



# What do I need to be

## SAFE at WORK?

1

You need to have the following documents:



✓ ID - Identity card  
Carta d'identità

- The civil registry office of your municipality will issue your ID card, once you received your permit of stay.

✓ "Terza media" certificate

- CPIA (Center for Adult Education) allows you to get terza media certificate after passing the final exam.
- Terza media certificate is issued by the administrative office of the school you attended.

✓ Declaration of Availability for Employment (DID)

- The Employment Center (CPI, or 'Centro per l'Impiego') will process your declaration.
- If you are under 18, you need to go to the CPI with your guardian.

✓ Fiscal code  
"Codice fiscale"

- The income revenue authority (Agenzia delle Entrate) will issue and process your fiscal code.
- You can find your fiscal code in your health card.

2

You must be at least 16 years old

✓ Valid Permit of Stay



If you do not have the permit, you can use these instead:

- Receipt of the application for international protection (C3 Model)
- Notification of the Territorial Commission with the result of the interview.

If you are *under 16*, you can start a training path to be prepared to enter the labour market.

If you are interested please send a Wapp message to +39 3757805224

3

You need to speak Italian



It is not mandatory, but it is very important to better understand what is happening around you.

For more info, please scan the Q-R codes



Useful documents in Italy



Permits of stay



Job orientation



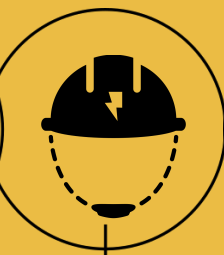
# WHAT ARE YOUR RIGHTS AT WORK?



You have the right to be protected as a worker by an **EMPLOYMENT CONTRACT** - a written agreement between you and your employer that regulates your work relationship.



You have the right to a **SALARY** that is proportional to the amount of hours and the nature of the work you do.



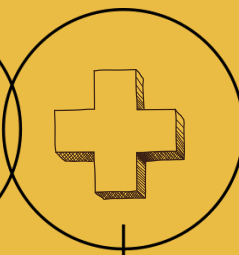
The employer must ensure your physical and mental health.



Regular working hours may not exceed 40 hours per week.



**WEEKLY REST**  
You are entitled to at least one day off per week



According to the contract, you are entitled to days off:  
- paid **DAYS OFF**;  
- paid **SICK LEAVE**, by showing your doctor's certificate

## You may be at risk of FALSE job offers:



● If you were told not to talk to anyone about the job offered.

● If you were offered a job over the phone but you can't call the number back.

● If you were offered a job with much higher than average pay.

● If the job announcement does not state the name of the company.

● If you have been asked to hand over your original documents or send personal photos and/or videos.



### BEWARE of irregular employment!

Without a regular contract you have neither protection nor guarantees as a worker. It is often synonymous for **EXPLOITATION**, violation of rights and could be **DANGEROUS** for you and your safety.



### Job orientation services

(make sure to contact the ones in your area):

#### Employment Center CPI:

guidance and counseling, promotion of internships, help desk for youngsters.

#### Job Agencies APL:

Job search guidance and support, skills assessment, activation of internships.

#### Trade Unions (CGIL, CISL, UIL):

For the protection of workers  
Legal advice, citizenship rights, social security practices (unemployment, bonus, injury)

Toll-free numbers in multiple languages

**800290290**

If you are in a condition of exploitation, or forced to work against your will

**800901010**

UNAR – If you are discriminated and do not receive equal treatment

**800199100**

SOS caporalato  
To report an exploitative situation in agriculture

Useful sites for job offers:  
Indeed, Infojobs, Cliclavoro