

| CHILD LABOUR | | | | |
|--|---|--|---|-----------------------------|
| <p>Overall Guidance: Child labour is work that deprives children of their childhood, their potential and their dignity, and that is harmful to physical and mental development. It refers to work that is mentally, physically, socially or morally dangerous and harmful to children and interferes with their schooling by depriving them of the opportunity to attend school, by obliging them to leave school prematurely, or by requiring them to combine school attendance with excessively long and heavy work. In its most extreme forms, children are involved in illegal activities, or in work that exposes them to physical, sexual or psychological abuse. However, not all work done by children is classified as child labour that should be eliminated. Work that does not affect children's health and personal development or interfere with their schooling can be constructive. This includes activities such as helping parents around the home, helping in a family business or earning pocket money outside school time. Whether or not work being carried out by children constitutes child labour depends on the child's age, the type and hours of work performed, and the impact of the work on the child's health, development and access to education. In addition to determining whether there are child labourers working at the factory premises, the possibility of workers taking work home should be monitored. If work is performed outside the factory premises, determine whether it is being done by underage family members.</p> | | | | |
| <p>Core Conventions: C138 Minimum Age Convention, 1973 and C182 Worst Forms of Child Labour Convention, 1999</p> | | | | |
| <p>Other relevant ILO documents: R146 Minimum Age Recommendation, 1973; R190 Worst Forms of Child Labour Recommendation, 1999</p> | | | | |
| Cluster | Compliance Point | Question | Child Question | Reference |
| Child Labour | Child Labourers | Have you found any workers under the age of 15? | | |
| Child Labour | Hazardous Work and other Worst Forms | Does the employer subject any workers under age 18 to the worst forms of child labour (including hazardous work, work at night, or work for long hours)? | | C138, C182, R190 |
| Child Labour | Hazardous Work and other Worst Forms | | Option 1: Are all workers who are under age 18 and doing hazardous work (i) at least 16 years old; (ii) working in accordance with national laws, regulations, or authorization of the competent authority; (iii) working in such a way that their health, safety and morals are fully protected; and (iv) adequately trained to do the work safely? | C138, C182, R190 |
| Child Labour | Hazardous Work and other Worst Forms | | Option 2: Do workers who are under age 18 perform work that is hazardous by nature? | C138, C182, R190 |
| Child Labour | Hazardous Work and other Worst Forms | | Do workers who are under age 18 work overtime, at night, or more hours than allowed by law? | C90, C138, C171, C182, R190 |
| Child Labour | Hazardous Work and other Worst Forms | | Does the employer subject any workers under age 18 to the unconditional worst forms of child labour? | C182 |
| Child Labour | Documentation and Protection of Young Workers | Does the employer have a reliable system in place to verify the age of workers prior to hiring? | | C138, R146 |

| Cluster | Compliance Point | Question | Child Question | Reference |
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| Child Labour | Documentation and Protection of Young Workers | Does the employer comply with age verification and documentation requirements for workers as specified in national law? | | C138, R146 |
| Child Labour | Documentation and Protection of Young Workers | Does the employer keep a register of workers under 18 years of age as specified in national law? | | C138, R146 |
| Child Labour | Documentation and Protection of Young Workers | Does the employer comply with other legally required measures to protect workers under age 18? | | |
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DISCRIMINATION

Overall Guidance: Discrimination includes any distinction based on race, color, sex, religion, political opinion, national extraction or social origin, that results in unequal treatment. Other grounds of discrimination may be included in national law, such as disability, HIV/AIDS status, age and sexual orientation. Discrimination may be direct or indirect and does not have to be intentional. Indirect discrimination refers to apparently neutral practices, which in fact result in unequal treatment of people with certain characteristics. Distinctions are permissible when they are necessary because of the inherent requirements of the particular job, although this exception is rare. Also, measures to protect certain categories of workers are acceptable when they are provided for under international labour Conventions and Recommendations, such as maternity protection. Distinctions also may be permissible under national laws designed to help groups who need special protection, for example, laws that offer preferential treatment to women in hiring in order to remedy the effects of past discrimination. The questions in this section apply to all workers, including those applying for work, nationals, non-nationals, migrant workers, and home-based workers.

Core Conventions: C100 Equal Remuneration Convention, 1951 and C111 Discrimination (Employment and Occupation) Convention, 1958

Other ILO references: C183 Maternity Protection Convention, 2000; C159 Vocational Rehabilitation and Employment (Disabled Persons) Convention, 1983; C175 Part-Time Work Convention, 1994; C158 Termination of Employment Convention, 1982; R191 Maternity Protection Recommendation, 2000

| Cluster | Compliance Point | Question | Child Question | Reference |
|----------------|------------------|---|--|-----------|
| Discrimination | Race and Origin | Is race, colour or origin a factor in hiring, employment, or termination? | | C111 |
| Discrimination | Race and Origin | | Do recruitment materials such as job announcements or job application forms refer to the applicant's race, colour or origin? | C111 |
| Discrimination | Race and Origin | | Is an applicant's race, colour or origin a factor in hiring decisions? | C111 |
| Discrimination | Race and Origin | | Is race, colour or origin a factor in decisions regarding conditions of work? | C111 |
| Discrimination | Race and Origin | | Is race, colour or origin a factor in decisions regarding pay? | C111 |

| Cluster | Compliance Point | Question | Child Question | Reference |
|----------------|--------------------------------|--|---|------------|
| Discrimination | Race and Origin | | Is race, colour or origin a factor in decisions regarding opportunities for promotion or access to training? | C111 |
| Discrimination | Race and Origin | | Is there harassment of workers on the basis of race, colour or origin? | C111 |
| Discrimination | Race and Origin | | Is race, colour or origin a factor in the employer's decisions regarding termination or retirement of workers? | C111 |
| Discrimination | Religion and Political Opinion | Is religion or political opinion a factor in hiring, employment, or termination? | | C111 |
| Discrimination | Religion and Political Opinion | | Do recruitment materials such as job announcements or job application forms refer to the applicant's religion or political opinion? | C111 |
| Discrimination | Religion and Political Opinion | | Is an applicant's religion or political opinion a factor in hiring decisions? | C111 |
| Discrimination | Religion and Political Opinion | | Is religion or political opinion a factor in decisions regarding conditions of work? | C111 |
| Discrimination | Religion and Political Opinion | | Is religion or political opinion a factor in decisions regarding pay? | C111 |
| Discrimination | Religion and Political Opinion | | Is religion or political opinion a factor in decisions regarding opportunities for promotion or access to training? | C111 |
| Discrimination | Religion and Political Opinion | | Is there harassment of workers on the basis of religion or political opinion? | C111 |
| Discrimination | Religion and Political Opinion | | Is religion or political opinion a factor in the employer's decisions regarding termination or retirement of workers? | C111 |
| Discrimination | Gender | Is gender a factor in hiring, employment, or termination? | | C111, C100 |
| Discrimination | Gender | | Do job announcements refer to the applicant's gender? | C111 |
| Discrimination | Gender | | Is an applicant's gender a factor in hiring decisions? | C111 |
| Discrimination | Gender | | Is gender a factor in decisions regarding conditions of work? | C111 |
| Discrimination | Gender | | Is gender a factor in decisions regarding pay? | C111, C100 |
| Discrimination | Gender | | Is gender a factor in decisions regarding opportunities for promotion or access to training? | C111 |

| Cluster | Compliance Point | Question | Child Question | Reference |
|----------------|------------------|---|---|------------------|
| Discrimination | Gender | | Is gender a factor in the employer's decisions regarding termination or retirement of workers? | C111 |
| Discrimination | Gender | Are workers subject to sexual harassment? | | C111 |
| Discrimination | Gender | Are workers subject to discrimination based on pregnancy? | | C111, C183, R191 |
| Discrimination | Gender | | Does the employer require pregnancy tests or the use of contraceptives as a condition of employment? | C111, C183 |
| Discrimination | Gender | | Does the employer change the employment status, position, wages, benefits or seniority of workers during maternity leave? | C111, C183, R191 |
| Discrimination | Gender | | Is maternity leave excluded from workers' period of continuous service? | C111, R191 |
| Discrimination | Gender | | Does the employer terminate workers who are pregnant or on maternity leave or force them to resign? | C111, C183 |
| Discrimination | Other Grounds | Is disability a factor in hiring, employment, or termination? | | |
| Discrimination | Other Grounds | | Are disabled workers who apply for work evaluated according to their ability to perform the job? | |
| Discrimination | Other Grounds | | Is disability a factor in decisions regarding conditions of work? | |
| Discrimination | Other Grounds | | Is disability a factor in decisions regarding pay? | |
| Discrimination | Other Grounds | | Is disability a factor in decisions regarding opportunities for promotion or access to training? | |
| Discrimination | Other Grounds | | Is there harassment of workers on the basis of disability? | |
| Discrimination | Other Grounds | | Is disability a factor in the employer's decisions regarding termination or retirement? | |
| Discrimination | Other Grounds | Have all accommodations required by national law been made for physically disabled persons? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|----------------|------------------|--|--|-----------|
| Discrimination | Other Grounds | Has the employer taken steps to enable workers who become disabled for whatever reason to retain their work? | | |
| Discrimination | Other Grounds | Is HIV/AIDS status a factor in hiring, employment, or termination? | | |
| Discrimination | Other Grounds | | Is an applicant's real or perceived HIV/AIDS status a factor in hiring decisions? | |
| Discrimination | Other Grounds | | Is HIV/AIDS status a factor in decisions regarding conditions of work? | |
| Discrimination | Other Grounds | | Is HIV/AIDS status a factor in decisions regarding pay? | |
| Discrimination | Other Grounds | | Is HIV/AIDS status a factor in decisions regarding opportunities for promotion or access to training? | |
| Discrimination | Other Grounds | | Is there harassment of workers on the basis of real or perceived HIV/AIDS status? | |
| Discrimination | Other Grounds | | Is a worker's real or perceived HIV/AIDS status a factor in the employer's decisions regarding termination or retirement? | |
| Discrimination | Other Grounds | | Does the employer allow workers with AIDS-related illnesses to work for as long as medically fit in available, appropriate work? | |
| Discrimination | Other Grounds | | Are HIV/AIDS tests required at hiring or at any time during employment? | |
| Discrimination | Other Grounds | | Has the employer taken legally required measures to help workers with AIDS-related illnesses? | |
| Discrimination | Other Grounds | Is sexual orientation a factor in hiring, employment, or termination? | | |
| Discrimination | Other Grounds | | Is an applicant's sexual orientation a factor in hiring decisions? | |
| Discrimination | Other Grounds | | Is sexual orientation a factor in decisions regarding conditions of work? | |
| Discrimination | Other Grounds | | Is sexual orientation a factor in decisions regarding pay? | |
| Discrimination | Other Grounds | | Is sexual orientation a factor in decisions regarding opportunities for promotion or access to training? | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|----------------------|------------------|--|---|-----------|
| Discrimination | Other Grounds | | Is there harassment of workers on the basis of sexual orientation? | |
| Discrimination | Other Grounds | | Is sexual orientation a factor in the employer's decisions regarding termination or retirement? | |
| Discrimination | Other Grounds | Is age a factor in hiring, employment, or termination? | | |
| Discrimination | Other Grounds | | Do recruitment materials such as job announcements or job application forms refer to age in a manner that could discourage older workers from applying? | |
| Discrimination | Other Grounds | | Is an applicant's age a factor in hiring decisions? | |
| Discrimination | Other Grounds | | Is age a factor in decisions regarding conditions of work? | |
| Discrimination | Other Grounds | | Is age a factor in decisions regarding pay? | |
| Discrimination | Other Grounds | | Is age a factor in decisions regarding opportunities for promotion or access to training? | |
| Discrimination | Other Grounds | | Is there harassment of workers on the basis of age? | |
| Discrimination | Other Grounds | | Is age a factor in the employer's decisions regarding termination, or are workers forced to retire early? | |
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| FORCED LABOUR | | | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|--|------------------|--|---|-----------|
| <p>Overall Guidance: Forced labour is work exacted under the menace of penalty and for which the person has not offered him/herself voluntarily. Forced labour violates the basic human right to work in freedom and freely choose one's work. Two elements must be present: 1) The first element is that the worker must be subject to threat of penalty. Look for coercion on the part of the employer (e.g., action taken to control, manipulate, deceive and/or override a person's will). However, bear in mind that for vulnerable workers, a relatively small amount of coercion may lead to forced labour. For example, workers who are migrants, pregnant or from ethnic minorities often are vulnerable and therefore may be more susceptible to forced labour. Some possible examples of penalties that could be imposed or threatened include • Beatings, torture or sexual assault; • Restrictions on freedom of movement, e.g., prohibiting workers from leaving the workplace or living accommodation; • Financial penalties, e.g., burdening workers with unmanageable debt or delaying wage payments to keep workers on the job; • Reporting workers to the authorities (police, immigration, etc.); • Deportation, for example in the case of migrants in irregular situations; • Denying workers access to their personal documents; • Termination or exclusion from future employment; • Exclusion from community and social life; • Refusal of food, shelter or other necessities; • Transfer to worse working conditions, and • Removal of rights or privileges. Coercion is an indicator of forced labour regardless of whether it occurs during regular hours or overtime. Subjecting workers to the coercive tactics listed below under the Coercion compliance point would be an indicator of forced labour, even if the tactics are used solely to force workers to work overtime. In a limited set of circumstances, forced labour also can arise when workers are forced to work overtime through economic coercion. The Forced Labour and Overtime compliance point addresses those situations. 2) The second element of forced labour is that the worker has not accepted the work voluntarily. Workers must freely consent to accept the work and they must be free to leave the job and the workplace at all times. Deciding whether work is performed voluntarily often involves looking at • the vulnerability of the worker and • external and indirect pressures that make it difficult for workers to choose not to work, for example, nonpayment of wages, or denying workers access to their identity documents.</p> | | | | |
| <p>Core Conventions: C29 Forced Labour Convention, 1930 and C105 Abolition of Forced Labour Convention, 1957</p> | | | | |
| <p>Other ILO references: C181 Private Employment Agencies Convention, 1997 and C1 Hours of Work (Industry) Convention, 1919</p> | | | | |
| Cluster | Compliance Point | Question | Child Question | Reference |
| Forced Labour | Coercion | Does the employer restrict workers from leaving the workplace, dormitories or industrial zone? | | C29 |
| Forced Labour | Coercion | | Does the employer restrict workers from leaving the workplace? | C29 |
| Forced Labour | Coercion | | Does the employer restrict workers' freedom to come and go from the dormitories and/or the industrial park or zone in which the factory is located? | C29 |
| Forced Labour | Coercion | Does the employer coerce workers to work or stay on the job through • violence; • withholding of wages; • disciplinary measures; • punishment for participation in a strike; • restricted access to their personal documents; • threats of deportation, visa cancellation, or reporting to the authorities; or • other coercive tactics? | | C29, C105 |
| Forced Labour | Coercion | | Does the employer use violence or the threat of violence to intimidate workers? | C29 |

| Cluster | Compliance Point | Question | Child Question | Reference |
|---------------|----------------------------|---|---|-----------|
| Forced Labour | Coercion | | Does the employer delay or withhold wage payments in order to coerce workers to work? | C29 |
| Forced Labour | Coercion | | Does the employer force workers to work to discipline them or as punishment for participation in a strike? | C29, C105 |
| Forced Labour | Coercion | | Does the employer deny workers access to their personal documents (such as birth certificates, passports, work permits and ID cards) when they need them? | C29 |
| Forced Labour | Coercion | | Does the employer use threats such as deportation, cancellation of visas or reporting to the authorities in order to force workers to stay at the job? | C29 |
| Forced Labour | Coercion | | Does the employer use any other coercive tactics to overwhelm workers' ability to make decisions in their own interest. | C29 |
| Forced Labour | Coercion | Are workers free to terminate their employment with reasonable notice, and to leave their jobs when their contracts expire? | | C29 |
| Forced Labour | Bonded Labour | Can workers who owe debts to the employer and/or a third party freely leave their jobs? | | C29, C181 |
| Forced Labour | Forced Labour and Overtime | Are workers forced to work overtime under threat of penalty? | | C29, C1 |
| Forced Labour | Prison Labour | If prison labour is used, have the prisoners freely consented to do the work; do they receive similar treatment to non-prison workers; and is the work carried out under the supervision and control of a public authority? | | C29 |

FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

Overall Guidance: Freedom of association means the right of workers to join together to create organizations (unions) that represent them. It also applies to employer organizations. Collective bargaining is the process of negotiation between unions and employers, usually on working conditions and terms of employment. Both are fundamental rights, and they are linked together. Without freedom of association, collective bargaining cannot work because the views of the workers cannot be properly represented. Workers themselves must be free to choose how they are to be represented, and employers must not interfere in this process.

Core Conventions: C87 Freedom of Association and Protection of the Right to Organise Convention, 1948; C98 Right to Organise and Collective Bargaining Convention 1949

Other relevant ILO documents: C154 Collective Bargaining Convention, 1981; R163 Collective Bargaining Recommendation, 1981

| Cluster | Compliance Point | Question | Child Question | Reference |
|---------|-----------------------|---|----------------|-----------|
| Cluster | Compliance Point | Question | Child Question | Reference |
| FOA/CB | Information Questions | How many active unions are there in the factory? | | |
| FOA/CB | Information Questions | What percentage of workers are union members? | | |
| FOA/CB | Information Questions | For each active union, provide <ul style="list-style-type: none"> • the name of the union, • the number of union members (disaggregated by sex: (## women/ ## men), • the number of union leaders (disaggregated by sex: (## women/ ## men), • the union's affiliation status (affiliated or non-affiliated with a federation or confederation), • the name of the federation or confederation with which it is affiliated, if applicable. | | |
| FOA/CB | Information Questions | How many collective bargaining agreements are in effect in the factory? | | |
| FOA/CB | Information Questions | For each CBA, indicate: <ul style="list-style-type: none"> - the parties - the % of the workforce covered - the duration of the agreement - an overview of the issues covered | | |
| FOA/CB | Information Questions | How many strikes have there been since the last visit? | | |
| FOA/CB | Information Questions | For each strike, indicate: <ul style="list-style-type: none"> - why workers went on strike - whether the strike complied with legal requirements, and if not, which requirements were not complied with - whether the strike resulted in violence - the number of days workers were on strike - the number of person days workers were on strike - the outcome of the strike | | |
| FOA/CB | Freedom to Associate | Can workers freely form and join the union of their choice? | | C87 |
| FOA/CB | Freedom to Associate | Can the union(s) freely form and join federations and confederations of their choice? | | C87 |

| Cluster | Compliance Point | Question | Child Question | Reference |
|---------|---------------------------------|--|---|----------------------|
| FOA/CB | Freedom to Associate | Does the employer require workers to join a union? | | C87 |
| FOA/CB | Union Operations | Do union representatives have access to the workers in the workplace? | | C87, C135, R143 |
| FOA/CB | Union Operations | Does the employer deduct union dues from wages when workers request this in accordance with national law? | | C87, C98, C135, R143 |
| FOA/CB | Union Operations | Does the employer provide workers with a private meeting space at the workplace in accordance with national law? (Delete this question unless required by national law.) | | C87, C98, C135, R143 |
| FOA/CB | Union Operations | Does the employer comply with national law regarding financial or other required support of the union? | | |
| FOA/CB | Interference and Discrimination | Are workers free to meet without management present? | | C98 |
| FOA/CB | Interference and Discrimination | If there is more than one union, does the employer treat them equally or as stipulated by national law? | | C98 |
| FOA/CB | Interference and Discrimination | Has the employer tried to interfere with, manipulate, or control the union(s)? | | C98 |
| FOA/CB | Interference and Discrimination | Is a job applicant's union membership or union activities a factor during hiring decisions? | | C98 |
| FOA/CB | Interference and Discrimination | Does the employer provide incentives to workers to keep them from joining a union or engaging in union activities? | | C98 |
| FOA/CB | Interference and Discrimination | Does the employer punish, threaten, intimidate, harass, terminate or not renew workers' contracts due to their union membership or activities? | | |
| FOA/CB | Interference and Discrimination | | Does the employer punish workers for joining a union or engaging in union activities? | C98 |
| FOA/CB | Interference and Discrimination | | Does the employer threaten, intimidate, or harass workers who join a union or engage in union activities? | C98 |
| FOA/CB | Interference and Discrimination | | Has the employer terminated workers or not renewed their contract due to the worker's union membership or activities? | C98, C135, C158 |

| Cluster | Compliance Point | Question | Child Question | Reference |
|---------|---------------------------------|--|---|-----------|
| FOA/CB | Interference and Discrimination | Has the employer terminated a union official in a way that did not comply with the law? | | C98 |
| FOA/CB | Collective Bargaining | Does the employer consult with unions where legally required? | | R94 |
| FOA/CB | Collective Bargaining | Does the employer refuse to bargain collectively or refuse to bargain in good faith with the union, worker representatives, union federations or confederations? | | C98, C154 |
| FOA/CB | Collective Bargaining | Is there a CBA in effect in the factory? | | |
| FOA/CB | Collective Bargaining | | If there is a collective agreement, are the provisions at least as favourable for workers as the law? | C98 |
| FOA/CB | Collective Bargaining | | Does the employer prevent workers from accessing copies of collective bargaining agreements or learning about their provisions? | C98 |
| FOA/CB | Collective Bargaining | | Has the employer failed to implement any of the provisions of the collective agreement(s) in force? | C98 |
| FOA/CB | Strikes | Is there any noncompliance relating to strikes? | | C98 |
| FOA/CB | Strikes | | Has the employer tried to prevent any workers from participating in a strike? | C98 |
| FOA/CB | Strikes | | Has the employer hired new workers to replace striking workers during a strike? | C98 |
| FOA/CB | Strikes | | Has the employer punished any workers for participating in a strike? | C98 |
| FOA/CB | Strikes | | Were security guards, the police or armed forces called by the employer to break up a peaceful strike or arrest striking workers? | C98 |

COMPENSATION

Overall Guidance: Wage payments are critical to workers' day-to-day lives. Minimum wages are set to ensure that workers can meet their own needs and those of their family. Minimum wages may be set by law or regulation, by wage boards, councils, courts or tribunals, or by collective agreement. Representative organizations of employers and workers should be involved in the process. Minimum wage rates may be different across groups of workers, sectors of economic activity, or by geographical location. In addition to workers receiving pay on time and in full for ordinary and overtime hours as well as for paid leave, it is important that they are paid in legal tender and that the employer does not restrict how wages can be used. Workers should be told about their wages as well as any wage deductions. Deductions should be made only on conditions and within the limits prescribed by law or collective agreement.

| Cluster | Compliance Point | Question | Child Question | Reference |
|--------------|-------------------|---|--|-----------|
| Compensation | Minimum Wages | Does the employer pay at least minimum wage for ordinary hours of work to regular full time workers? | | |
| Compensation | Minimum Wages | Does the employer pay piece rate workers correctly for ordinary hours of work when their piece rate earnings exceed minimum wage? | | |
| Compensation | Minimum Wages | Does the employer pay at least minimum wage for all types of workers other than regular workers? | | |
| Compensation | Overtime Wages | Does the employer pay any workers incorrectly for overtime? | | |
| Compensation | Overtime Wages | | Does the employer pay workers correctly for all ordinary overtime hours worked? | |
| Compensation | Overtime Wages | | Does the employer pay workers correctly for all overtime hours worked at night? | |
| Compensation | Overtime Wages | | Does the employer pay workers correctly for all overtime hours worked on weekly rest days? | |
| Compensation | Overtime Wages | | Does the employer pay workers correctly for all overtime hours worked on public holidays? | |
| Compensation | Premium pay | Does the employer pay any workers incorrectly for regular working hours when premium pay is required? | | |
| Compensation | Premium pay | | Does the employer pay workers correctly for regular working hours worked at night? | |
| Compensation | Premium pay | | Does the employer pay workers correctly for regular working hours worked on weekly rest days? | |
| Compensation | Premium pay | | Does the employer pay workers correctly for regular working hours worked on public holidays? | |
| Compensation | Premium pay | | Does the employer allow workers to earn compensatory time or flex time instead of premium wages when required? | |
| Compensation | Method of payment | Are workers' full wages paid in the manner required? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|--------------|-------------------------------------|---|--|----------------|
| Compensation | Method of payment | Do in-kind wage payments comply with national law? | | |
| Compensation | Method of payment | Are wages paid regularly and on time? | | R 85 |
| Compensation | Wage Information, Use and Deduction | Has the employer made any unauthorized deductions from wages? | | See also R. 85 |
| Compensation | Wage Information, Use and Deduction | Does the employer keep only one accurate payroll record? | | See also R. 85 |
| Compensation | Wage Information, Use and Deduction | Does the employer properly inform workers about wage payments and deductions? | | |
| Compensation | Paid Leave | Does the employer pay any workers incorrectly for any types of paid time off (breaks and leave)? | | |
| Compensation | Paid Leave | | Does the employer pay workers correctly for paid public holidays? | |
| Compensation | Paid Leave | | Does the employer pay workers correctly for annual leave? | |
| Compensation | Paid Leave | | Does the employer pay workers correctly during sick leave? | |
| Compensation | Paid Leave | | Does the employer pay workers correctly during personal leave? | |
| Compensation | Paid Leave | | Does the employer pay workers correctly for maternity leave? | |
| Compensation | Paid Leave | | Does the employer pay workers correctly during breastfeeding breaks? | |
| Compensation | Paid Leave | | Does the employer pay workers correctly for paternity leave? | |
| Compensation | Paid Leave | | Does the employer pay workers correctly for other types of legally required leave? | |
| Compensation | Paid Leave | Does the employer pay workers correctly during work stoppages? | | |
| Compensation | Social Security and Other Benefits | Does the employer comply with requirements to collect and forward workers' contributions to social insurance funds? | | |
| Compensation | Social Security and Other Benefits | Does the employer pay the required employer contribution to social insurance funds? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
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| Compensation | Social Security and Other Benefits | Does the employer comply with other wage payments? | | |
| CONTRACTS AND HUMAN RESOURCES | | | | |
| <p>Overall Guidance: Employment contracts define the relationship between a worker and the employer. Employment contracts should include the terms and conditions of employment, comply with legal requirements, and be understandable to workers. It is important to know what types of workers are employed in an enterprise (such as regular, probationary or casual), and to determine whether each type of worker is treated in accordance with the law. For example, contracting arrangements should not keep workers on probation or engaged as apprentices for longer than legally allowed. Employment security is central to workers' rights. International as well as national standards protect workers against unjustified termination and the financial hardship that often follows. For example, workers should be terminated only for valid reasons relating to their conduct, performance, or the needs of the enterprise. They should be given notice and have a chance to defend themselves before termination. In order for workers to know what is expected of them and the consequences for poor performance or conduct, disciplinary measures should be established and made known to all workers and supervisors. Grievance and dispute resolution procedures also are important, so that workers can raise concerns about their employment and have those concerns heard, and to ensure that disputes are dealt with in a consistent, fair, and effective manner.</p> | | | | |
| Cluster | Compliance Point | Question | Child Question | Reference |
| Contracts and Human Resources | Information Questions | How many total workers are employed by the factory? | | |
| Contracts and Human Resources | Information Questions | How many of the workers are men? | | |
| Contracts and Human Resources | Information Questions | How many of the total workforce are migrant workers? | | |
| Contracts and Human Resources | Information Questions | How many of the migrant workers are men? | | |
| Contracts and Human Resources | Information Questions | Does the factory use subcontractors to complete all or part of the production process? | | |
| Contracts and Human Resources | Information Questions | How many [xxxx] workers are employed by the factory? | | |
| Contracts and Human Resources | Information Questions | How many of the [xxxx] workers are men? | | |
| Contracts and Human Resources | Information Questions | How many supervisors are employed by the factory? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
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| Contracts and Human Resources | Information Questions | How many of the supervisors are men? | | |
| Contracts and Human Resources | Information Questions | How many of the supervisors are migrants? | | |
| Contracts and Human Resources | Information Questions | How many [xxxx] workers are employed by the factory? | | |
| Contracts and Human Resources | Information Questions | How many of the [xxxx] workers are men? | | |
| Contracts and Human Resources | Information Questions | Does the factory have a valid business license? | | |
| Contracts and Human Resources | Information Questions | Has the factory received any notices of noncompliance from the labour ministry during last twelve months? | | |
| Contracts and Human Resources | Information Questions | Does the factory use contractors to provide services at the factory that are not part of the production process? | | |
| Contracts and Human Resources | Information Questions | How many workers with disabilities are employed by the factory? | | |
| Contracts and Human Resources | Information Questions | How many of the workers with disabilities are men? | | |
| Contracts and Human Resources | Information Questions | Is there an adequate HR policy that is signed by top management with a clear commitment to meet all legal requirements? | | |
| Contracts and Human Resources | Information Questions | Does the employer have an adequate recruitment procedure ? | | |
| Contracts and Human Resources | Information Questions | Does the employer have adequate disciplinary and termination procedures ? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|-------------------------------|------------------------------------|--|----------------|-----------|
| Contracts and Human Resources | Info Only | Does the employer have adequate grievance handling and dispute resolution procedures? | | |
| Contracts and Human Resources | Information Questions | Does the employer adequately assign accountability to management for following factory policies and procedures relating to Human Resource management and performance? | | |
| Contracts and Human Resources | Information Questions | Does the employer adequately communicate and implement HR policies and procedures? | | |
| Contracts and Human Resources | Information Questions | Does the employer adequately investigate performance under HR policies and procedures to identify weaknesses and make necessary adjustments? | | |
| Contracts and Human Resources | Dialogue, Discipline, and Disputes | Did workers freely choose their representatives on the bipartite committee, and do workers know who their representatives are? [pre-stage 2 question] | | |
| Contracts and Human Resources | Dialogue, Discipline, and Disputes | Has there been any retaliation against worker representatives due to their activity on the bipartite committee? [pre-stage 2 question] | | |
| Contracts and Human Resources | Dialogue, Discipline, and Disputes | Where there is a union in the factory, does management maintain open communication channels with trade unions, and do trade union representatives have the opportunity to join the bipartite committee? [pre-stage 2 question] | | |
| Contracts and Human Resources | Dialogue, Discipline, and Disputes | Is the bipartite committee used as an alternative to a trade union? [pre-stage 2 question] | | |
| Contracts and Human Resources | Dialogue, Discipline, and Disputes | Was the grievance mechanism developed through social dialogue between workers/ unions and managers, and are workers aware of the grievance mechanism in the factory? [pre-stage 2 question] | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|-------------------------------|------------------------|--|----------------|------------|
| Contracts and Human Resources | Employment Contracts | Do the employment contracts specify the terms and conditions of employment? | | |
| Contracts and Human Resources | Employment Contracts | Do the employment contracts comply with other legal requirements? | | |
| Contracts and Human Resources | Employment Contracts | Do workers understand the terms and conditions of employment? | | |
| Contracts and Human Resources | Employment Contracts | Does the employer comply with requirements for migrant workers' contracts? | | |
| Contracts and Human Resources | Employment Contracts | Do all persons who perform work for the factory, both on the premises and offsite, have a contract? | | |
| Contracts and Human Resources | Employment Contracts | Do the internal work rules comply with legal requirements? | | |
| Contracts and Human Resources | Contracting Procedures | Does the employer comply with limits on the period of employment for training workers? | | |
| Contracts and Human Resources | Contracting Procedures | Does the employer comply with limits on the use of fixed term contracts? | | C158, R166 |
| Contracts and Human Resources | Contracting Procedures | Does the recruitment process for migrant workers comply with legal requirements? | | |
| Contracts and Human Resources | Contracting Procedures | Have you found non-compliance with legal requirements for compensation, contracts, OSH, systems, and/or working time pertaining to non-production workers and/or sub-contracted workers? | | |
| Contracts and Human Resources | Contracting Procedures | Does the employer comply with requirements concerning sub-contracted workers at the workplace? | | |
| Contracts and Human Resources | Contracting Procedures | Does the employer comply with requirements concerning homeworkers? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|-------------------------------|-----------------------------------|--|--|---------------|
| Contracts and Human Resources | Termination | Does the employer fail to comply with any requirements when terminating workers (valid reasons, workers' opportunity to defend, prior notice, termination payments, unused annual leave, and/or reinstatement orders)? | | |
| Contracts and Human Resources | Termination | | Does the employer only terminate workers for valid reasons? | C158 and R166 |
| Contracts and Human Resources | Termination | | Do workers have an opportunity to defend themselves before they are terminated based on their conduct or performance? | C158 and R166 |
| Contracts and Human Resources | Termination | | Has the employer complied with any orders to reinstate or compensate workers who were found to be unjustly terminated? | |
| Contracts and Human Resources | Termination | | Does the employer provide workers proper notice of termination? | |
| Contracts and Human Resources | Termination | | Does the employer comply with requirements regarding severance pay? | C158 |
| Contracts and Human Resources | Termination | | Does the employer compensate workers for unused paid annual leave when they resign or are terminated? | C132 |
| Contracts and Human Resources | Termination | | Do workers who resign or are terminated receive all other legally required termination benefits? | |
| Contracts and Human Resources | Termination | Does the employer comply with legal requirements before suspending workers or reducing the size of the workforce due to changes in operations? | | C158 |
| Contracts and Human Resources | Dialogue, Discipline and Disputes | Do the disciplinary measures comply with legal requirements? | | |
| Contracts and Human Resources | Dialogue, Discipline and Disputes | Have any workers been bullied, harassed, or subjected to humiliating treatment? | | |
| Contracts and Human Resources | Dialogue, Discipline and Disputes | Did the employer resolve grievances and disputes in compliance with legal requirements? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|--|------------------------|---|----------------|---------------|
| OCCUPATIONAL SAFETY AND HEALTH | | | | |
| Overall Guidance: Improvements in occupational safety and health enhance productivity by reducing the number of interruptions in the manufacturing process, by reducing absences, by decreasing the number of accidents and by improving work efficiency. Safety is preventative. The cooperation of workers and employers is essential. While the government has obligations outlined in the ILO Conventions, Protocols, and Recommendations, employers and workers also have responsibilities and rights to ensure occupational safety and health. The questions in this section are tailored to the requirements of national law. | | | | |
| Cluster | Compliance Point | Question | Child Question | Reference |
| OSH | Information Questions | How many work-related accidents have there been in the factory in the last 12 months? | | P155 and R164 |
| OSH | Information Question | If there is an OSH Committee in the factory, indicate the number of employer and worker members, broken down by sex, as well as the number of union representatives on the committee: | | |
| OSH (Not Systems) | OSH Management Systems | (C/NC option): Does the factory have a written OSH policy? | | R164 |
| OSH (Not Systems) | OSH Management Systems | Has the employer performed an assessment of general occupational safety and health issues in the factory? | | R164 |
| OSH (Not Systems) | OSH Management Systems | Has the employer developed mechanisms to ensure cooperation between workers and management on OSH matters? | | C155 and R164 |
| OSH (Not Systems) | OSH Management Systems | Does the employer record work-related accidents and diseases? | | P155 |
| OSH (Not Systems) | OSH Management Systems | Does the employer have legally required construction/ building permits? | | |
| OSH (Not Systems) | Information Questions | (Info Only option): Is there an adequate OSH Policy that is signed by top management? | | |
| OSH (Not Systems) | Information Questions | Is there an adequate emergency preparedness procedure? | | |
| OSH (Not Systems) | Information Questions | Is there an adequate hazard/risk management and control procedure? | | |
| OSH (Not Systems) | Information Questions | Is there an adequate accident investigation procedure? | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|----------------------|----------------------------------|--|--|---------------|
| OSH (Not Systems) | Information Questions | Does the employer adequately assign accountability to management for carrying out health and safety responsibilities? | | |
| OSH (Not Systems) | Information Questions | Does the employer adequately communicate and implement OSH policies and procedures? | | |
| OSH (Not Systems) | Information Questions | Does the employer adequately investigate, monitor and measure OSH issues to identify root causes and make necessary adjustments to prevent recurrence? | | |
| OSH | Chemicals and Hazardous Material | Does the employer use chemicals and hazardous substances? | | |
| OSH | Chemicals and Hazardous Material | | Does the employer keep an inventory of chemicals and hazardous substances used in the workplace? | C170 |
| OSH | Chemicals and Hazardous Material | | Are chemicals and hazardous substances properly labelled? | C170 |
| OSH | Chemicals and Hazardous Material | | Are chemicals and hazardous substances properly stored? | |
| OSH | Chemicals and Hazardous Material | | Does the employer have chemical safety data sheets for the hazardous chemicals used in the workplace? | C170 |
| OSH | Chemicals and Hazardous Material | | Has the employer taken action to assess, monitor, prevent and limit workers' exposure to chemicals and hazardous substances? | C170 and R177 |
| OSH | Chemicals and Hazardous Material | | Has the employer effectively trained workers who work with chemicals and hazardous substances? | |
| OSH | Chemicals and Hazardous Material | | Does the employer provide adequate washing facilities and cleansing materials in the event of exposure to hazardous chemicals? | |
| OSH | Worker Protection | Are workers punished if they remove themselves from work situations that they believe present an imminent and serious danger to life or health? | | C155 |

| Cluster | Compliance Point | Question | Child Question | Reference |
|---------|---------------------|--|---|-----------|
| OSH | Worker Protection | Does the employer provide workers with all necessary personal protective clothing and equipment? | | |
| OSH | Worker Protection | Are workers effectively trained and encouraged to properly use personal protective equipment and machines? | | |
| OSH | Worker Protection | Does the employer comply with ergonomic requirements? | | |
| OSH | Worker Protection | Are proper guards installed and maintained on all dangerous machines and equipment? | | |
| OSH | Worker Protection | Are electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator, electrical panel, circuit breakers) properly installed, grounded (for equipment), and maintained? | | |
| OSH | Worker Protection | Are appropriate safety warnings posted in the workplace? | | |
| | | Do the operators / technicians for machinery, equipment, electrical installations, boiler, lifting equipment, and/or welding have legally required license/ permit/ certification/ training? | | |
| | | Does the employer have the legally required permits/ certificates for the installation/ operation/ maintenance of special machines and equipment (e.g., electrical installations, generator, boiler, lifting equipment, and/or welding)? | | |
| | | Has the employer taken legally required measures to protect workers from falls from heights? | | |
| OSH | Working Environment | Is the workplace temperature, ventilation, noise, lighting and/or cleanliness unacceptable? | | |
| OSH | Working Environment | | Are the temperature and ventilation acceptable? | |
| OSH | Working Environment | | Are noise levels acceptable? | C148 |
| OSH | Working Environment | | Is the workplace adequately lit? | R164 |
| OSH | Working Environment | | Is the workplace clean and tidy? | |
| OSH | Welfare Facilities | Does the workplace have adequate accessible toilets? | | R164 |

| Cluster | Compliance Point | Question | Child Question | Reference |
|---------|-------------------------------|---|--|------------|
| OSH | Welfare Facilities | Does the workplace have adequate hand washing facilities and adequate soap? | | |
| OSH | Welfare Facilities | Does the employer provide workers enough free safe drinking water? | | |
| OSH | Welfare Facilities | Does the workplace have all required facilities? | | |
| OSH | Welfare Facilities | Does the workplace have an adequate eating area? | | |
| OSH | Health Services and First Aid | Does the employer comply with legal requirements regarding medical checks for workers? | | |
| OSH | Health Services and First Aid | Does the employer address safety and health risks to pregnant or nursing workers? | | C183, R191 |
| OSH | Health Services and First Aid | Does the employer comply with requirements on HIV/AIDS? | | |
| OSH | Health Services and First Aid | Does the workplace have sufficient onsite medical facilities and staff? | | |
| OSH | Health Services and First Aid | Has the employer ensured that there are a sufficient number of readily accessible first aid boxes/supplies in the workplace? | | C155 |
| OSH | Health Services and First Aid | Has the employer provided first-aid training for workers? | | R177 |
| OSH | Worker Accommodation | Do workers and/or supervisors stay in dorms on the factory premises, or do workers stay in offsite housing that is managed by the employer? | | R115 |
| OSH | Worker Accommodation | | Does the accommodation comply with minimum space requirements? | R115 |
| OSH | Worker Accommodation | | Is the accommodation separate from the workplace (even though it may be in the same compound/industrial park)? | R115 |
| OSH | Worker Accommodation | | Does the accommodation have enough safe water? | R115 |
| OSH | Worker Accommodation | | Does the accommodation have adequate toilets, showers, sewage and garbage disposal systems? | R115 |
| OSH | Worker Accommodation | | Is the accommodation protected against fire? | R115 |
| OSH | Worker Accommodation | | Is the accommodation adequately protected against heat, cold, and dampness? | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|---------------------|------------------------|---|---|-----------|
| OSH | Worker Accommodation | | Is the accommodation protected against disease carrying animals or insects? | |
| OSH | Worker Accommodation | | Is the accommodation protected against noise? | |
| OSH | Worker Accommodation | | Is the accommodation adequately ventilated? | R115 |
| OSH | Worker Accommodation | | Does the accommodation have adequate cooking and storage facilities? | |
| OSH | Worker Accommodation | | Is the accommodation adequately lit? | |
| OSH | Accommodation | | Does the accommodation offer workers adequate privacy? | |
| OSH | Worker Accommodation | | Does the accommodation comply with other health and safety requirements? | |
| OSH | Worker Accommodation | | Has the employer adequately prepared for emergencies in the accommodation? | |
| OSH | Emergency Preparedness | Does the workplace have a fire detection and alarm system? | | |
| OSH | Emergency Preparedness | Does the workplace have adequate fire-fighting equipment? | | |
| OSH | Emergency Preparedness | Has the employer trained an appropriate number of workers to use the fire-fighting equipment? | | |
| OSH | Emergency Preparedness | Are emergency exits and escape routes clearly marked and posted in the workplace? | | |
| OSH | Emergency Preparedness | Are there enough emergency exits? | | |
| OSH | Emergency Preparedness | Are the emergency exits accessible, unobstructed and unlocked during working hours, including overtime? | | |
| OSH | Emergency Preparedness | Does the employer conduct periodic emergency drills? | | |
| OSH | Emergency Preparedness | Does the employer comply with emergency evacuation requirements? | | |
| OSH | Emergency Preparedness | Are flammable materials safely stored? | | |
| OSH | Emergency Preparedness | Are possible sources of ignition appropriately safeguarded? | | |
| WORKING TIME | | | | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|--|------------------|---|--|-----------|
| <p>Overall Guidance: Limits on hours of work help to ensure safety and health at work, provide enough rest between shifts, and enable workers to balance family and work responsibilities. For industrial enterprises, international standards limit regular (pre-overtime) working hours to 8 hours each day, 48 hours each week, subject to certain exceptions. They also say that workers must have at least one day off in seven. Regular and overtime hours and weekly rest may be regulated under national laws, regulations or agreements between worker(s) and employer(s), which may be more flexible. In exceptional cases, daily or weekly limits on hours can be averaged over longer periods of time to allow for fluctuations in hours of work. The questions below relate to compliance with the relevant ILO Conventions. Consult national law in order to accurately determine compliance with working time provisions.</p> | | | | |
| Cluster | Compliance Point | Question | Child Question | Reference |
| Working Time | Regular Hours | Do regular daily or weekly working hours exceed the legal limit? | | C1 |
| Working Time | Regular Hours | Do the working time records reflect the hours actually worked? | | |
| Working Time | Regular Hours | Does the employer provide required daily break periods? | | |
| Working Time | Regular Hours | Does the employer provide required weekly rest periods? | | |
| Working Time | Overtime | Does the employer comply with limits on overtime hours worked? | | |
| Working Time | Overtime | Does the employer comply with requirements for voluntary overtime? | | |
| Working Time | Overtime | Does the employer comply with notice requirements regarding overtime? | | |
| Working Time | Leave | Does the employer fail to provide workers time off for any required breaks or types of leave? | | C132 |
| Working Time | Leave | | Does the employer provide required annual leave? | C132 |
| Working Time | Leave | | Does the employer provide required personal leave? | |
| Working Time | Leave | | Does the employer comply with restrictions regarding payment instead of leave? | |
| Working Time | Leave | | Does the employer provide required sick leave? | C132 |
| Working Time | Leave | | Does the employer provide required maternity leave? | |
| Working Time | Leave | | Does the employer provide required time off for breastfeeding breaks? | |
| Working Time | Leave | | Does the employer provide required paternity leave? | |

| Cluster | Compliance Point | Question | Child Question | Reference |
|--|-------------------|--|--|-----------|
| Working Time | Leave | | Does the employer provide other types of required leave? | |
| Learning | Learning | Has management consulted with elected worker representatives, including trade unions (if present) in determining the training to be offered to workers and their representatives? [pre-stage 2 question] | | |
| Key Strengths and Process Integrity | | | | |
| Key Strengths and Process Integrity | Key Strengths | Key strengths: | | |
| Key Strengths and Process Integrity | Process Integrity | Did the employer grant access to the enterprise and provide requested documents in a timely manner? | | |
| Key Strengths and Process Integrity | Process Integrity | How many person days were spent on the assessment visit? | | |
| Key Strengths and Process Integrity | Process Integrity | Provide the titles of the management staff interviewed. | | |
| Key Strengths and Process Integrity | Process Integrity | Briefly describe the interviews with workers, union leaders, and worker representatives. | | |
| Key Strengths and Process Integrity | Process Integrity | Describe any significant concerns about process integrity. | | |
| Key Strengths and Process Integrity | Other Issues | Describe any significant issues not addressed elsewhere in the report. | | |