLOYER'S ADDRESS TO YOUR FRIENDS AND RELATIVES WITHOUT PERMISSION.**

不可向任何財務公司借錢。

Mag loan sa banko.

**LOAN TO ANY FINANCIAL COMPANY.**

由於香港居住環境有限，請只存放足夠日常替換使用之衣物。

Dengan cara begitu, akan meringkas tempat, rapi dan kelihatan bersih mengingat Hong Kong tidak mempunyai tempat yang begitu luas.

**FOR THE LIMITED SPACE IN HONG KONG APARTMENT, ONLY KEEP THE CLOTHES WHICH ENOUGH FOR DAILY CHANGE. DON'T BRING ALONG TOO MANY CLOTHES.**

不許帶任何朋友或親戚到僱主家中。

Huwag magdala ng mga kaibigan o kamag-anak sa iyong pinagtatrabahuan.

**BRING YOUR FRIENDS OR RELATIVES TO YOUR EMPLOYER'S HOUSE.**

保持頭髮清潔,整齊。

**ALWAYS KEEP THE HAIR CLEAN AND TIDY**

Aturlah rambutmu dengan rapi dan bersih.

注意天氣冷暖,穿上適當的工作服。

**SHOULD WEAR SUITABLE CLOTHES IN DIFFERENT TEMPERATURE.**

Kalau memakai baju lihat situasi dan kondisi, bila musim panas tidak usah memakai terlalu tebal, bila musim dingin, boleh memakai lebih tebal dan lebih dari satu.

倘只有一洗手間時,請示僱主你於何時沐浴。

**SHOULD INFORM EMPLOYER FIRST WHEN YOU TAKE A BATH.**

Bila di rumah ada satu kamar mandi, Tanya sama majikan kapan dan jam berapa majikan mau pakai (mandi misalnya) beri majikan untuk memakainya terlebih dulu baru kamu boleh memakainya.

除非僱主准許將你的衣物與他們的衣服一同洗滌;否則,應分開,或用手洗,或分開用洗衣機洗滌。

**WASH YOUR CLOTHES BY HAND OR BY WASHING MACHINE SEPERATELY UNLESS YOU HAVE THE PERMISSION FROM THE EMPLOYER.**

Tidak diperbolehkan mencuci bajumu di campur dengan baju majikan (kecuali majikan mengizinkan) . Bila majikan kamu mengizinkan kamu mencuci bajumu dengan mesin cuci , cucilah baju majikan terlebih dulu . Bila majikan tak mengizinkan kamu mencuci dengan mesin cuci , cucilah bajumu dengan tangan.

切勿到處擺放個人內衣褲及衣物,應適當地掛在自己的衣櫃內.

**SHOULD STORE YOUR UNDERWEARS AND CLOTHES NEATLY INSIDE THE WARDROBE.**

Jangan suka menaruh barang di sembarang tempat misalnya ; jemurlah kaos dan celana dalammu di kamarmu sendiri.

**待人接物 (GENERAL MANNER) LIBUR & WAKTU LUANG**

經常適當地禮貌向僱主及其家人道"早安","午安","晚安"及"多謝"等,並尊稱男女僱主為"先生","太太".

**YOU SHOULD SAY "GOOD MORNING", "GOOD AFTERNOON", "GOOD NIGHT" AND "THANK YOU" POLITELY AND ANSWER WITH "SIR" AND "MUM".**

Biasakan mengucap "SELAMAT PAGI, SELAMAT SIANG, SELAMAT MALAM, DAN TERIMA KASIH "Dan tidak boleh salah dalam mengucapkan.Panggil majikan laki dengan sebutan TUAN dan NYONYA pada majikan putri.

電話應對要保持禮貌,倘若僱主及其家人不在家,應記下來電者、姓名、電話及留言.

**YOU SHOULD ASK THE NAME, TELEPHONE AND MESSAGE LEFT POLITELY WHEN THE FAMILY IS NOT AT HOME.**

Kalau ada telephone berdering , dan majikan sedang tidak ada di rumah , angkat dan tanya nama, cari siapa, dan catat pesan apa . Laporkan /bilang sama majikan kalau majikan telah pulang.

在進入僱主房間之前應先敲門.

**YOU SHOULD KNOCK THE DOOR BEFORE COME IN**

Biasakan ketok pintu terlebih dulu sebelum masuk pintu kamar majikan.

當僱主親友來訪時,必需以雙手奉茶及不許躲於廚房或睡房裏.

Kaugalian nila ang silbihan ng dalawang kamay sa lahat ng bagay. Kung may mga bisitang dumating, huwag magtago sa kuwarto o kusina. Lumabas at magsilbe.

**STANDBY TO SERVE THE VISITORS WITH DRINK/TEA IN BOTH HANDS AND NEVER HIDE AWAY IN THE KITCHEN OR BEDROOM AFTER VISITORS HAVE ENTERED THE HOUSE.**

為了入鄉隨俗和顧及你的健康,在任期內必須與僱主一樣吃中國菜.

Untuk penyesuaian diri, dan untuk kesehatanmu juga, serta orang lain kamu harus makan masakan China.

**AS TO BE PART OF THE FAMILY, YOU MAY NEED TO EAT CHINESE FOOD SAME AS THE EMPLOYER.**

必須要有歸屬感,視僱主家庭為自己在港之家庭.

Anggaplah Hong Kong sebagai rumahmu yang ke dua dan anggaplah majikan seperti orang tuamu sendiri.

**YOU GOT TO TAKE THE EMPLOYER'S FAMILY AS PART OF YOUR FAMILY IN HONG KONG.**

若做錯任何事,必須道歉及解釋原因.

Kung hindi maiwasan ang magkamali o may makakaligtaan, haraping maayos ang employer at totohanang humingi ng patawad o konsiderasyon. Iwasan ang magsinungaling.

IF YOU DO SOMETHING WRONG, YOU MUST APOLOGIZE AND SAY ( SORRY, MAM./ SIR).

應誠實,服從,學習,有禮貌,坦白和勤勞,並懂得控制個人情緒以及保持歡容.

SHOULD BE HONEST, OBEDIENCE, KEEP LEARNING AND DILIGENT; LEARNING TO CONTROL TEMPER AND ALWAYS KEEP SMILE

Bila majikan kamu ajarin kamu kerja , kamu harus menurut. Tidak boleh marah , jengkel, tidak boleh membantah , malas dalam bekerja , dan tidak boleh bohong . bersikaplah yang sopan dan santun, dan serta bersikaplah yang ceria.

僱主用膳時請照料添飯及孩子進食,且等僱主用膳完畢始進食.如有客到訪,切勿躲起來,應該端上食物和飲料.當客人打麻雀時,應即時端上飲料.

TO FEED THE CHILDREN AND PREPARE MEALS FOR EMPLOYER FIRST. ALWAYS STANDBY TO SERVE THE VISITOR WITH DRINK.  
TO PROVIDE TEA/DRINKS FOR THE VISITORS DURING THEY ARE PLAYING MAHJONG.

Bila makan tidak boleh campur dengan majikan . Layani majikan sesuai dengan apa yang majikan ingin, dan bila ada anak kecil , suapin dia terlebih dahulu juga kalau ada saudara atau teman majikan yang datang bertamu , atau bermain MAH JONG di rumah tidak boleh sungkan dan malu - malu , sediakan minuman untuknya, sesuai dengan perintah majikan.

辨明訪客身份,獲僱主允許後才可讓訪客入屋,不允許陌生人入屋.

ENSURE THE IDENTITY OF VISITORS BEFORE OPEN THE DOOR.

Jika ada tamu yang tak kau kenal jangan sekali - kali bukakan pintu bila majikan kamu sedang tidak ada di rumah . Kecuali kalau majikan sedang ada di rumah, tanya sama majikan, baru kamu boleh buka pintu dan mempersilakan .tamu masuk.

若非你之三餐食物進食,或喝飲料,吃水果時,必須經過僱主同意.

SHOULD ASK PERMISSION BEFORE YOU HAVE THE FRUIT.

Tanya sama majikan terlebih dulu bila kamu ingin makan makanan kecil yang bukan punyamu , seperti buah - buahan , makanan kecil , atau minuman.

為防出錯,倘若不明白僱主之指示,禮貌地要求僱主覆述一次.

SHOULD ASK THE EMPLOYER TO REPEAT THE INSTRUCTION AGAIN POLITELY WHEN YOU DO NOT UNDERSTAND.

Kalau kamu belum mengerti benar dengan apa yang majikan bilang , jangan sungkan dan malu untuk bertanya , bertanyalah yang sopan , sehingga kamu mengerti benar bengan apa yang majikan ingin.

## 假期及閒餘 (HOLIDAYS & LEISURE TIME) LIBUR & WAKTU LUANG

假期日,出門前要通知主人,請於晚上八時前返家,根據合同你必須住在主人家,因此不可外宿,因僱主關心你安全.

YOU SHOULD INFORM YOUR EMPLOYER WHEN YOU ARE OUT DURING HOLIDAY AND SHOULD BE BACK BEFORE 8:00PM. YOU SHOULD LIVE AT EMPLOYER'S HOME, CANNOT LIVE AT OTHER PLACES, ACCORDING TO THE EMPLOYMENT CONTRACT.

Sebelum kamu pergi liburan, bilang berpamitanlah terlebih dulu sama majikan. dan harus mentaati peraturan yaitu pulang sebelum jam 08:00 p.m. karena majikan mempunyai rasa khawatir dan tanggung jawab atas dirimu di Hong Kong. Tidak



diperbolehkan tinggal di luar terlalu larut malam, karena itu tidak baik dan harus pulang ke rumah majikan. Taatilah peraturan - peraturan yang Telah majikan buat dan majikan tentukan sesuai dengan kontrak majikan.

所有假期、休息日及出糧時必須簽收收據以作紀錄。

Dapat may mga listahan kayo ng iyong employer tungkol sa mga "statutory holidays" at ng iyong taunang bakasyon.

Kailangan mo ring magkaroon ng resibo ng iyong mga sahod na natanggap.

YOUR EMPLOYER AND YOU MUST KEEP RECORDS OF THE STATUTORY HOLIDAYS AND ANNUAL LEAVE TAKEN. YOU ARE ALSO ADVISED TO KEEP THE WAGE RECEIPTS OF PAYMENT.

不可在工作天要求去教堂.

**DO NOT REQUEST TO GO TO CHURCH DURING WORKING DAYS**

Dalam waktu kerja tidak boleh mencuri waktu untuk sembahyang.

若僱主要求你在假期天工作,可得超時工資.

**YOU WILL RECEIVE THE ADDITIONAL SALARY FOR COMPENSATION FOR WORKING DURING YOUR HOLIDAY**

Bila waktumu libur dan majikan membutuhkan bantuanmu agar kamu tidak libur pada hari itu, majikanmu akan menggantikanmu dengan uang

切勿在僱主家中的沙發、梳粧檯和睡床上休息或依偎。

**SHOULD NOT GET REST ON THE SOFA, EMPLOYER'S BEDROOM**

Dalam waktu kerja tidak boleh curi waktu untuk istirahat contohnya : duduk - duduk di sofa, atau di kamar majikan.

未經僱主同意,不可收看電視,錄影帶或觸碰音響等設備.

**SHOULD NOT WATCH TV, LISTEN TO MUSIC OR SWITCH ON THE MUSICAL INSTRUMENT WITHOUT EMPLOYER' PERMISSION**

Tidak di ijin nonton TV, VIDEO, atau memutar RADIO TAPE RECORDER tanpa ada ijin dari majikan.

倘若有要事,使用電話勿超過 5 分鐘,未經許可,不得接受對方付款電話及直撥長途電話.

**NO TELEPHONE CALL OVER 5 MINUTES; CANNOT HAVE LONG DISTANCE CALL WITHOUT EMPLOYER'S PERMISSION**

Tidak boleh memakai telephone lebih dari 5 menit , dan tidak diperbolehkan Interlokal kalau tidak ada kepentingan dan tidak ada persetujuan atau ijin dari majikan

**傭工良好工作態度指南 (Some guidelines for a good working attitude)**

1. 你必須有心理準備協助及服侍你的僱主及其家中所有人仕, 千萬緊記僱主聘用你是協助及服侍他們。

Ihanda mo ang iyong sarili na matulungan at masilbihan ang iyong mga employers at ang kanyang pamilya. Palaging isaisip na ikaw ay kinuha nila para sila matulungan at masilbihan.

YOU MUST PREPARE YOURSELF WELL FOR THE HARD WORK. REMEMBER YOU COME HERE TO EARN MONEY SO MUST BE HARDWORKING AND WILLING TO DO EXTRA WORK.

2. 請調節及適應新環境,你現在已在香港而不是自己國家, 工作一定要快及有效率, 切勿偏食, 和僱主吃相同的食物, 不可浪費而吃剩食物.

Kailangan mo ang makibagay sa bagong kapaligiran. Tandaan mo na ikaw ay nasa Hong Kong na at wala ka na sa lupang sinilangan. Ang paggawa ditto ng mga bagay ay pabilisan at maayos at nasa panahon. Huwag maging mapili. Tungkol sa pagkain, kung ano ang dulot nila, yaon na rin ang kakainin mo. Iwasan ang magtapon ng pagkain. Magluto lang ng katamtaman para hind maging saying ang sobra at maitapon.

ADJUST YOURSELF TO THE NEW ENVIRONMENT. REMEMBER YOU ARE IN HONG KONG AND NOT IN YOUR OWN COUNTRY. THE WAY OF DOING THING MUST BE QUICK AND EFFICIENT. DON'T BE TOO CHOOSY. WHATEVER FOOD THEY ARE EATING, YOU MUST HAVE TO TAKE IT TOO. YOU MUST ALSO TAKE THE EXCESS FOOD. DON'T WASTE IT.

3. 僱主出糧給你,而你必須報以最好的服務.

Ang iyong employer ang nagsahod sa iyo kaya kailangan mong bigyan sila ng serbisyo na sila ay masisiyahan.

YOUR EMPLOYERS ARE THE ONE TO PAY YOUR SALARY, SO YOU MUST GIVE THEM ALL THE FIRST PRIORITY TO RENDER THEM ALL YOUR SERVICES.

4. 熱愛你的工作而不一定一味順從,請緊記你必須做家務,而你的僱主有權檢查你的工作.

Mahalin mo ang iyong trabaho hindi iamang dahil sa sahod. Tandaan na ikaw ay nandito para magtrabaho, at karapatan ng mga employers mo na sitahin at turuan ka sa gusto nilang pamamaraan.

MUST LOVE YOUR WORK AND NOT JUST FOR COMPLIANCE. REMEMBER YOU ARE ALWAYS THE ONE TO DO THE THINS AND THE EMPLOYERS HAVE ALWAYS THE RIGHT TO OBSERVE WHAT YOU HAVE DONE.

5. 每次僱主批評你後,應將此批評作為激勵自己,並盡力嘗試改進自己,不斷進步.

Sikapin baguhin ang sarili sa kabutihan. Ang pagsita ng employer ay para na rin sa kapakanan mo, hindi sa sila ay galit sa iyo. Gawin mong "positive criticism" ang mga sita nila para sa kabutihan mo.

TRY YOUR VERY BEST TO IMPROVE YOURSELF WHENEVER YOUR EMPLOYERS CRITICIZE YOU AND LET THOSE CRITICISM BE A CHALLENGE ON YOU AND ONLY BY THIS WAY, YOU CAN IMPROVE YOURSELF.

6. 如僱主不在家或未睡醒,不要扮作忙,請儘量安靜地工作,以免弄醒他們;不要吵醒他們或等僱主在看你工作,善用你的時間而工你或與小孩玩耍和教導他們.

Huwag magkunwari na may ginagawa o abala sa walang anong bagay habang tulog o abala ang mga employers mo. Sikapin mabuti na magamit sa makabukuhan ang panahon sa pagtatrabaho. Maging maingat sa pagtatrabaho paaara hindi makaistorbo sa mag employers na nagpapahinga o kaya ay tulog pa sa umaga. Huwag hintayin na nasa paligid ang mga employers para magtrabaho. Gamitin ang oras sa mga makabuluhang Gawain o kaya'y turuan ang mgab alagang bata sa mga assignment.

DON'T ALWAYS BE BUSY DOING NOTHING WHILE YOUR EMPLOYERS ARE NOT AROUND OR HAVEN'T WAKEN UP. TRY YOUR VERY BEST TO SPEND YOUR TIME TO DO THE WORK SILENTLY WITHOUT ANY NOISE SO YOU CAN'T WAKE THEM UP. DON'T WAIT FOR THE EMPLOYER TO WAKE UP OR BE AROUND TO LET THEM SEE YOU WORKING. USE YOUR TIME TO ATTEND TO THEIR NEEDS OR PLAY AND TEACH THEIR CHILDREN.

7. 完成日常家務後,要善用你的時間做其它工作,如修補衣服及縫補衣鈕等.

Kung tapos na ang mga gawaing bahay, kagawian magsulsi o magpalit ng mga nawawalang butones sa mga damit.

MUST MAKE USE OF THE TIME TO DO THE WORK. YOU CAN DO SEWING OR REPLACING THE BUTTONS LOST AFTER THE GENERAL DAILY HOUSEHOLD WORK ARE OVER.

8. 假期中請向親友學習多一點廚藝,以增進自己.

Sa mga araw ng pahinga o "day off", matauto sa mga kasamahan and pagluluto ng putaheng intsik o kaya'y matuto ng salitang Cantonese. Kung puede mong matutunan na rin ang kanilang kultura para maging magaan ang iyong trabaho at pakikisama sa mga employers mo.

DURING YOUR HOLIDAY, FIND SOME TIME TO UPGRADE YOURSELF BY LEARNING COOKING OR IMPROVING YOURSELF FROM YOUR GOOD FRIENDS

9. 請表達你對家庭內所有成員之關懷,讓他們感覺到你的關懷,嘗試感覺他們的感受,經常微笑以增加和諧的氣氛.  
Ipakita mo na ikaw ay may malasakit din sa mag employers mo at sa kanyang pamilya. Ang katapatan mo ay nakikita nila at napamahal ka na rin sa kanila. Sikapin na maintindihan mo ang kanilang mga kaugalian at kagustuhan para na rin maganda ang inyong samahan. Palaging nakangiti para maging maligaya ang kapaligiran at magiging magaan ang loob ng lahat.  
SHOW YOUR LOVE AND CARE FOR ALL THE FAMILY MEMBERS. LET THEM FEEL THAT YOU CARE FOR THEM. TRY TO UNDERSTAND THEIR FEELINGS. SMILE ALL THE TIME TO MAKE THE ATMOSPHERE HAPPY.

10. 請視僱主的家如自己的家,熄掉所有不需要的電器,節約用水及所有一切用品.  
Isipin mo na nasa sariling pamamahay. Magtipid sa koryente at tubig.  
SWITCH OFF ALL ELECTRICITY WHEN NOT IN USE. SAVE WATER AND EVERYTHING FOR YOUR EMPLOYER. JUST COUNT YOUR EMPLOYER'S HOME AS YOUR OWN HOME.

11. 思想積極樂觀  
Palaging nasa positibong pag-iisip. Isipin n gang lahat ay may magandang idudulot sa iyo.  
THINK POSITIVELY AND BE OPTIMISTIC.

12. 勿辜負僱主對你的仁慈  
Huwag abusuhin ang kabaitan ng iyong mga employers.  
DON'T ABUSE THE KINDNESS OF YOUR EMPLOYERS.

13. 要有禮貌,口得隨機應變、服從及樂意工作.  
Maging magalang, mabait, masunurin at matapat. Magtrabaho ng kusang-loob at maging maluwag ang loob.  
BE POLITE, RESOURCEFUL, OBEDIENT AND DO THE WORK WILLINGLY.

14. 尊重你僱主家中的所有成員及親戚朋友  
Ipakita mo ang kabaitan at pagiging magalang hindi lamang sa iyong mga employers kundi pati na rin sa lahat ng kanilang pamilya at kaibigan.  
SHOW YOUR RESPECT TO ALL EMPLOYER'S FAMILY MEMBERS, FRIENDS, RELATIVES.

15. 讓你的僱主因你而自豪,無論何時有親友到訪,不要躲避而要時常奉茶招呼他們,請緊記是你招呼賓客而不是賓客招待你.  
Ipakita mo na ikaw ay karapatdapat at maipagmalaki ng iyong mga employers. Kung sila ay may mga bisita, iumabas ka at silbihan sila, huwag magtago at mahiya.  
LET YOUR EMPLOYERS BE PROUD OF YOU. WHENEVER THEIR RELATIVES OR FRIENDS ARE AROUND, ALWAYS SERVE THEM TEA AND DON'T HIDE YOURSELF AWAY FROM THEM. REMEMBER YOU ARE THE ONE TO SERVE THEM, NOT THEY ARE THE ONE TO SERVE YOU.

16. 隨時隨地準備協助你的僱主  
Palaging handa sa pagtulong at pagsisilbi sa iyong mga employers.  
BE READY AND ALERT ALL THE TIME TO ASSIST YOUR EMPLOYERS.

17. 無論僱主的孩子如何頑皮,也不可打他們,因你無權這樣做.  
Huwag na huwag kastiguhin o paluin ang mga alagang bata. Wala kang karapatan para sila pasakitan. Isumbong sa mga magulang ang mga gawang masama ng mga alaga.  
NEVER BEAT THE EMPLOYER'S CHILDREN THOUGH HOW NAUGHTY THEY ARE REMEMBER YOU HAVE NO RIGHT TO DO SO.

18. 任何時候遇到其他傭工,必須只從她們身上學習優點.  
Matuto ng mga mabuting bagay sa mga kaibigan para sa iyong kapakanan. Iwasan ang masamang impluwensya.  
ONLY LEARN GOOD THINGS FROM OTHER HELPERS WHENEVER YOU MEET THEM.

19. 必須緊記你和你僱主相處時間長短,是完全取決於你的工作態度及表現.

Isiping mabuti na ang pagtatagal sa trabaho aay nasa iyong pagsisikap, katapatan, at kabutihan. Kung gusto mong magtagal at maganda ang pagsasamahan sa iyong mga employer, nasa sa iyo na lahat.

TAKE NOTE THAT HOW LONG YOU CAN STAY WITH YOUR EMPLOYER ALL DEPENDS ON YOUR WORKING ATTITUDE AND PERFORMANCE.

Diterima Oleh ( Tanda Tangan ) 外籍女傭簽署: \_\_\_\_\_

Tangal 日期: \_\_\_\_\_