Dear (employee)

Welcome to our home for helping us! We do hope you enjoy working with us at this home.

For your easy reference, we composed the following Regulations (House rules) and Guidelines particularly for our home, please read carefully as you would need to sign and follow them strictly.   All of these rules and guidelines may be amended or altered subject to the change of working environment and/or our needs.  We shall notify you with any alternation of such rules verbally or in writing if necessary.

A warning letter would be given to you if there is any infringement of these rules and regulations, and you will be discharged without any warning after giving out of THREE warning letters by us, OR to be discharged immediately by making serious Mistakes (no one month payment in lieu of notice will be given for these cases), behaving hostility or showing bad manner to Sir/Madam or our family members.

However, we assure that we shall treat you very well if we satisfy with your performance, and we shall provide a good working environment to you, please discuss with Madam should there be any inquires.

(Employer)

[Date]

**House Rules/Handbook**

**Important: Please follow all the house rules below. Otherwise you will be warned or dismissed**

**Obedience**

**You are working for Sir and Madam so please always follow the house rules and regulations, and obey instructions given by Sir and Madam, otherwise you are not suitable to work for us.**

**1. Your official working hour is: 7am – 11pm (you must finish all work before going to bed, and let Madam/Sir know),**

**2. Curtain at baby’s room must be opened EXCEPT after working hours (I.e. after 11pm), and must be opened first thing in the morning after waking up.**

**3. You should wake up at 7am (with alarm at your room) and tidy up your bed immediately.**

**4. Never put any of your personal stuff outside of your cabinet, and be clean and tidy, No eating and food/drinks storage inside your room and cabinet.**

**5. Always respect Sir and Madam and be polite, Never show long face.**

**6. Must serve with hot tea whenever guests visit our home.**

**Honesty and Integrity**

**7. Never go out without Sir/Madam’s permission, you are not allowed to leave the house on your own or with baby with permission from Madam, except for disastrous situation such as fire outbreaks.**

**8. If you are not sure how to do, or whether to do it or not, CALL Madam or Sir immediately, but not “I don’t know” “I forgot” etc. afterwards!!**

**9. If you have any dishonest and misconduct behaviors being found, we must send you to the Police.   ALWAYS be honest to Sir/Madam.**

**10. Never gamble, smoke and drink alcoholic drinks during duty or while in the house.**

**11. Never lend or exchange employer’s property (no matter new or used, food, valuable or not) with other persons.**

**12. Never work as part time during your holidays either paid, or unpaid for other people, EXCPET getting permission by Sir/Madam (for our friends or relatives only).**

**13. If you have done something wrong, you should report to Sir and Madam immediately and apologize, much better than keep silent but we find out afterwards**

**14. Be very careful when using all electrical appliance and be gentle while cleaning them.  In case of breaking anything, we have the right to deduct money from your salary by installment (max. HK$300 every month according to the HK labour law)**

**15. Never disclose our telephone no. , address or details about our family to others.**

**16. Never eat, drink and cook food at home without madam’s permission, as employers are only responsible to provide 3 main meals everyday.**

**Diligence (hard working)**

**17. Must write in the log book when you finish housework, madam will check and you need to do again if it’s not satisfied by madam/sir.**

**18. Taking a nap during daytime is totally unacceptable as you should monitor the baby.**

**19. Always do cleaning/working by initiative, follow the “House cleaning schedule”, not only by Madam/Sir’s request.**

**20. Should spend only 5-10 mins when using toilet and 20 mins for shower, never stay too long and go too frequent, unless feeling sick, then please tell sir/mum.**

**Money Matters**

**21. Never ask for loan from Sir/Madam, any outsiders and finance company! If you are found committing any offence, we will terminate the employment contract immediately.**

**22. (blank)**

**23. Never lend any money to anyone NOR being a guarantor to anyone.**

**24. Never owe any telephone/IDD charges.**

**25. Buy your own food/snack using your own money.**

**Home Safety & Security**

**26. You are not allowed to bring any friends/relative into the house.**

**27. Never let any strangers enter the house no matter who they are, call Sir/Madam immediately to check and get our approval.  (No matter they are Police, management staff, technician for repair, ALWAYS call Sir/Madam to check and get permission FIRST!!).**

**28. Always put the door key at the right place (next to intercom), only take it when going out, and MUST REMEMBER to lock the door, put it back to the right place when coming home.**

**29. You should ensure all lights, fans, all air-conditioners and any other electrical appliances are turned off while not in use, or before leaving the house (even with Sir/Madam)**

**30. You should not let baby being near the dangerous items e.g. knives, stoves, chemicals, play close to the window, etc.**

**31. Always be careful of baby’s safety!  Call/inform us immediately if you note anything wrong with baby, OR if he has any accident (e.g. crash the head, evening no bleeding) no matter how mild the problem is. If you can’t find us, call our parents.  In the event of emergency, call 999 for police or ambulance before calling Sir/Madam!**

**32. Never  leave the baby alone at home and leave the house, or you will be terminated immediately.**

**33. Never enter Sir/Madam’s bedroom when we are away, except for cleaning purpose on our request and Sir/Madam at home.**

**34. You should ensure all lights, fans, all air-conditioners and any other electrical appliances are turned off while not in use, or before leaving the house (even with Sir/Madam)**

**35. You should not let baby being near the dangerous items e.g. knives, stoves, chemicals, play close to the window, etc.**

 **Taking care of our baby**

**36. Never do dangerous housework e.g. cleaning window and ironing when we are not at home.  As someone has to take care of baby while doing so, or you may hurt him.**

**37. Always test the water/milk temperature BEFORE bathing /feeding baby.**

**38. You should take care of baby whenever he cries as FIRST PRIORITY,**

**39. Keep watching baby every10-15 mins while he’s sleeping, no matter what you’re doing e.g. cooking, cleaning, etc…..**

**40. Always do burping the baby whenever finishing feeding milk, as to get rid of spurring, this can cause suffocation if milk/food is stuck back while spurring.**

**How () - Using a hand gently wiping upward baby’s back (between arms on his back) while baby sits, NOT lie down! Never put him on bed right away without turning around his body. (by putting a tower underneath to stop turning the body back.**

**41. NEVER put baby to bed and lie down right away after he drinks milk without “SO FUNG” !!! IT COULD BE VERY DANGEROUS as baby could spit out the milk from stomach, then stuck his throat , it’s fatal !! Baby could die !!! (same case happened!)**

**42. Always change appropriate clothes (to add or take off) to baby depends on weather (it could be different in the morning and evening at the same day !!)**

**43. EVERYDAY MUST LOG ON the baby record book whenever: Changing of his diapers (we need to keep and check the frequency to make sure he drinks enough breast milk, and that’s the only way to know, Thanks!)**

**\*\*Feeding him w/ milk and/or food (food only when baby grows up)**

**44. Hitting/hurting baby is strictly prohibited even he gets wrong. You should inform Madam for handling, otherwise you’ll be reported to police and terminated immediately, without 1 month salary in lieu of notice. (record tape will be given to police for their reference)**

**45. Talk to baby in English only. Don’t talk to baby in your mother tongue; no matter we at home or not.**

**Utilities Saving**

**46. Never waste water, gas, electricity, food, all cleaning product.  Must follow the instruction by Madam ! (e.g. no running water while washing, recycle water,**

**47. Never switch on the air-conditioner & TV when you are at home alone (it’s difficult to concentrate on taking care of baby while watching TV/speak on the phone, etc)**

**48. Always turn off the light, electrical appliance, gas stove (in Kitchen and/or Bathroom) after use, after taking shower or using hot water.**

**Items to be provided/paid by Sir/Madam (employer)**

**49. Three meals everyday except holidays, (i.e. breakfast, lunch and dinner),  please buy and store your own food/snack into a your own food container in kitchen/fridge. (No food storage or eating is allowed in your/baby’s room! This will attract insects and for hygiene purpose.**

**50. bed + quilt (summer / winter) + bed cover + winter jackets**

**51. You are allowed to use the washing machine and dehumidifier twice a week maximum for washing your own clothes, bed, quilt covers and pillow case, ALWAYS separate your cloths with ours and baby’s.**

**Marketing**

**52. Do marketing on request by Sir/Madam ONLY.**

**53. Do it twice a week in the morning during weekdays and Saturdays/Sundays, BE BACK before 8:30AM as  Sir/Madam need to go to work when you’re back home.**

**54. Never take too long time, normally around 60 mins. as maximum, while Sir/Madam would need to take care of baby early morning when you go out .**

**55. Never do marketing or going out when Sir/Madam are both away from home,**

**56. Never bring baby going out without our approval, even for marketing.**

**57. Always double check the correct change amount with shops, NOT to receive any broken banknotes/coins, which can’t be accepted by other shops!   If shops has given change less than they should, Sir/Madam will not responsible for this.**

**Use of Telephone**

**58. No cheating! Always log the exact amount on the “petty cash book” with receipts (except fresh markets which don’t have such)**

**59. You shall not take any personal telephone calls NOR sending SMS for personal calls during duty to avoid negligence of help’s duty and taking care of baby.**

**60. (blank)**

**61. Always ask Madam for permission if you need to use the home telephone no matter for personal call or not.**

**Holiday Arrangement**

**62. Always Notify Sir/Madam (even to wake them up) when going out on holidays in the morning, as to make sure someone will take care of baby.**

**63. Please return home before 8:30p.m. sharp on holidays and all public holidays.  If you need to return a little bit late (but not always), MUST CALL us in advance.**

**64. No holiday can be taken prior to completion of the contract.  In case of emergency, you would need to pre-pay one month salary to employer as a one-month in lieu of notice, just in case the employee does not return to HK, and employee can take the money back after her return to employer in HK.**

**65. Sir/Madam might request you for working on holiday if necessary, subject to alternative compensations to be discussed.**

**66. (blank)**

**67. You are NOT ALLOWED to stay outside overnight, this also applies on your holidays.**

**Hygiene and Cleanliness**

**(**Personal hygiene, house’s tidiness and cleanliness are very important, especially for baby environment with pets (our cats).

**68. NEVER mix with OURS and BABY’s cloths when you use washing machine for cleaning your clothes + bed cover + towels, except your own under wears which should be washed by hand after shower everyday!**

**69. ALWAYS take off your shoes before enter the house, NO shoes, trolley, baby trolley can be accessed to kitchen and after the carpet!**

**70. Must have shower daily and changing clothes/under wears for personal hygiene, wash them everyday and hang in toilet**

**71. Always keep the toilet floor DRY!! Especially after washing in wash basin OR taking shower, water would falls on the floor,  use the mop to dry it immediately to avoid slippery floor, OR cats will step on water then walks everywhere, then you’re the one to clean the mess everywhere in the house! (don’t forget my cats runs/walks everywhere, bring dirt/wet at the same time!)**

**72. Always wash your hand w/ liquid soap immediately**

***BEFORE* :-**

**-  Washing food/veg. AND cooking meal for us**

**-  Holding baby/Preparing milk /food for baby**

**-  Cleaning baby’s face/body**

***AFTER*  :-**

**-  using the toilet yourself, and after cleaning the toilet bowl**

**(with alcohol)**

**-  changing of diapers with baby**

**-  coming home from outside (no matter on working day and holidays**

**-  cleaning or changing of cat toilet**

**73. Always use tissues (but not to waste too many tissue) to clean yourself after use of toilet**

**74. Never spit in the kitchen sink and bath tub!  Kitchen sink is for food only. The sink should not be used for body cleaning or clothes washing. You should do it only in the bathroom tub.  (don’t do these in wash basin, if you break it , you need to pay more than HK$1500 for replacement + installation.**

**75. Cloth should be used for specific purpose, if running out of cloth, ask Madam/Sir to buy more, NEVER mix them together for your convenience please!  For example:**

**Cloth for cleaning toilet can NEVER BE USED for baby, including, baby, kitchen and dinning room !!!**

**Cloth for baby can NEVER BE USED for any other purpose (including, kitchen, toilet, dinning room)
Communication**

**76. If you don’t understand our instruction, ask Sir and Madam. Don’t guess, or pretend you understand but you don’t OR not sure …**

**77. ALWAYS prepare and write on a notebook for Sir/Madam’s instructions, to help your memory!**

**78. If you need anything, having any problem or feeling unhappy with us, be frank and discuss with us. Don’t hide your feeling, or show long face.**

**79. Madam will take care of everything of the family. Talk to Madam if you have any questions or problems. NEVER bring them to Sir privately.**

**Sickness**

**80. If feeling sick, please TELL US immediately !**

**81. NEVER take drugs by yourself when feeling sick or to wait as we will be responsible for all medical expenses.**

**82. YOU HAVE TO VISIT DOCTOR if necessary and taking medicine following Dr’s advice and instruction, and wearing face mask if necessary as to avoid spreading out virus to baby and family.**

**Use of Equipment**

**83. NEVER use our computer, hi-fi, DVD, video recorder without permission.**

**84. Don’t turn on the TV unless BB is watching VCD when he grows up.**

**85. Play Baby music CD when BB at home. Change CD regularly.**

**86. Never turn the sound volume too loud while speaking and playing CD for baby.**

**Behavior**

**87. Please dress decently at home, no exposed, sexy stuff.**

**88. Please DO NOT  :-**

**-  Paint your nails (artificial product harms baby)**

**-  Keep long nails (that will hurt baby)**

**-  Keep long hairs (for hygiene purpose)**

**-  wear make up and/or fragrance (as to avoid irritating/hurting the baby) :-**

**89. NEVER littering / throwing things out of the window, It’s illegal and you’ll be fined (Sir/Madam as employers are not responsible for any penalty!)**

 ***The above all rules and regulations may be amended or altered subject to the change of working environment and/or our needs.  The employer shall notify you with any alternation of such rules verbally or in writing if necessary.***

**\* End of the Guidelines / Regulations\***

 **I agree, understand and will follow the house rules stated as above, including the web cam installed in the sitting room area at the house.**

 **Signature of employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*\*\***Attachment: A letter with employee’s signature regarding storage of employee’s passport for safety purpose.

  