

外籍勞工在臺工作須知

中英文版



PHILIPPINES

The Handbook for Foreign Workers in Taiwan

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勞動部



勞動力發展署

WDA Workforce Development Agency,
Ministry of Labor



Table of Contents

●	What Foreign Workers in Taiwan Need to Know.....	3
●	I. Comply with the following related regulations.....	5
●	II. Your rights while working in Taiwan	7
●	III. Sensible choice: Legal or Illegal?	10
●	IV Other matters and related regulations that need your attention:.....	11
●	V. Seeking legal aid channels.....	14
●	VI Self-care and Protection.....	15
●	VII. Health and Living Tips.....	19
●	VIII. Taiwan folk festivals, customs and recommended scenic spots.....	24
●	IX. Other Legal Advocacy.....	27
●	X. A Lesson in Easy Conversational Chinese.....	30
	Annex 1: Foreign Workers Consultation Service Center List.....	39
	Annex 2: Ministry of Labor, [1955] Consultation hotline for workers.....	40
	Annex 3: Foreign Representative Offices in Taiwan.....	40
	Annex 4: Branch offices of National Tax Administration.....	41
	Annex 5: Taiwan International Airport Office- Foreign Worker Service Center.....	41
	Annex 6: Bureau of National Health Insurance, Department of Health, and Branch Offices.....	41
	Annex 7: Branch offices of Bureau of Labor Insurance, Ministry of Labor.....	42
	Annex 8: Address, Telephone No., and Fax No. list of the NIA's Service Centers.....	43
	Annex 9: Address, Telephone No., and Fax No. list of the NIA's Specialized Operation Brigades.....	44
	Annex. 10 : Chinese/Foreign Language Broadcasting Program List Entrusted to Handle for Foreign Workers provided by Workforce Development Agency, Ministry of Labor, Executive Yuan	46



目 錄

● 「外籍勞工在臺工作須知」.....	47
● 壹、您應遵守的相關規定：.....	48
● 貳、您在臺工作期間所享有的權益.....	50
● 參、明智選擇：合法？非法？.....	52
● 肆、其他應注意事項與相關規定：.....	52
● 伍、尋求法律協助的管道.....	55
● 陸、自我照顧與人身保護.....	56
● 柒、健康常識與生活小撇步.....	58
● 捌、臺灣民俗節慶與著名景點推薦.....	62
● 玖、其他法令宣導.....	64
● 十、中文簡易生活用語教學.....	72
附表一：各地外勞諮詢服務中心一覽表.....	73
附表二：勞動部「1955 勞工諮詢申訴專線」.....	74
附表三：外勞輸出國家駐臺機構.....	74
附表四：各區國稅局.....	74
附表五：臺灣國際航空站外勞服務站一覽表.....	75
附表六：衛生福利部中央健康保險署及各分區業務組一覽表.....	75
附表七：勞動部勞工保險局各地辦事處一覽表.....	75
附表八：內政部移民署服務站電話地址一覽表.....	76
附表九：內政部移民署專勤隊電話地址一覽表.....	77
附表十：勞動部委託辦理「製播外勞業務中、外語廣播節目」頻道表.....	78



What Foreign Workers in Taiwan Need to Know

- ◆ To protect your working rights in Taiwan, please take note of the following details, and remind your employer to undertake the following processes seriously: Schedule your medical examination; Report the results of your medical examination. Notify authorities of your arrival; Apply for the Employment Permit and its extension; and other related matters. After the employer has completed each process, you should personally list down in this handbook the actual date of your medical examination, and the related recruitment permit; and, the date and document number of the approved medical examination. You are also to keep this handbook properly.

Basic Personal Information:

Name

Nationality : Gender : Date of Birth : Month Day Year

Passport Number Date of Entry : Month Day Year

Please take note of the following details, and persuade your employer to process the application according to prescribed deadlines:

Post-Arrival Application for Employment Permit

1. If you passed your medical examination, you should apply for the Alien Resident Certificate and Employment Permit within 15 days from the date of entry.
(Approved recruitment period: Month Day Year until Month Day Year; Employment Permit Number: Month Day Year; Document No.)
2. If you are engaged in an important and special project, your employer can apply additional extension of permit within 60 days prior to the expiration of your current extended permit. The longest allowable extension of work permit is up to six months. (Approved Employment Permit Extension Period: ____Month ____Day ____Year to ____Month ____Day ____Year, Extension of Employment Permit Document Number ____Month ____Day ____Year No: ____)
3. If you are transferred to a new employer, please remind your new employer to apply for a continuation of the Employment Permit.
(Approved Continuation period: Month Date Year until Month Date Year; Continuation document no.: Month Date Year No.)

Post-Arrival Medical Examination and Notification

1. You have to 3 working days undergo a medical examination of arrival: Month ____ Day ____ Year ____
2. Effective date after hiring within 30 days before or after your 6th month of employment, and report the results: ____Month ____Day ____Year
3. Effective date after hiring within 30 days before or after your 18th month of employment, and report the results: ____Month ____Day ____Year
4. Effective date after hiring within 30 days before or after your 30th month of employment, and report the results: ____Month ____Day ____Year

*If the re-issuing of employment permit for those who apply change of employer or work is not yet completed for more than a year, the medical check up will be 7days before the effective date.

Important Details

1. Effective date after hiring Within 30 days before or after you have completed working for 6 months, 18 months, 30 months, your employer should schedule your medical examination. The employer does not need to notify the local health authority if the results are normal. On the other hand, the employer needs to schedule a follow-up examination if some results turn out abnormal or with uncertain diagnosis and reports the results to the local health authorities within 15 days after receiving the diagnosis report issued by the hospital.



2. Your employer cannot infringe upon or withhold your passport, alien resident certificate or properties.
3. Please remind your employer to apply for the extension of your Alien Resident Certificate within 30 days before it expires.
4. If you are under validity residence period, and need to go home for emergency or vacation. A day before, need to apply for re-entry permit at your local county immigration service center before going abroad. Basically the re-entry permit is issue for one month only. For special case, if there's a need to prolonged or shorten the period, you should submit in writing form which is verify by both employer and employee, to begin on lengthening or shortening the period. And asked to return the country before the permit expired.
5. If you have not violated any laws and regulations during your employment period but have been terminated with your employment relationship early due to other reasons; or leave the country upon expiration of your Employment Permit period; or failed your medical examination and returned to your native country for treatment, followed by passing your physical examination; you may re-enter the country to work. You may apply a visa to work in Taiwan after you have left the country for at least one day. In the events that you obtain a qualified certification of medical examination issued by a designated hospital in Taiwan country within 3 months prior to entering Taiwan, you don't need to take medical examination in your home country or be examined within three (3) days upon your entrance to Taiwan. However your cumulative employment period in Taiwan may not exceed 12years. However, foreign domestic workers who meet a certain qualification and condition shall extend employment period to 14 years.
6. After you enter Taiwan, and you do not report to your legal employer for 3 consecutive days, or has lost contact, or has been found to work for an illegal employer, you shall also be compelled to leave the country in a set time, and shall not be allowed to work in Taiwan again.
7. If your passport WAS renewed during your employment period in Taiwan, please ask your employer to update your information to the Ministry of Labor, Executive Yuan, and at National Immigration Agency, Ministry of the Interior as soon as possible.
8. During your employment period in Taiwan, if you were diagnosed with pulmonary tuberculosis, tuberculous pleurisy, human immunodeficiency virus , or leprosy, your Employment Permit will be revoked. However, when you have other infectious diseases, you can continue to work in Taiwan if you accept treatment. A Part of foreign worker with tuberculosis individual case, thru the local department of health agreed, to be treated in Taiwan, refer to no.9 below: Foreign workers who was diagnosed of amebic dysentery within 3 days upon entering to Taiwan is regarded as failed medical examination and may not be able to get an Employment Permit., the foreign workers should be re-examined within 65 days.

Services provided by Direct Hiring Service

◆Direct Hiring Service Center founded by Workforce development agency (WDA), Ministry of labor (MOL)-will provide a one stop service in order to assist employers of various industries to hire

Foreign workers. The advantages of Direct Hiring Service Center for Employers are as Follows:

1.Efficient:

In terms of rehiring the same foreign worker, the employer needs to process document on his own prior to the worker's return to his or her home country (The employer does not need to go through an agency for such entry permit). The employer must apply for a visa at "Direct Hiring Service Center" on behalf of foreign worker and mail the visa application documents to the Representative Offices. Upon returning to his/her home country, foreign workers may enter Taiwan to work with the visa after health examination.

2.Economize:

The employer and foreign workers may appoint the "Direct hiring service center" for the transferring



and sending of documents in order to save on Domestic Agency fees.

3. Effortless:

Submitting application documents to the Ministry of Labor through “Direct Hiring Service Center”, the employers and foreign workers will receive efficient and satisfying services that include verification of foreign documents and processing of entry visas and more. This service is applicable for re-hiring foreign workers by the same employer via direct hiring.

- ◆ Starting from 2012, the employers of domestic caretaker, domestic helper, manufacturing industry, construction industry, and institutional caregiver will receive assistance from the Direct Hiring Service Center in hiring or rehiring foreign workers with the Employment Permit, and select workers online or in person via International Direct e-Recruitment System (IDeS). Furthermore, starting from 2015, customized “Project Worker Selection” service is available for manufacturer employers to conduct international hiring in accordance with the needs and specific timing of the employers.
- ◆ Direct Hiring Joint Service Center Website : <https://dhsc.wda.gov.tw>
- ◆ Taipei Service Center : 11th Floor No. 39 Zhonghua Road, Section 1 Zhongzheng District Taipei City 100 Telephone no. : 02-6613-0811 · Fax no. : 02-6617-1320

"It's a joy to meet friends coming from a distant place!"

- ◆ Dear foreign friends, we welcome you here in Taiwan to help us with our various projects in national constructions, industrial production and related social welfare services. In order to thank you, and make your employment in Taiwan as pleasant as possible. Some information is provided to remind you.

I. Comply with the following related regulations

1. Undergo medical examination at specified periods:

You have to undergo medical examinations on the following periods: within 30 days after your arrival in China for 6 months, 18 months, and 30 months. In addition, if you are employed or expired at the expiration of your employment, From the effective date of the license, the same.

2. Apply for an Alien Resident Certificate (ARC) within a specified period:

Within 15 days of your entry to Taiwan, you should be accompanied by an employer or members of a private employment services institution to apply for an Alien Resident Certificate with enclosure of relevant documents to the nearest National Immigration Agency of your residence (as shown in enclosed Table 8) and file fingerprinting.

3. Your employer has to notify the authorities of your arrival and apply for an Employment Permit and extension at specified periods:

Upon initial entry to Taiwan, and passing of the medical examination, your employer is required to fill out the “Arrival Notification of Foreign Worker” and submit within 3 days to the local labor bureau in accordance with the Disciplinary Life Plan of employed Class B foreign workers, and obtain from the same bureau the “Certificate of Arrival Notification of Foreign Worker. Must submit it within 15 days of your entry to Taiwan With the issued certificate and other related documents submit it to the Workforce Development Agency, Ministry of labor Executive Yuan (hereinafter referred to as Council of Labor Affairs before), and apply for the Employment Permit in behalf of the employer. (Please note that according to the regulations, application of Employment Permit is still required for employers whose foreign worker entered Taiwan more than 3 days and leave within 15 days) The local labor bureau will monitor your application in accordance with the Disciplinary Life Plan of employed Class B foreign workers within 3 months from day after receipt of the Certificate of Arrival Notification of Foreign Worker. If you



worker for an important and a special project, before your Employment Permit expires, you need to extend your working period. Your employer must apply for the employment extension permit through the Workforce Development Agency, Ministry of labor within 60 days before expiration.

4. Your actual employer must be the one indicated in the Employment Permit. You cannot transfer and work for another employer without approval from the Workforce Development Agency, Ministry of labor
5. The work that you do and the workplace must be the same as indicated in the Employment Permit.

You cannot engage in any other job, or in another place other than permitted.

6. Before your contract expires, you must discuss with your original employer whether you will be rehired, please be reminded:

1. If you don't plan to continue your employment contract with the original employer and wish to go home, you must process the termination verification 14 days before your employment contract expires and the employer must assist you with the process of going home.
2. If you plan to continue your employment contract with the original employer, the original employer must process the reappointment papers 2- 4 months before your employment contract expires.
3. If you don't plan to continue your employment contract with the original employer but plan to change employer upon expiration of your employment contract, the original employer must process the transfer papers 2 to 4 months before your employment contract expires.

7. If you come to Taiwan to carry out the following work description, please be reminded :

1. If you are engaged in a household care giving job and the person you look after dies, you should remind and urge your employer to apply for your transfer to a new employer at the Workforce Development Agency, Ministry of labor as soon as possible and within 30 days. The new employer or the qualified relative will continue your approved employment period.
2. Engage in fishing or ocean work, Upon coming to Taiwan, the employer shall apply for foreign national crew card. After end of contract or repatriated for any reason, you should surrender your foreign nationality crew card to employer.

8. If you derive an income from working in Taiwan, you are required to file an income tax return. (Please refer to IV of this booklet).

Foreign workers working in Taiwan are subject to the taxation laws in Taiwan.

9. While working in Taiwan, you are prohibited to smoke, or possess illegal narcotics such as opium, morphine, cocaine, marijuana, amphetamine and etc. Once seized will be subjected to criminal prosecution. The MOL will revoke your employment permit if prosecuted or convicted and will be deported from Taiwan in a certain time. Moreover you will not be able to work in Taiwan again.

10. Upon arrival, make sure that the person (employer, broker or agent) picking you up at the airport is authorized to do so, to avoid being cheated. The Workforce Development Agency, Ministry of labor has set up Foreign Workers Service Centers at Taiwan international airports (Taoyuan International Airport and Kaohsiung International Airport - see attached table 5) to provide arriving foreign workers with appropriate services for pick-up and departure.



- ◆ To our foreign friends, to ensure your rights and interests while working in Taiwan, please obey the above-mentioned regulations. If you find out that your employer is not following the above-mentioned required procedures, please request your employer to do so as soon as possible. If despite your effort, your employer refuses or you discover violations are being practiced, please contact the following.
- ◎ The 24-hour toll-free hotline 1955 that was launched on July 1st, 2009. Employers, foreign workers or the public may also seek assistance, via landline, cell phone, or public phones when you call toll free number [1955]. This Private Line is a 24-Hour national wide center for complainants and inquiry, which include the following service: bilingual (Mandarin, Thai, Indonesian, Vietnamese, English) consultations about laws and decrees, acceptance of a complaint, offer legal advice, protective shelter referral or referral to all other departments. (see attached table 2)
- ◎ For counseling and assistance, you may also contact the Taiwan international airports (Taoyuan International Airport and Kaohsiung International Airport) (see attached table 5).
- ◎ Dial the Workforce development agency (WDA) address: : 4F., South Tower., No.439, Zhongping Rd., Xinzhuang Dist., New Taipei City.
- ◎ Directly contact the Foreign Workers Consultation Service Centers (FWCSC) in your city or municipality (see attached table 1)

II. Your rights while working in Taiwan

1. Wages

Your wages are negotiated between you and your employer. However, if you are employed by a business unit which is covered by the Taiwan Labor Standards Act, your pay must not be lower than the minimum wage.

2. Working time and rest period:

1. Your working time and rest periods are in accordance with the employment contract agreed between the employer and the employee. However, if you are employed by a business unit which is covered by the Taiwan Labor Standards Act, your working hours shall be 8 hours per day, not exceeding 40 hours per 1 weeks. Overtime pay shall be in accordance with the law.
2. When working continuously for 4 hours, the worker should be given at least 30 minutes rest. However, flexibility may be exercised in cases of work shifts or non-stop production situations or during an emergency.

3. Legal holidays, rest days and leave applications

Holiday for family category of foreign worker in accordance with the employment contract agreed upon by both the employer and employee. However, for construction, manufacturing, nursing, slaughter and fishing category are in accordance with the Labor Standards Act, you are entitled to have two rest day within 7 days, which one day as vacation leave and one day as off day. In addition, you must have rest in official holiday. Under the same employer or business unit, and you have worked continuously for a certain period, you will be entitled to a special leave in accordance with The Labor Standard Act.

「Vacation leave」belong of compulsory holiday, to stopping your long working time and protect the health of body and mental, employer cannot arbitrarily deprive this standard rights. The attendance of 「Off day」 is more flexible, the attendance is belong of continuously working time, if employer need you working in your off day, according to The Labor Standard Act article 24 item 2, item 3, article 32, and article 36, your employer need to ask you agree attendance.

4. Health insurance:

All foreign workers who have Alien Resident Certificate in Taiwan region should join the national health insurance policy. This membership is applied and handled by the employer starting from your date of employment. By paying the national health insurance fee every month, you will be covered by the national health insurance and be entitled to medical benefits. (The



addresses of the central National Health Insurance and its regional divisions are shown in the attached Schedule 6)

5. Labor Insurance

If you are employed at business unit with more than five workers or a laborer in fisheries, your employer should submit your work permit approved by the central labor authority or related business authority to the Workforce Development Agency, Ministry of Labor to be declared or to be covered of labor Insurance on the day you report for work. (The addresses of the Bureau of Labor Insurance, Ministry of Labor and its branch offices are shown in the attached table7.)

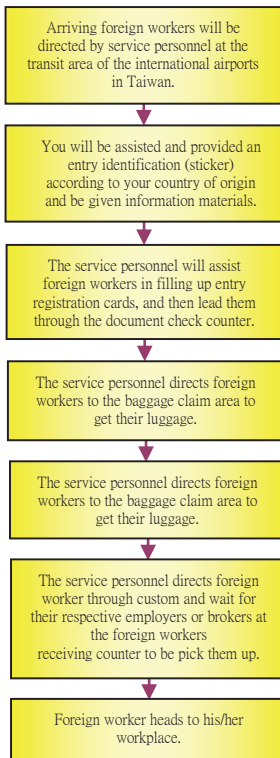
6. Arrival/departure services

Workforce Development Agency, Ministry of Labor has set up Foreign Workers Service Centers at Taiwan international airports – Taoyuan International Airport and Kaohsiung International Airport (see attached table 5) to provide directions on guidance for arrival foreign workers, laws and regulations propaganda seminars, pick-up services for arriving foreign workers, overseas foreign worker wage disputes and compliant services as well as providing foreign workers with temporary shelter services (please refer to the following Direction Flowchart).Moreover, The Bureau of Employment and Vocational Training has uploaded the propaganda seminar film online (website <http://www.fw.org.tw>). Foreign workers who could not attend the propaganda seminar may view the propaganda through the help of employers or brokers, or simply watch the film online.

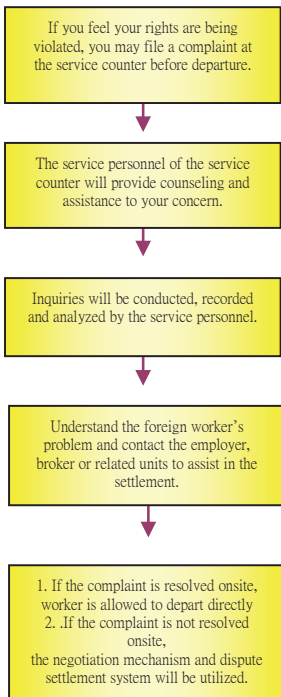


The Handbook for Foreign Workers in Taiwan

◎Pickup service workflow for arriving foreign workers



◎Counseling service workflow for departure of foreign workers



7.Labor Dispute Settlement

While working in Taiwan, if you have grievances about your labor rights or encounter a labor dispute, you can call 1955 Consultation hotline for workers, Ministry of Labor (See attached table 2), you can also consult or request for mediation of labor dispute through the labor bureau of the city or municipality where you work. You may likewise opt to file an appeal at the Foreign



Workers Service Center (attached table 5) at Taiwan international airports -Taoyuan International Airport and Kaohsiung International Airport.

8. Consumer Dispute Settlement

If you encounter a consumer dispute with a commodity purchase or service with business owner, you may directly file a written complaints against the concerned business enterprise, contact the Consumer Service Center of your city or municipality, or the Consumer Protection Group, or simply call consumer service line "1950" or the consumer Protection consumer Center hotline at (02) 3356-7706-08 for consultation. Alternatively, you may also go to the website of the Consumer Protection Commission, Executive Yuan (www.cpc.gov.tw) and find out the latest consumer protection related information on the "Consumer Protection" page under "Information and Service "and "consumerism, whereas you can select the "Online Filing and Mediation " for complaints.

9. Your Right to Join a Labor Union

All employees are entitled to the right to join a labor union pursuant to the Labor Union Law. Should there be a labor union in your workplace, you can submit your membership application, and upon approved and subsequent submission of required fees become a member of the labor union. You can protect your employment rights through the assistance of labor negotiations and information provided by the labor union. Once you become a labor union member, you can register as a candidate to its staff election, and have a chance to become its director, supervisor, and provide your service to the members. Should there be no labor union in your workplace, and the employees think their employment rights are infringed and need a labor union for their protection, with the cosigned petition of thirty people and above, and through preparatory procedures, they can apply for the certificate of registration of labor union from the competent authority local to your workplace. The preparatory procedures and establishment of the labor union are protected by law.

III. Sensible choice: Legal or Illegal?

1. What are the advantages of working legally in Taiwan?

Foreign workers who work legally in Taiwan are assured of a proper wage as well as reasonable protection for labor related rights. If you have not violated any laws and regulations during your employment period but has to terminate your employment relationship earlier due to some reasons; or leave the country upon completion of your Employment Permit period; or failed your medical examination and returned to your native country for treatment followed by passing your physical examination; you must apply for re entry permit before working in Taiwan . You may apply for a visa to work in Taiwan after you have left the country for at least one day. However your cumulative working period in Taiwan may not exceed 12 years.

2. What consequences do you face for running-away from your legal employment?

According to Articles 73 and 74 of the Employment Services Act, a foreign worker who failed to report to his/her legal employer for 3 consecutive days, or has lost contact, or has been found to work for an illegal employer, will be fined with no less than NT\$30,000 but no more than \$150,000. You shall also be compelled to leave the country in a set time, and shall not be allowed to work in Taiwan again.

3. What will you do if you have been reported as missing?

1. While working in Taiwan, and you feel that your rights and interests have been violated, please make good use of the channels provided by the Workforce Development Agency, Ministry of



Labor to seek for assistance. If you opt to run-away and work illegally, you will be vulnerable to exploitation, human injustice and maltreatment by your illegal employer or broker. It's also difficult to protect your rights for medical benefits and service in the event of an injury or sickness; you will be deprived of a labor health protection, and cannot see a doctor through the normal channel; you will lose your basic human rights and encounter difficulty. If you are considered an undocumented foreign worker, the Workforce Development Agency, Ministry of Labor urges you to voluntarily report to the authorities, and contact the following

government units:

- ◎The 24-hour toll-free hotline 1955 (See attached Annex 2)
 - ◎Special Task Force of the Regional National Immigration Agency (See attached Annex 9)
 - ◎Regional Police Administration
 - ◎Overseas Office of Your Respective Originating Country (See attached Annex 3)
 - ◎Foreign Workers Consultation Service Centers of each city or municipality(See attached Annex 1).
 - ◎Taiwan international airports' (Taoyuan International Airport and Kaohsiung International Airport) foreign workers counseling and assistance service (see attached table 5)
- 2.In order to eliminate illegal employment that would create social problems; and in order to safeguard the rights and interests of legitimate foreign workers, employers that hire runaway foreign workers will be heavily fined of up to NT\$750,000. In addition, there is a reward of \$70,000 for each reported case of runaway foreign worker. To report, please call Workforce Development Agency,Ministry of Labor toll free hotline to report illegal foreign workers at 0800-000-978, or call 1955 Consultation hotline for workers (See attached Annex 2).

IV Other matters and related regulations that need your attention:

1.Foreign Brokerage Fee and Taiwan Service Charges:

- 1.To standardize each of the broker charge items paid by the foreign workers,Ministry of Labor has suggested each labor-sending country not only to limit the placement fee to no more than the amount of one month salary regulated by Taiwan' s Labor Standard Law, but to set up the criteria,including the allowable charge amount for broker fees, regulation fees and other related fees incurred in Taiwan that apply to the foreign workers.
- 2.According to "Fee Collection Criteria for Private Employment Services Institutions", Taiwan's brokers may only charge "service fee" to foreign workers, and collect from the foreign worker a maximum amount of NT\$1,800 per month for the first year; NT\$1,700 per month for the second year; and NT\$1,500 per month for the third year. Further, the above mentioned fees may only be collected from the foreign worker after the rendering of the services, and the fees may not be collected in advance.
- 3.Expenses incurred by the foreign worker prior to his/her arrival in R.O.C. shall be specified in the "Foreign Worker's Affidavit Regarding Expenses Incurred For Entry Into The Republic of China To Work And The Wage/Salary" After the Affidavit has been verified by the labor-sending country, the foreign worker shall pay the expenses in accordance with the corresponding amount specified in the Affidavit, Taiwan brokerage firms may not collect overseas loans in Taiwan on behalf of the request and authorization of foreign creditors.
- 4.Under the law, the Taiwan manpower agencies are required to submit up to NT\$1,000,000 to NT\$3,000,000 as a guarantee bond in escrow in a bank for any civil liability to the Ministry of Labor. If a foreign worker encounters a performance dispute over the commissioned contract with the Taiwan manpower agency, he/she can file a civil suit for compensation and request the bank



issuing guarantee bond in escrow to perform guarantee liability on behalf of the manpower agency, after acquiring the executing rights of civil liabilities.

2. Wages and Accommodation Expenses of Foreign Workers:

1. According to the Labor Standards Act, the salary is based on what is specified in the labor contract, and may be paid in kind. To ensure fairness and reasonableness; and in consideration with the business climate, living standards, and rights of the foreign workers, the Ministry of Labor has suggested that food and accommodation deductions from the worker's salary not to exceed NT\$5,000. The actual amount of deduction shall be negotiable between the employee and the employer and indicated on the contract.
2. Foreign workers engaged in household services are not subject to the above-mentioned regulations because they are not covered by the Labor Standards Act. However, agreements between the employee and the employer should be specified in the contract.
3. Employers should not unilaterally change the terms and conditions of labor during the validity of contract, particularly for those foreign workers who are already working in Taiwan. Shall a change be regarded necessary, it should be agreed by with content of both parties while the changes of the amount shall not transgress (exceed) that which was specified in the "Foreign Worker's Affidavit Regarding Expenses Incurred for Entry into the ROC to Work and the Wage/Salary," attested by the competent authority of the Taiwan. After the attestation is completed, any changes on the contents of said affidavit held unfavorable to foreign workers shall not be acknowledged.

3. Pregnancy and medical examination:

1. Pregnancy test has been abolished as part of the medication examination of foreign workers.
2. Upon entry, the foreign workers should undergo a medical examination within 30 days of arrival. Same procedures apply, within 30 days, to those who are employed for 6 months, 18 months, and 30 months after the effective date of employment. Since September 1st, 2009, the number of examinations for antibodies of measles and rubella and the administering of its vaccinations were increased. A list of such is as follows:

Examination time	Measles and Rubella (Ig G)Antibodies and Vaccinations
Prior to entry (entry visa)	<input checked="" type="checkbox"/>
Within 3 days after entry	<input checked="" type="checkbox"/>
Completion of 6 th 、18 th 、30 th	<input checked="" type="checkbox"/>

3. On November 9, 2002, Taiwan government abolished the pregnancy test requirement for foreign workers already working in Taiwan. If you get pregnant, your employer cannot unilaterally terminate your contract, and force you to leave the country. But if you get pregnant and is not able to perform your job responsibilities, the employer may terminate your contract. Under the Labor Standards Act (covering the manufacturing industry, construction industry), the employer should give advance notice of termination and provide severance pay in accordance with the law. If you are not covered by the Labor Standards Act (like domestic helper, caregiver), the termination of employment contract should be agreed upon by both the employer and the worker.
4. Remember that if you get pregnant, your body will undergo some changes and there are no family and friends to assist you. The Ministry of Labor calls upon foreign workers to take appropriate control measures (such as the use of condom, contraceptive, etc.) when engaging in a sex act in order to protect your rights. If you are pregnant in Taiwan, you can bring National Health Insurance IC card to accredited medical care institutions for the regular prenatal care. Prenatal institutes or local health departments provide multi-language version (English, Indonesian, Cambodian, Thai and Vietnamese) of maternal health handbook to provide the information about health care during pregnancy. In addition, according to the National Immigration Law Article 26, paragraph 3, if you're pregnant and give birth in Taiwan, please contact National Immigration Agency of Ministry of the Interior, municipalities, counties and cities service station to apply for Alien Resident Certificate within 30 days after giving birth.



Please note however, when giving birth your alien resident certificate shall be valid.

5. Recently, foreign workers working in Taiwan fall in love with Taiwan people or other foreigners to be pregnant and have a baby; however, the man's side or he/she has own marital status, or both sides are not legal residents (unknown whereabouts or overdue residence), so their new born baby can not obtain the situation of legal status (R.O.C. nationality, foreign nationality or right of residence), which will influence new born baby's rights and welfare very big, and cause difficult family reunion; therefore, please call on you to take account of the above problem during working period in Taiwan.
6. If you're diagnosed tuberculosis and Hansen's disease during your employment in Taiwan, your employer fails to send the following documents (certificate of diagnosis, letter of intent from the employer who agrees in assisting the employee, letter of consent which the employee accepts the treatment arranged by department of health units) to public health bureau for future reference, your Employment Permit will be revoked. After returning to your home country, you must continue treatment until fully recovered (tuberculosis requires approximately six (6) to nine (9) months of medication, and Hansen's disease 6-12 months), and obtain a "Pulmonary Tuberculosis (Hansen's disease) Management and Treatment Completion Certificate" issued by the Department of Health of your home country or case abstract (including medicine description, treatment schedule, chest-X ray inspection result and sputuim inspection result) issued by the hospital. These documents shall be verified by the embassy or consulate of the Republic of China before subsequent submission to the Taiwan National Immigration Agency, Ministry of the Interior of Taiwan, for the lifting of your entry prohibition, so as to apply for a visa to Taiwan.

4. Income Tax Regulation

1. When your employer pays your salary, it should be accompanied by a salary slip written in both Chinese and your native language. It should also clearly reflect the items of wage computation, total amount, items of deductions and other fees or charges, which please be well kept for easy check in the future after signing for the receipt.
2. Taxable income from your employer will differ according to your status as a [resident] or [nonresident]:
 - 1) Taxations for resident
 - ◎ You are a resident if you have resided in Taiwan in the aggregate of One Hundred Eighty Three days (183) or more within a taxable year; you will need to file for income tax in accordance with the applicable tax rate between five percent (5%) to forty percent (40%). If your employer is a withholding agent under the income tax law, and you may request reduction of five person (5%) from the total full-month income payment or the deduction in accordance with the appropriate income tax withholding law. Foreign workers choosing five percent (5%) deduction from the full-month salary with less than Two Thousand New Taiwan Dollars (NT\$2,000) (or an annual salary not exceeding Forty Thousand New Taiwan Dollars (NT\$40,000), are exempt from such withholding. Foreign workers request withholding income will be exempt from such withholding if his or her monthly income in a taxable year does not exceed Seventy Three Thousand New Taiwan Dollars (NT\$73,000).
 - ◎ You should apply the previous year's consolidated income tax returns from the following year May 1 till May 31. ; If you will leave the country before applied tax return period (next year May 1), you should apply the tax return in a week before departure.
 - ◎ When you leave before the assessment end of year, after tax Bureau accepts your case and verify the tax application, the tax refund checked will be issued no later than the end of April of the following year.
 - 2) Taxations for non-resident
 - ◎ You are a non-resident If your residency in Taiwan in the aggregate within a taxable year does not exceed one Hundred Eighty three days (183), your employer is tax withholder and your



individual income tax will be withheld at its source. If your monthly income is below one and a half (1.5) times the minimum wage of approved by the Executive Yuan, six percent (6%) of the total amount paid to you will be withheld for income tax purposes. If your monthly income exceeds one and a half (1.5) times the minimum wage of approved by the Executive Yuan, eighteen percent (18%) of the total amount paid to you will be withheld for income tax purposes. There is no requirements for annual tax reporting.

- ◎ If you are in Taiwan employed as a domestic helper or caregiver, due to the fact that your employer is not a withholding agent under the income tax law, whether or not you are a [resident] or a [non-resident], your employer does not withheld your wages. You still need to file your individual income tax return accordingly to the time limit prescribed for filing income tax returns or before leaving the country.
- 3. If you are already working legally in Taiwan but lose touch, meaning your whereabouts is unknown upon your employer's notice, for 3 consecutive days, or have been proven to work illegally upon discovery and seizure, for another employer without permission from the competent authorities, you will still be taxed based on your income.
- 4. To avoid being deceived of your tax refund, we suggest you choose carefully the person you authorize to handle the collection of your tax refund when signing the "Proxy Statement" , an authorization form that assigns this person to pick-up your tax refund in your behalf. You may also contact your representative office in Taiwan for assistance (see attached table 3).
- 5. Should you need clarification on your tax payments and tax refunds, you may call up the National Tax Administration at regional areas (see attached table 4).
- 6. If you declare your income less than the actual amount, you will be fined no more than twice of your income tax shortage. If you do not file your income tax according to the law, you will be fined no more than three times of your tax shortage.

5. Occupational Safety, Health Standards Procedures and Employment Code:

When at the workplace, your employer should, according to labor safety and health regulations, provide you with tools and facilities to safeguard your health and ensure your safety. Aside from this, your employer should also provide you knowledge on safety and sanitation in the workplace, and educational training on disaster prevention. This includes occupational safety precautions, possible dangers, and matters needing attention while at work or seeking refuge during emergency situation and fire prevention, etc. In order to ensure workers' occupational safety, physical and moral integrity, we remind you not to consume alcoholic beverages before or after work.

- 6. During your employment period and you need to terminate your contract earlier for some reasons, and in order to prevent labor disputes, you must go to the labor bureau in your area of jurisdiction to process termination of employment relationship and verification process.

V. Seeking legal aid channels

- ◆ If you or your friend encounter labor disputes, sexual assaults or traffic incidents for compensation as well as other legal aid issues, you may consult the Foreign Worker 24HR Counseling Protection Hotline (dial 1955 directly for landline and mobiles) to request for assistance and referral for your case to the Legal aid Foundation . In case the case application passes the review, the Legal Aid Foundation shall assign you with an attorney for professional legal assistances. The Legal



Assistance Foundation aims to protect the disadvantaged personnel who have financial difficulties in legal fees, providing legal consultation, mediation and conciliation, legal document composition, and attorney/advocate attending the court. You will receive legal aid service without having to pay for the legal fees after passing the qualification review (under certain amount of income and asset status), case review (reasonable case without abuse of instances).

Four Steps to applying legal aid

1. Telephone Appointment : The Foundation review is appointment based. Please make appointment in advance via telephone.
2. Review of financial viability : Please bring all relevant documents and fill out the basic information.
3. Examines the committee scene : Examines committee member will be available on site to query details on the case. There will be three review commits who resolve the final decision of whether if the aids will be granted.
4. Notification results : Application results will be notified via phone or written documents.

Additionally, if you or your friends are suspected of criminal activities and if the criminal activities involved are subject to felony of imprisonment more than 3 years, being arrested or the provisional acceptance of the first investigating cases or those mental disabilities (not limited to felony), the Legal Aid Foundation will also offer free attorney accompanied interrogation for any case in the investigation. You may ask your friends to call or request the police to assist you and your friends apply for this service. During regular business hours from Monday to Friday (9:00a.m. to 5p.m.), please call (02)412-8518. For other time (including night day and holidays), please call (02)2559-2119.

In case Chinese communication is unavailable, please dial to Workforce Development Agency 1955 Hotline for assistance of referral, or, ask your friends who can communicate in Chinese to help you make call to the above number.

Foundation	Telephone	Foundation	Telephone
Keelung	(02)2423-1631	Chiayi	(05)276-3488
Taipei	(02)2322-5151	Tainan	(06)228-5550
Shilin	(02)2882-5266	Kaohsiung	(07)269-3301
Banjiao	(02)2252-7778	Penghu	(08)751-6798
Taoyuan	(03)334-6500	Ilan	(03)965-3531
Hsin Chu	(03)525-9882	Hualien	(03)822-2128
Miaoli	(037)368-001	Taitong	(089)361-363
Taichung	(04)2372-0091	Penghu	(06)927-9952
Nantou	(049)224-8110	Kinmen	(082)375-220
Chang Hwa	(04)837-5882	Matsu	(0836)26881
Yunlin	(05)636-4400		

VI Self-care and Protection

◆ Simple reminders to protect yourself when living in a foreign land and handling emergency situations.

1. Keep your personal credentials properly

You are reminded to keep your personal credentials properly! Do not give your personal



information to strangers. Moreover, please protect your personal properties; the following are some items to be noted:

1. Do not sign any document that has no translation of your mother language or a document in which you have no full understanding of its contents (for example, a promissory note or an acknowledgement of debt).
◎Attention! You may be liable for any promissory note, acknowledgement of debt, or any other document once your signature is affixed on the document.
2. Do not give your bankbook, debit card, chap, passport or alien resident permit and other personal properties in other individual's possession.
◎Attention! You may be robbed of your personal possession if you give your passbook, stamp or debit card to someone else.
3. Do not trust anyone when being asked to go to a bank to process loans.
◎Attention! Once you process a bank loan you may be liable for such debt.
4. Do not allow your employer to deduct any brokerage fees from your salary.
◎Attention! Brokerage fees should be properly handled by yourself in order to prevent any disputes or overcharge.

2. Identify personal assault

1. What is sexual assault?

- ◎Sexual assault is not about sex but violence. It is an encroachment to your personal being, and a sex act without permission.
- ◎Simply said, any advances to achieve sex without your permission by means of violence, coercion, threat, hypnotism and other personal violations against your will are sexual assaults.
- ◎In addition, to touch or pretentiously bump into any part of your body that is considered obscene is also regarded as sexual assault.

2. What do you do if you are sexually assaulted?

- ◎Keep your calm: Do not provoke the opposite party, and do not return his physical assaults. Try to cool him/her down to avoid making the situation worse.
- ◎Protect yourself: Especially your head, face, neck, breast, abdomen and other important parts of the body.
- ◎Call for help aloud: shout "fire" (transliteration) to call other people's attention.
- ◎Leave the place fast: Leave the place and find a safe place, look for neighbors for help; and seek assistance at the regional Center for Domestic Violence and Sexual Assault Prevention.
- ◎Go to the police: Go to police station and ask for assistance and shelter; or request that you be brought to the hospital for medical attention.
- ◎Keep firmly in mind the various characteristics of the assailant.
- ◎Leave the scene as is; Do not move or touch any items in the scene.
- ◎Do not change your clothing, but you can put on a jacket or a coat.
- ◎Do not wash your body in order to obtain the perpetrator's specimens (sperm or hair) of the assailant.
- ◎You should get medical attention in a hospital for diagnosis and treatment of injury that will serve as evidence of the assault.

(2)Identify sexual harassment.

1. What is sexual harassment?

- ◎Other than referring this to a sexual violation, discrimination or crime against the will of another person, the following are manifestations of a sexual harassment:

<1>The person is asking you to do things or reject things for his own advantage so that he may advance or avoid what he dislike in his work, education, training, service, plans or other activities.

<2>To display or broadcast by means of messages, drawings, sounds, photographic images or other



ways; to discriminate, use abusive words or other methods that would hurt other people's personal dignity, or cause other people to live in fear, a feeling of hostility or insult; or an improper act to interfere other people's work, education, training, service, plan, activity or normal livelihood performances (sex harassment prevention Article 2).

2. What is workplace sexual harassment?

① "Hostile Environment Sexual Harassment": refers to a situation where the employee, in the course of executing his or her employment duties, anyone of his or her employer, colleagues, clients, makes a sexual request, uses verbal or physical conduct of a sexual nature or with an intent of sex discrimination, causes the employee a hostile, intimidating and offensive working environment, and infringes on or interferes with his or her personal dignity, physical liberty, or affects his or her job performance.

② "Quid Pro Quo Sexual Harassment": refers to a situation where the employer, taking advantage of his or her position power, explicitly or implicitly makes a sexual request toward an employee or an applicant, uses verbal or physical conduct of a sexual nature or with an intent of sex discrimination as an exchange for the establishment, continuance, modification or assignment of a labor contract, or as a condition to his or her designation, remuneration, personal evaluation, promotion, demotion, reward, and punishment.

3. If you have unfortunately been sexually harassed, what should you do?

A person with a tendency to commit sexual harassment normally becomes a molester if the victim continuously ignores him or patiently deals with him without saying anything or does not pay attention (like play deaf or does not understand) or escape (by voluntarily moving to another place.) etc. If you encounter this kind of person, adopt the following actions to avoid being sexually harassed:

① If the situation permits, you may try to communicate with the one involved (perpetrator): Face to face, through correspondence, or a third person that both parties can trust, and clearly inform the person of your uneasiness and request him/her to stop his actions immediately.

② If the situation permits, you may try to communicate with the one involved (perpetrator):

<1> Tell your relatives, friends or associates you can trust about the incident and the impact the incident has on you.

<2> Record the sexual harassment incident: Record in detail the full incident; for example, your attempts to try to stop the sexual harassment; and what you had done to resist or to deal with it. If you have nothing to do, why? How is your feeling, and to what other extent it has affected you. List down eyewitnesses; describe the eyewitness response, record in detail each time the event occurs including date and location. Write down the incident as soon as it has occurred and keep them for record purposes.

<3> Collect evidences (such as: sound recording of the person involved)

<4> Seek legal relief: such as filing of criminal prosecution, civil compensation, or administrative case (file an appeal or apply for mediation)

③ Should you encounter sexual harassment in the workplace, report to your employer. Employers becoming aware of the occurrence of sexual harassment should take immediate and effective correctional and remedial measures. Should your employer violate the regulations, you may contact Council for Labor Affairs Hotline "1955 Consultation hotline for workers" offered by the Council of Labor Affairs or to the local county or city government of your workplace to file a complaint.

(3) Understanding Human Trafficking

i. Human Trafficking

(1) Human trafficking is a trade of human beings for the purposes of commercial sexual exploitation, forced labor for economic exploitation, or organ harvesting. It is the recruitment, transaction, pledge, transportation, transfer, receipt, harboring, concealing, brokerage, or sheltering of persons, or commercial sexual exploitation, forced labor for economic exploitation,



or organ harvesting, by means of rape, coercion, intimidation, imprisonment, monitoring, drug, hypnosis, fraud, concealment of important information, financial restriction, withholding of important document, putting others in difficult, unknowing, or helpless situation, or other forceful methods.

- (2) Human trafficking is a trade of human beings under eighteen years of age for the purposes of commercial sexual exploitation, forced labor for economic exploitation, or organ harvesting. It is the recruitment, transaction, pledge, transportation, transfer, receipt, harboring, concealing, brokerage, or sheltering, or commercial sexual exploitation, forced labor for economic exploitation, or organ harvesting of persons under the age of eighteen.
- ii. Human Trafficking Prevention Hotline: (02)2388-3095, "1955 Consultation hotline for workers" and 110 report hotline.

If you have encountered the following activities, you may be subjected to human trafficking:

- ⊙ An unreasonable deduction of salary income due to agreed high agency fee that is agreed to be deducted from the salary.
- ⊙ Foreign workers reported by the employer as missing or overstaying who face with request for engagement in sexual exploitation or unreasonable deduction of salary.
- ⊙ In violation of Employment Services Law Section 45, the illegal brokerage of foreign nationals for others.
- ⊙ In violation of Employment Services Law Section 57 Article 1, the employment of a foreign national who has not been qualified to work, whose permit has expired, or who is employed by another employer.
- ⊙ In violation of Employment Services Law Section 57 Article 2, the petitioning of foreign nationals not for the petitioner employer but for someone else.
- ⊙ In violation of Employment Services Law Section 57 Article 3 and 4, the employment of foreign nationals for purposes outside the scope of the work permit or unauthorized changes to the workplace.

(4) Understanding Crime Victims Protection Act

- ⊙ In order to implement and protect the human rights of foreign workers, revisions of the [Crime Victims Protection Act] in November 30, 2011 passing of amendment, during the foreign worker's stay period in Taiwan, the following are included into the scope of protection: the widow/widower of the dead victim by act of crime, severely injured victim and victim of sexual assault.
- ⊙ According to [Crime Victims Protection Act], if the above occurred during the foreign worker's work period in Taiwan, workers themselves or their families can apply for crime victim compensation and also can receive the necessary protection services.
- ⊙ The Council of Labor Affairs founded the opportunity to provide assistance to foreign workers who have been victimized along in various counties and cities. In addition to the existing shelters, medical and legal assistance and psychiatric counseling, and other protective measures provided by the Domestic Violence and Sexual Assault Prevention Committee, under the new [Crime Victims Protection Act], the Association for victims support will assist you with the applications of crime victim compensation, judicial investigation, legal aid between and post trials and assist the credit/property investigations on criminals or the person who's legally responsible for the compensation in order to secure the rights of the crime victim.
- ⊙ Free hotline for "Association for victims support": 0800-005-850

3. Foreign Worker's Individual Rights and Interests, Safety Precautions and its Protective Mechanisms

The Ministry of Labor reminds you to increase your awareness to protect yourself. Be aware of dangerous sexual exploitation and human trafficking signs around you and learn and strengthen your ability to respond to such dangers: in the event that you are victimized, in order to protect



The Handbook for Foreign Workers in Taiwan

your rights in Taiwan, we ask that you immediately contact the following organizations in order to assist you in your injury assessment or to file a police report with the Police and the National Immigration Agency. Translation services will be provided by various cities and counties where you will be arranged to stay at a safe place, your change of employer, and your labor dispute will be taken care of through appropriate mediations. Also, public individuals who report such alleged violation of the Employment Services Law will receive a finder's reward if the allegations are found to be true.

- ◎The Ministry of Labor [1955 24-hour service free hotline] (Employers, workers or the public may seek assistance via landline, cell phone, or public phones when you call toll free [1955]. The Private Line is a 24-Hour nationwide information center for complaints to inquire the following: Provides bilingual service (Mandarin, Thai, Indonesian, Vietnamese, English), consultations about laws and decrees, acceptance of a complaint, offer legal advice, protective shelter referral or referral to all other departments.
CLA's Bureau of Employment and Vocational Training Complaint Hotline (Please refer to Annex 2.)
- ◎Service Centers for Foreign Workers located in various cities and counties (Please refer to Annex 1).
- ◎Service Centers for Foreign Workers located in Tao-Yuan International Airport and Kaohsiung International Airport (Please refer to Annex 5).
- ◎National Police Agency 110 Emergency Assistance (Including Sexual Abuse and Assault and Battery).
- ◎[113] Protection Hotline (Including Sexual Assault and Harassment Prevention Consultation).
Should you be in danger of sexual abuse, please call [113 Women and Children Protective Services Hotline] (24-Hours Toll Free) Provides English, Vietnamese, Thai, Indonesian and Cambodian translation services.

113 Protection Hotline
(24-hour service)



For English, Press 1;
For Vietnamese, Press 2;
For Thai, Press 3;
For Indonesian, Press 4;
For Cambodian, Press 5;

VII. Health and Living Tips

< Health Tips >

- ◆Awareness on the prevention for common diseases that will help to avoid illness and pain. If you are health conscious, you will enjoy a good life in Taiwan.
- ◆If you have any related problems in the prevention and control of infectious diseases, please contact the Centers for Disease Control Hotline 1922 or 0800-001922
- ◆Link for Foreign Workers' Health and Educational Resources



English



(1) About Influenza and Avian Influenza Virus Bird flu

1. Symptoms:

The clinical symptoms of seasonal influenza and bird flu (such as H5N1 influenza virus infection or H7N9 influenza virus infection, etc.) including fever (ear temperature higher than 38°C), sore throat, coughing, muscle soreness, headache, fatigue... etc. Some patients may suffer from vomiting, diarrhea and abdominal pains. Others could experience serious complications such as difficulty in breathing and pneumonia.

2. Preventive Measures:

(1) Pay attention to personal hygiene and health:

- (a) Develop good hygienic habits by washing hands frequently.
- (b) Avoid touching your eyes, nose, and mouth to prevent the spread of bacteria from this transmission.

(2) Pay attention to any respiratory hygiene and coughing etiquette.

- (a) If you experience respiratory problems, please wear a face mask; when your mask is stained with nose and mouth secretions, please replace immediately.
- (b) When sneezing and coughing, please cover your mouth and nose with a tissue or a handkerchief. When you are done with the tissues please discard immediately.
- (c) When your hand is in contact with any respiratory secretions, please wash your hands immediately. If there is little or no water available, you may use sanitizers.
- (d) Avoid touching your eye, nose, and mouth in order to prevent the spreading of virus.
- (e) If you experience respiratory symptoms, please maintain a two (2) meter distance when talking with others.

(3) If you are ill, you should avoid going out and stay at home. If your situation is getting worse, please visit a doctor immediately.

(4) Avoid potential sources of infection:

- a. Try to avoid any intimate contact with infected patients. If your work requires you to do so, please put on a mask and pay attention to personal hygiene and health.
- b. Try to avoid visits to regions that have reported H5N1 Bird Flu infections. Avoid going to poultry slaughterhouses, poultry farms, and poultry markets unless necessary or with appropriate protection.

(5) Please pay attention to the following upon your entry and exit :

- a. Before returning to your country of origin, take note of reports of the pandemic and advise from your local Department of Health.
- b. When you return to your country of origin, it is advised that you avoid any contact with poultry and its secretions. In the event that you come in contact with poultry and its secretions, we ask that you wash your hands with soap.
- c. If you experience fever or other upper respiratory symptoms after re-entry to Taiwan, request assistance from staffs at the airport quarantine station. If you don't feel well after returning to your workplace or residence, please wear a surgical mask and seek medical attention immediately. You should inform the doctor of your traveling and contact related history, while paying attention to respiratory and coughing etiquette. Please refrain from going to public places.

(2) About [Dengue Fever]

1. Mode of Transmission: The bite of an insect vector (Aedes mosquitoes).

2. Symptoms: Severe fever (38°C and up), headache, retro-orbital pain, muscle pain, pain or soreness of the limbs and joints, and rash, etc.

3. Preventive Measures

- (a) Remove any breeding source and indoor and outdoor water vessels around the house periodically.
- (b) Avoid being bitten by mosquitoes; put up screens and windows to your house.



- (c) If you are located in a high risk area, please wear long-sleeved shirt and long pants and put on insect repellent approved by the Ministry of Health and Welfare on exposed areas.
- (d) If you are experiencing dengue fever symptoms, you should see a doctor as soon as possible, and inform the doctor of your travelling and contact related history.

(3) About [Typhus]

1. Method of Infection: through ingestion of food or drinking water infected with the fecal matter or urine of patients with typhus. Incubation period is eight (8) to fourteen (14) days.
2. Symptoms: Continuous fever, headache, nauseous, lack of appetite, abdominal pain, constipation or diarrhea, relative slowing of cardiac rhythm, liver spleen swell, rash on various parts of the body ; these compose the mild or atypical infections.
3. Preventive Measures
 - (1) Thorough handwash before and after a meal.
 - (2) You should wash your hands with soap or liquid handwash prior to handling diapers and fecal matter of infants and the elderly, or preparing meals.
 - (3) If you experience fever, stomachache, diarrhea or other bodily discomfort, please report to your employer or broker in order to assist you in getting medical treatment in Taiwan. Please refrain from preparing meals or taking care of the elderly and infants.

(4) About [Measles]

Via air droplets or contact with infected nasal or throat secretions of patients.

Infection Symptoms: Common symptoms include fever, rash, rhinitis, conjunctivitis, cough, if it is severe, it may be complicated by otitis media, pneumonia and encephalitis.

Prevention and coping methods: before entry to Taiwan should receive measles, rubella, mumps (MMR) vaccine. Because measles is highly contagious, before and after four days of rash is the infectious period, if there is any fever, rash, and rhinitis, conjunctivitis, cough, any one of these three kinds of symptoms, it may be suspected measles cases and should take the initiative to inform the factory plant protection or health and safety personnel, and seek medical advice, wear masks, take the initiative to inform the physicians its recent condition whether they can return home or go travel to other countries.

(5) About [German measles]

Fifth, on the "German measles"

Mode of transmission: via droplets or direct contact with infected nasal or throat secretions infection.

Infection Symptoms: The main symptoms include mild fever, fatigue, nasopharyngitis, ear marked lymphadenopathy, accompanied by systemic irregularities pimples. If pregnant women infected with rubella can cause stillbirth, miscarriage or fetal major organ damage.

Prevention and coping methods: to the stage should receive measles, rubella, mumps (MMR) vaccine. Because rubella infection and strong, rash contagious both before and after seven days, and part of those infected do not clear rash, therefore, where there is a suspected German measles symptoms, should take the initiative to inform the factory plant protection or safety and health personnel and seek medical advice, full masks, take the initiative to inform physicians recent condition ever travel back to their home country or abroad history.

(6) About [AIDS] prevention

HIV is transmitted through unprotected sexual behavior, use of infected needles (such as needles and syringes), lacquer thinner or its container and vertical transmission from mother to child. For prevention, please avoid having sex on a one-night-stand, having sex in-exchange for money with someone you meet from the internet or soliciting prostitutes, or participating in 'ecstasy' parties, or sharing needles and other high risk behaviors. We urge you to use condom correctly and through the whole course of the sex act every time. It is the most economical, effective and



convenient way to prevent venereal disease and AIDS infection. You can purchase condoms at the local public health center.

R.O.C. government has amended the rules and regulations, which cancelled not only the limitation of entry, stay and residence, but also health examination item for non-nationality people with HIV. Foreign workers entering into Taiwan may go to hospital for HIV screening by themselves and understand their own infection status. Consulting telephone of infectious disease: 0800-001922

(7) About [Tuberculosis] (TB) Prevention

TB is spread through the air. The sputum smear-positive patient is the highest infectious group. In the beginning, TB has no any symptom usually and it develops slowly and it becomes worst gradually. A chronic cough, coughing up sputum, fatigue without reason, no appetite, weight loss etc. symptoms. There are other symptoms like afternoon hectic fever, sweating at night, even pain in the chest, coughing up blood etc. when TB becomes more serious. The infected people will have around 5-10% chance relapse in their whole life. Especially when one has lower immunity and very likely the TB bacteria would re-activate and attack.

"Early detection, regularly treatment" is the only one way to cure TB. If you have coughed with sputum over 2 weeks, you have to contact your doctor early. Through the chest X-ray and sputum test to make sure that you are infected or not. TB treatment must take drugs for over 6 months at least following the prescription of doctor. Meanwhile inspection periodically in the hospital, you couldn't stop taking drugs by symptoms disappearance. If you stop taking drugs by yourself, your condition will be worse even cause the resistance to the drugs. TB that is harder to treat even die in the end. Therefore, the patient should join the "DOTS" program so that they will take medication on daily basis with the assistance from the professional caregiver from the DOTS.

(8) About [Scalds and Burns]

For slight burns and scalds, flush with cold water immediately; then apply cold compress or soak the area in cold water. Remember not to break the blister. If it is a serious burn or scald, please follow the treatment procedure of "Rinse → Remove → Soak → Cover → Send" in order to minimize injury.

Rinse : Immediately rinse injured area with running cold water or immerse in cold water in order to rapidly lower the surface temperature of the skin.

Remove : Remove clothes after rinsing your injured area; when necessary, cut open your clothes and retain the clothes that have adhered to your skin. Be careful not to break any blisters.

Soak : Soak in cold water continuously for thirty (30) minutes to ease the pain and stabilize your emotion. If it is a large area burn or if the age of the patient is a minor, do not soak longer than necessary in order to prevent excessive lowering of body temperature or delay in seeking medical treatment.

Cover : Cover up the wound with a clean bed sheet, gauze or towel. Do not rub any external medicine or household remedies as not only are these often not helpful in the healing of injuries, they may give rise to infections or affect the medical personnel's emergency treatment.

Send : Unless the injury is a mild one that can be taken care of at home, it is best to go to the nearest hospital for medical treatment as soon as possible. If the injury is large, it is best to be transferred to a hospital with extensive burn center for medical treatment.

(9) Say no to drugs [TFDA]

1. Not only is drug abuse illegal, but it will also harm your physical and moral integrity, and endanger your work and life. Moreover, it is hard to stop and you can easily sink into a mental stupor, cause irreversible bodily harm. It is also potentially lethal; very commonly drug abuse ends in death. You must never try nor possess illegal drugs, and must refrain from third grade



- drugs such as Ketamine. Long-term smoking Ketamine, chronic inflammation of the urinary tract, "Nimetazepam, FM2 and cannot take new emerging drug.
2. Six ways to avoid drugs:
 - (a) Have a normal life and rest.
 - (b) Never try drugs due to curiosity
 - (c) Find ways to relieve stress and develop good mood
 - (d) Do not rely on drugs to have good mood or loose weight.
 - (e) Avoid complicated places.
 - (f) Never accept any drinks and cigarette from strangers.
 3. Ministry of Health and Welfare Drug Addiction Treatment Center has announced and designated agency, handling addiction outpatient, emergency and inpatient services, other civil addiction counseling groups or organizations also provide consulting and sheltering counseling drug assistance. If you have any questions, please call the toll-free Hotline 0800-770-885 (please please, help me).
 4. Response to the United Nations International Anti-Drug Day, Taiwan launched Echinacea movement. Invite you to joint promote Echinacea flag.
Response to the United Nations International Anti-Drug Day, Taiwan launched Echinacea movement. Invite you to joint promote Echinacea flag.



<Living tips >

◆ These informations are specially listed to provide you some simple tips to help you in your daily household chores.

(1) Removing grime with toast

When you wear your jacket every day, it tends to accumulate grime on the collar and sleeves. You can easily remove it by rubbing a thick piece of toast (bread) on the area.

(2) Removing dreg with lemon

When a teapot or drinking fountain has been used for a period of time, it tends to accumulate a thick layer of dreg. You only need to use a lemon, by cutting it into half, remove the seeds and put it in these containers and boil for 2 to 3 hours. The interior dreg will gradually become less. Try it several times to get a better result.

(3) Using salt to remove foul smell in towel

When the towel has been used for a long period of time, it tends to have a foul smell. If you use detergent to wash the towel, it may become sticky. What you need is a small amount of salt on the towel and scrub it gently in water, and the smell will fade.

(4) Using tissue paper to remove odor

The shoe cabinet is airtight and damp, but the tissue paper itself contains very small fibers that could absorb moisture effectively.

(5) Removing foul smell on telephone receiver

Take an unused tea bag (whatever flavor you like), remove the string and place it at the indent of the telephone receiver. This way, you can maintain a fresh smell on the telephone receiver!



VIII. Taiwan folk festivals, customs and recommended scenic spots

<Introduction to Festivals>

- ◆ To help you to understand Taiwan customs and tradition, and treat Taiwan as your second home, we are introducing the five great festivals.

(1) Spring Festival (Jan 1~Jan 15 of lunar calendar)

Spring festival is the most respected festival in Taiwan. Every house will stick festival couplets and whole family will gather on "New Year's Eve" for a family reunion dinner, exchange red envelopes and say good blessings for good fortune in the coming year.

Symbolic food : the radish - to represent "good luck" ; fish - to represent abundant supply every year; leafy mustard - to represent longevity; glutinous cake - to represent steady progress year after year.

(2) Lantern Festival (Jan 15 of lunar calendar)

During the night of the lantern festival, you will see everybody holding lanterns everywhere and walking around. The temples will display special decorative lanterns, and every region will also hold exciting "lantern show" activity. Symbolic food: Yuanshiao (sweet glutinous dumplings)

(3) Dragon Boat Festival (May 5 of lunar calendar)

People will hang calamus and Chinese mugwort on their entrance door, and carry perfume sachet on their body to bring peace and protection. There is also a custom of setting the egg "upright" at 12 noon. Every region will hold a "dragon boat" competition which is extremely exciting.

Symbolic food: steamed rice dumplings

(4) Festival of the fifteenth day of the seventh lunar month (July 15 of lunar calendar)

Every temple will hold grand traditional memorial ceremonies. Every family will prepare sumptuous meal for offering to the ghosts and the gods, and pray for peace and safety.

(5) Mid-Fall Festival (August 15 of lunar calendar)

At night, the whole family will get together and enjoy watching the moon, while eating moon cakes and pomelos. Eating moon cakes symbolizes happy reunion; and eating pomelos symbolizes blessings from the moon.

Symbolic food: Moon cakes, Pomelos

<Recommended scenic spots>

- ◆ Taiwan is a very beautiful island and has been named "Formosa". We recommend the following scenic spots for your traveling leisure.

(1) Tamshui



There is nothing more famous, simple and plain old street with good food and beautiful sunset view than Tamshui. The "Fisherman Wharf" is the best place to watch the setting sun, and the "Fort San Domingo" is famous for its unique western-style bungalow. All these are places you cannot afford to miss.

◎ Specialty : Fish balls, Akei, sour plum drink, fish crisp, Mother-In-Law Hard Preserved Eggs
Transportation: Take the MRT Tamshui line to Tamshui station



The Handbook for Foreign Workers in Taiwan

(2) Mount Yangming in Taipei



Mount Yangming is a worth-seeing throughout the year. Among the famous sightseeing places are Yangming National Park, Tatunshan, Chintienkang and the Bamboo Lake. Tourists like the spring's "flower season" and the winter's "hot spring" the most.

◎Specialty: Edible wild herbs, farm chickens, mountain harvested products

◎Transportation:

- (a) Take the 260 bus at Taipei bus station
- (b) Take the red 5 bus at Jiantan MRT station

(3) Taipei 101



Taipei 101 is Taipei's landmark skyscraper. The exterior resembles a stalk of

bamboo as a symbolism of constant learning and growth and exhibits the rhythm of the Asian pagoda. The skyscraper provides world-class shopping boutiques, gourmet cuisine and entertainment. Visitors may also visit the Observatory at the 101 for a magnificent view of Taipei and beyond.

◎Feature: Festival Fireworks, the world's fastest elevator and the world's largest tuned mass damper aimed at withstanding typhoon winds and earthquake tremors.

◎Transportation: Take the MRT Xinyi Line to Taipei 101 / World Trade Center Station.

(4) Sun Moon Lake



The Sun Moon Lake, located in the middle of Taiwan, is the biggest fresh-water lake as well as the most beautiful alpine lake in Taiwan. Demarcated by the Lalu Island, the Sun Moon Lake got its name from the unique terrains that look like the sun on one side and crescent moon on the other. Its romantic and inspiring scenery has been one of the best known spots in Taiwan.

◎Feature: Sun Moon Lake features the only full-range 3D tours (lake, land and sky) in Taiwan. The Shueis he Wharf where you can take boat tour to enjoy the lake view. Various hot spots on land such as Weneu Temple, Ci En Pagoda, Ita Thao (Formosan Aboriginal Cultural Village) and the 14 lake trails allow you to discover the beauty and the ecology. The cableway takes you high above for the magnificent views.

◎Specialty : President's fish (Aruzay Fish), chili fish, Lake Shrimp, Ailanthus Prickly-ash, Assam Tea, Mushroom, Water Bamboo.

◎Transportation : Take Sun Moon Lake Line of "Taiwan Tour Bus Route" at Taichung Kancheng Station, Taiwan Railway Taichung Station or Taiwan High Speed Rail Taichung Station, or Nantou Bus to Sun Moon Lake, or take "Kuo Kuang Bus" (Taipei→ Sun Moon Lake) at Taipei Train Station West wing – B block.

(5) ChiaYi Alishan

Alishan Sunrise: Tashan strange rocks, 28, giant trees, Ogasawara Hill, the water giant trees, Xianglin Arch Bridge, Ciyun View, the Shen Yi flow, the beautiful scenery of the sea, Waterfall, Alishan Shenmu relics, have been well-known, far and near, every year in March and April Alishan season is even more visitors.



- ◎ specialties: Fenqi Lake Railway lunch, love jade
- ◎ Transportation: Take the "Taiwan Good Line" Alishan Line-A Line or the Taitai Chiayi Station
Take the "Taiwan good line" Alishan line-B line

(6) Tainan Prefectural City



Tainan Prefectural City is a Taiwan's ancient capital having many state-level historical sites. Among them, the Confucian Temple, Fort Zeelandia, Eternal Fortress, Fort Provintia, etc. are the most well-known. Besides historical sites, Tainan's snacks are specially worth trying!

◎ Specialty: Dan-Tsu noodles, yee mien, shrimp rolls, rice bowl glutinous cake, coffin bread, tofu pudding, ding bian cuo

◎ Transportation:

1. Take the bus from Tainan Railway Station to various destinations.
2. Take 88-Anping Line of "Taiwan Tour Bus Route" at Taiwan Railway Tainan Station.

(7) Pingtung Kenting



Kenting is full of passion, having the south island characteristic and style. It is the best place to engage in aquatic activities. Many tourists come here for a visit during summers. We welcome you and your friends to come here and cool off in the waters!

◎ Specialty : Carrageen, yulai mushroom, harbor tea, taro glutinous cake, green bean noodle with duck

◎ Transportation:

1. Take the Pingtung public bus from Pingtung bus station
2. Take Kenting Fast Line of "Taiwan Tour Bus Route" at Taiwan High Speed Rail Tsuoying Station

(8) Taitong Chihben



Located at eastern Taiwan, Chihben is famous for its world-class hot springs. Besides enjoying the bathing, you can also watch the natural views of mountain range, canyons and waterfalls, etc.

◎ Specialty: Tiger lily, custard apple, roselle, chrysanthemum tea

Transportation:

1. Take South Circle Railway to Chihben station
2. From Taitong City, take the Dintung public bus (mountain line) to Chihben

(9) Hualien Tarogo Gorge



Tarogo Gorge is famous for its breathtaking natural marvelous sight. It is located along the road of Central Horizontal Highway with graceful scenes. Among the renowned tourist spots are Yanzhikou, Jiucyudong Trail, Tiansiang, Cingshui Cliff, Chang-chun Shine, Bai-yang Trail, etc. We strongly recommend you to visit this place, because you might feel regretful if you don't.

◎ Specialty: Edible wild herbs, glutinous dumplings, mountain harvested products, Sunsue tea, sweet potato with taro filling

◎ Transportation:

1. From Hualien Railway Station, take Huelien public bus to Tiansiang
2. Take Tarogo Line of "Taiwan Tour Bus Route" to Tiansiang at Taiwan High Speed Rail Hualien Station



(10) For more information on other tourist sights and festive activities in Taiwan, please go to <http://taiwan.net.tw/>

IX. Other Legal Advocacy

- ◎To protect the health of our nationals and the sustainability of the livestock industry, from October 1st, 2008, the Bureau of Animal and Plant Health Inspection and Quarantine of the Council of Agriculture of the Executive Yuan requires that all passengers voluntarily report any animal and plants brought with them at the time of entry to Taiwan to the customs or apply for quarantine from the Bureau of Animal and Plant Health Inspection and Quarantine for quarantine, Council for Agriculture, Executive Yuan. Violators will be fined in excess of Three Thousand New Taiwan Dollars (NT\$3,000) and serious violators will be brought to justice (Please see annex for more details). Additionally, postal import animals and their products should meet the quarantine requirements, after passing through quarantine before claiming. The relevant quarantine regulations can call 02-23431401 for inquiry.
- ◎The Tobacco Hazard Control Act enacted by the Health Promotion Administration, Ministry of Health and Welfare on January 11th, 2009 bans smoking in a public place or at work with three (3) people or more. Violators will be fined between Two Thousand to Ten Thousand New Taiwan Dollars (\$10,000.00NT) Non-smoking venues should display no smoking signs; violators will be fined between Ten Thousand to Fifty Thousand Taiwan Dollars below. To verify if a venue is smoke-free, please call complaints Hotline 0800-531-531 for inquiry. If you need help quitting smoking, please call up 0800-636-363 Hotline for inquiry.
- ◎Taiwan Animal Protection Law provides that no one shall be allowed to harass, mistreat or hurt an animal, and no cats or dogs shall be allowed to be killed at will. Such acts are punishable by a maximum of 2 years in prison or detention center, and a fine between NT\$200,000 and NT\$2,000,000. A fine between NT\$ 50,000 and NT\$ 250,000 shall be imposed on one who sells or "eats" the dead bodies of cats or dogs.
- ◎Do not use illegal black market foreign exchange transactions and remittance. Black market banking agencies offering foreign workers with illegal exchange services are pursuant to regulations related to the prohibition of "Non-Banking Institutions may not Engage in the Domestic or Foreign Currency Exchange Services," stipulated in Paragraph 1, Article 29 of Bank Act and Paragraph 1, Article 22 of Foreign Exchange Control Act; which act could be held liable for penalties. The currency exchange service offered by such agencies often encounter consumer disputes and hence foreign workers are encouraged to use legitimate financial institutions (such as banks) for foreign remittance and foreign exchange services in order to avoid frauds or misappropriation. At present, part of financial institutions provide foreign workers with ATM cross-border remittance, allowing them to easily and safely make remittance.
- ◎When taking any public transportation in Taiwan (such as bus, MRT or train), the passengers should yield their seats to the elderly, pregnant, handicapped or person with children. Do not occupy the priority seats.
- ◎In order to protect Taiwan's precious forest resources and protect soil and water and reduce disasters, the Forest Law stipulates that no one shall steal the forest owners or by-products of state-owned forests. The violators will be sentenced to one year to seven years imprisonment and five times more Times the amount of fine; if stealing red cypress, cypress, camphor and other valuable wood, but also increase the penalty, the most important 10 years 6 months in prison and Section 10 times more than 20 times the amount of fines, Do not defy the law. If you know the case of illegal logging, please contact 0800-057-930 report, caught the highest level of 3 million people can be sent bonuses.
- ◎To ensure that you are interested in opening a financial account in Taiwan, it is recommended



that you open a bank account at the financial institution to facilitate future withdrawals. To avoid identity theft for telecommunication services, please keep your personal IDs safe and do not give them to anyone else.

③ Returning Foreign Workers Job Search Information:

Into the foreign labor airport care service program website <http://www.fw.org.tw>

④ Transnational Labor Rights Protection Portal: <https://fw.wda.gov.tw/wda-employer/home/index?locale=zh>

⑤ Driving a car, motorbike, electric vehicle or riding a bicycle while under the influence of alcohol is strictly forbidden in Taiwan. Individuals stopped by the police and found to have in excess of the legal maximum blood alcohol level are liable to receive a fine of not less than NT\$15,000 that is increased for repeat offenders.

Sort 3, waste free

Sort garbage into 3 categories.

- Recyclable waste
- Food waste
- Regular Waste



FAQ: Recyclable Waste and Regular Waste

The policy of "The Compulsory Classification of Refuse" shall be implemented in 2 phases. Refuse is to be classified into 3 sorts that are **Recyclable Refuse**, **Regular Refuse** and **Ordinary Refuse**.
Phase I implementation in 2005: The policy shall be implemented in Keelung City, Hsin City, Taipei City, Hsinchu City, Taichung City, Taichung County, Chiayi City, Tainan City, Kaohsiung City and Keelung County.
Phase II implementation in 2006: The policy shall be implemented in the rest cities and counties in Taiwan area.

Channels for disposal of the 3 categories of refuse:

Classification of refuse is the beginning of environmental protection.

Recycling is "to use or reuse" or "rehabilitation of the resource of waste items through the recycling of waste of lower or similar of resources."
Do you know the "3R" principle of waste recycle?
Do you know how to use the 80% of refuse to be recycled?
The process of "all sort, no waste" reflects green production, green consumption, deduction at the sources of consumption, and recycling of the used resources.

Measures of being the refuse sorted into 3 categories are as follows:

1. Recycling of the resources and alleviating pressure on the environment.
2. Deduction of ordinary refuse volume increases savings the cost for the general public.
3. Alleviation of loads at the incineration plant and cutting down the cost for burial of wastes.



外籍勞工在臺工作須知

中英文版



禁止旅客攜帶或郵遞入境

動物及其產品/植物及其生鮮產品

違規攜帶或郵遞入境將遭退運或沒入銷燬

旅客未主動申報將處以新台幣3000元以上罰鍰

Animals/Animal Products and Plants/Fresh Plant Products

are not allowed to be brought or mailed into Taiwan.

Those will be shipped back or destroyed.

Passenger who failed to declare will be fined NT\$3000 or more.



- ◆動物及其產品：包括新鮮、已煮熟、加工、真空包裝者及其他相關動物產品。
- ◆植物及其新鮮產品：包括活植物、新鮮蔬菜、水果、活昆蟲、土壤及其他相關植物產品。
- ◆圖示僅為少數範例；若想進一步了解相關檢疫規定，歡迎上網查閱。
網址：<http://www.baphiq.gov.tw> 為民服務專線：0800-039-131



行政院農業委員會動植物防疫檢疫局

Bureau of Animal and Plant Health Inspection and Quarantine
Council of Agriculture, Executive Yuan



X. A Lesson in Easy Conversational Chinese

■你好 How are you ; Hello

(Chinese) Ni How : Greeting words, and sending regards to other people.

■謝謝 Thanks

(Chinese) Xie-Xie : Thanking people, a meaning of gratitude.

■對不起 Sorry

(Chinese) Dui Bu Chi : An expression of regret to people.

■我愛你 I love you

(Chinese) Wo Ai Ni : An expression of love and fondness to people.

■再見 Goodbye.

(Chinese) Zhai Jian : Words to express while departing, and hoping to see each other again in the future.

■多少錢 How much

(Chinese) Duo Shao Chian : Words to use when asking the price of commodity.

■到臺北車站怎麼走 How to go to Taipei Station

(Chinese) Dào táiběi chēzhàn zěnmě zǒu: Words on asking directions.



Amendments for the Judgement Standards of Foreign Worker's Care Service Plan

1. In order to review employers' applications for hiring or continuing employment of foreigners who are engaged in the work of Article 46, paragraph 1, paragraphs 8 to 10 of the Employment Services Act, the Ministry of Labor (hereinafter referred to as the Ministry) have to notify the local competent authority to inspect within the statutory period according to the attached "Foreign Worker's Care Service Plan".

Specially set this judgement standards.

2. Employers should comply with Article 19 of the "Regulations for the Management and Permission of Employment of Foreign Persons", planning for Foreign Worker's Life Care Service. Stipulates those items and standards as follows:

(1) For marine fishing work (land-based), caretakers, nursing aide in care institutions; For foreign workers in manufacturing field, construction field and slaughterhouse.

(format in Table 1)

	Items	Standards
I. Food & drink	1. Drinking water	(1) Drinking water that meets drinking standards must be easily readable by foreigners to identify (2) No sharing of cups. (3) Non-drinking water source (such as industrial water, fire-fighting water...etc.), must be properly labeled in easily understandable words for foreigners.
	2. Restaurant, kitchen (if set, should meet the criteria)	(1) Restaurants and kitchens should be isolated and should be cleaned at any time, to prevent mosquitoes, flies, cockroaches, and mouse...etc. There should be sufficient lighting and ventilation. (2) Clean dishes, tables and chairs should be provided. (3) Before the deportation of non-qualified health foreigners outside the country, the dishes they use should be treated separately and not mixed with other foreigners. (4) The restaurant and kitchen should be provided with enough (two or more) security doors to meet the needs of escape in the event of an emergency. (5) Restaurant, kitchen and the sanitary septic handling equipment should be more than 30 meters apart. However, sanitary flush toilets are not



		<p>limited to this.</p> <p>(6) Maintain regular cleanliness, conduct inspections by special personnel, and keep records.</p>
	3. Food	<p>(1) Employers providing foreigners food, should respect the wishes of foreigners' religious taboos, and ensure that food is well-prepared, sufficient and equivalent.</p> <p>(2) Foreigners who provide meals by their employers at their own expense should respect the willingness of foreigners and religious taboos to ensure that the food is hygienic, adequate, and equivalent. If the number of foreigners is less than 30, should consider majority opinions of foreigners to determine the style of catering. In the case of more than 30 persons, the committee composed of employers and foreigners shall determine it. Foreigners must be no less than two-thirds of the total number of committee members.</p>
II. Accommodation	1. Dormitory aisle	<p>(1) There should be a spacious and open passage in the dormitory area. If there is a room on both sides of the aisle, the width should be more than 1.6m; in other cases, it should be 1.2m or more. The floor area of the house building on the same floor is less than 200 square meters (basement floor is less than 100 square meters), which is 1.2 meters.</p> <p>(2) Passages and fire-fighting facilities should be marked with easily understood words by foreigners, and indicate the direction of evacuation in an emergency.</p>
	2. No dormitory is allowed to set in following workplace	<p>(1) Placement or storage of explosive, pyrophoric, oxidative, fire ignition substances, combustible gas or a lot of flammable substances.</p> <p>(2) Using kilns and boilers in workplace.</p> <p>(3) Workplace with spread gas, steam or dust harmful on safety and sanitation.</p> <p>(4) Places nearby equipment which generates strong vibration and noise.</p>
	3. Living area	The living area of a foreigner is the area where the employer provides the foreigner's



	living area divided by the number of foreigners within the area of use. Each person should have more than 3.2 square meters space.
4. The dormitories should be equipped with regulated toilets and washing facilities.	<p>(1) The number of toilet bowls for men's toilets will be calculated based on the number of male foreigners staying in the accommodation, and the principle of setting is one (or more) per every 25 persons; the number of urinals, and the principle of setting is one (or more) per every 15 people.</p> <p>(2) The number of toilet bowls for female toilets will be calculated based on the number of female foreigners who stay in the accommodation, and the principle of setting is one (or more) per 15 people.</p> <p>(3) Bathrooms should be equipped with safety facilities and should supply cold and hot water.</p> <p>(4) Often kept clean and tidy. Divide boundaries by gender, and pay attention to their privacy.</p>
5. Isolation measures	Isolation for foreigners, who got health checks by health authorities, suffering from infectious diseases and awaiting deportation should be arranged.
6. Set rules for foreigner accommodation management	Set rules for the management of foreigners' accommodations, and announce it in easily understandable texts for foreigners.
7. Protecting the personal safety of foreigners	Employers shall be responsible for protecting the personal safety of foreigners and shall protect the privacy of foreigners in accordance with the provisions of the Sexual Offence Prevention Law and the Sexual Harassment Prevention Law. The place where foreigners stay must have the necessary monitoring facilities (CCTV).
III. Management	1. Set instructions for foreigners on living environment introduction and equipment usage The foreigner's living instructions should be written in easily understandable texts for foreigners, (including environmental introductions, equipment usage instructions, and foreign language radio programs...etc.) and will be announced in an obvious place. And explain it in an easy-to-



		understand language before accommodating the foreigners.
	2. Employers or their appointed private employment service agencies should set up service personnel for foreigners' life care	(1) At least 1 person should be employed if the number of employees are more than 10 and less than 50 persons. (2) If there are more than 50 and less than 100 employees, set up at least 2 persons. (3) If there are more than 100 employees, set up at least 3 persons. For each additional 100 employees, add at least 1 person.
	3. Employment of foreigners should be staffed with bilingual ability personnel (Chinese and foreigner's mother language)	(1) If the number of employees is more than 30 and less than 100, at least 1 person allocated (2) If the number of employees is less than 200 but more than 100, at least 2 persons allocated. (3) If there are more than 200 employees, at least 3 persons should be allocated. For each additional 100 employees, add at least 1 person.
	4. Pre-job training and legal advocacy	Handle foreigners' pre-job training and introduce laws and regulations that should be followed during their work in Taiwan, the related sanitary and health laws such as health inspections and infectious diseases, smoke prevention and control laws, animal protection laws, etc., and customs and festivals in Taiwan.
	5. The settings of leisure facilities and places of religious belief	(1) When hiring foreigners with more than 10 persons, appropriate leisure facilities should be provided. (2) If more than 50 foreigners employed, employers should provide foreigners related information of religious beliefs places or religious beliefs.
	6. Set up and announce complaint handling mechanism	(1) Employers should set up an internal complaints mechanism to deal with foreigners' management, catering, and accommodation issues, and deal specifically with them. (2) Employers should announce complaint mechanism concerning Advisory Service Centers in Municipal Government and County (City) Government, and Airport Advisory Service Station of Labor



		<p>Development Agency.</p> <p>(3) Employers should announce the information of 1955 Labor Counseling Complaint Line (1955 hotline).</p> <p>(4) Employers should announce the National Police Reporting Line 110 (Including sexual assault and personal injury), and 113 Women and Children Protection Line (including sexual assault, sexual harassment prevention counseling).</p>
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(2) Marine fishing work (reside on board) partly (same with Table 2):

Items		Standards
I. Food and drink	1. Drinking water	<p>(1) Drinking water must meet the standards, there must be words or labels that can easily understood or identify by foreigners.</p> <p>(2) No shared cups must be provided</p>
	2. Food	<p>(1) Providing sanitized cutlery.</p> <p>(2) Employers who provide food for foreigners should respect their desire and religious taboos, ensuring all the food is well-prepared, sufficient and of equivalent.</p> <p>(3) Provide suitable cooking facilities according to the number of foreigners on board.</p>
II. Accommodation	1. Reside on board	<p>(1) The place of resting should consider first the needs and characteristics of ship as much as possible, so that foreigners can obtain the maximum amount of fresh air and light.</p> <p>(2) It is necessary to protect the safety of foreigners, focus on the cleanliness and hygiene, prevent them from being exposed to harmful or dangerous environment.</p> <p>(3) Bedroom bed should meet the following requirements:</p> <p>1) Everyone should have their own bed. However, foreigners do not have to stay on board if not necessary.</p> <p>2) The bed frames and bed boards should made of solid, smooth, non-corrosive materials that can not easily hide insects.</p>



		(4) All sanitary equipment on board should be kept clean and neat.
	2. Temporary settlement in case of emergency	(1) In accordance with the relevant provisions of the Disaster Prevention and Rescue Act, when governments in all levels implement disaster response measures, evacuation order is issued where the fishing vessel is located, the foreigner should cooperate with the municipal, county (city) government or employer for the planned resettlement premises. (2) Temporary resettlement premises prepared by employers should have appropriate resting place, sanitary facilities and adequate food supplies.
	3. Isolation measures	After the health inspection by the health authorities, foreigners have statutory infectious diseases to be repatriated, isolation measures should be arranged.
	4. Emergency handling	In order to deal with emergency situations, employers should introduce foreigners with easily understand words or language to foreigners on emergency contingency measures such as on-board environment, emergency phone, location of lifesaving equipment, and escape route.
III. Management	1. protect the personal safety of foreigners	(1) Fishing vessels should be equipped with lifesaving and firefighting equipment that complies with the provisions of the Ships Act and related regulations. (2) Employers shall be responsible for protecting the personal safety and privacy of foreigners in accordance with the provisions of the Sexual Offences and harassment Prevention Act.
	2. Provide pre-job training and introduction of laws and regulation	Handling pre-job training and introduction Taiwan rules and regulation such as health inspections and infectious diseases, smoke prevention and control law, animal protection law, to be followed during working here, Taiwan's customs festivals and other information.



3. Introduction for handling complaint mechanism.	<p>(1) Employers should introduce the 1955 Labor consultation service line (1955 hotline) Information.</p> <p>(2) Employers should notify related hotlines such as the Executive Yuan Coast Guard's Department of Maritime Emergency Rescue Phone 118, National Police Report 110 National Report Line, and 113 Women and Children Protection Line (including sexual assault, sexual harassment prevention counseling)</p>
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Foreigners engaged in marine fishing work (land-based) and have land- based or both land-based and on-board accommodations, the living environment of on the land and on the ship should be checked at the same time.

(3) For those who work as domestic helper and domestic caretaker (same as the form shown in Table 3) :

Items		Standards
I. Food and drink	1. Drinking water	(1) Drinking water must meet the standards of drinking, there must be written words or labels that are easily understood by foreigners, so as to identify them. (2) No sharing of cups.
	2. Food	(1) The employer must provide the meals of foreigners who pay for their own meals and should ensure that the food is well- prepared, adequate and equivalent. (2) Employers providing free food for foreigners should respect the willingness of foreigners and religious taboos.
II. accommodation	1. reside	The safety of foreigners must be safeguarded, with emphasis on cleanliness and hygiene.
	2. Isolation measures	Foreigners subject to medical examination by health authorities who have legal infectious diseases to be repatriated, the isolation measures should be arranged.
	3. Emergency handling	In order to deal with emergency situations, emergency instructions such as emergency telephone calls and escape routes should



		be written in easily understandable text or language for foreigners.
III. management	1. Protecting the personal safety of foreigners	The employer shall be responsible for the protection of the foreigner's personal safety, and shall protect the privacy of foreigners in accordance with the provisions of the Sexual Offences Prevention and Control Law and the Sexual Harassment Prevention Act.
	2. Introduction of Laws and Customs Festival	Employers shall inform foreigners of the laws to be followed during their employment in Taiwan, such as health checks and infectious diseases, smoke prevention laws, animal protection laws, and customs, festivals in Taiwan.
	3. Introduction of complaint handling mechanism	(1) Employers should announce information of the 1955 Labour Advisory Line (1955 hotline). (2) Employers should announce the National Police Reporting Line 110, and the Women and Children Protection Line (including sexual assault, sexual harassment prevention counseling)



The Handbook for Foreign Workers in Taiwan

Annex 1: Foreign Workers Consultation Service Center List

Description	Hotline	Address
Taipei City Foreign Workers Consultation Service Center	Tel : 02-23381600 Fax : 02-23026623	4F, No. 101, Bangka Blvd., Wanhua District., Taipei City, 10851, Taiwan (R.O.C.)
Kaohsiung City Foreign Workers Consultation Service Center	Tel : 07-8117543 07-8314485 Fax : 07-8117548	4F, No. 6 Chen Chung Rd., Chien Chen District, Kaohsiung City.
New Taipei City Foreign Workers Consultation Service Center	Tel : 02-89659091 02-89651044 Fax : 02-89651058 02-89658697	7F., No. 161, Sec. 1, Zhongshan Rd., Banciao City, New Taipei City
Taoyuan City Foreign Workers Consultation Service Center	Tel : 03-3344087 03-3341728 Fax : 03-3341689	4F, No. 1 Hsien Fu Rd., Taoyuan City
Hsinchu City Foreign Workers Consultation Service Center	Tel : 03-5320674 Fax : 03-5319975	4F, No. 10, Building B, Guangming 6th Road, Zhubei City, Hsinchu County.
Hsinchu County Foreign Workers Consultation Service Center	Tel : 03-5520648 Fax : 03-5554694	4F, No. 10, Building B, Guangming 6th Road, Zhubei City, Hsinchu County.
Miaoli County Foreign Workers Consultation Service Center	Tel : 037-559058 037-370448 Fax : 037-363261	No.1, Fuchian Rd., Miaoli City
Taichung City Foreign Workers Consultation Service Center	Tel : 04-22289111 Fax : 04-22520684	No.99, Sec. 3, Taiwan Avenue, Xitun Dist., Taichung City
Nantou County Foreign Workers Consultation Service Center	Tel : 049-2238670 Fax : 049-2246986	1F., No.600, Zhongxing Rd., Nantou City.
Changhwa County Foreign Workers Consultation Service Center	Tel : 04-7297226 Fax : 04-7297230	8F, No. 100 Chung Hsing Rd., Changhwa City.
Yunlin County Foreign Workers Consultation Service Center	Tel : 05-5338087 05-5338086 Fax : 05-5331080	No. 515 Yun Lin Rd., Section 2, Touliu City, Yunlin County.
Chiayi County Foreign Workers Consultation Service Center	Tel : 05-3621289 Fax : 05-3621097	No 1, E. Sec. Siang He Er Rd, Siang He Village, Taibao City, Chiayi County
Chiayi City Foreign Workers Consultation Service Center	Tel : 05-2162633 Fax : 05-2162635	1F, No. 199 Chung Shan Rd., Chiayi City
Tainan City Foreign Workers Consultation Service Center	Tel : 06-2951052 06-2991111 Fax : 06-2951053	8F, No. 6 Yung Hwa Rd., Section 2, Tainan City.
	Tel : 06-6328407 Fax : 06-6373465	7F, No. 36 Minzhi Rd., Xunying District, Tainan City
Pingtung County Foreign	Tel : 08-7510894 Fax : 08-7515390	No. 17 Tzu You Rd., Pingtung City, Pingtung County



Workers Consultation Service Center		
Keelung City Foreign Workers Consultation Service Center	Tel : 02-24278683 Fax : 02-24241444	No.1, Yi 1st Rd., Keelung City
Yilan County Foreign Workers Consultation Service Center	Tel : 03-9254040 Fax : 03-9251093	No.1, Chengpei Rd., Yilan City, Yilan County
Hualien County Foreign Workers Consultation Service Center	Tel : 038-239007 038-220931 038-232582 Fax : 038-237712	No.17, Fucian Rd., Hualien City, Hualien County
Taitong County Foreign Workers Consultation Service Center	Tel : 089-328254 #369 Fax : 089-341296	3F, No. 201, Guilin N. Rd., Taitong City, Taitong County
Penghu County Foreign Workers Consultation Service Center	Tel : 06-9267248 Fax : 06-9269472	No.32, Zhiping Rd., Magong City, Penghu County
Kinmen County Foreign Workers Consultation Service Center	Tel : 082-373291 Fax : 082-371514	No.60, Minsheng Rd., Jincheng Township, Kinmen County
Lienchiang County Foreign Workers Consultation Service Center	Tel : 0836-25022#308 Fax : 0836-22995	3F, No.156, Jieshou Village, Nangan Township, Lienchiang County

Annex 2: Ministry of Labor, 24-Hour [1955] Consultation Hotline For Workers.

Employers, employees or the public may seek assistance via landline, cell phone, or public phones when you call toll free number [1955]. The Private Line is a 24-Hour national information center for complainants to inquire the following: bilingual (Mandarin, Thai, Indonesian, Vietnamese, English) consultations about laws and decrees, acceptance of a complaint, offer legal advice, protective shelter referral or referral to all other departments.

Annex 3: Foreign Representative Offices in Taiwan

Name	Address	Tel./Fax NO.
Manila Economic and Cultural Office	2th floor , No55-57 Chauzi Street, Neihu District, Taipei City	Tel(02)26589210 (02)26589211 Fax(02)26589123
Thailand Trade and Economic Office	10F, No.151, Section 3 , Xinyi Rd, Taipei, Taiwan, R.O.C.,	Tel(02)27011413 Fax(02)27011433
Indonesian Economic and Trade Office	6F., No. 550, Rui Kuang Road, Neihu District, Taipei City, 114	Tel(02)87526170 Fax(02)87523706
Vietnam Economic and Cultural Office	2F NO.101, Sung Kiang Rd., Taipei, Taiwan, 104, R.O.C.	Tel(02)25043477 Fax(02)25060587
Ulaanbaatar Trade and Economic Representative Office in Taipei	Suite 1112, 11F., TWTC International Trade Building No. 333, Keelung Road, Section 1, Taipei City	Tel(02)27229740 Fax(02)27229745
Malaysian Friendship and Trade Centre	8F, No. 102, Tunhua North Road, Taipei City	Tel(02)27132626 Fax(02)25149864



The Handbook for Foreign Workers in Taiwan

Annex 4: Branch offices of National Tax Administration

Description	Address	Tel
Bureau of Tax Taipei branch	No.2, Sec.1, Jhonghua Rd., Wanhua District, Taipei, 10802, Taiwan (R.O.C.)	TEL : 02-23113711
Bureau of Tax North District branch	No.156, San Yuan Street., Taoyuan City, Taoyuan, Taiwan	TEL : 03-3396789
Bureau of Tax Central District branch	No. 168, Min Sheng Road, West District, Taichung City	TEL : 04-23051111
Bureau of Tax South District branch	6F-17F, No. 7 Fu bei Street, North District, Tainan City	TEL : 06-2223111
Bureau of Tax Kaohsiung branch	No.148, Guangzhou 1st St., Lingya District, Kaohsiung, Taiwan, Republic of China	TEL : 07-7256600

* Joint Service Line : 0800-000321

Annex 5: Taiwan International Airport Office- Foreign Worker Service Center

Airport	Tel	Address	Fax
Taoyuan International Airport	代表號(英語、泰語、印尼語、越南語) 03-398-9002	Room No:B-0-291, No. 15, HANGZHAN S. Rd., Dayuan Shiang, Taoyuan District, Taiwan 33758, R.O.C.	03-393-1469
Kaohsiung International Airport	07-803-6804 07-803-6419	No.2, Jhongshan 4 th Rd., Siaoang District, Kaohsiung City 81223, Taiwan (R.O.C.)	07-803-9177

Annex 6: Bureau of National Health Insurance, Department of Health, and Branch Offices

Branch	Address	Tel
Headquarters	No. 140, Sec. 3, Xinyi Road, Da-an District, Taipei City	02-27065866
Taipei Division	5F, No.15-1, Gongyuan Rd., Zhongzheng District, Taipei City 10048, Taiwan (R.O.C.)	02-21912006
Northern Division	No.525, Sec. 3, Jhongshan E. Rd., Jhongli City, Taoyuan City 32005, Taiwan (R.O.C.)	03-4339111
Central Division	No.66, Shihjheng N. 1st Rd., Situn District, Taichung City 407, Taiwan (R.O.C.)	04-22583988
Southern Division	No.96, Gongyuan Rd., West Central District, Tainan City, Taiwan	06-2245678
High-screen na pangkat ng negosyo	No. 259, Zhongzheng 4th Road, Qianjin District, Kaohsiung City	07-2315151
Eastern Division	No.36, Xuanyuan Rd., Hualien City, Hualien County 970, Taiwan (R.O.C.)	03-8332111

Toll-free Phone : 0800-030-598



Annex 7: Branch offices of Bureau of Labor Insurance, Ministry of Labor

Office	Address	Tel	Fax
Taipei City Office	1F., No.4, Sec. 1, Roosevelt Rd., Zhongzheng District, Taipei City 10013, Taiwan (R.O.C.)	02-2321-6884	02-23939264
New Taipei City Office	No.439, Zhongping Rd. Xinzhuang Dist., New Taipei City 242, Taiwan (R.O.C.) (1F, Xinchuan Joint Building S. Block, Executive Yuan)	02-8995-2100	02-89956438
Keelung Office	No.40, Jhengyi Rd., Zhongzheng District, Keelung City 20241, Taiwan (R.O.C.)	02-2426-7796	02-24278364
Taoyuan Office	No.26, Sianfu Rd., Taoyuan City, Taoyuan County 33053, Taiwan (R.O.C.)	03-335-0003	03-3364329
Hsinchu City Office	No.42, Nanda Rd., East District, Hsinchu City 30061, Taiwan (R.O.C.)	03-522-3436	03-5281438
Hsinchu County Office	No.36-1, Guangming 9th Rd., Jhubei City, Hsinchu County 30268, Taiwan (R.O.C.)	03-551-4775	03-5514734
Miaoli Office	No.131, Jhongsan Rd., Miaoli City, Miaoli County 36043, Taiwan (R.O.C.)	037-266-190	037-266650
Taichung City Office	No.131, Mincyuan Rd., West District, Taichung City 403, Taiwan (R.O.C.)	04-2221-6711	04-22207215
Taichung City 2nd Office	No.616, Chenggong Rd., Fongyuan District, Taichung City 42054, Taiwan (R.O.C.)	04-2520-3707	04-25203709
Nantou Office	No.391, Fangmei Rd., Nantou City, Nantou County 54052, Taiwan (R.O.C.)	049-222-2954	049-2235624
Changhua Office	No.239, Sec. 1, Gongyuan Rd., Changhua City, Changhua County 50057, Taiwan (R.O.C.)	04-725-6881	04-7259293
Yunlin Office	No.7, Singhua St., Douliou City, Yunlin County 64050, Taiwan (R.O.C.)	05-532-1787	05-5331738
Chiayi Office	No. 2, Daye St., East Dist., Chiayi City 600, Taiwan (R.O.C.)	05-222-3301	05-2221013
Tainan City Office	No.351, Zhongzeng Road., West Central District, Tainan City 70055, Taiwan (R.O.C.)	06-222-5324	06-2110355
Tainan City 2nd Office	No.31, Minjhieh E. Rd., Sinying District, Tainan City 73055, Taiwan (R.O.C.)	06-635-3443	06-6335831
Kaohsiung City Office	No.304, Zhongzheng 1st Rd., Lingya District, Kaohsiung City 80284, Taiwan (R.O.C.)	07-727-5115	07-7275338
Kaohsiung City 2nd Office	No.6, Fusing St., Fongshan District, Kaohsiung City 83070, Taiwan (R.O.C.)	07-746-2500	07-7462519
Pingtung Office	No.552-1, Guangdong Rd., Pingtung City, Pingtung County 90059, Taiwan (R.O.C.)	08-737-7027	08-7350343
Yilan Office	No.6, Sec. 3, Nongcyuan Rd., Yilan City, Yilan County 26059, Taiwan (R.O.C.)	03-932-2331	039-329551
Hualien Office	No.43, Fuji Rd., Hualien City, Hualien County 97068, Taiwan (R.O.C.)	03-857-2256	038-564446
Taitung Office	No.292, Gengsheng Rd., Taitung City, Taitung County 95051, Taiwan (R.O.C.)	089-318-416	089-356003



The Handbook for Foreign Workers in Taiwan

Penghu Office	No.36, Sanmin Rd., Magong City, Penghu County 88050, Taiwan (R.O.C.)	06-927-2505	06-9279320
Kinmen Office	No.69, Huandao N. Rd., Jincheng Township, Kinmen County 89250, Taiwan (R.O.C.)	082-325-017	082-328119
Matsu Office	No.47-4, Jieshou Village, Nangan Township, Lienchiang County Matsu 20941, Taiwan (R.O.C.)	0836-22467	0836-22872

Annex 8: Address, Telephone No., and Fax No. list of the NIA's Service Centers

NO	Unit	Address	Tel	Fax
1	Keelung City Service Center	Building A, 11F, No.18, Yiyi Rd., Zhongzheng District, Keelung City	02-24281775	02-24285251
2	Taipei City Service Center	1F, No.15, Guangzhou St., Zhongzheng District, Taipei City	02-23885185	02-23310594
3	New Taipei City Service Center	No.135, Rd., District, New Taipei City	02-82282090	02-82282687
4	Taoyuan City Service Center	1F, No.106, Sianfu Rd., Taoyuan City	03-3310409	03-3314811
5	Hsinchu City Service Center	1~2F, No.12, Jhonghua Rd., Sec. 3, Hsinchu City	03-5243517	03-5245109
6	Hsinchu County Service Center	1F, No.133, Sanmin Rd., Jhubei City, Hsinchu County	03-5519905	03-5519452
7	Miaoli County Service Center	No.8, Lane 1291, Zhongzheng Rd., Miaoli City, Miaoli County	037-322350	037-321093
8	Taichung City First Service Center	1F, No. 22, Wenxin S. 3rd Rd., Nantun District, Taichung City	04-24725103	04-24725017
9	Taichung City Second Service Center	No.280, Zhongshan Rd., Fongyuan District, Taichung County	04-25269777	04-25268551
10	Changhua County Service Center	1F, No. 2, Sec.3, Zhongshan Rd., Changhua City	04-7270001	04-7270702
11	Nantou County Service Center	1F, No.87, Wunchang St., Nantou City, Nantou County	049-2200065	049-2247874
12	Yunlin County Service Center	1F, No.38, Fucian St., Douliou City, Yunlin County	05-5345971	05-5346142
13	Chiayi City Service Center	2F, No.184, Wufeng N. Rd. East Dist., Chiayi City 60045 Taiwan (R.O.C.)	05-2166100	05-2166106
14	Chiayi County Service Center	1F, No.6, West Sec., Xianghe 2nd Rd. Puzi City, Chiayi County 61363 Taiwan (R.O.C.)	05-3623763	05-3621731
15	Tainan City First Service Center	No.370, Sec. 2, Fucian Rd., Tainan City	06-2937641	06-2935775



16	Tainan City Second Service Center	1F, No.353, Zhongshan Rd., Shanhua District, Tainan City	06-5817404	06-5818924
17	Kaohsiung City First Service Center	1F・7F, No.436, Chenggong 1st Rd., Cianjin District, Kaohsiung City	07-2821400	07-2153890
18	Kaohsiung City Second Service Center	No.115, Gangshan Rd., Gangshan District, Kaohsiung City	07-6212143	07-6236334
19	Pingtung County Service Center	1F, No. 60, Zhongshan Rd., Pingtung City	08-7661885	08-7662778
20	Yilan County Service Center	4F, No. 16, Lane 160, Section 3, Chunjing Street, Luodong Township, Yilan County	03-9575448	03-9574949
21	Hualien County Service Center	5F, No. 371 Zhongshan Road, Hualien City, Hualien County	038-329700	038-339100
22	Taitung County Service Center	No.59, Changsha St., Taitung City, Taitung County	089-361631	089-347103
23	Penghu County Service Center	1F, No.177, Sinsheng Rd., Magong City, Penghu County	06-9264545	06-9269469
24	Kinmen County Service Center	2F, No.5, Sec. 1, Sihain Rd., Jincheng Township, Kinmen County	082-323695	082-323641
25	Lienchiang County Service Center	2F, No.135, Fuaou Village, Nangan Township, Mazu, Lienchiang County	0836-23736	0836-23740

Annex 9: Address, Telephone No., and Fax No. list of the NIA's Specialized Operation Brigades

NO	Unit	Address	Tel	Fax
1	Keelung City Specialized Operation Brigade	No. 2, Lane 9, Yi 7th Rd., Keelung City	(02)2428-7172	(02)2428-4718
2	Taipei City Specialized Operation Brigade	No.306, Sec. 3, Xinglong Rd., Wenshan Dist., Taipei City	(02)2239-6393	(02)2239-6396
3	New Taipei City Specialized Operation Brigade	2F., No.135, Minan St., Zhonghe Dist., New Taipei City	(02)8221-5701	(02)8226-7760
4	Taoyuan City Specialized Operation Brigade	3F., No.968, Sec. 2, Longan St., Luzhu Dist., Taoyuan City	(03)217-4577	(03)217-4887
5	Hsinchu City Specialized Operation Brigade	No. 122, Songling Rd., Hsinchu City	(03)525-4336	(03)525-8542
6	Hsinchu County Specialized Operation Brigade	2F., No.133, Sanmin Rd., Zhubei City, Hsinchu County	(03)551-2377	(03)551-5084



The Handbook for Foreign Workers in Taiwan

7	Miaoli County Specialized Operation Brigade	No. 5, Lane 1297, Zhongzheng Rd., Miaoli City, Miaoli County	(037)379-045	(037)379-052
8	Taichung City First Specialized Operation Brigade	2F., No. 22, Wenxin S. 3rd Rd, Nantun District, Taichung City	(04)2472-5102	(04)2472-5045
9	Nantou County Specialized Operation Brigade	2F. and 3F., No. 87, Wenchang St., Nantou City, Nantou County	(049)224-0146	(04)224-6841
10	Changhua County Specialized Operation Brigade	2F., No. 2, Sec. 3, Zhongshan Rd., Yuanlin Township, Changhua County	(04)727-0109	(04)727-0103
11	Yunlin County Specialized Operation Brigade	3F., No. 38, Fuqian St., Douliu City, Yunlin County	(05)534-6119	(05)534-6143
12	Chiayi City Specialized Operation Brigade	10F, No. 353, Zhongxing Rd., West Dist., Chiayi City	(05)231-3609	(05)231-3705
13	Chiayi County Specialized Operation Brigade	2F., No.6, Sec. W., Xianghe 2nd Rd., Puzi City, Chiayi County	(05)362-5162	(05)362-1441
14	Tainan City (Fucheng Office) Specialized Operation Brigade	6F., No.701, Sec. 1, Ximen Rd., Tainan City	(06)221-9459	(06)221-1249
15	Tainan City Specialized Operation Brigade	2F., No.353, Zhongshan Rd., Shanhua Dist., Tainan City	(06)581-3019	(06)581-6328
16	Kaohsiung City Specialized Operation Brigade	No.113, Liuhe 1st Rd., Xinxing Dist., Kaohsiung City	(07)236-7524	(07)236-0446
17	Kaohsiung City (Gangshan Office) Specialized Operation Brigade	2F., No.115, Gangshan Rd., Gangshan Dist., Kaohsiung City	(07)623-6347	(07)623-4599
18	Pingtung County Specialized Operation Brigade	2F., No. 60 Zhongshan Rd, Pingtung City, Pingtung County	(08)766-2250	(08)766-1882
19	Yilan County Specialized Operation Brigade	5F., No. 16, Lane 160, Sec. 3, Chunjing Rd., Luodong Township, Yilan County	(03)957-7661	(03)957-4949
20	Hualien County Specialized Operation Brigade	No. 35, Gangkou Rd., Hualien City, Hualien County	(03)822-3363	(03)822-3363
21	Taitung County Specialized Operation Brigade	2F., No. 59, Changsha St., Taitung City, Taitung County	(089)342-095	(089)342-874
22	Penghu County Specialized Operation Brigade	2F., No.177, Xinsheng Rd., Magong City, Penghu County	(06)926-3556	(06)926-9469



23	Kinmen County Specialized Operation Brigade	No. 46-3, 5th Neighborhood, Xicun, Jinhua Township, Kinmen County	(082)333-531	(082)333-443
24	Lienchiang County Specialized Operation Brigade	2F., No. 135-6, Fuwo Vil., Nangan Township, Lienchiang County	(0836)229-45	(0836)237-40

Annex. 10 : Chinese/Foreign Language Broadcasting Program List Entrusted to Handle for Foreign Workers provided by Workforce Development Agency, Ministry of Labor,

Language	Company	Program Name	Channel
English programs (including Tagalog)	Taiwan Radio Broadcasting Station	Feel at Home ka DITO	1. Taipei 1st Broadcasting Station AM-1323kHz (first broadcast on Sunday at 18:00-19:00) 2. Hsinchu Broadcasting Station AM-1206kHz (first broadcast on Sunday at 18:00-19:00) 3. Dashi Broadcasting Station AM621kHz (first broadcast on Sunday at 18:00-19:00, rebroadcast on Sunday at 21:00-22:00) 4. Kansai Broadcasting Station AM1062kHz (rebroadcast on Sunday at 21:00-22:00) 5. Internet Broadcasting: www.taiwanradio.com.tw
	Asiaworld Advertising Ltd.	Happy Holiday Philippines	1. Taipei Formosa Hakka Broadcasting Station FM93.7 (first broadcast on Sunday at 9:00-10:00) 2. Jiankuo Broadcasting Station AM954/801/1422 (rebroadcast on Sunday at 17:00-18:00-Taoyuan: AM1422/Hsinchu AM954/Tainan AM801) 3. Internet Broadcasting: www.formosahakka.org.tw xn--kpr15ecvjs4d.tw



「外籍勞工在臺工作須知」

- ◆為保障您在臺灣的工作權益，請您詳依下列說明，敦促您的雇主辦理健康檢查、健檢結果報備、入國通報、聘僱許可、展延聘僱許可等相關事宜，並與雇主確認後，自行註記辦理健檢日期及相關聘僱許可函、健檢核備函之日期文號，妥善保留本手冊。

您個人基本資料：

姓名：_____

國籍別：_____ 性別：_____ 出生日：_____月_____日_____年

護照號碼：_____ 入國日期：_____月_____日_____年

請您依下列應注意事項，促請您的雇主依規定期限辦理：

入國後辦理聘僱許可事宜：

1. 須入國後 15 日內辦理外僑居留證及聘僱許可。
(聘僱許可期間：_____月_____日_____年至_____月_____日_____年，聘僱許可文號：_____月_____日_____年第_____號函)
2. 如您從事重大工程工作而屬特殊情形者，您的雇主可以申請展延，應於聘僱許可期限屆滿前 60 日內，辦理展延聘僱許可，最長以 6 個月為限。
(展延聘僱許可期間：_____月_____日_____年至_____月_____日_____年，展延聘僱許可文號：_____月_____日_____年第_____號)
3. 如您發生轉換由新雇主接續聘僱者，請敦促新雇主應辦理接續聘僱許可。
(接續聘僱許可期間：_____月_____日_____年至_____月_____日_____年，新雇主接續聘僱許可文號：_____月_____日_____年第_____號)

入國後辦理健康檢查事宜：

1. 入國後 3 個工作日內須辦理健康檢查：_____月_____日_____年
 2. 自聘僱許可生效日起 6 個月之日前後 30 日內：_____月_____日_____年
 3. 自聘僱許可生效日起 18 個月之日前後 30 日內：_____月_____日_____年
 4. 自聘僱許可生效日起 30 個月之日前後 30 日內：_____月_____日_____年
- *如有轉換雇主或工作，重新核發聘僱許可且已逾 1 年未曾辦理健檢者，應自聘僱許可生效日之次日起 7 日內辦理健康檢查。

應注意事項：

1. 您自聘僱許可生效日起 6 個月、18 個月及 30 個月之日前後 30 日內，雇主應為您安排辦理健康檢查事宜，倘若健康檢查結果合格者，雇主無須通知當地衛生主管備查。但健康檢查結果有不合核項目或無法確認診斷者，雇主應於完成複檢，並收到複檢診斷證明書之次日起 15 日內，將複檢診斷證明書送當地衛生主管機關備查。
2. 您的雇主不得非法扣留或侵占您的護照、居留證或財物。
3. 請於您的居留期限屆滿前 30 日內，敦促雇主為您辦理延長居留期限事宜。
4. 您於居留證有效期間，如因緊急事件需返鄉或返鄉休假之情形，應於出國前一日至居留地之移民署縣市服務站辦理重入國許可。該許可以核發 1 個月為原則，若有特殊需要延長或縮短者，應由勞雇雙方出具書面證明始予加長或縮短，並請於重入國許可有效期限內返臺。
5. 您入國後如發生連續曠職 3 日失去聯繫或為申請許可以外之雇主工作，將廢止您聘僱許可並限令出國，不得再於臺灣境內工作。
6. 您於在臺工作期間如有更新護照之情形，請儘快通知雇主為您向勞動部辦理資料異動，並至內政部移民署報備。
7. 您於受聘僱期間如罹患多重抗藥性結核病，會遭受廢止聘僱許可。外籍勞工阿米巴性痢疾個案，得自費治療，並於 65 日內複查。外籍勞工肺結核及漢生病個案，得經當地衛生主管機關同意後，在臺接受治療；其申請治療流程如下：雇主得於肺結核(漢生病)診斷證明



書核發之日起 15 日內，檢具下列文件送當地衛生主管機關備查：診斷證明書、雇主協助受僱者接受治療意願書、受僱者接受衛生單位安排醫療同意書。

直接聘僱聯合服務中心的服務

- ◆ 勞動部成立「直接聘僱聯合服務中心」以單一服務窗口的方式，協助各業別之雇主以直接聘僱方式引進外籍勞工，雇主透過該中心辦理直接聘僱有以下優點：

一、省時：

雇主自行辦理重新招募同一外籍勞工，於外籍勞工返回母國前(雇主自行辦理入國引進許可未委任仲介公司)，事先透過「直聘中心」代寄外籍勞工入國簽證文件至我各駐外館處，辦理相關文件後。

二、省錢：

雇主、外籍勞工可透過「直聘中心」代轉或代寄直接聘僱申請相關文件，節省國內、外仲介公司費用之支出。

三、省力：

透過「直聘中心」辦理勞動部申請文件、外籍勞工來源國文件驗證及入國簽證等相關文件服務，可提供雇主與外籍勞工有效率的滿意服務，歡迎外籍勞工重新受僱於同一雇主時，經由直接聘僱辦理重新招募引進。

- ◆ 104 年起「直聘中心」協助製造業雇主「專案選工」服務，客製化提供雇主跨國選工事宜，以利雇主於特定時間引進所需勞工。105 年因應就業服務法第 52 條修正，新增協助雇主辦理期滿續聘及期滿轉換服務。

- ◆ 直接聘僱聯合服務中心網址：<https://dhsc.wda.gov.tw>

- ◆ 臺北中心地址：100 臺北市中正區中華路 1 段 39 號 11 樓

電話：02-6613-0811，傳真：02-6617-1320

「有朋自遠方來，不亦悅乎！」

親愛的外籍朋友，歡迎您來到臺灣協助我們推動各項國家建設、產業生產及相關社會福利服務，我們除了表示誠摯的感謝外，為了您在臺灣工作期間能順利愉快，有些話要提醒您。

壹、您應遵守的相關規定

一、應定期接受健康檢查：

您入國工作滿 6 個月、18 個月及 30 個月之日前(後)30 日內，應至指定醫院辦理健康檢查事宜，本法中華民國 105 年 11 月 5 日修正生效後，自聘僱許可生效日起，滿 6 個月、18 個月及 30 個月之日前後 30 日內者，亦同。

二、應於限期內辦理外僑居留證：

您應於進入我國後 15 日內，由雇主或私立就業服務機構人員帶領並檢附相關文件至您居留地移民署服務站(如附表八)申請外僑居留證並按壓指紋。

三、應由雇主如期辦理入國通報、聘僱許可及展延聘僱許可：

您初次進入我國經健康檢查合格後，雇主應於您入國後 3 日內，填具「雇主聘僱外國人入國通報單」，並取得當地主管機關核發之「雇主聘僱外國人入國通報證明書」，當地主管機關將於核發證明書之翌日起 3 個月內，依「外國人生活照顧服務計畫書」實施檢查。於您入國 15 日內，檢附前開證明書及其他相關文件，代為向勞動部申請聘僱



許可（如您入國 3 日以上至 15 日內離境者，仍應依規定申辦聘僱許可）。如屬重大工程工作者，在您許可期限屆滿，如有需要延長工作期限，仍應由雇主於聘僱許可有效期限屆滿日前 60 日期間內，向勞動部申請展延聘僱許可。

四、僱用您的雇主應與聘僱許可函上的雇主一致：

您未經勞動部許可不得轉換雇主及工作。

五、您目前所從事的工作項目及工作地點應與聘僱許可函上之工作項目及工作地點一致：

您不得從事許可以外之工作，或在許可以外之工作地點工作。

六、您應於聘僱許可期屆滿前，與原雇主協議是否續聘，並注意下列事項：

1. 如您與雇主協議，不繼續聘僱並欲返國，則應於聘僱期滿 14 日前進行解約，辦理解約驗證，並由原雇主協助您返國。
2. 如您與雇主協議期滿續聘，原雇主應於聘僱許可期間屆滿 2 個月至 4 個月前，向本部申請期滿續聘。
3. 如您與雇主協議，不繼續聘僱，並於期滿轉換雇主，則原雇主於聘僱許可期間屆滿 2 個月至 4 個月前，應向本部申請期滿轉換。

七、如您來臺從事下列工作，應注意事項：

1. 從事家庭看護工之工作，而您所照護的被看護者不幸死亡後，您應促請您的雇主於 30 日內，儘速向勞動部辦理變更被看護者、由與新被看護者符合親等關係之新雇主接續聘僱，或向本部辦理轉換雇主或工作事宜。
2. 從事海洋漁撈之工作，當您來臺時，應由雇主為您申請外國籍船員證，當您受僱期滿返國或因故遣返時，應將外國籍船員證繳回船主。

八、您在臺工作之薪資所得，應依規定繳納所得稅（請參考本手冊：肆、四）。

外勞在臺工作之薪資所得應依我國稅法規定繳納所得稅。

九、您在臺工作期間，不得製造、運輸、販賣、轉讓、施用或持有海洛因、鴉片、嗎啡、古柯鹼、大麻、安非他命，及其他毒品危害防制條例所規範之各級毒品，經查獲遭刑事起訴或行政裁罰者，勞動部將廢止您的聘僱許可，並限令出國，不得再於臺灣境內工作。

十、您進入我國時，應確認接機人員（雇主、仲介或代理人），以防誤接被騙，勞動部並於臺灣國際機場（桃園國際航空站及高雄國際航空站）設置外勞服務站（如附表五），提供入國外勞指引與接機服務及出境申訴關懷服務。

◆各位外籍朋友，為了確保您在臺工作之權益，請務必遵守以上各項規定。若您發現您的雇主未依限為您辦理上述相關應辦事項者，請儘快要求您的雇主依規定辦理，若經反應後仍未改善或發現您的雇主有任何違法的情事，請您儘速聯繫以下單位，將有專人提供必要協助：

◎『1955』勞工諮詢申訴專線，已於 2009 年 7 月 1 日正式開通，無論外籍勞工、雇主或一般民眾皆可以透過市話、手機、或公共電話免費撥打「1955」專線電話，尋求協助，因該專線為全國性 24 小時諮詢申訴窗口，故該專線服務內容包含：提供雙語服務（中文、泰國語、印尼語、越南語、英語）、法令諮詢服務、受理申訴服務、提供法律扶助諮詢資訊、轉介保護安置服務及轉介其他相關部門服務（如附表二）。

◎臺灣國際機場（桃園國際航空站及高雄國際航空站）外勞諮詢申訴服務（如附表五）。

◎勞動部勞動力發展署（地址：新北市新莊區中平路 439 號南棟 4 樓）。

◎各縣市外勞諮詢服務中心（如附表一）。



貳、您在臺工作期間所享有的權益

一、工資：

由勞雇雙方自行協商約定，惟您如受僱於適用我國勞動基準法之事業單位，工資不得低於基本工資。

二、工作時間及休息：

1. 依勞雇雙方簽訂之勞動契約辦理。惟如受僱於適用勞動基準法之事業單位，每日正常工作時間不得超過 8 小時，每週工作總時數不得超過 40 小時。加班時，依該法規定辦理。

2. 勞工繼續工作 4 小時，至少應有 30 分鐘之休息。但實行輪班制或其工作有連續性或緊急性者，雇主得在工作時間內，另行調配其休息時間。

三、例假、休假及請假：

家庭類外籍勞工的休假依勞雇雙方所簽訂的勞動契約辦理。至於營造類、製造類、機構看護類、屠宰類及海洋漁撈類等外籍勞工因為適用勞動基準法，勞工每 7 日中應有 2 之休息，其中 1 為例假，1 為休息日。此外中央主管機關規定應放假日，均應休假。勞工在同一雇主或事業單位，繼續工作滿一定期間者，應依下列規定給予「特別休假」。「例假」屬強制性規定，俾以適當地中斷勞工連續多日之工作，保護其身心健康，雇主不得任意剝奪勞工此項基本權益。

「休息日」之出勤較為彈性，其出勤性質屬延長工作時間，雇主如有使勞工於休息日工作之必要，在遵守勞動基準法第 24 條第 2 項、第 3 項、第 32 條及第 36 條規定之前提下，可徵求勞工之同意出勤。

四、健康保險：

在臺灣地區領有外僑居留證之外籍受僱者，應自受僱之日起，由雇主辦理參加全民健康保險。按月繳納全民健保保險費，即可享有全民健保醫療權益(衛生福利部中央健康保險署及各分區業務組如附表六)。

五、勞工保險：

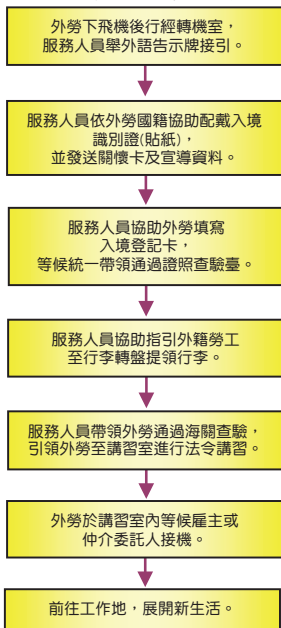
您如受僱於僱用勞工 5 人以上之事業單位或為受僱從事漁業生產之勞動者，雇主應於到職當日檢附相關機關核准從事工作之證明文件向勞動部勞工保險局申報參加勞工保險(勞動部勞工保險局各地辦事處如附表七)。

六、入出國接引服務

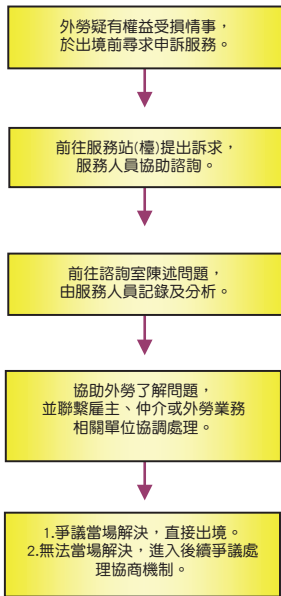
勞動部於臺灣國際機場(桃園國際航空站及高雄國際航空站)設置外勞服務站(如附表五)，提供入國外勞指引、法令宣導講習、接機服務及出國外勞勞資爭議申訴服務及協助提供外勞臨時留宿服務(請見下附接引流程圖)。此外，勞動部已將法令宣導講習影片置於網路上(網址：<http://www.fw.org.tw/>)，如入國外勞因故無法參加法令宣導講習時，可透過雇主或仲介公司之協助，或自行逕上該網站線上觀看該宣導影片。



◎入國外勞接機服務流程



◎出國外勞諮詢服務流程



七、勞資爭議處理：

您在臺工作期間，如有勞動權益方面之疑義或發生勞資爭議時，可撥打勞動部 1955 勞工諮詢申訴專線(如附表二)，或逕向工作所在地之縣市政府勞工行政主管機關洽詢或申請勞資爭議調解(各縣市外勞諮詢服務中心(如附表一)；亦可於臺灣國際機場(桃園國際航空站及高雄國際航空站)外勞服務站(如附表五)提出申訴服務。

八、消費爭議之處理：

您與企業經營者因商品或服務發生消費爭議時，得向企業經營者、各直轄市及縣市政府消費者服務中心或消費者保護團體直接以書面提出申訴；需要諮詢消費問題時，可撥打全國消費者服務專線「1950」或行政院消費者保護處消費者中心專線電話(02) 3356-7706~08 得到協助。另外，您還可以進入行政院(www.ey.gov.tw)網站首頁「資訊與服務」下之「消費者保護」網頁或行政院消費者保護會網站(www.cpc.ey.gov.tw)，



查詢消費者保護相關資訊，或點選「申訴調解」進行線上申訴。

九、加入工會權利：

依照工會法規定，所有勞工均有組織及加入工會的權利，如果您的工作場所有工會，您可向工會提出入會申請，經審核通過並繳交一定費用後即可成為工會會員，透過工會協商及資訊的提供，可以保障自身工作的權益，而且您成為工會會員後，還可以登記參選工會的幹部選舉，有機會成為工會理事、監事，為會員服務。如工作場所中無工會，而需要組織產業工會、企業工會爭取權益，經由 30 人以上發起連署進行籌組程序向會址所在地之主管機關申請工會登記證書，於工會籌組過程至成立之後均受到法律的保障。

參、明智選擇：合法？非法？

一、在臺聘僱期間內合法工作，將會有什麼好處？

外勞如能合法在臺工作，除可獲得應有之薪資所得外，並可享有相關勞動權益的合理保障。如您聘僱許可期間無違反我國法令規定情事而因聘僱關係終止或聘僱許可期間屆滿出國，或因健康檢查不合格返國治療再檢查合格者，得申請入國簽證再來臺工作，但您在臺灣境內工作期間，累計不得逾 12 年。但外籍家庭看護工，符合一定資格、條件者，得延長工作期限至 14 年。

二、如在臺聘僱期間內發生行蹤不明，將會有什麼後果？

依我國「就業服務法」第 73 條及第 74 條規定，外勞發生連續曠職 3 日失去聯繫者，將被廢止聘僱許可，並限令出國，不得再於臺灣境內工作；且外勞於行蹤不明期間如非法工作者，將被處以新臺幣 3 萬元以上 15 萬元以下罰鍰，意即行蹤不明之外勞將隨時有可能被追緝並遣送出國，並不得再以任何理由來臺工作。

三、如發生行蹤不明情形，該怎麼處理？

- 您在臺工作如有權益遭受違法侵害之疑慮，請您善加利用勞動部提供之管道尋求協助；如變相以行蹤不明之非法身份潛藏在社會角落打工，容易受到非法雇主或非法仲介操控，遭受不當利用、剝削和欺壓，無論在醫療、生活或工作等都沒有保障，受傷或病痛時，也缺乏勞、健保的保障，無法透過正常管道就醫，受迫時難以保障自我基本人權；勞動部呼籲您，如發生行蹤不明之情形，請主動聯繫下列單位以協助投案：
 - ◎『1955』勞工諮詢申訴專線(如附表二)
 - ◎各地移民署專勤隊(如附表九)
 - ◎各地警察機關
 - ◎各外勞來源國駐臺機構(如附表三)
 - ◎各縣市外勞諮詢服務中心(如附表一)
 - ◎臺灣國際機場(桃園國際航空站及高雄國際航空站)外勞諮詢申訴服務(如附表五)。
- 為杜絕非法打工衍生之社會問題及保障合法外籍勞工工作權益，雇主如僱用行蹤不明外籍勞工最高將重罰新臺幣(下同)75 萬元，另自 2015 年 9 月 11 日起，勞動部已提高檢舉非法外籍勞工獎勵金，其中針對檢舉非法聘僱(或非法媒介)行蹤不明外籍勞工者，依查獲行蹤不明外籍勞工人數計算，每一案最高檢舉獎金可達 7 萬元。請利用勞動部免付費非法外勞檢舉專線 0800-000-978 提出檢舉或撥打 1955 勞工諮詢申訴專線申訴檢舉(如附表二)。

肆、其他應注意事項與相關規定：

一、國外仲介費及國內服務費：



1. 為使外勞來臺工作所繳納之仲介費項目及標準透明化、合理化，勞動部除向各外勞來源國建議仲介費用應以外勞 1 個月薪資為上限外，並協調外勞來源國明確訂定外勞來臺工作相關仲介費、規費及其他費用之項目及金額標準。
2. 國內仲介公司依「私立就業服務機構收費項目及金額標準」規定，僅得向外勞收取「服務費」，且第 1 年、第 2 年、第 3 年起每月不得超過新臺幣 1,800 元、1,700 元、1,500 元，且向外勞收取服務費應對於外勞有提供服務之事實，始得收取費用，並不得預先收取。
3. 外勞來臺工作前所借貸之費用，應記載於「外國人入國工作費用及工資切結書」上，並經來源國驗證。國內仲介公司不得接受債權人委託在臺代為收取國外借款。
4. 仲介公司依法需向勞動部繳交銀行出具之新臺幣 100 萬元至 300 萬元之保證金保證書，作為民事責任之擔保。若外勞與仲介公司就委任服務契約發生履約爭議，可循民事途徑求償，並於保證金保證書效期內，取得民事債權之執行名義後，向開立保證金保證書銀行請求代負履行保證責任。

二、外勞薪資含膳宿費用：

1. 依據我國勞動基準法規定，工資之給付得於勞動契約中訂明一部以實物給付，惟其作價應公平合理。故勞動部參考臺灣地區平均每人月住宿及伙食消費支出標準，並考量外勞權益及尊重市場機制，建議以每月 5,000 元作為外勞薪資中含膳宿費之參考上限，實際金額由勞資雙方協議並於勞動契約書面訂定。
2. 前項規定對於不適用勞動基準法規定之家庭外籍看護工及外籍幫傭，勞雇雙方須於勞動契約中明訂，以維護勞雇雙方權益。
3. 對於目前已在臺工作之外勞，其與雇主已訂有契約，在契約存續期間，雇主不應片面變更勞動條件。如有變更之需要，仍須經勞雇雙方合意，且變更之金額與原經外勞之本國主管部門驗證之「外國人入國工作費用及工資切結書」相較，不得有不利於外勞勞工之情事。另前述切結書之記載內容，不得於驗證後再為不利於外勞之變更。

三、懷孕及健康檢查項目：

1. 外勞健康檢查已全面取消妊娠檢查。
2. 外勞進入我國工作滿 6 個月、18 個月及 30 個月之日前(後)30 日內，應至指定醫院辦理健康檢查事宜，另外，自聘僱許可生效日起，滿 6 個月、18 個月及 30 個月之日前後 30 日內者，亦同。自 2009 年 9 月 1 日起增加麻疹與德國麻疹 (Ig G) 抗體檢查或預防接種，簡表如下：

健檢時間	麻疹與德國麻疹 (Ig G) 抗體檢查或預防接種
入國前(入國簽證)	<input checked="" type="checkbox"/>
入國 3 日	<input checked="" type="checkbox"/>
滿 6 個月、18 個月、30 個月	<input checked="" type="checkbox"/>

3. 全面取消外勞妊娠檢查規定，如您在臺工作期間有懷孕情形時，雇主不得以此理由單方面解約，強制令您出國。您如因懷孕等因素，而有確不能勝任工作之情形時，雇主得主張終止契約。如果您是適用勞動基準法者(如製造業、營造業)，雇主應依法預告勞工並發給資遣費；不適用勞動基準法者(如家庭幫傭、家庭看護工)，則由勞雇雙方協議終止契約事宜。
4. 您在臺工作期間如因懷孕，身心會產生很大變化，又無家人或朋友協助，故勞動部籲請外勞於發生性行為時，宜採取適當措施(如使用保險套、避孕藥等避孕措施)，以維護自身權益。如您在臺期間懷孕，可攜帶健保 IC 卡至健保特約醫事服務機構，定期接受產前檢查；產檢院所或當地衛生局所也備有多國語言版(英文、印尼文、柬埔寨文、泰文、越南文)之孕婦健康手冊，提供您懷孕期間的健康照護資訊。另依入出國及移民法第 26 條第 3 款規定，若您懷孕後在臺生產，請於新生兒出生之翌日起 30 日內，洽內政部移民署各直轄市、縣市服務站為其申辦外僑居留證；惟請注意新生兒



出生時您的外僑居留證須屬有效。

5. 邇來，偶有在臺工作之外籍勞工因與臺灣人或其他外國人相戀而懷孕在臺生子，卻因男方或本身之婚姻狀況；或因雙方未具合法居留身分(行蹤不明或逾期居留停留)，致所生子女無法取得合法身分(中華民國國籍、外國國籍或居留權)之情形，將影響新生兒權益及福利甚鉅，並造成家庭團聚之困難，故籲請您在臺工作期間應慎重考量前述問題。
6. 您在臺工作期間如經檢查確診為肺結核或漢生病，如您的雇主未檢具下列文件送衛生局備查：診斷證明書、雇主協助受僱者接受治療意願書、受僱者接受衛生單位安排都治同意書，您將遭受廢止聘僱許可，您返國後仍須繼續治療至痊癒(肺結核約需 6-9 個月藥物治療，漢生病約需 6-12 個月藥物治療)，取得母國衛生當局核發之「肺結核(漢生病)個案管理及完治證明」或醫院核發之病歷摘要(含藥品名稱、治療期程、胸部 X 光檢查結果及痰液檢查結果)，並經我國駐外館處驗證，再送交內政部移民署，解除您的入境管制，以便辦理來臺簽證。

四、薪資所得之課稅規定：

1. 雇主給付您工資時，應檢附印有中文及您本國文字之薪資明細表，將發放工資、工資計算項目、工資總額、扣款繳納之各項費用及金額等事項記入，交予您簽收，請妥善保存，以核核對。
2. 您從雇主領取工資的課稅方式，將依您是「居住者」或「非居住者」而有不同：
 - (1)「居住者」課稅方式
 - ◎如您於課稅年度內在臺居留天數合計滿 183 天，係「居住者」身分，應依法辦理結算申報納稅，適用稅率則依所得高低介於 5% 至 45%。您的雇主如為所得稅法規定之扣繳義務人，於給付工資時需依您的選擇，按全月薪資給付總額扣取 5% 或依薪資所得扣繳辦法規定扣繳，選擇按全月給付總額扣取 5% 者，尚每次應扣繳稅額不超過新臺幣 2,000 元者(即薪資所得不超過新臺幣 4 萬元)，免予扣繳；選擇依薪資所得扣繳辦法規定扣繳者，課稅年度全月薪資給付總額在新臺幣 7 萬 3,000 元以下，亦毋需扣繳。
 - ◎您應於次年 5 月 1 日起至 5 月 31 日止，辦理上年度綜合所得稅之結算申報；如您於年度結算申報期限開始(次年 5 月 1 日)前離境者，則應於離境前一週，辦理結算申報。
 - ◎如您於課稅年度結束前離境，稅捐單位受理您的申報案，經核算有應退稅款者，至遲於次年 4 月底前核發退稅支票。
 - (2)「非居住者」課稅方式
 - ◎如您於課稅年度內在臺居留天數合計未滿 183 天，係「非居住者」身分，且您的雇主為所得稅法規定之扣繳義務人時，您從雇主領取之工資，採就原扣繳完納個人所得稅。全月薪資給付總額在行政院核定基本工資之 1.5 倍(含)以下者，按薪資給付總額的 6% 扣繳稅款，全月薪資給付總額高於行政院核定基本工資之 1.5 倍者，按薪資給付總額的 18% 扣繳稅款，免辦理綜合所得稅結算申報。
 - ◎如您來臺係從事家庭幫傭或家庭看護工之工作，由於您的雇主並非所得稅法規定之扣繳義務人，雇主於給付工資時不會代扣稅款，您應自行於前開申報期間或離境前，依規定扣繳率申報繳納個人所得稅。
3. 如您合法在臺工作發生連續曠職 3 日失去聯繫即發生行蹤不明之情形，經雇主通報後，而經查獲非法為未經許可之雇主工作，我國稅捐單位仍將核課您的所得稅額。
4. 為避免他人不法侵占您的退稅款，建議您在簽署「代領退稅授權書」時，應審慎選擇授權給您值得信賴的人代辦退稅及代理領取事宜，並洽請您國家的駐臺機構(如附表三)提供必要之協助，以順利辦理及取得退稅。
5. 如您對於所得稅之繳納及退稅仍有不清楚的地方，可以打電話到各地區國稅局洽詢(如附表四)。
6. 如您有短漏報在臺工作所得情形者，應處漏稅額 2 倍以下之罰鍰；如未依法辦理申報者，將處補稅額 3 倍以下之罰鍰。



五、工作安全及遵守安全衛生工作守則：

您與一般勞工一樣，在工作場所工作，雇主應依勞工安全衛生法規定，提供必要的安全衛生保障，雇主除了工作場所的安全衛生設備應符合規定外，僱用您時亦應給予安全衛生及預防災變的教育訓練，包括工作安全步驟，可能遭遇的災害，工作應注意事項，避難、急救、消防等，以維護勞工作業安全及身心健康；也提醒您為確保自身安全，工作前或工作時，勿飲酒或飲用含酒精類內服液等，以免意識不清發生危險。

六、您於受聘僱期間，因故須中途解約提前返國時，為免爾後發生勞資爭議情事，應與雇主前往各地方主管機關辦理終止聘僱關係之驗證程序。

伍、尋求法律扶助的管道

◆若您或您的朋友在臺遭遇勞資糾紛、性侵害或交通事故求償等各類法律扶助問題，均可透過「1955 勞工諮詢申訴專線」(市內電話及手機直撥 1955) 請求協助轉介您的案件至財團法人法律扶助基金會，若案件申請通過審查，法律扶助基金會將指派律師提供您專業的法律協助。

法律扶助基金會為保障無力負擔律師費用之弱勢，提供包含「律師免費回答法律問題」、「律師陪同您與對方進行調解或和解」、「律師幫您寫法律文件或訴訟所需書狀」、「律師代理或陪同您出庭並為您主張或辯護」等服務，只要您通過資力審查(一定收入及資產狀況以下)、案情審查(案件合理非為濫訟)，即可獲得法律扶助服務，無須負擔律師費用。

法律扶助申請流程 4 步驟

1. 電話預約：本會審查採預約制，請事先電話預約。
2. 到會審查：請攜帶相關文件，並填寫基本資料。
3. 審委面談：審查委員現場詢問案情，最後由 3 名審委決議是否准予扶助。
4. 通知結果：以電話及書面文件通知申請人申請結果。

另外，若您或您的朋友遭懷疑涉嫌犯罪，若所涉罪刑為三年以上有期徒刑之重罪，被拘提逮捕或臨時接受在檢察第一次偵訊時或心智障礙者(不限重罪)，只要是偵查中的案件，都可申請法律扶助基金會提供免費律師陪同偵訊服務，您可請朋友協助撥打電話或要求員警協助您或您的朋友申請，如果是在星期一到星期五的上班時間(早上 9 點到下午 5 點)，請撥打(02)412-8518；其他時段(包含夜間及假日)請撥打(02)2559-2119。

若您無法以中文溝通，請撥打勞動部 1955 專線請求協助轉介，或由身邊能以中文溝通之朋友協助撥打上述專線。

附錄資料：法律扶助基金會全國分會電話一覽表

法扶分會	電話	法扶分會	電話
基隆分會	(02)2423-1631	嘉義分會	(05)276-3488
臺北分會	(02)2322-5151	臺南分會	(06)228-5550
士林分會	(02)2882-5266	高雄分會	(07)269-3301
板橋分會	(02)2252-7778	屏東分會	(08)751-6798
桃園分會	(03)334-6500	宜蘭分會	(03)965-3531
新竹分會	(03)525-9882	花蓮分會	(03)822-2128
苗栗分會	(037)368-001	臺東分會	(089)361-363
臺中分會	(04)2372-0091	澎湖分會	(06)927-9952
南投分會	(049)224-8110	金門分會	(082)375-220
彰化分會	(04)837-5882	馬祖分會	(0836)26881
雲林分會	(05)636-4400		



陸、自我照顧與人身保護

◆危急時的求助管道及生活小提醒，提供身處異鄉的您，做好自我保護，讓您在臺生活平安無憂。

一、個人證件資料及財物應保護妥當

貼心提醒您！個人證件資料應妥善保護，千萬不要輕易將私人資料提供給不認識的陌生人，同時也請妥善保管您的財物，並提醒您留意下列事項：

1. 不要隨意簽署沒有母國譯文或不完全了解內容的任何文件（如本票或借據）。
◎注意！您一旦簽署不明之本票、借據或其他文件，在法律上將可能負擔債務責任。
2. 不要將您的銀行存摺、提款卡、印章、護照或居留證等個人財物任意交付他人保管。
◎注意！您一旦將存摺、印章或提款卡交給別人，您的銀行存款很可能會被他人盜領！
3. 不要隨意聽信他人要求到銀行辦理借款手續。
◎注意！您一旦辦理銀行貸款，法律上將負擔償還債務責任！
4. 不要讓您的雇主擅自從您的薪資中代扣國內外仲介費用。
◎注意！您所需負擔的國內外仲介費用，建議由您自行妥善處理，以免發生爭議或遭超收費用！

二、認識人身侵害

(一) 認識性侵害

1. 什麼是性侵害？

- ◎性侵害不是性，而是暴力，是粗暴的侵害，是未經允許的性行為。
- ◎簡單的說，任何沒有經過您的同意，以強暴、脅迫、恐嚇、催眠術或其他違反您意願的方法而發生性行為者，都算是性侵害。
- ◎另外，只要不是您願意讓他人碰觸或觸摸身體的任何部位，且碰觸程度達猥褻之行為者，也算性侵害。

2. 不幸遭受性侵害時，該怎麼辦？

- ◎保持鎮定：不要刺激對方，也不要回打，設法讓對方也冷靜下來，以免火上加油。
- ◎保護自己：尤其是頭、臉、頸、胸、腹等主要身體部分。
- ◎大聲呼救：大聲呼喊「失火了」(譯音)，引起其他人注意。
- ◎快點避開：離開現場到一個安全的地方，找鄰居幫忙或到各地性侵害防治中心尋求協助。
- ◎去找警察：到警察局找警察處理，協助送醫或庇護中心。
- ◎牢記加害人各項特徵。
- ◎保持現場，不要移動或觸摸任何現場器物。
- ◎先換穿一件外套或大衣，不要換衣物。
- ◎不要清洗身體以便採得加害人的毛髮、精液。
- ◎應該立即到醫療院所診療驗傷，以蒐集證據。

(二)、認識性騷擾

1. 什麼是性騷擾？

◎係指性侵害犯罪以外，對他人實施違反其意願而與性或性別有關之行為，且有下列情形之一者：

- (1). 以該他人順服或拒絕該行為，作為其獲得、喪失或減損與工作、教育、訓練、服務、計畫、活動有關權益之條件。
- (2). 以展示或播送文字、圖畫、聲音、影像或其他物品之方式，或以歧視、侮辱之言行，或以他法，而有損害他人人格尊嚴，或造成使人心生畏怖、感受敵意或冒犯之情境，或不當影響其工作、教育、訓練、服務、計畫、活動或正常生活之進行(性騷擾防治法第二條)。



2. 什麼是職場性騷擾？

◎「敵意性工作場所性騷擾」：受僱者在工作時，雇主、同事、客戶，以性要求、具有性意味或性別歧視之言詞或行為，造成一個敵意性、脅迫性或冒犯性的工作環境，以致侵犯或干擾受僱者的人格尊嚴、人身自由或影響其工作表現的情形通稱為敵意性工作場所性騷擾。

◎「交換性工作場所性騷擾」：雇主利用職權，對受僱者或求職者為明示或暗示之性要求、具有性意味或性別歧視之言詞或行為，作為僱用與否、報酬、考績、陞遷或獎懲等之交換條件之情形通稱交換式工作場所性騷擾。

3. 不幸遭受性騷擾時，該怎麼辦？

當遭遇到性騷擾時，若採取消極的應對模式，如：隱忍不說、不予理會（如：假裝聽不見或聽不懂）、逃避（自請調職等）等，通常不會發生制止的效用，且可能讓騷擾者食髓知味。因此，若不幸遭遇到性騷擾，應採取下列的積極應對模式，以有效制止他人的性騷擾行為：

◎如果情況許可，可嘗試與行為人（加害人）溝通：

當面或透過書信，或雙方都信任的第三人，明確告知行為人您不舒服的感覺，要求對方立即停止該行為。

◎如果情況沒有改善，則應採取掌控情勢的策略：

- (1) 將事發經過及對您的影響，告知您可信任之親友或同儕。
 - (2) 記錄性騷擾事件：詳盡紀錄事情發生的完整經過，如：您試圖阻止行為人的所有嘗試，您做了什麼抗拒／應對？若無，為什麼？您的感覺如何？對您所產生的其它影響？列舉目擊者，描述目擊者的反應，詳細記錄每次事發時間、日期和地點，每次事件發生之後儘速寫下來，並妥善保存您的紀錄。
 - (3) 蒐證（如：對行為人錄音）。
 - (4) 提出法律救濟：如：提起刑事訴訟、民事賠償、行政救濟（申訴或申請調解）
- ◎當遭受職場性騷擾時，請向雇主申訴。雇主於知悉性騷擾之情形時，應採取立即有效之糾正及補救措施。雇主如違反規定，您可撥打勞動部「1955 勞工諮詢申訴專線」或向工作所在地之縣市政府申訴。

(三)、認識人口販運

一、人口販運：

(一) 指意圖使人從事性交易、勞動與報酬顯不相當之工作或摘取他人器官，而以強暴、脅迫、恐嚇、拘禁、監控、藥劑、催眠術、詐術、故意隱瞞重要資訊、不當債務約束、扣留重要文件、利用他人不能、不知或難以求助之處境，或其他違反本人意願之方法，從事招募、買賣、質押、運送、交付、收受、藏匿、隱避、媒介、容留國內外人口，或以前述方法使之從事性交易、勞動與報酬顯不相當之工作或摘取其器官。

(二) 指意圖使未滿 18 歲之人從事性交易、勞動與報酬顯不相當之工作或摘取其器官，而招募、買賣、質押、運送、交付、收受、藏匿、隱避、媒介、容留未滿 18 歲之人，或使未滿 18 歲之人從事性交易、勞動與報酬顯不相當之工作或摘取其器官。

二、防制人口販運通報專線：(02)2388-3095(我想爸爸-響鈴救我，人口販運檢舉專線)、「1955 勞工諮詢申訴專線」及 110 報案專線。

如果您遭受到任何人有從事以下行為，即有疑似遭人口販運情形：

- ◎約定須收取高額仲介費再從薪資中扣除，造成薪資所得被不合理扣除。
- ◎雇主通報行蹤不明或逾期居留的外勞等身分，被要求從事性交易或不合理扣除薪水。
- ◎非法媒介外國人為他人工作，有就業服務法第 45 條規定情形者。
- ◎聘僱未經許可、許可失效或他人所申請聘僱之外國人，有就業服務法第 57 條第 1 款情形者。
- ◎以雇主名義聘僱外國人為他人工作，有就業服務法第 57 條第 2 款情形者。
- ◎指派所聘僱外國人從事許可以外之工作以及未經許可變更外國人工作場所，有就業



服務法第 57 條第 3 款及第 4 款情形者。

(四)、認識「犯罪被害人保護法」

- ◎為落實外籍在臺人士人權保障，「犯罪被害人保護法」於 2011 年 11 月 30 日修正通過，外籍勞工在臺灣期間，因犯罪行為被害而死亡之遺屬、受重傷者本人及性侵害犯罪行為被害人納入保護範圍。
- ◎外籍勞工於臺灣工作期間發生上述狀況，依據犯罪被害人保護法，勞工本人或家屬可以申請犯罪被害補償金，亦能獲得必要之保護服務。
- ◎目前各縣市政府已建立外勞犯罪被害人業務聯繫協助窗口，除現有各縣市政府或各地性侵害防治中心可提供安置庇護、醫療協助、法律協助、轉介心理諮商等保護資源外，財團法人犯罪被害人保護協會，可協助您申請犯罪被害補償金，亦可提供司法偵查、審判中與審判後之法律協助，協助調查犯罪行為人或依法應賠償人財產等，以保障犯罪被害人權益。
- ◎財團法人犯罪被害人保護協會免付費專線 0800-005-850。

三、外勞個人權益及人身安全預防及保護機制

勞動部提醒您提高自我保護之意識，留意周遭性侵害及人口販運等危機徵兆，學習並強化危機應變之能力；如果您不幸遭受人身侵害之情形，為保障您在臺相關權益，請您儘速聯繫下述專線及管道單位協助您在醫院驗傷，或至警察及移民署等單位報案偵訊，並由各縣市政府協助提供翻譯服務，並視個案情形為您安排緊急安置地點、協助轉換屋主，及協調處理勞資爭議等事宜。另外國人或民眾，如檢舉經查證違反就業服務法相關規定屬實，可申請檢舉獎金。

◎勞動部「1955 勞工諮詢申訴專線」(外勞、雇主或一般民眾皆可以透過市話、手機、或公共電話，免費撥打全國性 24 小時諮詢申訴窗口「1955」專線電話尋求協助，該專線服務內容包含：提供雙語服務(中文、泰國語、印尼語、越南語、英語)、法令諮詢服務、受理申訴服務、提供法律扶助諮詢資訊、轉介保護安置服務及轉介其他相關部門服務。如附表二)

◎各縣市外勞諮詢服務中心(如附表一)

◎桃園與高雄國際機場 2 處外勞服務站(如附表五)

◎警政署 110 全國報案專線(包含：性侵害及人身傷害)

◎『113』保護專線(包含：性侵害、性騷擾防治諮詢)

如您面臨性侵害人身安全的威脅時，請撥打『113 保護專線』(24 小時免付費服務)，有英、越、泰、印、柬等五國語言通譯服務，提供您諮詢與求助。

113 保護專線
(24 小時服務)



英語服務請按 1
越語服務請按 2
泰語服務請按 3
印尼語服務請按 4
柬埔寨服務請按 5

柒、健康常識與生活小撇步

< 健康常識 >

◆常見疾病的預防因應常識，將有助於您免除病痛，做好事前的健康保健，讓您在臺生活無往不利。

◆如果您有傳染病防治相關問題，可洽疾病管制署防疫諮詢專線 1922 或 0800-001922 防疫專線

◆外籍勞工衛教資源專區



English



Bahasa Indonesia



Tiếng Việt



ไทย

一、關於「流感」與「新型 A 型流感」

1. 感染症狀：

感染季節性流感及新型 A 型流感（如 H5N1 流感或 H7N9 流感等）後之臨床症狀主要包括發燒（耳溫 38°C 以上）、喉嚨痛、咳嗽、肌肉酸痛、頭痛、全身倦怠等，部分患者有嘔吐、腹瀉和腹痛等症狀。患者可能在發病數天後，發生呼吸困難及肺炎等嚴重併發症。

2. 預防及因應方式：

(1) 注意個人衛生及保健：

- 勤洗手，養成良好衛生習慣。
- 避免直接用手碰觸眼睛、鼻子和嘴巴，因病毒可由此途徑傳播。

(2) 注意呼吸道衛生及咳嗽禮節：

- 有任何呼吸道症狀時應戴口罩，當口罩沾到口鼻分泌物時，應立即更換。
- 咳嗽或打噴嚏時，應用面紙或手帕遮住口鼻，使用後面紙立即丟置垃圾桶。
- 手部接觸到呼吸道分泌物時，要立即徹底清潔雙手，當缺水或可用水量有限時，可用乾洗手液替代。
- 如有呼吸道症狀，與他人交談時，儘可能保持適當距離。

(3) 生病時應在家休息，儘量避免外出，如有任何不適，請及早就醫。

(4) 遠離感染來源：

- 儘量避免近距離接觸病患，若因工作需要請戴上口罩，並注意個人衛生及保健。
- 儘量避免前往禽流感發生地區，非必要或無防護下，避免到生禽宰殺處所、養禽場及活禽市場。

(5) 入出國應注意事項：

- 返鄉前，留意當地疫情的報導，和當地衛生當局的建議。
- 返鄉時，應避免接觸禽鳥類及其分泌物，如不小心碰觸，應馬上以肥皂洗手。
- 返臺後若出現發燒，或其他上呼吸道症狀，可於機場尋求檢疫人員協助，倘返回工作住所後有身體不適，請戴上口罩儘速就醫，並向醫師說明旅遊及接觸史，同時注意呼吸道及咳嗽禮儀，並減少出入公共場所。

二、關於「登革熱」

1. 傳染方式：經由病媒蚊（斑蚊）叮咬。

2. 感染症狀：突發發燒（38°C 以上）、頭痛、後眼窩痛、肌肉痛、關節痛、出疹等症狀。

3. 預防及因應方式：

- (1) 定期清除孳生源，清除居家內外積水容器。
- (2) 避免被病媒蚊叮咬，住家加裝紗窗、紗門。
- (3) 出入流行高風險地區宜穿著淺色長袖衣服與長褲，在裸露部位塗抹（噴）衛生福利部核可之防蚊藥劑。
- (4) 若有疑似登革熱症狀，應儘速就醫，並告知醫師相關旅遊史及接觸史。
4. 返鄉時，請做好防蚊等自我保護措施。返臺後 14 天內，如果出現疑似感染症狀請儘速就醫。

三、關於「傷寒」



1. 傳感方式：經由食入被患者、帶菌者糞便或尿液所污染之食物或飲水而傳染，潛伏期 3-60 天(一般為 8-14 天)。
2. 感染症狀：持續性發燒、頭痛、不適、厭食、腹痛、便秘或腹瀉、相對性心律減慢、肝脾腫大、身軀出現紅疹等；尚有輕微或非典型之感染。
3. 預防及因應方式：
 - (1) 備餐前、進食前、照顧病人、為嬰幼兒或老年人更換尿布或處理排泄物及如廁後，應以肥皂或洗手乳徹底洗淨雙手。
 - (2) 飲用水需加氯消毒或煮沸處理，食物（尤其是貝類水產品）應徹底煮熟，避免生飲生食。
 - (3) 如出現發燒、腹痛、腹瀉等症狀或任何身體不適，請儘速告訴您的雇主或仲介，協助您在臺就醫診治，並且暫時勿處理食物、照顧老人或小孩。

四、關於「麻疹」

傳染方式：可經由空氣、飛沫傳播或接觸病人鼻咽分泌物而感染。

感染症狀：常見症狀包括發燒、出疹、鼻炎、結膜炎、咳嗽，嚴重者可能會併發中耳炎、肺炎與腦炎。

預防及因應方法：來臺前應接受麻疹、德國麻疹、腮腺炎 (MMR) 疫苗接種。由於麻疹的傳染力很強，且發疹的前後 4 天為可傳染期，如有出現發燒、紅疹及鼻炎、結膜炎、咳嗽三種症狀其中的一種，就可能是麻疹疑似個案，應主動告知工廠廠護或安全衛生人員，並儘速就醫，全程戴口罩，主動告知醫師近期是否曾回國或國外旅遊史。

五、關於「德國麻疹」

傳染方式：可經由飛沫或直接接觸病人鼻咽分泌物而感染。

感染症狀：主要症狀包括輕度發燒、疲倦、鼻咽炎、耳後淋巴結明顯腫大，並伴隨全身性不規則丘疹。孕婦若感染德國麻疹，會造成死產、流產或胎兒主要器官受損。

預防及因應方法：來臺前應接受麻疹、德國麻疹、腮腺炎 (MMR) 疫苗接種。由於德國麻疹的傳染力強，發疹的前後 7 天均有傳染力，且部分感染者並無明顯的發疹，因此，如出現疑似德國麻疹症狀，應主動告知工廠廠護或安全衛生人員，並儘速就醫，全程戴口罩，主動告知醫師近期是否曾回國或國外旅遊史。

六、關於「愛滋病」防治

愛滋病毒是經由未採取防護措施的性行為、使用受感染之針具（如針頭、針筒）/稀釋液/容器及母子垂直感染等途徑而感染。預防感染請避免一夜情、援助交際、嫖妓、參加毒品濫用性派對及共用針具等高危行為。籲請您於每次性行為時全程正確使用保險套，是預防性病及愛滋病感染最經濟、有效又方便的方式。

中華民國政府已修改法規，取消非本國籍人類免疫缺乏病毒 (HIV) 感染者之入境、停留及居留限制，也取消此項健康檢查項目。外籍人士進入中華民國後，可自行至醫院進行 HIV 篩檢，了解自身感染狀況，傳染病諮詢電話為 0800-001922。

七、關於「結核病」防治

結核病透過空氣傳染，痰塗片檢查陽性的病人，傳染性最高。發病初期通常沒有症狀，疾病進展過程緩慢，等到病情逐漸加重之後，出現長期咳嗽、咳痰、無故疲倦、胃口不佳、體重減輕等症狀，嚴重的時候還會有午後潮熱、夜間盜汗，甚至於胸痛、咳血等現象。受到感染的人，終其一生，大約有 5-10% 的發病機會，尤其在個人免疫力減弱時，結核菌極可能再度活化致病。

「早期發現、規則治療」是防治結核病的不二法門，若發現自己咳嗽（有痰）超過 2 星期，一定要及早就醫，並可透過胸部 X 光及痰液檢驗，以便確認自己是否罹患結核病。治療結核病，必須遵照醫師指示規則服藥至少 6 個月以上，同時要定期返院檢查，不可認為症狀消失就自行停止服藥，假如擅自停藥，會使病情更加重甚至引起抗藥性，故患者應加入 DOTS 計畫，讓專業的關懷員每日關懷服藥。

八、關於「燒、燙傷」



輕微的燒燙傷應先立即用冷水沖洗，再用冷敷或浸泡冷水，切記傷口的水泡不可弄破。

若是嚴重的燒燙傷，請依「沖→脫→泡→蓋→送」步驟處理，以減輕傷口受損程度。

沖：迅速以流動的自來水沖洗，或將受傷部位浸泡於冷水內，以快速降低皮膚表面熱度。

脫：充分泡蒸後，再小心除去衣物；必要時可以剪刀剪開衣服，並暫時保留黏住的部份。儘量避免將傷口之水泡弄破。

泡：繼續浸泡於冷水中 30 分鐘，可減輕疼痛及穩定情緒。但若燙傷面積廣大，或年齡較小，則不必浸泡過久，以免體溫下降過度，或延誤治療時機。

蓋：用清潔乾淨的床單或布單，紗布覆蓋。勿任意塗上外用藥或民間偏方，這些東西可能無助於傷口的復原，並且容易引起傷口感染，及影響醫護人員的判斷和緊急處理。

送：除極小之燙傷可以自理外，最好送往鄰近的醫院做進一步的處理。若傷勢較大，則最好轉送到設置有燙傷中心的醫院治療。

九、向毒品說不【TFDA】

1. 施用毒品不僅違法，還會傷害身心健康，危害工作和生活，而且戒治不易，常導致精神恍惚，及造成不可復原的身體傷害，並且潛藏致命性，最後以死亡收場。絕不可一時好奇、尋求刺激而持有或吸食毒品，並對第三級毒品惜他命(Ketamine)「長期吸食 K 他命，泌尿道慢性病發炎」、一粒眠(Nimetazepam)、FM2 等新興濫用毒品掉以輕心。

2. 預防毒害六招：

- (1) 保持生活作息正常。
- (2) 絕對不好奇試用毒品。
- (3) 建立正確情緒抒解方法。
- (4) 不靠藥物提神或減重。
- (5) 遠離複雜場所。
- (6) 不接受陌生人的飲料、香菸。

3. 衛生福利部已公告指定藥癮戒治機構，辦理戒癮門診、急診及住院等服務，另民間戒癮輔導團體或機構亦提供戒毒諮詢及安置輔導等協助。如有任何問題，請撥打免付費諮詢專線 0800-770-885(請請您，幫幫我)。

4. 響應聯合國國際反毒日，臺灣發起紫錐花運動。邀請您共同推廣紫錐花標幟。



<生活小撇步>

◆專為隻身在外的您提供簡易的生活小妙招，讓惱人的居家問題輕鬆解決！

一、吐司去除污垢

外套只要是每天穿，又容易在衣領與袖口堆積污垢，可利用切得較厚的吐司麵包用力摩擦即可去除。

二、檸檬去渣大發現

茶壺、飲水機使用久了，常會卡一層白白厚厚的渣，只要將一顆檸檬，去籽、切半放入煮 2 至 3 小時，裡面的渣會漸漸變少，多試幾次，效果會更好。

三、用鹽去除毛巾異味

毛巾用久會有一股異味，但是如果用洗潔精清洗毛巾，反而會越洗越黏，其實只要放一些鹽在毛巾上輕輕搓洗，就可去除異味了。

四、衛生紙除臭方法

鞋櫃因空間密閉、濕氣較高，而衛生紙本身有非常細的纖維，將之放入鞋櫃中，能夠有效的吸附濕氣，這樣一來就不會有難聞的氣味了。

五、電話聽筒有異味

將未使用過的茶包(隨你喜愛口味)，拔去吊線，置於電話聽筒的凹槽處，如此即可保持話筒的清新氣味！



捌、臺灣民俗節慶與著名景點推薦

<民俗節慶介紹>

◆介紹臺灣最具代表的五大節慶，有助於您了解臺灣風俗民情，讓您早日適應在臺生活，將臺灣視為第二個家喔！

一、春節〔農曆 1 月 1 日~1 月 15 日〕

春節是臺灣人最重視的節慶，家家戶戶貼春聯、一家人會在「除夕夜」圍吃年夜飯，並且互贈紅包，說祝福的話，以象徵大吉大利、來年好運氣。代表食菜：菜頭—代表『好彩頭』、魚—代表年年有餘、芥菜（長年菜）—象徵長壽、年糕—象徵步步高升

二、元宵節〔農曆 1 月 15 日〕

元宵節的夜晚，處處可見人人手提燈籠外出遊玩，廟宇會展示特別的花燈，各地也會舉辦熱鬧的「燈會」活動。

代表食菜：元宵（湯圓）

三、端午節〔農曆 5 月 5 日〕

住家門口會掛上菖蒲和艾草，並配帶香包，據說可保平安。中午 12 點整有“立蛋”的習俗，而各地也會舉辦“划龍舟”競賽活動，熱鬧非凡。

代表食菜：粽子

四、中元節〔農曆 7 月 15 日〕

各地廟宇都會舉辦許多傳統盛大的祭典法會。家家戶戶皆準備極為豐盛的肉祭品，祭拜鬼神，祈求平安。

五、中秋節〔農曆 8 月 15 日〕

當天晚上全家人要齊聚一起賞月、吃月餅及柚子，『吃月餅』意味著團圓美滿；『吃柚子』是代表受到月亮保佑的意思。

代表食菜：月餅、柚子

<著名景點推薦>

◆臺灣是一座非常美麗的寶島，有「福爾摩沙」之美稱，推薦最具代表性的名勝景點，提供您休閒旅遊時的最佳選擇。

一、新北淡水

談到“淡水”最著名的莫過於古樸老街、美食和夕陽景緻，「漁人碼頭」是觀賞夕陽的最佳場所，而「紅毛城」有別緻的歐式洋樓，都是您不可錯過的地方。

◎特色美食：魚丸、阿給、酸梅湯、魚酥、阿婆鐵蛋

◎交通運輸：搭乘捷運淡水線至淡水站



二、臺北陽明山



陽明山一年四季都有值得一遊的美景，有陽明山國家公園、大屯山、擎天崗、竹子湖等著名景點，其中以春天的“花季”和冬天的“溫泉”最受遊客青睞。

◎特色美食：野菜、土雞、山產

◎交通運輸：



- (1)臺北車站搭乘 260 公車
- (2)捷運劍潭站搭乘紅 5 公車
- (3)捷運北投站搭乘「台灣好行」北投竹子湖線

三、臺北 101 大樓

TAIPEI 101 是臺北地標建築，外觀如同勁竹節節高昇，極具律動的美感，提供世界級精品購物美食娛樂服務，遊客也可登上 101 景觀臺瀏覽景觀。

◎特色：節慶煙火秀、世界最快速的電梯、全球最壯觀之巨球工程防強風搖晃設計。

◎交通運輸：搭乘捷運信義線至臺北 101 站



四、南投日月潭



日月潭位於臺灣本島中央，是臺灣最大的淡水湖泊，也是最美麗的高山湖泊，潭面以拉魯島為界，東側形如日輪，西側狀如月鉤，故稱為日月潭，其浪漫優美的景致，是臺灣中外最負盛名的觀光景點之一。

◎特色：潭區有著名景點水社、文武廟、慈恩塔、伊達邵、向山外，還有 14 條步道環繞，亦可乘船一覽日月潭潭面風光，或搭乘日月潭纜車，高空俯瞰潭區美景，讓您一次享玩水、陸、空三種不同的旅程

◎美食：總統魚(曲腰魚)、奇力魚、潭蝦、刺蔥、阿薩姆紅茶、白雲香菇、筍白筍

◎交通運輸：臺中千城站、臺鐵臺中站或高鐵臺中站搭乘「台灣好行」日月潭線或南投客運至日月潭，或由臺北西站 B 棟搭乘國光客運(臺北→日月潭)

五、嘉義阿里山

阿里山的日出、雲海、晚霞、森林鐵路、巨木合稱阿里山五奇；阿里山新八景：塔山奇岩、28 號巨木、小笠原山、水山巨木、森林拱橋、慈雲觀景、神怡流瀑、阿里山神木遺跡等，皆已聞名遐邇，每年三、四月的阿里山花季更是遊人如織。

◎特色美食：奮起湖鐵路便當、愛玉

◎交通運輸：於高鐵嘉義站搭乘「台灣好行」阿里山線-A 線或臺鐵嘉義站搭乘「台灣好行」阿里山線-B 線



六、臺南府城



臺南府城是臺灣的古都，擁有許多國家級古蹟，其中以孔廟、安平古堡、億載金城、赤崁樓等最享盛名，除了古蹟之外，臺南的小吃也是另一項特色，值得品嚐！

◎特色美食：擔仔麵、意麵、蝦捲、碗粿、棺材板、豆花、鼎邊銚

◎交通運輸：1.臺南火車站搭乘至各地公車
2.臺鐵臺南站搭乘「台灣好行」88 安平線



七、屏東墾丁

墾丁充滿著熱情的南島風情，是從事水上活動的最佳去處，每到夏季，吸引了很多外籍觀光客到此一遊，在炎炎夏日裡，歡迎您廣邀朋友一起來戲水消暑哦！

◎特色美食：鹿角菜、雨來菇、港口茶、芋頭粿、鴨肉冬粉

◎交通運輸：1.屏東車站搭乘屏東客運

2.高鐵左營站搭乘「台灣好行」墾丁快線



八、臺東知本



知本位於臺灣東部，以世界級溫泉勝地著名，在這裡除了可以享受泡湯之樂，同時還有山巒、峽谷、瀑布等原始自然風貌。

◎特色美食：金針花、釋迦、洛神葵、菊花茶

◎交通運輸：

1.搭乘南迴鐵路至知本站

2.臺東市搭乘屏東客運(山線)往知本

九、花蓮太魯閣

太魯閣以令人讚嘆的自然奇景最負盛名，位於中橫公路上的沿路風景秀麗，有燕子口、九曲洞、天祥、清水斷崖、長春祠、白楊步道等遊覽名勝，是個不遊可惜的旅遊景點，強力推薦給您。

◎特色美食：野菜、麻糬、山產、山蘇茶、芋心甘薯

◎交通運輸：1.花蓮火車站搭乘花蓮客運至天祥

2.臺鐵花蓮站搭乘「台灣好行」太魯閣線至天祥



十、其他有關臺灣著名景點及節慶活動，請於「臺灣觀光資訊網」(<http://taiwan.net.tw>)查詢。

玖、其他法令宣導

◎為維護臺灣居民健康及國內農畜產業永續經營，自 2008 年 10 月 1 日起入境旅客攜帶動物或其產品，應主動向海關申報或向行政院農業委員會動植物防疫檢疫局入境動物檢疫櫃檯申請檢疫，違者處新臺幣 3,000 元以上罰鍰，違規情節重大者，並移送法辦。另郵遞輸入動植物及其產品應符合檢疫規定，經檢疫合格後始得領取，相關檢疫規定可電 02-23431401 詢問。

◎衛生福利部國民健康署於 2009 年 1 月 11 日起施行菸害防制法新規定，其中室內 3 人以上工作與公共場所禁止吸菸，違規吸菸者，可處新臺幣 2 千元以上 1 萬元以下罰鍰。禁菸場所的入口處都必須張貼明顯的禁菸標示，未張貼禁菸標示者，可處新臺幣 1 萬元以上 5 萬元以下罰鍰。如果不確定是否為禁菸場所，可撥打菸害申訴專線電話：0800-531-531 詢問，如有戒菸需求，可撥打戒菸專線 0800-636363 尋求諮詢服務。

◎動物保護法規定任何人不得騷擾、虐待或傷害動物，且不得任意宰殺犬、貓，最重處 2 年以下有期徒刑或拘役，併科新臺幣 20 萬元以上 200 萬元以下罰金。販賣或食用犬貓屠體，



The Handbook for Foreign Workers in Taiwan

將處新台幣 5 萬元以上、25 萬元以下罰鍰。雇主應依生活照顧服務計畫書之規定，向外籍勞工宣導在臺工作期間應遵守動物保護法之規定，倘未依法辦理，且經限期改善而未改善者，地方政府將依法裁處新臺幣 6-30 萬元罰鍰。

- ◎不可利用非法地下通匯進行外匯交易及匯款，如提供外勞非法匯兌服務之地下通匯業者，將依違反銀行法第 29 條第 1 項、管理外匯條例第 22 第 1 項有關「非銀行不得辦理國內外匯兌業務」、「以非法買賣外匯為常業者」之禁止規定，應負刑罰責任，其提供之匯兌服務亦常發生消費爭議，故外勞應利用合法金融機構銀行進行外匯交易及匯款，以免辛苦所得遭到詐騙或侵吞。另目前部分金融機構已針對外勞提供 ATM 跨境匯款管道，讓外勞可以輕鬆、安全的進行匯款。
- ◎在臺灣搭乘任何公共交通工具(如公車、捷運或火車)，若非老人、孕婦、行動不便及抱小孩者，請主動禮讓座位，且不可佔用博愛座。
- ◎為維護臺灣珍貴森林資源並保護水土、減少災害，森林法規定任何人不得竊取國有林之森林主、副產物，違反者將處 1 年以上 7 年以下有期徒刑，併科贓額 5 倍以上 10 倍以下罰金；若竊取紅檜、扁柏、牛樟等貴重木者，還要加重其刑，最重可處 10 年 6 個月有期徒刑，併科贓額 10 倍以上 20 倍以下罰金，在此呼籲千萬不要以身試法。如果你知道非法盜伐之案件者，歡迎電洽 0800-057-930 檢舉，抓到入犯最高可發給 300 萬元獎金。
- ◎為確保您在臺開設金融帳戶之權益，建議於金融機構開立聯行收付帳戶(即通儲帳戶)，以利您日後跨行取款。另為避免身分遭盜用申辦電信門號，個人證件請隨身保管，切勿交付他人。
- ◎返國外籍勞工求職訊息:入出國外勞機場關懷服務計畫網站 <http://www.fw.org.tw>
- ◎跨國勞動力權益維護資訊網站 <https://fw.wda.gov.tw/wda-employer/home/index?locale=zh>
- ◎酒後駕駛汽車、機車、電動車或腳踏車，在臺灣是禁止的，酒精濃度超過規定標準，將處 1 萬 5 千萬元以上罰鍰，而且會累計加重罰鍰；如果發生事故，會有罰鍰與刑責，請千萬注意。



外國人生活照顧服務計畫書裁量基準修正規定

- 一、勞動部（以下簡稱本部）為審查雇主申請聘僱或接續聘僱從事就業服務法第四十六條第一項第八款至第十款規定工作之外國人，於法定期間內通知當地主管機關實施檢查時所檢附之「外國人生活照顧服務計畫書」，特訂定本裁量基準。
- 二、雇主應依「雇主聘僱外國人許可及管理辦法」第十九條之一規定，規劃外國人生活照顧服務計畫書，規定其事項及基準如下：
- (一) 海洋漁撈工作（陸上居住）、養護機構看護工作、製造工作、營造工作及屠宰工作部分：

事 項		基 準
壹、飲食	一、飲用水	(一) 合乎飲用標準之飲用水，須有外國人易懂之文字或標示，以資識別。 (二) 不得設置共用杯具。 (三) 非飲用水源（如工業用水、消防用水等），須有外國人易懂之文字或標示，以資識別。
	二、餐廳、廚房（如設置應符合之標準）	(一) 餐廳、廚房應隔離，並應隨時清理，且應有充分照明、通風及防止蚊、蠅、蟑螂、老鼠等之設施。 (二) 應備清潔衛生餐具及桌椅設施。 (三) 經健康檢查不合格之外國人遣返前，其所使用之餐具應特別單獨處理，不得與其他外國人混合使用。 (四) 餐廳、廚房均應設置足夠（二處以上）之安全門，以因應緊急事故發生時逃生之需。 (五) 餐廳、廚房及衛生、化糞處理設備間，應距離三十公尺以上。但衛生沖水式廁所不在此限。 (六) 經常維持整潔，由專人巡檢，並作成紀錄。
	三、伙食	(一) 雇主提供外國人伙食者，應尊重外國人意願及宗教禁忌，確保伙食之衛生、足夠且等價。 (二) 外國人自費由雇主提供伙食者，應尊重外國人意願及宗教禁忌，確保伙食之衛生、足夠且等價。外國人人數未滿三十人者，應斟酌外國人多數意見決定伙食樣式；在三十人以上者，應由雇主與外國人共組伙食委員會決定之，其中外國人不得少於伙食委員會總人數三分之二。
貳、住宿	一、宿舍通道	(一) 宿舍區應設置寬敞暢通之通道，通道兩側有寢室者，其寬度應為一點六公尺以上；其他情形者，為一點二公尺以上；同一樓層內之居室樓地板面積未滿二百平方公尺（地下層時為未滿一百平方公尺）者，為一點二公尺。 (二) 通道及消防設施，均應以外國人易懂之文字標示，並標明緊急事故時之疏散方向。



The Handbook for Foreign Workers in Taiwan

	二、宿舍不得設置之工作場所	(一)爆炸性物質、發火性物質、氧化性物質、引火性物質、可燃性氣體或大量易燃性物質之放置或儲存場所。 (二)使用窯、鍋爐之作業場所。 (三)發散安全衛生上有害氣體、蒸汽或粉塵之作業場所。 (四)產生強烈振動及噪音之機械設備附近場所。
	三、居住面積	外國人之居住面積，指雇主提供外國人居住使用面積除以該使用面積範圍內之外國人人數，每人應在三點二平方公尺以上。
	四、宿舍應設置合乎規定之廁所、盥洗設備	(一)男廁所便坑數，以住宿男性外國人計算，每二十五人以內設置一個以上為原則；廁所便池數，以每十五人以內設置一個以上為原則。 (二)女廁所便坑數，以住宿女性外國人計算，每十五人以內設置一個以上為原則。 (三)浴室應設置合乎安全規定之冷、熱水供應設施。 (四)經常維持整潔，依性別妥為分界，並注重其隱私。
	五、隔離措施	經衛生機關健康檢查有法定傳染病待遣返之外國人，應安排隔離措施。
	六、訂定外國人住宿管理規則	訂定外國人住宿管理規則，並以外國人易懂文字公告之。
	七、保護外國人人身安全	雇主應負保護外國人人身安全之責，並依性侵害犯罪防治法及性騷擾防治法規定，妥善保護外國人隱私。外國人住宿地點確有設置監視設施之必要者，亦同。
參、管理	一、訂定外國人生活須知、環境介紹及設備使用說明	以外國人易懂文字訂定外國人生活須知（含環境介紹、設備使用說明及外語廣播電臺節目簡介等），在顯而易見之場所公告，且於外國人住宿前以其易懂語言說明之。
	二、雇主或其委任之私立就業服務機構，應設置外國人生活照顧服務人員	(一)聘僱人數達十人以上未滿五十人者，至少設置一人。 (二)聘僱人數達五十人以上未滿一百人者，至少設置二人。 (三)聘僱人數達一百人以上者，至少設置三人；每增加聘僱一百人者，至少增置一人。
	三、聘僱外國人中應配置具有雙語（即華語及該等外國人母國語）能力人員	(一)聘僱人數達三十人以上未滿一百人者，至少配置一人。 (二)聘僱人數達一百人以上未滿二百人者，至少配置二人。 (三)聘僱人數達二百人以上者，至少配置三人；每增加聘僱一百人者，至少增置一人。
	四、辦理職前講習及法令宣導	辦理外國人「職前講習」，並介紹在華工作期間應遵守之法令，如健康檢查及傳染病等衛生健康法令、菸害防制法、動物保護法等，及我國風俗節慶等資訊。



	五、休閒設施及宗教信仰場所之設置	(一)聘僱外國人數達十人以上者，應提供適當休閒設施。 (二)聘僱外國人數達五十人以上者，應提供外國人宗教信仰場所或宗教信仰之資訊。
	六、設置及公告申訴處理機制	(一)雇主應設置公告內部申訴機制，處理外國人管理、伙食及住宿問題，並專責處理。 (二)雇主應公告各直轄市、縣(市)政府諮詢服務中心及本部勞動力發展署機場諮詢服務站等申訴機制。 (三)雇主應公告一九五五勞工諮詢申訴專線(一九五五專線)資訊。 (四)雇主應公告警政署一一〇全國報案專線(含性侵害及人身傷害)及一一三婦幼保護專線(含性侵害、性騷擾防治諮詢)。

(二) 海洋漁撈工作 (船上居住) 部分 (格式如附表二) :

事 項		基 準
壹、飲食	一、飲用水	(一)合乎飲用標準之飲用水，須有外國人易懂之文字或標示，以資識別。 (二)不得設置共用杯具。
	二、伙食	(一)應備清潔衛生餐具。 (二)雇主提供外國人伙食者，應尊重外國人意願及宗教禁忌，確保伙食之衛生、足夠且等價。 (三)依外國人數配備適當之船用烹飪設施。
貳、住宿	一、船上居住	(一)位置儘可能考慮船舶之特性與需要，使外國人能獲取最大量之新鮮空氣及光線。 (二)須保障外國人安全，注重整潔及衛生，防止外國人暴露於有害健康水準或有危險之虞之環境中。 (三)臥室床鋪應符合下列規定： 1、每一外國人均應有其個人之床鋪。但外國人無住宿於船上之必要者，不在此限。 2、床架及床板採用堅實、平滑、不易腐朽及潛藏昆蟲之材料為之。 (四)船上衛生設備應保持乾淨清潔。
	二、臨時緊急安置	(一)各級政府依災害防救法相關規定實施災害應變措施，且漁船所在地之直轄市、縣(市)政府下達避難命令時，外國人應配合前往直轄市、縣(市)政府規劃之安置處所，或雇主準備之臨時安置處所。 (二)雇主準備之臨時安置處所，應有適當之休息空間及衛生設施，並準備足夠飲食。
	三、隔離措施	經衛生機關健康檢查有法定傳染病待遣返之外國人，應安排隔離措施。
	四、緊急事故處置	為因應緊急事故發生時之處置，雇主應以外國人易懂文字或語言向外國人介紹船上環境、求救電話、救生設備放置地點及逃生路線等緊急應變措施。



The Handbook for Foreign Workers in Taiwan

參、管理	一、保護外國人人身安全	(一)漁船上應配置符合船舶法及相關法令規定之救生及消防設備。 (二)雇主應負保護外國人人身安全之責,並依性侵害犯罪防治法及性騷擾防治法規定,妥善保護外國人隱私。
	二、辦理職前講習及法令宣導	辦理外國人「職前講習」,並介紹在華工作期間應遵守之法令,如健康檢查及傳染病等衛生健康法令、菸害防制法、動物保護法等,及我國風俗節慶等資訊。
	三、公告申訴處理機制	(一)雇主應公告一九五五勞工諮詢申訴專線(一九五五專線)資訊。 (二)雇主應公告行政院海岸巡防署海上緊急救援電話一一八、警政署一一〇全國報案專線及一一三婦幼保護專線(含性侵害、性騷擾防治諮詢)。

註：外國人從事海洋漁撈工作（船上居住），而具備陸上住所或同時具備陸上住所及船上住所者，應同時檢查其陸上及船上之生活環境。

(三) 家庭幫傭及家庭看護工作部分（格式如附表三）：

事 項		基 準
壹、飲食	一、飲用水	(一)合乎飲用標準之飲用水,須有外國人易懂之文字或標示,以資識別。 (二)不得設置共用杯具。
	二、伙食	(一)外國人自費由雇主提供伙食者,應確保伙食之衛生、足夠且等價。 (二)雇主免費提供外國人伙食者,應尊重外國人意願及宗教禁忌。
貳、住宿	一、居住	須保障外國人安全,注重整潔及衛生。
	二、隔離措施	經衛生機關健康檢查有法定傳染病待遣返之外國人,應安排隔離措施。
	三、緊急事故處置	為因應緊急事故發生時之處置,應以外國人易懂文字或語言說明求救電話、逃生路線等緊急應變措施。
參、管理	一、保護外國人人身安全	雇主應負保護外國人人身安全之責,並依性侵害犯罪防治法及性騷擾防治法規定,妥善保護外國人隱私。
	二、法令宣導及風俗節慶介紹	雇主應向外國人宣導在華工作期間應遵守之法令,如健康檢查及傳染病等衛生健康法令、菸害防制法、動物保護法等,及我國風俗節慶等資訊。
	三、公告申訴處理機制	(一)雇主應公告一九五五勞工諮詢申訴專線(一九五五專線)資訊。 (二)雇主應公告警政署一一〇全國報案專線及一一三婦幼保護專線(含性侵害、性騷擾防治諮詢)。



分3類·好OK

垃圾分3類 資源垃圾 廚餘 一般垃圾



5500
4400
3300
2200
1100

「垃圾強制分類」政策分二階段實施，家中的垃圾應分為「資源垃圾」、「廚餘」、「一般垃圾」三大類排出。

94年1月1日起，第一階段於基隆市、宜蘭縣、台北市、新竹市、台中市、嘉義市、台南市、高雄市 開始實施。

95年1月1日起，第二階段於全國全面實施。

3類垃圾處理管道

保護環境從垃圾分類開始



全分類、零廢棄 環境永續

你知道台灣一天產生一萬六千噸垃圾嗎？
你知道垃圾裡有八成以上可以回收再利用嗎？

垃圾「全分類零廢棄」，就是以綠色生產、綠色消費、資源減量、資源回收、再利用與再生利用等方式，將資源有效循環利用。

垃圾分3類的好處

1. 資源有效利用，減少環境壓力
2. 一般垃圾減少，節省民衆支出
3. 減少負荷減輕，降低處理成本

外籍勞工在臺工作須知

中英文版



禁止旅客攜帶或郵遞入境

動物及其產品/植物及其生鮮產品

違規攜帶或郵遞入境將遭退運或沒入銷燬

旅客未主動申報將處以新台幣3000元以上罰鍰

Animals/Animal Products and Plants/Fresh Plant Products are not allowed to be brought or mailed into Taiwan.

Those will be shipped back or destroyed.

Passenger who failed to declare will be fined NT\$3000 or more.



- ◆動物及其產品：包括新鮮、已煮熟、加工、真空包裝者及其他相關動物產品。
- ◆植物及其新鮮產品：包括活植物、新鮮蔬菜、水果、活昆蟲、土壤及其他相關植物產品。
- ◆圖示僅為少數範例；若想進一步了解相關檢疫規定，歡迎上網查閱。
網址<http://www.baphiq.gov.tw> 為民服務專線：0800-039-131



行政院農業委員會動植物防疫檢疫局
Bureau of Animal and Plant Health Inspection and Quarantine
Council of Agriculture, Executive Yuan



拾、中文簡易生活用語教學

■你好 How are you ; Hello

(中文語) Ni How : 向人打招呼、問候的話。

■謝謝 Thanks

(中文語) Xie-Xie : 表達感謝、感激的意思。

■對不起 Sorry

(中文語) Dui Bu Chi : 對人表示抱歉的意思。

■我愛你 I love you

(中文語) Wo Ai Ni : 向人表達愛意、喜歡的意思。

■再見 Goodbye

(中文語) Zhai Jian : 道別時，希望以後再相見所用的話。

■多少錢 How much

(中文語) Duo Shao Chian : 詢問東西的價值時所用的話。

■到臺北車站怎麼走 How to go to Taipei Station

(中文語) DAO TAIBEI CHEZHAN ZOU : 問路用的話。



附表一：各地外勞諮詢服務中心一覽表

名稱	專線電話	地址
臺北市外勞諮詢服務中心	Tel: 02-23381600 Fax: 02-23026623	臺北市萬華區艋舺大道 101 號 4 樓
高雄市外勞諮詢服務中心	Tel: 07-8117543 Fax: 07-8117548	高雄市前鎮區鎮中路 6 號 4 樓
新北市外勞諮詢服務中心	Tel: 02-89659091、02-89651044 Fax: 02-89651058、02-89658697	新北市板橋區中山路 1 段 161 號 7 樓
桃園市外勞諮詢服務中心	Tel: 03-3344087、03-3341728 Fax: 03-3341689	桃園市縣府路 1 號 4 樓
新竹市外勞諮詢服務中心	Tel: 03-5320674 Fax: 03-5319975	新竹市國華街 69 號 5 樓
新竹縣外勞諮詢服務中心	Tel: 03-5520648 Fax: 03-5554694	新竹縣竹北市光明六路 10 號 B 棟 4 樓
苗栗縣外勞諮詢服務中心	Tel: 037-559058、037-370448 Fax: 037-363261	苗栗市府前路 1 號
臺中市外勞諮詢服務中心	Tel: 04-22289111 Fax: 04-22520684	臺中市西屯區臺灣大道 3 段 99 號
南投縣外勞諮詢服務中心	Tel: 049-2238670 Fax: 049-2246986	南投縣南投市中興路 660 號 1 樓
彰化縣外勞諮詢服務中心	Tel: 04-7297226、04-7297228 Fax: 04-7297230	彰化市中興路 100 號 8 樓
雲林縣外勞諮詢服務中心	Tel: 05-5338086、05-5338087 Fax: 05-5331080	雲林縣斗六市雲林路 2 段 515 號
嘉義縣外勞諮詢服務中心	Tel: 05-3621289 Fax: 05-3621097	嘉義縣太保市祥和新村 祥和二路東段 1 號
嘉義市外勞諮詢服務中心	Tel: 05-2162633 Fax: 05-2162635	嘉義市中山路 199 號 1 樓
臺南市外勞諮詢服務中心	Tel: 06-2951052、06-2991111 Fax: 06-2951053	臺南市永華路 2 段 6 號 8 樓
	Tel: 06-6328407 Fax: 06-6373465	臺南市新營區民治路 36 號 7 樓
屏東縣外勞諮詢服務中心	Tel: 08-7510894 Fax: 08-7515390	屏東縣屏東市自由路 17 號
基隆市外勞諮詢服務中心	Tel: 02-24278683 Fax: 02-24241444	基隆市義一路 1 號
宜蘭縣外勞諮詢服務中心	Tel: 03-9254040 Fax: 03-9251093	宜蘭縣宜蘭市縣政北路 1 號
花蓮縣外勞諮詢服務中心	Tel: 038-239007、038-220931 038-232582 Fax: 038-237712	花蓮縣花蓮市府前路 17 號
臺東縣外勞諮詢服務中心	Tel: 089-328254 轉 369 Fax: 089-341296	臺東縣臺東市桂林北路 201 號 3 樓



澎湖縣外勞諮詢服務中心	Tel : 06-9267248 Fax : 06-9269472	澎湖縣馬公市治平路 32 號
金門縣外勞查察暨諮詢服務中心	Tel : 082-373291 Fax : 082-371514	金門縣金城鎮民生路 60 號
連江縣外勞查察暨諮詢服務中心	Tel : 0836-25022 轉 308 Fax : 0836-22995	連江縣南竿鄉介壽村 156 號 3 樓

附表二：勞動部「1955 勞工諮詢申訴專線」

勞動部「1955 勞工諮詢申訴專線」：外勞、雇主或一般民眾皆可以透過市話、手機、或公共電話，免費撥打全國性 24 小時諮詢申訴窗口「1955」專線電話尋求協助，該專線服務內容包含：提供雙語服務（中文、泰國語、印尼語、越南語、英語）、法令諮詢服務、受理申訴服務、提供法律扶助諮詢資訊、轉介保護安置服務及轉介其他相關部門服務。

附表三：外勞輸出國家駐臺機構

單位	地址	電話/傳真
馬尼拉經濟文化辦事處	台北市內湖區洲子街 55-57 號 2 樓	Tel (02) 2658-9210 (02) 26589211 Fax (02) 26589123
泰國貿易經濟辦事處(勞工處)	臺北市信義路 3 段 151 號 10 樓	Tel (02) 2701-1413 Fax (02) 2701-1433
駐臺北印尼經濟貿易代表處	臺北市內湖區瑞光路 550 號 6 樓	Tel (02) 87526170 Fax (02) 87523706
駐臺北越南經濟文化辦事處(勞工組)	臺北市中山區臺北市松江路 101 號 2 樓	Tel (02) 25043477 Fax (02) 25060587
駐臺北烏蘭巴托貿易經濟代表處	臺北市基隆路一段 333 號 11 樓 1112 室(國貿大樓)	Tel (02) 27229740 Fax (02) 27229745
馬來西亞友誼及貿易中心	臺北市敦化北路 102 號 8 樓	Tel (02) 27132626 Fax (02) 25149864

附表四：各區國稅局

名稱	地址	電話
臺北國稅局	臺北市中華路一段 2 號	TEL : 02-23113711
北區國稅局	桃園市三元街 156 號	TEL : 03-3396789
中區國稅局	臺中市西區民生路 168 號	TEL : 04-23051111
南區國稅局	臺南市北區富北街 7 號 6-17F	TEL : 06-2223111
高雄國稅局	高雄市苓雅區廣州一街 148 號	TEL : 07-7256600

聯合服務電話：0800-000321



附表五：臺灣國際航空站外勞服務站一覽表

航空站	電話	地址	傳真
桃園國際航空站	代表號(英語、泰語、印尼語、越南語) 03-398-9002	桃園市大園區航站南路 15 號 B-0-291 室	03-393-1469
高雄國際航空站	07-803-6804 07-803-6419	(81223)高雄市中山四路二號	07-803-9177

附表六：衛生福利部中央健康保險署及各分區業務組一覽表

	地址	電話
署本部	臺北市大安區信義路 3 段 140 號	02-27065866
臺北業務組	臺北市中正區公園路 15-1 號 5 樓	02-21912006
北區業務組	桃園市中壢區中山東路 3 段 525 號	03-4339111
中區業務組	臺中市西屯區市政北一路 66 號	04-22583988
南區業務組	臺南市中西區公園路 96 號	06-2245678
高屏業務組	高雄市前金區中正四路 259 號	07-2315151
東區業務組	花蓮縣花蓮市軒轅路 36 號	03-8332111

* 健保免付費諮詢電話：0800-030-598

附表七：勞動部勞工保險局各地辦事處一覽表

辦事處別	地址	電話	傳真
臺北市辦事處	臺北市中正區羅斯福路 1 段 4 號	02-2321-6884	02-23939264
新北辦事處	新北市新莊區中平路 439 號 (行政院新莊聯合辦公大樓南棟 1 樓)	02-8995-2100	02-89956438
基隆辦事處	基隆市中正區正義路 40 號	02-2426-7796	02-24278364
桃園辦事處	桃園市縣府路 26 號	03-335-0003	03-3364329
新竹市辦事處	新竹市東區南大路 42 號	03-522-3436	03-5281438
新竹縣辦事處	新竹縣竹北市光明九路 36 之 1 號	03-551-4775	03-5514734
苗栗辦事處	苗栗縣苗栗市中山路 131 號	037-266-190	037-266650
臺中市辦事處	臺中市西區民權路 131 號	04-2221-6711	04-22207215
臺中市第二辦事處	臺中市豐原區成功路 616 號	04-2520-3707	04-25203709
南投辦事處	南投縣南投市芳美路 391 號	049-222-2954	049-2235624
彰化辦事處	彰化縣彰化市公園路 1 段 239 號	04-725-6881	04-7259293
雲林辦事處	雲林縣斗六市興華街 7 號	05-532-1787	05-5331738



嘉義辦事處	嘉義市東區大業街 2 號	05-222-3301	05-2221013
臺南市辦事處	臺南市中西區中正路 351 號	06-222-5324	06-2110355
臺南市第二辦事處	臺南市新營區民治東路 31 號	06-635-3443	06-6335831
高雄市辦事處	高雄市苓雅區中正一路 304 號	07-727-5115	07-7275338
高雄市第二辦事處	高雄市鳳山區復興街 6 號	07-746-2500	07-7462519
屏東辦事處	屏東縣屏東市廣東路 552 之 1 號	08-737-7027	08-7350343
宜蘭辦事處	宜蘭縣宜蘭市農權路 3 段 6 號	03-932-2331	039-329551
花蓮辦事處	花蓮縣花蓮市富吉路 43 號	03-857-2256	038-564446
臺東辦事處	臺東縣臺東市更生路 292 號	089-318-416	089-356003
澎湖辦事處	澎湖縣馬公市三民路 36 號	06-927-2505	06-9279320
金門辦事處	金門縣金城鎮環島北路 69 號	082-325-017	082-328119
馬祖辦事處	馬祖南竿鄉介壽村 47 之 4 號	0836-22467	0836-22872

附表八：內政部移民署服務站電話地址一覽表

編號	單位	地址	電話	傳真
1	基隆市服務站	基隆市中正區義一路 18 號 11 樓(A 棟)	02-24281775	02-24285251
2	臺北市服務站	臺北市中正區廣州街 15 號	02-23885185	02-23310594
3	新北市服務站	新北市中和區民安街 135 號	02-82282090	02-82282687
4	桃園市服務站	桃園市縣府路 106 號 1 樓	03-3310409	03-3314811
5	新竹市服務站	新竹市中華路 3 段 12 號 1、2 樓	03-5243517	03-5245109
6	新竹縣服務站	新竹縣竹北市三民路 133 號 1 樓	03-5519905	03-5519452
7	苗栗縣服務站	苗栗縣苗栗市中正路 1291 巷 8 號	037-322350	037-321093
8	臺中市第一服務站	臺中市南屯區文心南三路 22 號 1 樓	04-24725103	04-24725017
9	臺中市第二服務站	臺中市豐原區中山路 280 號	04-25269777	04-25268551
10	彰化縣服務站	彰化市中山路三段 2 號 1 樓	04-7270001	04-7270702
11	南投縣服務站	南投縣南投市文昌街 87 號 1 樓	049-2200065	049-2247874
12	雲林縣服務站	雲林縣斗六市府前街 38 號 1 樓	05-5345971	05-5346142
13	嘉義市服務站	嘉義市東區吳鳳北路 184 號 2 樓	05-2166100	05-2166106
14	嘉義縣服務站	嘉義縣朴子市祥和 2 路西段 6 號 1 樓	05-3623763	05-3621731
15	臺南市第一服務站	臺南市府前路 2 段 370 號	06-2937641	06-2935775
16	臺南市第二服務站	臺南市善化區中山路 353 號 1 樓	06-5817404	06-5818924



17	高雄市第一服務站	高雄市前金區成功1路436號1、7樓	07-2821400	07-2153890
18	高雄市第二服務站	高雄市岡山區岡山路115號	07-6212143	07-6236334
19	屏東縣服務站	屏東市中山路60號1樓	08-7661885	08-7662778
20	宜蘭縣服務站	宜蘭縣羅東鎮純精路3段160巷16號4樓	03-9575448	03-9574949
21	花蓮縣服務站	花蓮縣花蓮市中山路371號5樓	038-329700	038-339100
22	臺東縣服務站	臺東縣臺東市長沙街59號	089-361631	089-347103
23	澎湖縣服務站	澎湖縣馬公市新生路177號1樓	06-9264545	06-9269469
24	金門縣服務站	金門縣金城鎮西海路1段5號2樓	082-323695	082-323641
25	連江縣服務站	連江縣(馬祖)南竿鄉福澳村135號2樓	0836-23736	0836-23740

附表九：內政部移民署專勤隊電話地址一覽表

編號	單位	地址	電話	傳真
1	基隆市專勤隊	基隆市義七路9巷2號	(02)2428-7172	(02)2428-4718
2	臺北市專勤隊	臺北市文山區興隆路三段306號	(02)2239-6393	(02)2239-6396
3	新北市專勤隊	新北市中和區民安街135號2樓	(02)8221-5701	(02)8226-7760
4	桃園市專勤隊	桃園市蘆竹區龍安街二段968號3樓	(03)217-4577	(03)217-4887
5	新竹市專勤隊	新竹市崧嶺路122號	(03)525-4336	(03)525-8542
6	新竹縣專勤隊	新竹縣竹北市三民路133號2樓	(03)551-2377	(03)551-5084
7	苗栗縣專勤隊	苗栗縣苗栗市中正路1297巷5號	(037)379-045	(037)379-052
8	臺中市第一專勤隊	臺中市南屯區文心南三路22號2樓	(04)2472-5102	(04)2472-5045
9	南投縣專勤隊	南投縣南投市文昌街87號2、3樓	(049)224-0146	(04)224-6841
10	彰化縣專勤隊	彰化縣員林鎮中山路三段2號2樓	(04)727-0109	(04)727-0103
11	雲林縣專勤隊	雲林縣斗六市府前街38號3樓	(05)534-6119	(05)534-6143
12	嘉義市專勤隊	嘉義市西區中興路353號10樓	(05)231-3609	(05)231-3705
13	嘉義縣專勤隊	嘉義縣朴子市祥和2路西段6號2樓	(05)362-5162	(05)362-1441
14	臺南市專勤隊(府城辦公室)	臺南市西門路1段701號6樓	(06)221-9459	(06)221-1249
15	臺南市專勤隊	臺南市善化區中山路353號2樓	(06)581-3019	(06)581-6328
16	高雄市專勤隊	高雄市新興區六合一路113號	(07)236-7524	(07)236-0446
17	高雄市專勤隊(岡山辦公室)	高雄市岡山區岡山路115號2樓	(07)623-6347	(07)623-4599
18	屏東縣專勤隊	屏東縣屏東市中山路60號2樓	(08)766-2250	(08)766-1882
19	宜蘭縣專勤隊	宜蘭縣羅東鎮純精路3段160巷16號5樓	(03)957-7661	(03)957-4949
20	花蓮縣專勤隊	花蓮縣花蓮市港口路35號	(03)822-3363	(038)339-100



21	臺東縣專勤隊	臺東縣臺東市長沙街 59 號 2 樓	(089)342-095	(089)342-874
22	澎湖縣專勤隊	澎湖縣馬公市新生路 177 號 2 樓	(06)926-3556	(06)926-9469
23	金門縣專勤隊	金門縣金湖鎮蓮庵里 5 鄰西村 46 之 3 號	(082)333-531	(082)333-443
24	連江縣專勤隊	連江縣(馬祖)南竿鄉福沃村 135-6 號 2 樓	(0836)229-45	(0836)237-40

附表十：勞動部委託辦理「製播外籍勞工業務中、外語廣播節目」頻道表(以節目實際播放時間為準)

語言別	廠商	節目名稱	頻道
國語節目	台灣廣播股份有限公司	外勞交流道	1.台北二台 AM-1188 (首播每週日 17:00 至 18:00) 2.台中電台 AM-774(首播每週日 17:00 至 18:00) 3.新竹電台 AM-1206(重播每週日 19:00 至 20:00) 4.大溪轉播台 AM-621(重播每週日 19:00 至 20:00) 5.網路收聽網址： www.taiwanradio.com.tw
	亞世廣告有限公司	勞雇一家親	1.寶島客家電臺 FM93.7 (首播每週日 8:00 至 9:00、) 2.大漢之音電臺 FM97.1 (重播每週日 19:00 至 20:00) 3.建國電臺 AM954/AM1422/AM801 (重播每週日 18:00 至 19:00) 4.網路收聽網址： www.formosahakka.org.tw www.fm971.com.tw xn-kpr15ecv/its4d.tw
	財團法人佳音廣播電台	溫情一線牽 世界大不同	1.財團法人佳音廣播電台 FM90.9 (首播每週五 9:00-10:00, 重播每週二 20:00-21:00) 2.基隆益世廣播電台 AM1404 (每週日 08:00 至 09:00) 3.羅東廣播電台 FM90.3 (每週六 19:00-20:00) 4.台南南都廣播電台 FM89.1(首播每週日 15:00-16:00, 重播每週二 17:00-18:00) 5.南投山城廣播電台 FM90.7(每週日 10:00-11:00) 6.網路收聽網址： www.goodnews.org.tw
英語(含 Tagalog)節目	台灣廣播股份有限公司	賓至如歸-菲向馬尼拉	1.台北一台 AM 1323 (首播每週日 18:00 至 19:00) 2.新竹台 AM 1206 (首播每週日 18:00 至 19:00) 3.大溪台 AM 621 (首播每週日 18:00 至 19:00、重播每週日 21:00 時至 22:00) 4.大溪台 AM 621、關西台 AM 1062 (重播每週日 21:00 時至 22:00) 5.網路收聽網址： www.taiwanradio.com.tw
	亞世廣告有限公司	開心假日菲律賓	1.寶島客家廣播電台 FM93.7 (首播每週日 9:00 至 10:00) 2.建國廣播電台(重播每周日 17:00 至 18:00 桃園 AM1422/新竹 AM954/臺南 AM801/) 3.網路收聽網址： www.formosahakka.org.tw xn-kpr15ecv/its4d.tw



The Handbook for Foreign Workers in Taiwan

外籍勞工在臺工作須知

中英文版

越南話節目	亞世廣告有限公司	客自越南來	1.寶島客家廣播電台 FM93.7 (首播每週日 17:00 至 18:00) 2.關懷廣播電台 FM91.1(重播每週日 21:00 至 22:00) 3.網路收聽網址： www.formosahakka.org.tw radio.taiwancarecenter.org
	財團法人中央廣播電臺	越南朋友在臺灣	1.中央廣播電台 AM1422 (首播每週二 19:00 至 20:00) 2.中央廣播電台 AM1422 (重播每週三 10:00 至 11:00) 3.網路收聽網址： vietnamese.rti.org.tw
	台灣廣播股份有限公司	越南溫馨味	1.台北一台 AM 1323 (首播每週日 13:00 至 14:00) 2.新竹電台 AM 1206 (首播每週日 13:00 至 14:00) 3.台北二台 AM1188 (重播每週日 18 時至 19 時) 4.大溪台 AM 621 (重播每週日 20:00 至 21:00) 5.關西台 AM 1062 (重播每週日 20:00 至 21:00) 6.網路收聽網址： www.taiwanradio.com.tw
印尼話節目	台灣廣播股份有限公司	開心假期雅加達	1.台北一台 AM 1323 (首播每週日 17:00 至 18:00、重播每週六 18:00 至 19:00) 2.大溪台 AM 621 (首播每週日 17:00 至 18:00) 3.新竹台 AM 1206 (首播每週日 17:00 至 18:00) 4.關西台 AM 1062 (重播每週日 19:00 至 20:00) 5.高雄廣播電台 FM94.3、AM1089(每周日 7:00 至 8:00) 6.網路收聽網址： www.taiwanradio.com.tw www.kbs.gov.tw
	財團法人中央廣播電臺	印尼人在臺灣	1.中央廣播電台 AM1422 (首播每週四 20:00 至 21:00) 2.中央廣播電台 AM1422 (重播每週五 8:00 至 9:00) 3.網路收聽網址： indonesian.rti.org.tw
	安博林國際有限公司	心心相印	1.寶島客家廣播電台 FM93.7 (首播每週日 14:00 至 15:00) 2.建國廣播電台(重播每週日 16:00 至 17:00 桃園 AM1422/新竹 AM954/臺南 AM801) 3.網路收聽網址： www.formosahakka.org.tw xn-kpr15ecvits4d4d.tw
泰語節目	財團法人中央廣播電臺	你好·沙哇迪叻	1.中央廣播電台 AM1422 (首播每週三 21:00 至 22:00) 2.中央廣播電台 AM1422(重播每週四 9:00 至 10:00) 3.網路收聽網址： thai.rti.org.tw
	台灣廣播股份有限公司	湄南河畔	1.台北一台 AM-1323(首播每週日 7:00 至 8:00) 2.大溪台 AM-621(首播每週日 7:00 至 8:00) 3.新竹台 AM-1206 (首播每週日 7:00 至 8:00、重播每週日 16:00 至 17:00) 4.網路收聽網址： www.taiwanradio.com.tw