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**Striving for
Excellence in the
service of our
Nation**



STATE DEPARTMENT FOR LABOUR

LABOUR DEPARTMENT

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Structure

Labour is one of the State Department's of the Ministry of Labour and Social Protection;
It has six divisions namely:-

- ✔ Industrial Relations;
- ✔ Field Inspection Services
- ✔ Child Labour and Migration;
- ✔ International Labour Affairs;
- ✔ Boards and Wages Councils;
- ✔ Finance and Administration

The State Department for Labour is headed by a Commissioner for Labour who is responsible for administrative and technical matters of the department.



Our Vision

Decent Work for All



Mission

To formulate, coordinate and implement sound labour policies for the attainment of social justice and industrial peace.

CORE VALUES

- ✔ Integrity, Transparency and Accountability
- ✔ Patriotism and professionalism, ethical standards, commitment, team work, customer focus, creativity and innovation
- ✔ Promotion of best labour practices, embracing diversity.

MANDATE

The department is responsible for labour and employment matters in the country, the department mandate is derived from executive order no. 1 of 2018 on organization of the Government of the Republic of Kenya this mandate includes:-

- ✔ National labour and employment policy management
- ✔ Child labour policy and regulation management
- ✔ Workplaces inspections
- ✔ Industrial relations management
- ✔ Social protection policy.

This is achieved through the administration of the following Acts ;

- ✔ Labour Institutions Act, 2007
- ✔ Employment Act, 2007
- ✔ Labour Relations Act, 2007



Core Functions

- ✔ Formulations of Labour and Employment Policies
- ✔ Coordinate and participate in all international Labour and employees forum
- ✔ Coordinate and supervise elections
- ✔ Advise the government, employees and workers on Labour employment issues
- ✔ Protection of ,foreign employments through bilateral agreements
- ✔ Settlement of labour complaints and trade disputes

Services Offered

1. Inspection of work places to ensure compliance with Labour Laws;
2. Processing and settlement of labour complaints;
3. Prosecutions of non-compliant employers;
4. Apprehension and settlement of strikes and lock-outs;
5. Conciliation of trade disputes between Employers and Unions;
6. Processing of Trade Disputes to Industrial Court;
7. Handling appeals against ministerial orders ;
8. Issuing notices and ministerial orders;
9. Vetting and Recommendation of issuance of work permits;
10. Attestation of foreign Employment Contracts;
11. Awareness creation on the prevention and withdrawal of child labour;
12. Provision of advisory services on labour and employment issues on request;
13. Representing the country in local, regional and International fora;

Service Standards

We shall:-

1. Dispose labour complaints (LD64) within a maximum of four months from the date of reporting;
2. Settle formal trade disputes within a maximum of three (3) months from the date of reporting;
3. Complete inspection reports within thirty days;
4. Submit annual ILO reports before 1st September each yea or as the case may be;
5. Prepare and submit quarterly performance reports within two weeks after the end of each quarter and within three weeks for annual performance reports;
6. Respond to all correspondences within seven(7) days from the date of receipt;
7. Attend to visitors within five minutes of their arrival

User Charges

Labour Services are offered free of charge

Customer Feedback

We welcome feedback and suggestions to the improvement of our services.





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