

What you must know if you're going to work in:



METAL, CONSTRUCCIÓN Y AFINES DE UGT

BUILDING



METAL



WOODEN



sector...



MINISTERIO
DE TRABAJO
E INMIGRACIÓN

SECRETARÍA DE ESTADO
DE INMIGRACIÓN
Y EMPLEO

DIRECCIÓN GENERAL
DE INTEGRACIÓN
DE LOS INMIGRANTES



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YOU MUST ALWAYS REMEMBER:

- **EMPLOYMENT CONTRACT:** Always request a signed copy and check the conditions.
- **WAGES:** Request a payslip and make sure you receive the amount shown.
- **WORKING DAY:** This must not exceed 40 hours per week or 9 hours a day unless otherwise set in the agreement.
- **HOLIDAYS:** These are paid and must be at least 30 calendar days for a full year worked.
- **PAID DAYS OFF:** These are days on which you may be absent from your work. They are set in the agreement and do not affect your wages. They include essential time for paperwork and renewing residence and work permits.
- **SETTLEMENT:** Check it before signing it and in case of doubt, write “no conforme” (not in agreement) next to your signature.



building

YOUR WORKING CONDITIONS are governed by the Fourth General Collective Agreement for the Building Sector and by the collective building agreement for the province in which you work.

The agreement applies **WITHOUT DISTINCTIONS** to spanish and foreign workers, men and women.

ASK FOR A COPY of your collective agreement in the **MCA-UGT** offices.

If you are a foreign worker brought to Spain by your company, your working conditions must be at least those set



for your professional category in the relevant agreement.

Don't forget that the **RISKS** arising from building work are often the cause of fatal accidents.

To avoid them, you must take the necessary preventive measures and your company must **INFORM** and **TRAIN** you on occupational health and **FACILITATE** suitable protective equipment free of charge.



THE PROFESSIONAL BUILDING CARD:

- From 1 January 2012 the Professional Building Card (TPC) will be **OBLIGATORY** for working in building.
- Metal and wood workers carrying out tasks on building sites will also need the TPC.
- The TPC is an **ELECTRONIC CARD** that accredits the worker's training in prevention matters, his professional category and his employment history.
- The following can apply for the TPC:
 - Active workers.
 - The unemployed who have worked in companies in the sector for at least 30 days in the 12 months prior to the application.
- The TPC is **FREE** and can be requested in MCA-UGT offices (<http://mca.ugt.org>) and in any office of the Fundación Laboral de la Construcción (www.fundacionlaboral.org).



metal

YOUR WORKING CONDITIONS are governed by the metal agreement in the province in which you work.

The agreement applies **WITHOUT DISTINCTIONS** to spanish and foreign workers, men and women.

ASK FOR A COPY of your collective agreement in the MCA-UGT offices.

Remember that the **TRAINING** is a basic right of workers that facilitates promotion and professional recycling and that makes possible the incorporation of unemployed workers into the employment market.



There are numerous **FREE COURSES** in the metal sector for workers and unemployed that can be taken through the Fundación del Metal para la Formación, Cualificación y el Empleo (www.fmfce.org).

And don't forget is that to guarantee your protection and safety and that of your colleagues, you have the right to receive **INFORMATION** and **TRAINING** on occupational health and the suitable personal protection equipment.

FOREIGN WORKERS IN SPAIN:

- If you are an EU FOREIGNER you may work in Spain under the same conditions as spanish workers.
- If you are NOT AN EU FOREIGNER, in order to work you must have your residence and work permits in order.
- Foreign and Spanish workers have the SAME OCCUPATIONAL RIGHTS AND OBLIGATIONS.
- You have the right to JOIN A TRADE UNION and TO CHOOSE and BE CHOSEN REPRESENTATIVE OF THE WORKERS.
- You have the rights to CONCILIATE YOUR WORK AND HOME LIFE, to PROMOTION and to PROFESSIONAL TRAINING and to enjoy PAID HOLIDAYS AND DAYS OFF.
- And remember that any DISCRIMINATION by sex, race or ethnic origin is FORBIDDEN by law.



wood

YOUR WORKING CONDITIONS are governed by the Third State Wood Agreement and by the agreement for the province in which you work.

ASK FOR A COPY of your collective agreement in the **MCA-UGT** offices.

The **PREVENTION OF RISKS** is fundamental at work and you must always adopt the necessary protective measures.

Remember that **WOOD DUST** can enter your lungs during work and cause harmful effects to your body



such as asthma, hives and dermatitis, among others.

Don't forget that **HARD-WOOD DUST** is considered **CARCINOGENIC** and special protective measures must be taken.

FORMALDEHYDE is a colourless gas with a penetrating smell, used to prepare glues, treatments for wood and building materials and can cause upsets such as nausea, coughing and irritation.



Dignified work is the first factor for the integration of any worker and provides stability in the employment market as well as quality of life.

The General Workers Union (UGT) adheres to the undertaking of the European Commission, Council and Parliament to “strengthen the social dimension of globalisation and promote dignified work for everyone according to the strategy of the International Labour Organisation in this area.”

And for this, in MCA-UGT we are working to::

- **Prevent** discrimination and ensure equal treatment and opportunities in the workplace.
- **Advise** all delegates in matters of foreign workers and employment, especially regarding direct and indirect discrimination.
- **Provide** basic information to foreign workers contracted at home for the building and metal sectors before they arrive in Spain (rights and duties of workers, collective agreements, regulations and specific obligations in matters of preventing risks, regulatory requirements for the sector, etc).
- **Detect** situations of abuse and employment exploitation.
- **Add** clauses to collective negotiations that make the principle of equal treatment a reality.

Consult the closest UGT offices

<http://www.ugt.es>

<http://mca.ugt.org>



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