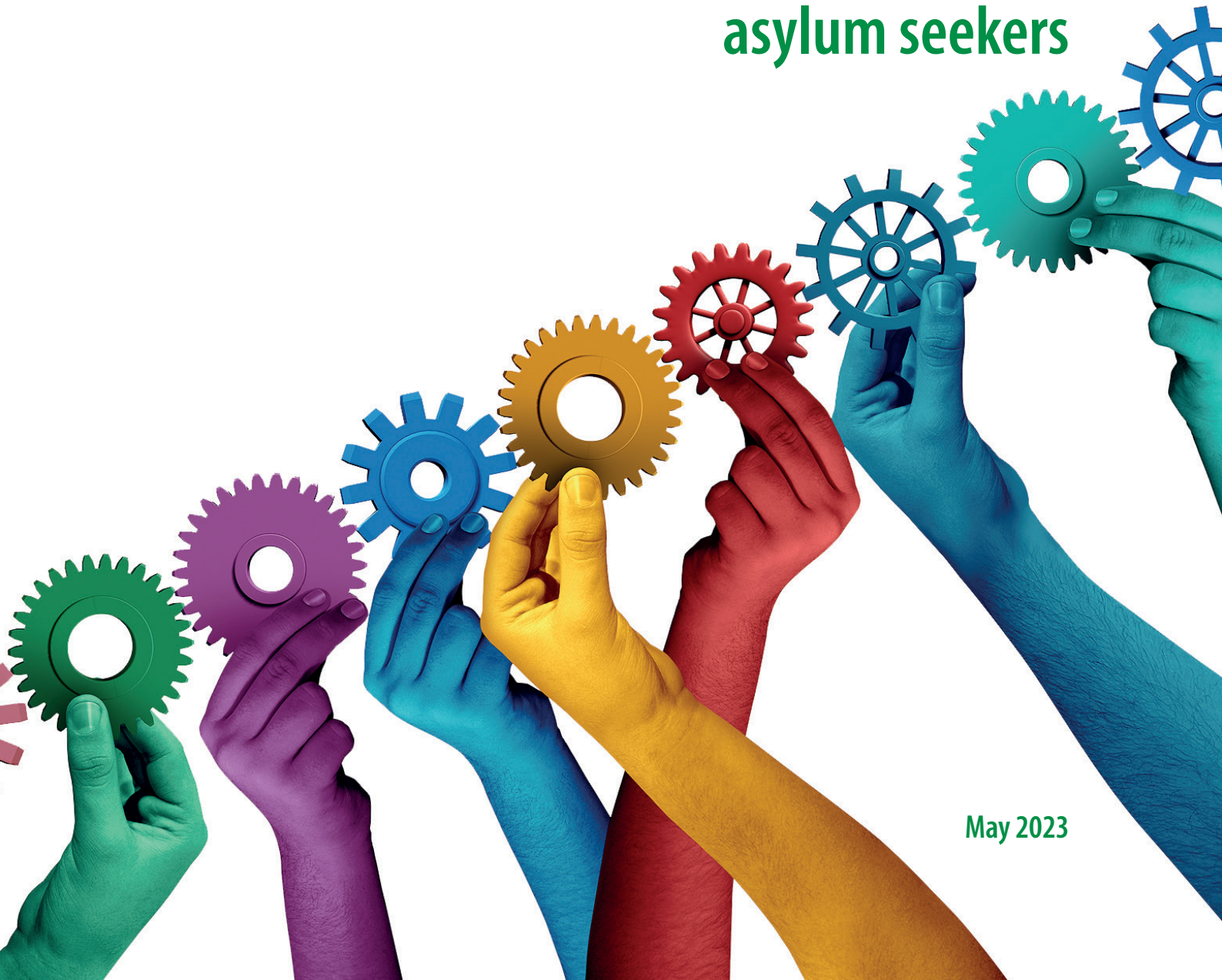
INCLUSIVE LABOUR MARKET

A handbook for employers on the employment of refugees and asylum seekers



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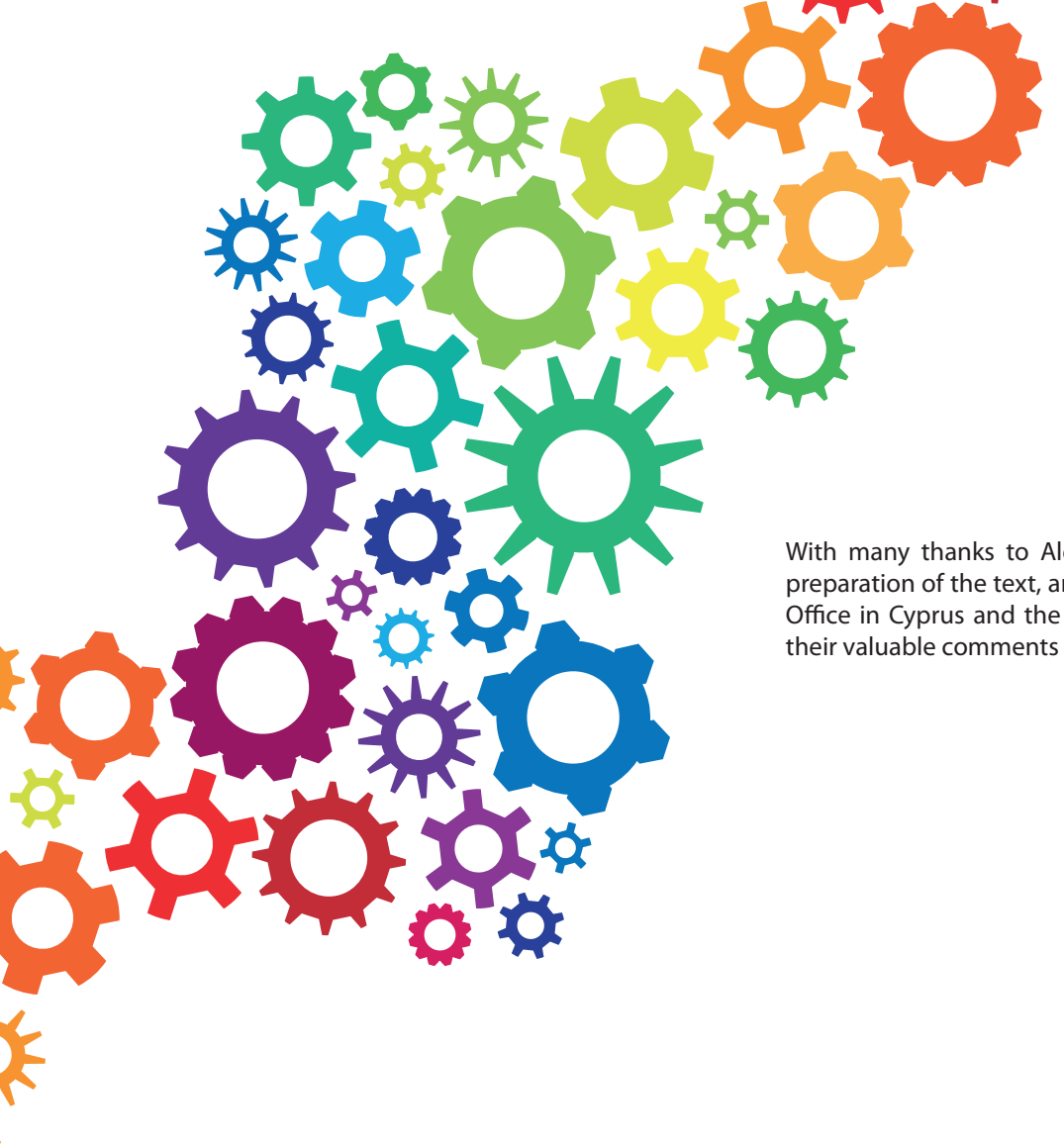

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REGISTRATION AS EMPLOYER

Before offering gainful employment in Cyprus, a company must be registered as an employer with the Social Insurance Services through the online Ergani platform.

FIELDS OF WORK ALLOWED

Recognised refugees and beneficiaries of subsidiary protection are entitled to equal treatment as Cypriot citizens regarding gainful employment or independent professional activity according to the regulations of the particular profession and of public administration, without particular formalities, other than the standard registration with the Tax Department and the Social Insurance Services. They have the same rights as citizens to remuneration, access to social security benefits, and other conditions of employment.

In the case of asylum seekers, access to the labour market is allowed one month from the date of submission of the application for asylum, expected to be increased to nine months as of 1 August 2023, provided that they have a contract of employment, duly stamped by the Department of Labour.

However, employers are entitled to submit a Declaration of Temporary Employment of Asylum Seekers to the Department of Labour, in order to then be able to register employees with the Social Insurance Services and commence employment. Within a week from the date of submission of this declaration, the employer is required to submit a full application to the Department of Labour. If the contract is then rejected by the Department of Labour, and thus will not be stamped, the temporary employment will have to stop with immediate effect.

Please be informed that the review and stamping of such employment contracts before the Departments of Labour and of Labour Relations may take months due to the backlog. It is advisable, in the meantime, employers keep an additional copy and also share another copy with the employees as a matter of best practice.

As noted further below, employees have the right to receive, within seven calendar days from commencement of employment, in writing or electronically, material terms of the employment relationship, and certain further information within one calendar month.

At present, asylum seekers can only work in the following professions:

- Agricultural workers
- Livestock workers
- Poultry workers
- Fishery workers
- Fish farm workers
- Animal caretakers
- Feed production workers
- Night shift production workers in bakeries and dairies
- Loading and unloading porters
- Night shift poultry workers
- Sewerage and sewage and waste management workers
- Garbage and dog waste collection and processing workers
- Recycling workers
- Animal waste and abattoir by-products processing workers
- Petrol station workers – car washers
- Loading and unloading porters
- Fish shop workers
- Assistant car straighteners – assistant car painters
- Building and outdoor cleaning workers in cleaning crews
- Distributors of promotional and informational material
- Ready-made food delivery
- Gardeners
- Pest / rodent extermination workers in homes and offices
- Kitchen assistants and kitchen cleaners
- Laundrette workers

It is noted that asylum seekers are only allowed to have one employer at a time, so their employment must

either be terminated, or they must resign before proceeding with employment at a new employer – a relevant release document may also need to be filed.

UNLAWFUL EMPLOYMENT

Employment of an asylum seeker in a profession other than the above permitted professions, or employment of an asylum seeker after either the failure to file a recourse against a negative administrative decision on the asylum application within the deadline or after a negative judgment of the Administrative Court of International Protection that rejects the recourse, is a criminal offence punishable by up to three months' imprisonment and/or up to 2 000 euros for the asylum seekers, as well as up to the three years' imprisonment and/or up to 8 000 euros for the employer.

Employers are advised to confirm that their employees and prospective employees maintain their legal status as asylum seekers, particularly in cases of a first-instance rejection of their application for international protection by the Asylum Service. Persons who submit a recourse to the Administrative Court of International Protection against the rejection of their application, retain the status of asylum seeker until a final judgment of the Court is issued.

INFORMATION TO EMPLOYEES

Employees must (and are entitled to) receive, within seven calendar days from commencement of employment in writing or electronically, at least the following information:

- **a |** the identities of the parties to the employment relationship;
- **b |** the place of work; where there is no fixed or main place of work, the principle that the worker is employed at various places or is free to determine his or her place of work, and the registered place of business or, where appropriate, the domicile of the employer;
- **c |** either:
  - i - the title, grade, nature or category of work for which the worker is employed or
  - ii - a brief specification or description of the work;
- **d |** the date of commencement of the employment relationship;
- **e |** in the case of a fixed-term employment relationship, the end date or the expected duration thereof;
- **f |** the duration and conditions of the probationary period, if any;
- **g |** the remuneration, including the initial basic amount, any other component elements, if applicable, indicated separately, and the frequency and method of payment of the remuneration to which the worker is entitled;
- **h |** if the work pattern is entirely or mostly predictable, the length of the worker's standard working day or week and any arrangements for overtime and its remuneration and, where applicable, any arrangements for shift changes
- **i |** if the work pattern is entirely or mostly unpredictable, the employer shall inform the worker of:
  - i - the principle that the work schedule is variable, the number of guaranteed paid hours and the remuneration for work performed in addition to those guaranteed hours;
  - ii - the reference hours and days within which the worker may be required to work;
  - iii - the minimum notice period to which the worker is entitled before the start of a work assignment and, where applicable, the deadline for cancellation of the employment relationship.

Employees must also (and are entitled to) receive, within one calendar month from commencement of employment in writing or electronically, the following information:

- **a |** in the case of temporary agency workers, the identity of the user undertakings, when and as soon as known;
- **b |** the training entitlement provided by the employer, if any;
- **c |** the amount of paid leave to which the worker is entitled or, where this cannot be indicated when the information is given, the procedures for allocating and determining such leave;
- **d |** the procedure to be observed by the employer and the worker, including the formal requirements and the notice periods, where their employment relationship is terminated or, where the length of the

notice periods cannot be indicated when the information is given, the method for determining such notice periods;

e | any collective agreements governing the worker's conditions of work or in the case of collective agreements concluded outside the business by special joint bodies or institutions, the name of such bodies or institutions within which the agreements were concluded;

f | where it is the responsibility of the employer, the identity of the social security institutions receiving the social contributions attached to the employment relationship and any protection relating to social security provided by the employer.

Nevertheless, as explained earlier on, in any case, in order to engage an asylum seeker, employers are obliged to submit a contract within seven days of submission of the Declaration of Temporary Employment of Asylum Seekers, which shall then need to be stamped, even though employment can already commence beforehand.

The template employment contract provided by the Department of Labour is available only in Greek. Therefore, it is advisable to request either a certified translation of the contract into the employee's first language or a language that they can understand, prior to signing, or pertinent legal advice.

WORKING HOURS

There is a statutory average maximum of 48 hours a week, over a reference period of four months, and a minimum of 24 consecutive hours' rest per week. Further, whenever daily work exceeds six hours, the employee is entitled to at least fifteen minutes' continuous break (not consecutive to the beginning or the end of the work), at which time the employee is entitled to leave their job position.

However, deviation from the these statutory provisions is allowed for managerial staff and family staff, subject to the general principles of protection of the wellbeing and health of employees.

Even further, subject to the general principles of protection of the wellbeing and health of employees, the above provisions shall not apply if:

a | employee consents to provision of such work;

b | employee shall not incur any consequence if they do not accept to perform such work;

c | employers maintain and update a record of all employees providing such work;

d | such record is at the disposal of the Minister of Labour and Social Insurance, who is entitled to prohibit or restrict the possibility to cross the maximum weekly work duration, on grounds of safety and/or health of employees;

e | employer shall give information regarding consent of employees to the Minister of Labour and Social Insurance, upon Minister's request.

In addition, deviation from the statutory provisions is allowed for activities that by their very nature require a continuity of service, such as nursing and/or healthcare services provided by hospitals or alike institutions, provided that a collective agreement or an agreement between the employers and the representatives of the employees have been concluded, on the condition that equivalent compensatory resting periods are granted or, in exceptional cases where it is objectively impossible to grant such equivalent compensatory resting periods, appropriate protections are afforded to the employees concerned.

Finally, there are special provisions for certain professions, in particular staff in the retail sector, tourist sector, mining, as well as clerical staff, where the maximum working time has further limitations.

PROTECTION OF WAGES

No deductions may be made to current wages, unless (a) they are foreseen by statute or regulations or applicable collective agreement(s), or (b) they are in accordance with regulations of pension, provident or medical funds, or (c) they are made pursuant to a court judgment, (d) they are made as compensation for damage caused by intention or gross negligence of the employee to the business (after consultation with the employee or employee representatives, or upon mediation of the Ministry of Labour and Social Insurance), or (e) made upon written and signed consent of the employee (for this case (e), employers need to maintain a register in the form decided by the Director of Department of Labour Relations). Any such deductions shall be limited to the degree to which the employee will be able to sustain themselves and their family.

Please also note that the minimum frequency of payment, i.e. maximum period between one payment of salary to the next one is one month.

All payments of salary have to be made either into a bank account or by cheque. However, during the first four months of employment payment can be made in cash, pending the opening of a bank account. By way of exception, payment can continue being made in cash past the four months, if the opening of the bank account is rejected for any reason and the relevant decision of the bank is notified by the employer to the Department of Labour Relations. In addition, if payment of wage is made on a weekly basis, payment in cash can take place permanently, only if foreseen so specifically in the applicable collective agreement (if any) or the individual employment contract which bears full name and signature of the two parties.

Further, employers need to issue a pay slip and give a copy to the employee within five working days from the date of payment of the wage, either electronically or in hard copy, and the pay slip needs to include the following information:

- Details of employer and employee:
  - Name and surname;
  - Address;
  - ID;
  - Social insurance number or employer registration number;
- Date of payment;
- Period for which the payment was made;
- Details of payment:
  - Base salary with reference to the number of weekly working hours;
  - Overtime payment with reference to the number of over time working hours and manner in which the overtime pay is calculated;
  - Any other payments;
- Employee contributions:
  - Social Insurance Fund;
  - General Healthcare System;
  - Any other contributions foreseen by law, regulation, written agreement or collective agreement
- Employer contributions:
  - Social Insurance Fund;
  - Social Cohesion Fund;
  - Redundancy Fund;
  - Human Resource Development Fund;
  - General Healthcare System;
  - Any other contributions foreseen by law, regulation, written agreement or collective agreement
- Details on the below if applicable:
  - Cost-of-living allowance;
  - Commissions;
  - 13th salary;
  - 14th salary;
  - Travel expenses;
  - Central Holiday Fund contributions; and
  - Provident fund contributions.

Even further, all pay slips need to be filed in a record by the employer, who needs to send it to any labour inspector, or another authorised official, within fifteen calendar days from the day of request, in case they request inspection of the same.

Finally, employers need to maintain details of employees, concerning their gross and net salary, as well as details on any pay cuts done and for what reasons, and these need to be available for inspection by any labour inspector or another authorised official, upon request, for a period not exceeding six (6) years.

The employer may incur criminal liability for breaches of any of the above obligations, in particular up to six months' imprisonment and/or up to 15 000 euros fine – such criminal liability can also be imputed to directors and secretary of the company, managers, CEOs or persons with similar positions, if the offence was committed with their consent or complicity.

MINIMUM WAGE AND COMPENSATION

In general, apart from the minimum standards of protection set out below, salaries are not regulated by law and can be negotiated by the employer and the employees (or their representatives) through individual or collective agreements.

By decree of the Council of Ministers, as of 1 January 2023, a new minimum wage is set for all employees working in the Republic of Cyprus, excluding the following categories:

- domestic workers;
- agricultural and livestock workers;
- maritime workers;
- employees that benefit from more favourable arrangements by law, contract, practice or custom;
- employees in the hotel industry covered by the Decree on Minimum Wage in the Hotel Industry of 2020; and/or
- any employee who receives training or education provided for by law, practice or custom to obtain a diploma and/or to practice a profession.

In the case of seasonal workers under 18 years of age, whose duration of work does not exceed two consecutive months, the minimum wage may be reduced by 25%. Further, the minimum wage of employees whose food is covered by the employer may be reduced by 15% and when accommodation is covered by further 10%. The employee nevertheless retains the right to terminate such an arrangement by providing a 45 days' notice to the employer.

The new minimum wage for a full-time employment is set at 885 euros per month, which increases to 940 euros after six months of continuous employment with the same employer.

There is also an additional decree concerning minimum wages for different job positions within hotels. Depending on the job position, these vary between 870 to 1 070 euros per month and/ or between 5.28 to 6.32 euros per hour.

Overtime pay is not generally regulated by law in Cyprus, and it is usually regulated by individual or collective agreement or employer practice or custom. There are a few exceptions regulated by law, such as the retail sector and sections of the hospitality industry.

SOCIAL SECURITY AND EMPLOYER CONTRIBUTIONS

Social Insurance Fund

The Social Insurance Fund covers compulsorily every person gainfully occupied in Cyprus either as an employed person or as a self-employed person. Pursuant to the Social Insurance Law of 2010 (59(I)/2010), the Social Insurance Fund is financed by contributions payable by the employers, the insured persons and the State. The rate of contribution for employed persons is 21.5% of their "insurable earnings". Out of this rate, 8.3% is payable by the employer, 8.3% by the employee, while a further 4.9% is payable by the State.

It is important to note that "insurable earnings" are earnings on which contributions and benefits are calculated and include any remuneration derived from employment, excluding *ex-gratia* payments and occasional bonus, but including the contributions payable in respect of that person to the Central Holiday Fund, if applicable. For year 2022, "insurable earnings" are subject to a maximum of 1 117 euros gross weekly income or 4 840 euros gross monthly income – this is reviewed at the beginning of each year.

It is important to note that employment of an individual that is not declared to the Social Insurance Services carries an administrative fine of 500 euros for the employer, plus 500 euros for every month that was not accounted for prior to the date that the undeclared employment was found out. If the fine is paid within thirty days as of the date of service of the decision to fine, it shall be reduced by 30%, while in case that it is paid past the deadline of thirty days, it will be increased by 50 euros for each day of delay.

Further to the above, any employer that omits or neglects payment of contributions may incur up to one-year imprisonment and/or a criminal financial penalty of up to 3 400 euros, and, in case of repetition, up to a two-year imprisonment and/or a criminal financial penalty of up to 5 000 euros.

In addition, the employer will have to pay all contributions retrospectively, plus up to 25%, or, in case of repetition, plus up to 50%, as per the court judgment.

Protection of Employees Rights in the Event of Insolvency of the Employer

Under the Protection of Employees Rights in the Event of Insolvency of the Employer Law of 2001 (25(I)/2001), a special fund is established through which the employees are paid the amount due to them by virtue of wages/salary and annual leave with pay in the case of insolvency of their employer. The Fund is financed each month with a transfer of 16.6% of the contributions paid by employers to the Redundancy Fund, therefore no additional contribution needs to be made specifically to the above fund.

Human Resource Development Fund

The Human Resource Development Law of 1999 (125(I)/1999) establishes a Human Resource Development Fund. The rate of contribution to the Fund is 0.5% on the employee's earnings, fixed by regulation. This is subject to a maximum of 1 117 euros gross weekly income or 4 840 euros gross monthly income.

Social Cohesion Fund

The Social Cohesion Fund Law 124(I)/2002 establishes a Social Cohesion Fund. The rate of contribution is 2% on the employees' earnings. The proceeds are used for the payment of social allowances to balance off the increase of the value added tax rate and the capital gains tax rate.

General Healthcare System

Pursuant to the General Healthcare System Law 89(I)/2001, as amended, the Healthcare Insurance Fund (which finances the new universal General Healthcare System) is financed by contributions payable by the employers, employees/beneficiaries, and the State. The rate of contribution for employed persons 10.25% of their earnings. Out of that rate, 2.90% shall be payable by the employer, 2.65% by the employee, while a further 4.70% shall be payable by the State.

Pay-as-you-earn income tax

Cyprus operates a pay-as-you-earn income tax system and employers have the obligation to withhold they personal income tax payable from the employee.

The income tax brackets are the following:

- Up to 19 500 euros: 0%
- 19 501 – 28 000: 20%
- 28 001 – 36 300: 25%
- 36 301 – 60 000: 30%
- 60 001 and over: 35%

ANNUAL PAID LEAVE

Pursuant to the Annual Paid Leave Law of 1967 (8/1967), each employee that has worked 48 weeks within one year is entitled to an annual leave with pay of four weeks. According to the same Law if an employee works 5 days per week then he is entitled to a minimum of 20 working days whereas if he works 6 days per week he is entitled to 24 working days, unless he is entitled to more days provided by any other Law, custom or collective agreement. The contribution rate to the Central Holiday Fund is 8% for the minimum leave and is payable wholly by the employer.

The employer may apply to be exempted from the said contribution if they have opted to pay the employee annual leave directly with full pay. This is standard practice in most businesses, whereas the practice of contributing to the Central Holiday Fund is more common in the industrial sector where there are larger businesses. When the employer opts to pay the annual leave to the employee directly, this should be more beneficial than the Law, i.e. the legal minimum should be exceeded, for example 21 days for a five-day week or 26 days for a six-day week respectively, with full pay.

With regard to sick leave, there is no statutory minimum for paid sick leave that needs to be granted by the employer. However, the employee may claim a sickness benefit from the Social Insurance Fund, when the number of continuous sick leave days exceeds three.

Further, with regard to public holidays, they are compulsory only for retail sector workers. There is no statutory obligation to grant public holidays otherwise to this effect, but it is a matter of the individual employment contract or the collective agreement. Nevertheless, it is common practice to grant a number of these public holidays.

PROTECTION OF MATERNITY

In accordance with section 3(2) of Protection of Maternity Law of 1997 (100(I)/1997), an employee has the right to take an 18-week maternity leave (in case of a second child, there is an entitlement for a further four weeks; in case of third+ child, there is an entitlement for a further eight weeks), 11 weeks of which are mandatorily to be taken on the period starting two weeks before the week of the expected birth. Further, section 5 of same Law also gives the right to new mothers to have a paid one-hour breastfeeding break for nine months as of childbirth.

Maternity leave is applicable also in cases of adoption and surrogacy with certain differences.

In addition, section 4 of the same Law, establishes an express protection from dismissal ranging from the start of the pregnancy until five months after the end of the maternity leave. During the said period the employer is not allowed to give any notice of termination or proceed with other actions aiming at the final dismissal of the said employee, unless she is guilty of serious misconduct, or the business has closed down or the contractual period of employment has ended (apart from instances where non-renewal of the contract relates to the pregnancy, childbirth or maternity). Any violation of the said provision, without any of the exceptions being applicable, constitutes a criminal offence, pursuant to section 9 of the same Law, with a maximum financial penalty of 7 000 euros (or 8 000 euros, in case of a second conviction within a span of two years). The standard of proof is high, and the burden is on the employer to prove that the dismissal fell within the exceptions and that it was not related to the pregnancy, childbirth or maternity.

Finally, maternity allowance is paid directly out of the Social Insurance Fund, but there is a practice, particularly in unionised professions, for employers to supplement that allowance, in order to reach full salary for the period of absence.

Such leave does not affect the continuity of the employment or professional advancement.

PROTECTION OF PATERNITY

Pursuant to the (Paternity, Parental, Carers, Force Majeure) Leave and Flexible Work Arrangements for Work-Life Balance Law of 2022 (216(I)/2022), an employee that has a child either through natural maternity or by surrogacy or by adoption up to twelve years old has a right to paternity leave of two continuous weeks at a time during the period that starts from the week of the childbirth or adoption and ends two weeks after the end of the maternity leave. Such employee has to notify the employer of the intention to exercise the right to paternity leave at least two weeks in advance.

In addition, there Is an express protection from dismissal (as well as any steps to dismiss) commencing from the date of written notice by the employee of the intention to exercise the right to paternity leave and expires at the end of the paternity leave, except in cases of serious offence or misconduct, closure of the undertaking employing the individual, or if it was the natural expiry of a fixed-term contract. An employer who violates this provision is guilty of an offence and, if convicted, is subject to a fine not exceeding 7 500 euros.

Paternity allowance is paid directly out of the Social Insurance Fund, but there is a practice, particularly in unionised professions, for employers to supplement that allowance, in order to reach full salary for the period of absence.

Such leave does not affect the continuity of the employment or professional advancement.

PARENTAL LEAVE

Pursuant to the (Paternity, Parental, Carers, Force Majeure) Leave and Flexible Work Arrangements for Work-Life Balance Law of 2022 (216(I)/2022), every employee, who is a parent, after six months of continuous employment with the same employer, is entitled to a total parental leave of up to eighteen weeks, due to the birth or adoption of a child, for the purpose of caring for and bringing up the child (in case of a widower parent or single parent, the duration of parental leave may be extended to twenty-three weeks) to be taken up to the completion of the eighth year of the child's age (with slight differences for adoptive children) and up to the eighteenth year of age of the child, in case of children with disabilities. Such leave may be obtained with a minimum of one week and a maximum of five weeks per calendar year. Such employee has to notify the employer of the intention to exercise the right to parental leave at least three weeks in advance.

In addition, there Is an express protection from dismissal (as well as any steps to dismiss) commencing from the date of written notice by the employee of the intention to exercise the right to parental leave and expires

at the end of the parental leave, except in cases of serious offence or misconduct, closure of the undertaking employing the individual, or if it was the natural expiry of a fixed-term contract. An employer who violates this provision is guilty of an offence and, if convicted, is subject to a fine not exceeding 7 500 euros.

There is also a right to parental leave allowance paid directly out of the Social Insurance Fund, provided that the parent (a) has worked at least for twelve months during the preceding 24 months, (b) has completed six months of continuous employment with the same employer and (c) does not receive full pay by their employer.

Such leave does not affect the continuity of the employment or professional advancement.

LEAVE ON GROUNDS OF *FORCE MAJEURE*

Pursuant to the (Paternity, Parental, Carers, Force Majeure) Leave and Flexible Work Arrangements for Work-Life Balance Law of 2022 (216(I)/2022), an employee is entitled to receive, upon application, unpaid leave of up to seven days a year, on grounds of *force majeure* related to urgent family reasons, pertaining to illness or accident of members of the family, which require the immediate presence of the employee. Such employee has to notify the employer of the intention to exercise the right to leave on grounds of *force majeure* as soon as the event that requires their immediate presence takes place.

In addition, there Is an express protection from dismissal (as well as any steps to dismiss) commencing from the date of written notice by the employee of the intention to exercise the right to leave on grounds of *force majeure* and expires at the end of the leave, except in cases of serious offence or misconduct, closure of the undertaking employing the individual, or if it was the natural expiry of a fixed-term contract. An employer who violates this provision is guilty of an offence and, if convicted, is subject to a fine not exceeding 7 500 euros.

Such leave does not affect the continuity of the employment or professional advancement.

CARERS' LEAVE

Pursuant to the (Paternity, Parental, Carers, Force Majeure) Leave and Flexible Work Arrangements for Work-Life Balance Law of 2022 (216(I)/2022), an employee may take out unpaid carers' leave of up to five days per year, in order to provided personal care or support to a relative or a person that resides in the same household who has the necessity of important care or support due to a serious medical reason, provided that they notify the employer in due time and by providing the relevant medical certificate substantiating the need for such leave.

In addition, there is an express protection from dismissal (as well as any steps to dismiss) commencing from the date of written notice by the employee of the intention to exercise the right to carers' leave and expires at the end of the carers' leave, except in cases of serious offence or misconduct, closure of the undertaking employing the individual, or if it was the natural expiry of a fixed-term contract. An employer who violates this provision is guilty of an offence and, if convicted, is subject to a fine not exceeding 7 500 euros.

Such leave does not affect the continuity of the employment or professional advancement.

FLEXIBLE WORK ARRANGEMENTS

Pursuant to the (Paternity, Parental, Carers, Force Majeure) Leave and Flexible Work Arrangements for Work-Life Balance Law of 2022 (216(I)/2022), parents of children up to eight years old and carers have the right to request flexible work arrangements, such as remote work and reduced or flexible working hours, provided that they have worked continuously for the same employer for at least six months (in case of short-term fixed-term contracts, they can all be taken into account together in the calculation of six months) and the employer must consider such request and reply to the employee in writing within a month. The employer may take into account both their needs and the needs of the employee and may approve the request and agree with the employee the period for which these arrangements will apply, or postpone implementation of such flexible work arrangements, or reject the request. However, before any postponement or rejection, the employer must take into account the representations of the employee and notify them in writing of the decision, justifying the grounds of postponement or rejection.

In addition, there is an express protection from dismissal (as well as any steps to dismiss) commencing from the date of commencing flexible work arrangements until the end of such arrangements, except in cases of serious offence or misconduct, closure of the undertaking employing the individual, or if it was the natural expiry of a fixed-term contract. An employer who violates this provision is guilty of an offence and, if convicted, is subject to a fine not exceeding 7 500 euros.

Such arrangements do not affect the continuity of the employment or professional advancement.

COLLECTIVE BARGAINING

In relation to collective bargaining agreements (CBAs), there is no general legislative framework regulating the manner in which they are conducted nor is there a minimum of terms that need to be contained therein (other than, of course, minimum statutory obligations). CBAs constitute one of the main policy instruments in Cyprus used to shape labour policy and, as a matter of practice, are conducted in a tripartite manner between employers' organisations, the Ministry of Labour, Welfare and Social Insurance, and the trade unions. We note that CBAs in Cyprus do not have *erga omnes* effect nor are they legally binding, therefore non-compliance *per se* may not be the subject of a judicial process, even though the provisions of applicable CBAs in any given case, together with any other existing practices concerning terms and conditions of employment, are taken into consideration by Cyprus courts as evidence of such terms and conditions. CBAs are only subject to the provisions of the 1977 Industrial Relations Code, a not legally enforceable "gentlemen's agreement" between the main employers' associations and trade unions, which lays down the procedures to be followed for the settlement of employment disputes, arbitration, mediation and public inquiry in disagreements over interests and rights. However, given the high level of unionisation in Cyprus and possibility of strike action, employers, as a matter of practice, have always voluntarily adhered to both the Industrial Relations Code and the CBAs.

We also note that pursuant to the Establishment of a General Framework of Information and Consultation of employees Law of 2005 (78(I)/2005), in cases of undertakings employing at least 30 employees, a company has a general obligation to inform the employees and/or their representatives and consult them by exchanging views and establishing a dialogue between the employees and/or employee representatives and the employer. In particular, such information and consultation shall cover (a) information on the recent and probable development of the undertaking's or the establishment's activities and economic situation, (b) information and consultation on the situation, structure and probable development of employment within the undertaking or establishment and on any anticipatory measures envisaged, in particular where there is a threat to employment, and (c) information and consultation on decisions likely to lead to substantial changes in work organisation or in contractual relations. Failure to comply with the said Law may lead to criminal prosecution and imposition of a fine.

CUSTOMARY PRACTICES

Collective agreements and special statutory provisions aside, it is customary but not obligatory to pay a thirteenth salary at the end of the year. Some businesses even give a fourteenth salary (in most cases it is actually half a salary or less), at Easter. These benefits are not obligatory but if paid regularly and the employee expects to receive them then they become acquired rights. Also, Provident – Pension Funds are not obligatory, but contributions would be payable where such schemes exist.

FIXED-TERM WORK

Pursuant to section 7 of the employees on Fixed Term Work (Prohibition of Discriminatory Treatment) Law 98(I)/2003, where an employer has employed an employee on a fixed-term contract or upon renewal of the contract or otherwise, and this employee has worked in total for 30 months or more at that place of business the contract is then considered for all intents and purposes as a contract of indefinite duration, unless the employer can prove objective grounds, i.e. (a) the needs of the company for the specific operation are temporary, (b) the employee replaces another employee, (c) the particularity of the work justifies the definite term, (d) the employee is employed on probation, (e) the employment on fixed term is upon application of a judicial decision, (f) the duties of the position require a perfect physical condition, or (g) military-related work.

Whether an employment relationship is fixed-term or indefinite-term is important because when it is a fixed-

term relationship it is terminated according to the terms of the contract/relationship, while if it is considered to be of indefinite duration relationship it must be objectively grounded on the provisions of applicable law, otherwise it is "unfair dismissal" and the employer is liable for compensation in accordance with applicable law.

TERMINATION OF EMPLOYMENT

Provided that it is work of indefinite duration and there is no collective agreement regulating termination of employment, then the provisions of the Termination of Employment Law (Law 24/1967) apply.

Dismissals that cannot be justified under any one of the grounds exhaustively listed in section 5 of Law 24/1967 are considered unlawful per se and the employee has the right to compensation unless the employee is still on probation (probation is for a maximum of six months, and can be extended up to two years only for managerial staff). The section 5 grounds are: (a) unsatisfactory performance (excluding temporary incapacitation due to illness, injury, and childbirth), (b) redundancy, (c) force majeure, act of war, civil commotion, or act of God, (d) termination at the end of a fixed period, (e) conduct rendering the employee subject to summary dismissal, and (f) conduct making it clear that the relationship between employer and employee cannot reasonably be expected to continue, commission of a serious disciplinary or criminal offence, indecent behaviour, or repeated violation or ignorance of employment rules.

It is noted, however, that in case of an employee absent from work on sick leave due to incapacity, during their period of absence plus ¼ of that period upon return (but up to a maximum of 12 months absence plus ¼ = 15 months), they may be served a notice of termination only on the basis of grounds section 5 (e) and (f), but for no other grounds.

Pursuant to Law 24/1967, the compensation to which the employee is entitled cannot exceed the equivalent of two years' wages and is payable by the employer insofar as it does not exceed the employee's annual wages and from the Redundancy Fund to the extent that such compensation exceeds the employee's annual wages. The employer is thus exposed to the payment of damages up to a maximum of one year's wages.

The compensation must in no case be less than what the employee would have received had he been declared redundant by the employer and was entitled to redundancy payment under Law 24/1967. According to Law 24/1967, the redundancy payment is calculated on a graduated scale on the basis of the employee's service and his/her last wages, up to a maximum of two years' salary.

This compensation is calculated on a graduated scale in accordance with Table 4 of the Law 24/1967, as follows:

- **a |** two weeks' wages for each year of service up to four years;
- **b |** two-and-a-half weeks' wages for each year of service from five to 10 years;
- **c |** three weeks' wages for each year of service from 11 to 15 years;
- **d |** three-and-a-half weeks' wages for each year of service from 16 to 20 years;
- **e |** four weeks' wages for each year of service beyond 20 years.

Please note that, according to Law 24/1967, the Minister for Labour and Social Insurance can set a ceiling for the maximum compensation per week, which they do, by ministerial decree.

Further, under section 18 of Law 24/1967, the following constitute grounds for dismissal due to redundancy:

- **a |** the employer has ceased to carry on the business that employs the employee;
- **b |** the employer has ceased to carry on the business at the place where the employee was employed – this is at the discretion of the court and depends on the distance the employee has to travel to the new place of work as well as on personal circumstances of the employee; or
- **c |** due to any of the following grounds relating to the operation of the business:
  - i - modernisation, automation or any other change in the methods of production or organisation which reduces the number of required employees;
  - ii - changes in the products or in the production methods or in the necessary expertise of the employees;
  - iii - abolition of departments;
  - iv - difficulties in placing products on the market or credit difficulties;
  - v - lack of orders or raw materials;
  - vi - shortage of means of production;
  - vii - or contraction of the volume of work or of the business.

If the termination due to redundancy is genuine, then the employee will receive payment from the State-administered Redundancy Fund to which all employers contribute, according to their length of service, as mentioned above, provided that such employee has completed 104 weeks' continuous employment with the same employer.

Under section 17 of Law 24/1967, in the case where the employee is simultaneously entitled to payment out of the Redundancy Fund and payment from the employer by reason of custom, law, collective agreement, contract or otherwise, they are paid the whole amount from the Redundancy Fund and from the employer any difference between the two payments if the whole amount of payment from the employer is higher than the amount from the Fund.

In case the application for payment from the Redundancy Fund is rejected due to the fact that the grounds for redundancy were deemed not genuine, the employee has the right to take action against the Fund, as well as against the employer in the alternative, for unfair dismissal and seek damages.

Finally, it is also noted that a written notice of termination, outlining the grounds for the termination, must be given to the employee, unless the employee has been terminated on section 5 (e) or (f) grounds, with a notice period calculated on a graduated scale in accordance with section 9 of the Law 24/1967, as follows:

- **a |** 0 days for 26 continuous weeks' employment;
- **b |** One week for 26 – 52 continuous weeks' employment;
- **c |** Two weeks for 52 – 104 continuous weeks' employment;
- **d |** Three weeks for 104 – 156 continuous weeks' employment;
- **e |** Five weeks for 156 – 208 continuous weeks' employment;
- **f |** Six weeks for 208 – 259 continuous weeks' employment;
- **g |** Seven weeks for 260 – 311 continuous weeks' employment;
- **h |** Eight weeks for 312 continuous weeks' employment or more.

Otherwise, compensation for immediate termination can be paid in lieu of notice.

It is also noted that the employee must also give notice of resignation according to their length of service, pursuant to section 10 of the Law 24/1967:

- **a |** 0 days for 26 continuous weeks' employment;
- **b |** One week for 26 – 52 continuous weeks' employment;
- **c |** Two weeks for 52 – 260 continuous weeks' employment; and
- **d |** Three weeks for 260 or more continuous weeks' employment.

Of course, this provision is hard to enforce, and the court will rarely grant damages to an employer for failure of the employee to grant the requisite notice, due to the difficulty in proving loss to the employer.

EMPLOYER'S THIRD-PARTY LIABILITY

Pursuant to section 13 of the Civil Wrongs Law, Cap. 148, an employer may be liable for any act (or omission) of his/her employee (a) which he shall have authorised or ratified, or (b) which was committed in the course of the employment. However, the employer is not liable for any act or omission committed by any person, not being another of his/her employee, to whom the employee shall, without their authority, express or implied, have delegated his/her duty.

Further, an act or omission is deemed to have been done in the course of an employee's employment if it was done by them in their capacity as an employee and whilst performing the usual duties of and incidental to the employment, notwithstanding that the act was an improper mode of performing an act authorised by the employer, yet an act or omission is not deemed to have been so done if it was done by an employee for his/her own ends and not on behalf of the employer. However, the liability of the employee may be jointly engaged. Nevertheless, it is noted that, pursuant to section 28 of the same Law, no employer may be held liable for any assault committed by their employee against any other person unless they expressly authorised or ratified such assault.

EMPLOYER'S LIABILITY INSURANCE

Pursuant to the Obligatory employer's Liability Insurance Law of 1989 (174/1989), there is an obligation on an employer that is subject to the said Law to be insured against any responsibility for an accident or occupational injury to employees, including permanent residents of Cyprus and employees abroad.

LABOUR INSPECTION

First, there is no general statutory requirement *per se* to display policies, articles, rosters, or holiday calendars etc, even though, if it is a regulated/licensed profession, additional obligations may be imposed by the profession-specific laws, such as display of certain certificates. Nevertheless, a record/file shall need to be kept in the office documenting, for example, the roster, the holiday calendar, emergency action plan etc, which shall be easily accessible by labour inspectors and employees upon request.

Secondly, the employer must display in a prominent place at the headquarters, branches and places of work wherever possible and at a place that is accessible to the employees and to each interested person the certificate of employer's liability insurance and to present a copy thereof to any interested party upon request.

Thirdly, we outline below some health-and-safety at work obligations that may be looked at by the Department of Labour Inspection:

- Written risk assessments for companies employing more than 5 people;
- Protection and prevention services;
- Fire safety and evacuation measures for workplaces;
- Information and training obligations;
- Consultation with employees;
- Supervision of workers' health;
- Placement of safety and health signs in the workplace where the risks cannot be avoided or reduced satisfactorily by other preventive measures;
- Indications or instructions for areas where employees can or cannot go, fire extinguishing equipment and emergency exits;
- Specifications on work equipment given to employees, including maintenance and ergonomics obligations;
- Regulations on working time, periodic breaks, ergonomics, periodic examinations et al, in relation to work with computers;
- Requirements on sizes of doors, windows, floors, lighting, ventilation etc.;
- Escape routes;
- Routes where employees can move through;
- Fire safety;
- Protection against falling of objects;
- Requirements on staff facilities (sanitary, cleaning, changing rooms, drinking water, rest etc);
- Creation of a Safety Commission in workplaces where more than five persons are employed and elections of safety representatives;
- Provisions on immediate repairs, maintenance, operation manuals and signage; and
- First aid equipment.

ANTI-DISCRIMINATION LEGISLATION

First, there is specific statutory prohibition of discrimination against refugees on grounds of sex, race, religion, nationality, membership of a particular social group or political opinion.

Secondly, there is a multitude of antidiscrimination laws prohibiting direct or indirect discriminatory treatment or conduct, provision, term, criteria or practice in both private and public sector activities on grounds of race, community, language, colour, disability, religion, political or other beliefs, national or ethnic origin, or sexual orientation, including in relation to (a) access to employment, self-employment and work, including selection criteria and appointment terms, regardless of sector of activity at all levels of the professional hierarchy, including promotions, (b) access to all kinds and levels of professional orientation, training, education and re-orientation, including obtaining practical professional experience, (c) conditions and terms of employment, including provisions on dismissals and remuneration, (d) capacity of a member

and participation in an employees' or employers' organisation or any organisation the members of which exercise a particular profession including advantages granted by such organisations, and (e) social protection, social security, and healthcare.

Thirdly, there is a statutory prohibition of discrimination in the public and private sectors on the basis of gender, including in relation to terms and conditions of remuneration for same work or work of equal value, ensuring equal criteria for men and women, conditions of employment or access to employment or criteria, further protection of maternity, protection from harassment, and ensure active participation and representation. There are also, however, certain exceptions pertaining to residency requirements of third-country nationals and stateless persons or objectively justified discrimination on certain grounds of religion or age, and affirmative action.

We further note additional anti-discrimination laws pertaining to discriminatory treatment of (a) fixed-term employees *vis-à-vis* employees of indefinite duration, (b) full-time *vis-à-vis* part-time employees, (c) persons with disabilities, as well as Law 3/1968 ratifying the International Labour Organisation Convention No. 111 concerning Discrimination in Respect of Employment and Occupation of 1958.

Finally, in relation to potential claims, it is noted that a *prima facie* discrimination claim shifts the burden of proof on to the employer, in cases of labour disputes, while the relevant legislation also provides for pertinent administrative sanctions, criminal sanctions on perpetrators, enforcement mechanisms, and whistle-blower protection, depending on the breach.

DATA PROTECTION

Pursuant to the Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation)**,** applicable throughout the EU, the employees shall need to be informed (ideally via a privacy policy or internal circular or any other document) of (a) the identity and the contact details of the employer and, where applicable, of the employer's representative; (b) the contact details of the data protection officer, where applicable; (c) the purposes of the processing for which the personal data are intended as well as the legal basis for the processing; (d) the recipients or categories of recipients of the personal data, if any. There are also specific rules on data transfers to third countries. In addition, the employer shall, at the time when personal data are obtained, provide the employees with the following further information necessary to ensure fair and transparent processing: (a) the period for which the personal data will be stored, or if that is not possible, the criteria used to determine that period; (b) the existence of the right to request from the employer access to and rectification or erasure of personal data or restriction of processing concerning the employee or to object to processing as well as the right to data portability; (c) the existence of the right to withdraw consent at any time, without affecting the lawfulness of processing based on consent before its withdrawal; (d) the right to lodge a complaint with a supervisory authority; (e) whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether the employee is obliged to provide the personal data and of the possible consequences of failure to provide such data; and (f) the existence of automated decision-making, including profiling, and, at least in those cases, meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the employee. Where the employer intends to further process the personal data for a purpose other than that for which the personal data were collected, the employer shall provide the employee prior to that further processing with information on that other purpose and with any relevant further information. It is also noted that a record of processing activities shall need to be maintained in the offices. Of course, in case that data of other categories of data subjects, e.g. clients, are maintained, separate policies shall be required.

WHISTLEBLOWING

Cyprus law requires all private legal entities with 50 or more employees and all public sector legal entities (except local authorities with fewer than 5 000 inhabitants or fewer than 25 employees) to establish reporting channels and procedures for internal reporting and for monitoring. The protection explicitly covers reports on infringements within the scope of EU law, including public procurement, financial services, products and markets and the prevention of money laundering and terrorist financing, product safety and compliance, transport security, environmental protection, radiation protection and nuclear safety, food and feed safety, health and animal welfare, public health, consumer protection, privacy and protection of personal data

and security of network and information systems, infringements affecting the economic interests of the EU, and internal market-related infringements. The same law provides prohibition of any form of retaliation, criminal sanctions, and a number of causes of action. There is a transitional period for compliance of private sector entities with 50–249 employees up to 17 December 2023. In addition to the new legislation, whistle-blowers are also protected by their constitutional right to freedom of expression and right of access to courts. Dismissal on grounds of whistleblowing is also considered unlawful *per se*.

EMPLOYMENT OF MINORS

Applicable law

The Protection of Young People at Work Law (PYPW) provides that it applies to the employment of young persons by every employer. The term "employer" is defined in the law as "any natural or legal person …who employs or employed a young person according to the provisions of this Law…". There is no definition in the law of the term "employment", nor is there to our knowledge any judicial interpretation thereof, with reference to the said specific legislation. In light of the use of the words "employer", "employment" the PYPW arguably applies only to cases where it can be shown to exist an "employer – employee" relationship in accordance with labour legislation.

However, following discussions with the relevant competent authority, namely the Department of Labour, a strict approach is taken by them, to the effect that the term "employment" within the context of the PYPW, is not being restricted to employment in an employer-employee relationship, but has a wider meaning, extending to any sort of participation of minors in the line of production of work. In other words, their view is that there needs to be, in all cases, compliance with the requirements of the PYPW and pertinent Regulations (irrespective of whether it can be shown to exist an employer-employee relationship). We note that there is a rebuttable presumption that if a child is found to be working in a business, there is "employment" for the purposes of the PYPW, and the said law is applicable.

In view of the above and in the absence of judicial precedent interpreting the relevant provisions of the PYPW and pertinent regulations, it would be advisable and safer to comply in all cases with the provisions of The Protection of Young Persons at Work Law of 2001, as amended ("PYPW") and pertinent Regulations, which provide as follows:

Age requirements

Under the age of 15, a child can only be employed upon prior approval from the Department of Labour and only for cultural and related activities (e.g. film production). There are no prior licensing requirements for persons above 15 years of age.

Working hours

Under 15

Under the age of 15 for cultural and related activities (and where a prior licence has been obtained), the total number of permitted daily hours of work as follows:

- 2 hours per day for children up until 6 years old
- 3 hours per day for children from 7 until 12 years old
- 4 hours per day for children from 13 until 15 years old

It is prohibited for the above hours to coincide with school hours.

Further, it is prohibited for children to participate in such activities during the hours between 19:00 to 07:00, except during the months June until September, where the prohibited hours of work are 20:00 to 07:00.

Permitted time of continuous participation in such activities as follows:

- 30 minutes for children up to 6 years old
- 45 minutes for children from 7 until 12 years old
- 1 hour for children from 13 until 15 years old.

For children over the age of 15 until the age of 18 the following apply:

- Total number of permitted hours of work per week and per day: Total of 7 hours and 45 minutes per day and 38 hours per week, or for teenagers who have not completed their 16th year of age, 7 hours and 15 minutes per day and 36 hours per week.
- The daily work of teenagers (defined as any young person between the ages 15-18) who study in all types of secondary education or professional schools should not commence until at least 2 hours after the end or before the commencement of their daily lessons. Further, it is not permissible for teenagers to work overtime.
- Break time: In case the daily work time exceeds 4.5 hours, a continuous 30 minutes of break should be provided.
- Daily rest time: At least 12 hours continuously for every 24-hour period
- Weekly rest time: At least 2 consecutive days (48 hours), one of which should be Sunday, except if organisational or technical reasons require the employment on Sunday. In the latter case, the minimum weekly rest time of 48 hours may, under conditions, be reduced but in no circumstances should it be less than 36 continuous hours. Such reduction is possible where:
  - → it is necessary for the continuation of the provision of the services or in case the business does not have any other way of regulating the work due to technical or organisational reasons;
  - → the work relates to activities which are characterised by fragmented daily work; and
  - → there is no other available adult person that can replace the teenager and the work does not affect the teenager's education and/or training.

  In case of reduction by the employer of the weekly rest hour of a teenager as described above, there is an obligation upon the employer to notify in writing the Department of Labour.
- Work at night: It is not permissible for any teenager to work between the hours of 23:00 to 07:00. By way of exception, it is possible for a teenager over the age of 16 to work during the aforesaid hours (but in any event not during the hours 24:00 – 04:00) provided that:
  - → The next day is not a school day, if they are attending school
  - → The maximum number of days of work during the said hours does not exceed 3 days per week
  - → They are informed in advance, during working hours and at least 48 hours prior to the commencement of such day of employment
  - → In case the teenager cannot, for due reason, work during such night hours, the employer must make arrangements so that they are released from the specific obligation.
  - → in case of work related to cultural activities, advertising business, there must be no other way for the business to cover the specific needs for night work and/or such night work is linked with education/training

  In case of such night employment of a teenager, there is an obligation upon the employer to notify in writing the Department of Labour.

Register

A Register must be kept by the employer for the engagement of minors in the form prescribed by the relevant regulations. This should be available for inspection at any time (by a policeman, an examining doctor or by any labour inspector during an investigation as to compliance with the PYPW and pertinent regulations).

Contractual requirements

Persons under the age of 18 are not considered as to have legal capacity to contract (except in case of minors that are married – minimum age for marriage is 16). Therefore, in order to make any such relationship valid, the contract should ideally be signed by employer, the minor and the legal guardian of the minor, which in the case of unaccompanied minors will be the Social Welfare Services.

Employers should ideally have a Child Protection Policy, which shall cover issues of health and safety at work, nourishment of children, and strict compliance with anti-tobacco regulations, when they have children.

Professions

It is noted that asylum seekers only have access to specific manual labour professions, as explained earlier. Therefore, unaccompanied minors that have not yet been granted any status, and who form the vast majority of unaccompanied minors, are effectively excluded from the labour market, because no approval shall be given by the Department of Labour for under-15s, while most, if not all, permitted professions are inappropriate for persons between 15 and 18 years old.

When it comes to unaccompanied minors that have already been given refugee or subsidiary protection status, who are a very tiny minority, they enjoy equal access to the labour market as local children, provided the limitations explained further above are followed.

USEFUL CONTACTS

Asylum Service

- **Website:** http://www.moi.gov.cy/moi/asylum/asylumservice.nsf/index_en/index_en?OpenDocument
- **Address:** Arch. Makarios III Ave. 70, Nicosia
- **Phone:** +357 22 445245
- **Email:** info@asylum.moi.gov.cy

Cyprus Refugee Council

- **Website:** https://www.cyrefugeecouncil.org
- **Address:** Stasandrou 9, 4th Floor, 1060 Nicosia
- **Phone:** +357 22 205959 / +357 99 668709 / +357 97 767329
- **Email:** info@cyrefugeecouncil.org
- **Help Refugees Work platform:** https://www.helprefugeeswork.org/

United Nations High Commissioner for Refugees (UNHCR) – Cyprus office

- Website: https://www.unhcr.org/cy/ UNHCR HELP platform: https://help.unhcr.org/cyprus/
- **Address:** Polyviou Dimitrakopoulou, Egkomi
- **Phone:** +357 22 359043
- **Email:** cypni@unhcr.org

Department of Labour

- **Website:** https://www.mlsi.gov.cy/mlsi/dl/dl.nsf/index_en/index_en?OpenDocument
- **Address:** Clementos 9, 1061 Nicosia
- **Phone:** +357 22 400801
- **Email:** director@dl.mlsi.gov.cy

Department of Labour Relations

- **Website:** www.mlsi.gov.cy/dlr
- **Address:** Griva Digeni 54, 1096 Nicosia
- **Phone:** +357 22 803100
- **Email:** info@dlr.mlsi.gov.cy

Department of Labour Inspection

- **Website:** https://www.mlsi.gov.cy/mlsi/dli/dliup.nsf/index_en/index_en?opendocument
- **Address:** 12 Apellis, 1080 Nicosia.
- **Phone:** +357 22 405623
- **Email:** info@dli.mlsi.gov.cy

Social Insurance Services

- **Website:** https://www.mlsi.gov.cy/mlsi/sid/sidv2.nsf/index_en/index_en?OpenDocument
- **Address:** Vyronos 7, 1465 Nicosia
- **Phone:** +357 22 401600
- **Email:** director@sid.mlsi.gov.cy

Cyprus Bar Association

- **Website:** http://www.cyprusbarassociation.org/index.php/en/
- **Address:** Florinis 11, Office 101, 1st Floor, 1065 Nicosia
- **Phone:** +357 22 873 300
- **Email:** info@cba.org.cy

Ombudsman / Commissioner for Administration and the Protection of Human Rights

- **Website:** http://www.ombudsman.gov.cy/ombudsman/ombudsman.nsf/index_en/index_en?opendocument
- **Address:** Era House, Diagorou 2, 1097 Nicosia

- **Phone:** +357 22 672 881
- **Email:** ombudsman@ombudsman.gov.cy

Gender Equality in Employment and Vocational Training Committee

- **Website:** http://www.eif.gov.cy/mlsi/dl/genderequality.nsf/home_en/home_en?opendocument
- **Address:** Vyronos Avenue 7, 1463 Nicosia
- **Phone:** +357 22 400 894/ +357 22 400 895
- **Email:** genderequalitycommittee@mlsi.gov.cy

Employers and Industrialists Federation (OEB)

- **Website:** https://www.oeb.org.cy/en/
- **Address:** 4 Cyprus employers & Industrialists Federation Street, Strovolos, 2000 Nicosia
- **Phone:** +357 22 643 000
- **Email:** info@oeb.org.cy

Cyprus Chamber of Commerce and Industry (KEBE)

- **Website:** https://ccci.org.cy/
- **Address:** Georgiou Griva Digeni 38 & Deligiorgi 3, Nicosia
- **Phone:** +357 22 889 800
- **Email:** chamber@ccci.org.cy

This Inclusive Labour Market Handbook for Employers was prepared under the "Building structures for intercultural integration in Cyprus" project. The project aims to contribute to the integration of migrants in a range of areas including participation, education, cultural and social life, urban planning, business, access to the labour market, anti-discrimination and multilingualism.

The project uses the Council of Europe's intercultural integration approach which underlines that there is sound evidence that diverse and inclusive teams, businesses and communities have increased strategic potential in terms of productivity, creativity, problem-solving and innovation.

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