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**Legalities and Compliance Checklist for MSMEs in Kosovo**

# General Compliance

 Register your business and obtain necessary licenses.

 Ensure your business practices align with Kosovo’s Law on Business Organizations.

 Familiarize yourself with the local, national, and international laws affecting your industry.

# Employee Contracts

 Draft employment contracts in accordance with Kosovo’s labor laws.

 Specify roles, responsibilities, and remuneration clearly.

 Include clauses for termination and data protection in line with legal requirements.

# Employee Benefits and Family Rights

 Provide paid vacations, sick leave, and other mandatory benefits.

 Adhere to maternity and paternity leave policies.

 Ensure equal treatment and non-discrimination in the workplace.

# Data Privacy and GDPR

 Familiarize yourself with Kosovo’s Law No. 06/L-082 on Personal Data Protection.

 Implement data protection measures aligned with GDPR.

 Appoint a Data Protection Officer if required.

# Employee Termination and Data Protection

 Clearly define grounds for termination in employment contracts.

 Ensure data protection protocols are maintained during the termination process.

 Adhere to the employee rights post-termination.

# Occupational Safety and Health (OSH)

 Conduct risk assessments for all work tasks.

 Stay updated with OSH laws and ensure compliance.

 Provide regular OSH training to employees.

# Future Legislation

 Keep an eye on any updates or revisions regarding Kosovo’s “Intersectoral Strategy on Safety and Health at Work 2021–2026” and its Action Plan for 2021–2023.

 Regularly update your policies to align with new legislation.