

# DIVERSITY TOOLKIT FOR SME'S



## MODULE: LEGAL & PRACTICAL INFO

This module provides essential legal and administrative information to help SMEs support international employees effectively.

### KEY LEGAL TOPICS FOR EMPLOYERS

- **Work and residence permits:** Ensure that foreign employees have valid documentation and understand their visa conditions.
- **Employment contracts:** Must meet local labor law standards and clearly outline rights and responsibilities.
- **Social security registration:** Support with health insurance, pension, and tax registration.
- **Recognition of qualifications:** Assist employees in validating foreign degrees and training.

### DOCUMENT CHECKLIST FOR HR

**Use this checklist to prepare the onboarding process for international hires:**

- ☐ Valid passport and visa/residence permit
- ☐ Work contract (signed)
- ☐ Tax identification number (if applicable)
- ☐ Health insurance proof
- ☐ Proof of address or temporary accommodation
- ☐ University/ qualification certificates
- ☐ Emergency contact information

### REGIONAL SUPPORT & SERVICE

**Connect international staff with local resources for smooth integration:**

- Welcome centers (e.g., for bureaucratic support and orientation)
- Language schools and integration courses
- Chambers of Commerce (advice for SMEs)
- Immigration offices and labor agencies
- Networks for international professionals and their families



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