

<b>CHILD LABOUR</b>					
<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 <i>and</i> 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>					
<b>Cluster</b>	<b>Compliance Point</b>	<b>Question</b>	<b>Child Question</b>	<b>Guidance</b>	<b>Reference</b>
Child Labour	Child Labourers	Have you found any workers under the age of 15?		Answer Yes only if you have confirmed the age of the child or children through interviews or reliable age-identifying documents.	C138
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)?		This question covers forced labour, prostitution, pornography, and illegal activities; work that is considered hazardous by nature for workers under age 18, work at night, and work for long hours (more hours than permitted under national law and/or overtime).	C138, C182, R190

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Child Labour	Hazardous Work and other Worst Forms		<p>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?</p>	<p>Hazardous work is different from the unconditional worst forms of child labour because it can be acceptable if certain conditions are met. ILO Convention 138 defines hazardous work as work that is likely to harm the health, safety or morals of a child. National authorities can allow young workers who are 16 years or older to do hazardous work if their health, safety and morals are fully protected, and they are adequately trained to do the work. Member states must decide what constitutes hazardous work after tripartite consultation. However, Recommendation 190 on the Worst Forms of Child Labour suggests that consideration should be given to the following:</p> <ul style="list-style-type: none"> <li>• Work that exposes children to physical, psychological or sexual abuse;</li> <li>• Work underground, under water, at dangerous heights or in confined spaces;</li> <li>• Work with dangerous machinery, equipment and tools, or work that involves manual handling or transport of heavy loads;</li> <li>• Work in an unhealthy environment, for example where there are chemicals or dangerous fumes, high temperatures or risk of burns or injury, or high levels of noise or vibration; or</li> <li>• Work for long hours, at night, or work where the child cannot leave the premises. (Long hours and work at night are covered separately)</li> </ul>	C138, C182, R190

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Child Labour	Hazardous Work and other Worst Forms		Option 2: Do workers who are under age 18 perform work that is hazardous by nature?	ILO Convention 138 defines hazardous work as work that is likely to harm the health, safety or morals of a child. Member states must decide what constitutes hazardous work after tripartite consultation. However, Recommendation 190 on the Worst Forms of Child Labour suggests that consideration should be given to the following: • Work that exposes children to physical, psychological or sexual abuse; • Work underground, under water, at dangerous heights or in confined spaces; • Work with dangerous machinery, equipment and tools, or work that involves manual handling or transport of heavy loads; • Work in an unhealthy environment, for example where there are chemicals or dangerous fumes, high temperatures or risk of burns or injury, or high levels of noise or vibration; or • Work for long hours, at night, or work where the child cannot leave the premises. (Long hours and work at night are covered separately)	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?	Under international standards, work for long hours and night work are considered hazardous for workers under age 18 regardless of whether the work itself is hazardous. Night work is work that is performed during a period of at least 7 hours, including the interval from midnight to 5am. Find NC if workers under 18 are working in excess of the limits on working hours set for young workers, or if they are working overtime or at night.	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?	The unconditional worst forms of child labour are forbidden in all cases and regardless of national law. Unconditional worst forms of child labour are: forced labour; prostitution; pornography; and illegal activities (e.g. drug production and trafficking and the unlawful carrying or use of firearms or other weapons).	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?		There should be a system in place that is used to ensure that workers are of legal working age.	C138, R146

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?		For example, national law may specify documentation requirements for verifying workers' ages, or for hiring workers under age 18.	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?		If workers take work home, there is a risk of child labour. Look for evidence that work outside the factory premises is done by underage family members. If workers take work home, it should be ensured that off-site workers are registered, and that each worker's age is determined and recorded. The register of workers under 18 years of age should include workers who are working at the factory premises, as well as off-site.	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?			

**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	Guidance	Reference
---------	------------------	----------	----------------	----------	-----------

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Discrimination	Race and Origin	Is race, colour or origin a factor in hiring, employment, or termination?		Consider whether race, colour or origin are factored into decisions regarding hiring, conditions of work, pay, promotion, access to training, or termination. Also consider whether recruitment materials refer to race, colour or origin, and whether workers are harassed on those grounds.	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?	References to race, colour or origin may be permissible under national laws that allow for preferential treatment in hiring in order to remedy the effects of past discrimination.	C111
Discrimination	Race and Origin		Is an applicant's race, colour or origin a factor in hiring decisions?	Factoring race, colour or origin into hiring decisions may be permissible under national laws that allow for preferential treatment in hiring to remedy the effects of past discrimination.	C111
Discrimination	Race and Origin		Is race, colour or origin a factor in decisions regarding conditions of work?	Conditions of work include hours of work, rest periods, leave, occupational safety and health measures, social security measures, and welfare facilities and benefits.	C111
Discrimination	Race and Origin		Is race, colour or origin a factor in decisions regarding pay?	Pay includes all elements of compensation, such as basic wages, overtime and bonus payments, wage differentials based on seniority, leave allowances, and benefits in kind.	C111
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?	For this question, termination includes non-renewal of workers' contracts.	C111

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Discrimination	Religion and Political Opinion	Is religion or political opinion a factor in hiring, employment, or termination?		Consider whether religion or political opinion are factored into decisions regarding hiring, conditions of work, pay, promotion, access to training, or termination. Also consider whether recruitment materials refer to religion or political opinion, and whether workers are harassed on those grounds.	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?	References to religion or political opinion may be permissible under national laws that allow for preferential treatment in hiring in order to remedy the effects of past discrimination.	C111
Discrimination	Religion and Political Opinion		Is an applicant's religion or political opinion a factor in hiring decisions?	Factoring religion or political opinion into hiring decisions may be permissible under national laws that allow for preferential treatment in hiring to remedy the effects of past discrimination.	C111
Discrimination	Religion and Political Opinion		Is religion or political opinion a factor in decisions regarding conditions of work?	Conditions of work include hours of work, rest periods, leave, occupational safety and health measures, social security measures, and welfare facilities and benefits.	C111
Discrimination	Religion and Political Opinion		Is religion or political opinion a factor in decisions regarding pay?	Pay includes all elements of compensation, such as basic wages, overtime and bonus payments, wage differentials based on seniority, leave allowances, and benefits in kind.	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?	For this question, termination includes non-renewal of workers' contracts.	C111
Discrimination	Gender	Is gender a factor in hiring, employment, or termination?		Consider whether gender is factored into decisions regarding hiring, conditions of work, pay, promotion, access to training, or termination. Also consider whether job announcements refer to an applicant's gender.	C111, C100

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Discrimination	Gender		Do job announcements refer to the applicant's gender?	References to gender may be permissible under national laws that allow for preferential treatment in hiring in order to remedy the effects of past discrimination.	C111
Discrimination	Gender		Is an applicant's gender a factor in hiring decisions?	Factoring gender into hiring decisions may be permissible under national laws that allow for preferential treatment in hiring to remedy the effects of past discrimination.	C111
Discrimination	Gender		Is gender a factor in decisions regarding conditions of work?	Measures aimed at protecting women based on stereotypical assumptions are discriminatory. Protective measures should be limited to those necessary to protect women's reproductive capacity. Conditions of work include hours of work, rest periods, annual holidays with pay, occupational safety and occupational health measures, as well as social security measures and welfare facilities and benefits provided in connection with employment.	C111
Discrimination	Gender		Is gender a factor in decisions regarding pay?	Pay includes all elements of compensation, such as basic wages, overtime and bonus payments, wage differentials based on seniority, leave allowances, and benefits in kind.	C111, C100
Discrimination	Gender		Is gender a factor in decisions regarding opportunities for promotion or access to training?		C111
Discrimination	Gender		Is gender a factor in the employer's decisions regarding termination or retirement of workers?	For this question, termination includes non-renewal of workers' contracts. Terminations based on pregnancy or maternity are covered separately below.	C111

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Discrimination	Gender	Are workers subject to sexual harassment?		Sexual harassment is any physical, verbal or non-verbal conduct of a sexual nature affecting the dignity of women or men, which is unwelcome, unreasonable and offensive to the recipient. In order to constitute sexual harassment in the workplace, workers must justly perceive that their reaction to the conduct (i) is a condition of employment, and/or (ii) it will affect decisions regarding their job, and/or (iii) it will affect their job performance. Sexual harassment also can arise from conduct that creates an intimidating, hostile or humiliating working environment. If the employer has taken effective steps to address the sexual harassment so that it no longer exists, answer No.	C111
Discrimination	Gender	Are workers subject to discrimination based on pregnancy?		Discrimination on the basis of pregnancy includes - - requiring pregnancy tests or the use of contraceptives as a condition of employment - changing the employment status, position, wages, benefits or seniority of workers during maternity leave - excluding maternity leave from workers' period of continuous service - terminating workers who are pregnant or on maternity leave or force them to resign	C111, C183, R191
Discrimination	Gender		Does the employer require pregnancy tests or the use of contraceptives as a condition of employment?	Employers should not require pregnancy tests or use of contraceptives as part of the hiring process or at any time during employment. Pregnancy tests may only be used in cases where national law prohibits or restricts pregnant or nursing women from the work, or where the work presents a recognized significant risk to the health of the woman and child.	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

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Discrimination	Gender		Does the employer terminate workers who are pregnant or on maternity leave or force them to resign?	For this question, termination includes non-renewal of workers' contracts. The question should be answered No if the dismissals are not related to the pregnancy or maternity.	C111, C183
Discrimination	Other Grounds	Is disability a factor in hiring, employment, or termination?		Consider whether disability is factored into decisions regarding conditions of work, pay, promotion, access to training, or termination. Also consider whether disabled workers who apply for work are evaluated according to their ability to perform the job, and whether workers are harassed based on disability.	
Discrimination	Other Grounds		Are disabled workers who apply for work evaluated according to their ability to perform the job?	If disabled workers have not applied for jobs, answer Yes.	
Discrimination	Other Grounds		Is disability a factor in decisions regarding conditions of work?	Conditions of work include hours of work, rest periods, leave, occupational safety and health measures, social security measures, and welfare facilities and benefits.	
Discrimination	Other Grounds		Is disability a factor in decisions regarding pay?	Pay includes all elements of compensation, such as basic wages, overtime and bonus payments, wage differentials based on seniority, leave allowances, and benefits in kind.	
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?	For this question, termination includes non-renewal of workers' contracts.	
Discrimination	Other Grounds	Have all accommodations required by national law been made for physically disabled persons?			

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Discrimination	Other Grounds	Has the employer taken steps to enable workers who become disabled for whatever reason to retain their work?		The question does not refer specifically to work-related injuries leading to disability, but to disability for any reason. If no workers became disabled, answer Yes.	
Discrimination	Other Grounds	Is HIV/AIDS status a factor in hiring, employment, or termination?		Consider whether HIV/AIDS status is factored into decisions regarding hiring, conditions of work, pay, promotion, access to training, or termination, including whether HIV/AIDS tests are required at hiring or at any time during employment and whether the employer has taken legally required measures to help workers with AIDS-related illnesses. Also consider whether workers are harassed based on HIV/AIDS status.	
Discrimination	Other Grounds		Is an applicant's real or perceived HIV/AIDS status a factor in hiring decisions?	Job applicants should not be required to disclose any HIV-related personal information.	
Discrimination	Other Grounds		Is HIV/AIDS status a factor in decisions regarding conditions of work?	Conditions of work include hours of work, rest periods, leave, occupational safety and health measures, social security measures, and welfare facilities and benefits.	
Discrimination	Other Grounds		Is HIV/AIDS status a factor in decisions regarding pay?	Pay includes all elements of compensation, such as basic wages, overtime and bonus payments, wage differentials based on seniority, leave allowances, and benefits in kind.	
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?	HIV infection is not a cause for termination of employment. For this question, termination includes non-renewal of workers' contracts.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?	HIV/AIDS screening should not be required of job applicants or persons in employment.	
Discrimination	Other Grounds		Has the employer taken legally required measures to help workers with AIDS-related illnesses?	Do not consider measures designed to enable workers with AIDS-related illnesses to work for as long as medically fit in available, appropriate work (this is covered below).	
Discrimination	Other Grounds	Is sexual orientation a factor in hiring, employment, or termination?		Consider whether sexual orientation is factored into decisions regarding hiring, conditions of work, pay, promotion, access to training, or termination. Also consider whether workers are harassed based on sexual orientation.	
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?	Conditions of work include hours of work, rest periods, leave, occupational safety and health measures, social security measures, and welfare facilities and benefits.	
Discrimination	Other Grounds		Is sexual orientation a factor in decisions regarding pay?	Pay includes all elements of compensation, such as basic wages, overtime and bonus payments, wage differentials based on seniority, leave allowances, and benefits in kind.	
Discrimination	Other Grounds		Is sexual orientation a factor in decisions regarding opportunities for promotion or access to training?		
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?	For this question, termination includes non-renewal of workers' contracts.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Discrimination	Other Grounds	Is age a factor in hiring, employment, or termination?		Consider whether age is factored into decisions regarding conditions of work, pay, promotion, access to training, or termination. Also consider whether recruitment materials refer to age in a manner that could discourage older workers from applying, and whether older workers are harassed on that basis.	
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?	Workers above the minimum age should not be subject to discrimination based on their age, unless age is a genuine occupational requirement justified by the nature of the job.	
Discrimination	Other Grounds		Is age a factor in decisions regarding conditions of work?	Conditions of work include hours of work, rest periods, leave, occupational safety and health measures, social security measures, and welfare facilities and benefits.	
Discrimination	Other Grounds		Is age a factor in decisions regarding pay?	Pay includes all elements of compensation, such as basic wages, overtime and bonus payments, wage differentials based on seniority, leave allowances, and benefits in kind.	
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?	For example, are older workers terminated upon reaching a certain age? Are workers forced to retire before they reach the compulsory retirement age? Are only older workers declared redundant? Termination of workers who have reached compulsory retirement age (if appropriate) is not considered discriminatory. For this question, termination includes non-renewal of workers' contracts.	
<b>FORCED LABOUR</b>					

Cluster	Compliance Point	Question	Child Question	Guidance	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	Guidance	Reference
Forced Labour	Coercion	Does the employer restrict workers from leaving the workplace, dormitories or industrial zone?		<p>This question covers restrictions on movement from the workplace, dorms and industrial zone. Consider whether restrictions on leaving the workplace involve an element of coercion or force, for example, locked exit doors. For the dorms and industrial zone, consider whether management uses strong controls that significantly restrict workers' freedom to leave (e.g., locked dormitories, an enforced curfew, security guards), and whether workers do not have feasible alternatives to the dorm housing</p>	C29
Forced Labour	Coercion		Does the employer restrict workers from leaving the workplace?	<p>While workers may have required hours and not be able to come and go as they wish without reason, it should be determined whether there is an element of coercion or force by the employer making the workers unable to leave, for example, locked exit doors.</p>	C29

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?	If workers cannot freely leave the dormitories or industrial zone, this may be an indication of forced labour. Consider whether management has put strong controls in place to restrict workers' movement, such as locked dormitories, an enforced curfew (e.g., management approval required in order to leave), security guards, or other coercive measures. Also consider the extent to which workers' freedom is restricted, including whether workers can leave the dorms and industrial park after they finish work (including overtime), and on their days off. Also consider the vulnerability of the workers, including whether they have no real choice but to live in the dorms due to lack of choice or feasible alternatives. If management uses strong controls that significantly restrict workers' freedom to leave the dormitories or industrial zone, and workers do not have feasible alternatives to the dorm housing, find noncompliance. Even if restrictions on movement are determined not to amount to noncompliance, they should be described in the comments.	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?		This question covers - violence or threats of violence to intimidate workers and coerce them to work - delayed wage payments to coerce workers to stay on the job - withholding wages prior to termination to exact unpaid work - forced labour to discipline workers or punish them for participating in a strike - restricting workers' access to their personal documents - threats of deportation or other penalties relating to workers' migrant status to make them to stay on the job, and - other coercive tactics to overwhelm workers' ability to make decisions in their own interest	C29, C105

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Forced Labour	Coercion		Does the employer use violence or the threat of violence to intimidate workers?	Threats that lead to forced labour differ from abuse or harassment, in that the employer uses the threats in order to coerce workers to work. One individual may be used as an example to intimidate the whole workforce.	C29
Forced Labour	Coercion		Does the employer delay or withhold wage payments in order to coerce workers to work?	Delayed or withheld wage payments can be an indicator of forced labour when employers delay or withhold the payments in order to coerce workers to work. For example, employers may delay wage payments in order to coerce workers to stay on the job, or they may exact unpaid work by withholding workers' wages prior to terminating them. If the problem only concerns irregular payments and does not involve coercion, it should be addressed as a wage issue, not as forced labour.	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?	Ordinarily, workers should keep their personal documents themselves. In some cases, employers may be allowed to hold on to workers' documents, for example, if necessary to ensure that the documents are secure. However, workers should freely consent to this, and they should be allowed to access their documents. If workers have consented to have their documents held, and the employer provides workers with access to the documents, this is sufficient to avoid noncompliance (ideally, access should be provided 24 hours per day, 7 days per week, but a lesser level of access is acceptable if workers state that they have adequate access). The fact that access is not possible while the worker's official documents are being renewed should not result in noncompliance, unless it can be shown that the employer is colluding with the authorities in an effort to force workers to remain on the job.	C29

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?	Workers can be made very vulnerable when their work visa is linked to a particular employer. Check that the employer does not threaten workers with deportation or other penalties associated with their migrant status to make them work beyond their contract or to force them to stay on the job. Migrant workers in irregular situations are not necessarily forced labourers, but they could be if the employer exploits the worker's irregular status to withhold wages or require work beyond the scope of the contract (such as sexual favors or overtime beyond legal limits). Employers can manipulate workers' fear not only of deportation, but of torture and mistreatment by the authorities, especially if workers have had bad experiences with law enforcement in their home countries.	C29
Forced Labour	Coercion		Does the employer use any other coercive tactics to overwhelm workers' ability to make decisions in their own interest.	Other possible indicators of forced labour could include employers giving workers drugs to induce addiction or dependence, using psychological or spiritual (such as witchcraft) manipulation, or other physical means to control workers and force them to work.	C29
Forced Labour	Coercion	Are workers free to terminate their employment with reasonable notice, and to leave their jobs when their contracts expire?		Even where workers initially agreed to their employment, they must remain free to leave the job. Workers on undetermined duration contracts as well as workers on fixed duration contracts should be free to resign with reasonable notice. Workers who resign before the end of a fixed duration contract may be subject to reasonable penalties for early termination in conformance with national law, but they should not be required to continue working for a significant period of time beyond the reasonable notice period. They also should not be required to work beyond the expiration of their contracts without their consent. If workers are not free to leave their employment upon reasonable notice, or they are required to work beyond the term of their contracts and they have not freely consented to do so, find noncompliance.	C29

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Forced Labour	Bonded Labour	Can workers who owe debts to the employer and/or a third party freely leave their jobs?		<p>This question relates to the freedom of workers to leave their jobs, even if they owe a debt for recruitment fees to their employer or a third party. If no workers owe debts for recruitment fees, find compliance. Debts for recruitment fees combined with statements by workers that they do not feel free to leave the job due to the debt do not necessarily amount to noncompliance. Consider as well whether the employer is using the debt to coerce workers to stay on the job or to agree to certain terms and conditions (e.g., by referring to the debt while threatening workers). Also consider whether the employer is manipulating the debt to make it more difficult for workers to repay it. If (i) workers have outstanding debts for recruitment fees, and (ii) the employer is using the debt to coerce workers or is manipulating the debt, and (iii) workers do not feel free to leave the job as a result of the debt, find noncompliance.</p> <p>This question also covers workers' freedom to leave their jobs, even if they owe other types of debt to the employer. Other types of debt could include, for example, debt incurred through non-cash benefits (such as food and housing), salary advances or other loans made by the employer, debts to the employer imposed through deceit or fraudulent bookkeeping, or inherited debt to the employer.</p>	C29, C181

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Forced Labour	Forced Labour and Overtime	Are workers forced to work overtime under threat of penalty?		<p>This question covers 3 possible OT scenarios. Find NC if all elements are found for any of the 3 scenarios. For each of them, consider workers vulnerability in determining whether they freely agreed to work the OT.</p> <ol style="list-style-type: none"> <li>1. If workers are forced to work OT in order to earn minimum wage, find NC IF:                             <ul style="list-style-type: none"> <li>- workers have no real choice but to work the OT (involuntary), AND</li> <li>- workers are under the menace of a penalty (e.g., termination)</li> </ul> </li> <li>2. If workers are forced to work OT in order to meet production targets, find NC IF:                             <ul style="list-style-type: none"> <li>- workers must work without pay in order to reach production targets (involuntary), AND</li> <li>- workers are under the menace of a penalty (e.g., termination)</li> </ul> </li> <li>3. If workers are forced to work excessive OT (beyond legal limits), find NC IF:                             <ul style="list-style-type: none"> <li>- the number of overtime hours worked exceeds legal limits, AND</li> <li>- workers have not freely agreed to work the excessive overtime; AND</li> <li>- there is economic compulsion, such as threats to fire workers or never offer them overtime again.</li> </ul> </li> </ol>	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?		<p>Find noncompliance if</p> <ul style="list-style-type: none"> <li>- prison labourers have not freely consent to perform the work, or</li> <li>- the employer does not treat prison labourers and non-prison workers similarly (conditions of work such as wages, hours of work, and safety and health measures should be comparable for prisoners and non-prison workers.), or</li> <li>- supervision and control by the public authority does not amount to more than just periodic inspections of the workplace.</li> </ul>	C29

**FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING**

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
<p>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.</p>					
<p>Core Conventions: C87 Freedom of Association and Protection of the Right to Organise Convention, 1948; C98 Right to Organise and Collective Bargaining Convention 1949</p>					
<p>Other relevant ILO documents: C154 Collective Bargaining Convention, 1981; R163 Collective Bargaining Recommendation, 1981</p>					
Cluster	Compliance Point	Question	Child Question	Guidance	Reference
FOA/CB	Information Questions	How many active unions are there in the factory?		Enter only a number for your answer.	
FOA/CB	Information Questions	What percentage of workers are union members?		Enter only a number for your answer.	
FOA/CB	Information Questions	<p>For each active union, provide</p> <ul style="list-style-type: none"> <li>• the name of the union,</li> <li>• the number of union members,</li> <li>• the union's affiliation status (affiliated or non-affiliated with a federation or confederation),</li> <li>• the name of the federation or confederation with which it is affiliated, if applicable.</li> </ul>			
FOA/CB	Information Questions	How many collective bargaining agreements are in effect in the factory?		Enter only a number for your answer.	
FOA/CB	Information Questions	<p>For each CBA, indicate:</p> <ul style="list-style-type: none"> <li>- the parties</li> <li>- the % of the workforce covered</li> <li>- the duration of the agreement</li> <li>- an overview of the issues covered</li> </ul>			
FOA/CB	Information Questions	How many strikes have there been since the last visit?		<p>For the first assessment, examine strikes during the last 12 months. A strike includes any stoppage of work, no matter how brief (including a one hour walk out).</p> <p>Enter only a number for your answer</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
FOA/CB	Information Questions	<p>For each strike, indicate:</p> <ul style="list-style-type: none"> <li>- why workers went on strike</li> <li>- whether the strike complied with legal requirements, and if not, which requirements were not complied with</li> <li>- whether the strike resulted in violence</li> <li>- the number of days workers were on strike</li> <li>- the number of person days workers were on strike</li> <li>- the outcome of the strike</li> </ul>		<p>Indicate the workers' demands and a brief history for each strike.</p> <ul style="list-style-type: none"> <li>● When calculating the number of days, Include all strikes recorded. Round to the nearest half-day. Fractions of a day equal to or less than 5 hours should be rounded to 0.5. Fractions of a day greater than 5 hours should be rounded to a day. Use the rounded figure to calculate the number of person days.</li> <li>● Person days = days on strike multiplied by the number of workers on strike, totalled for each of the strikes recorded above.</li> <li>● Note for adaption: Detail the requirements of a legal strike as provided for under national law</li> </ul>	
FOA/CB	Freedom to Associate	Can workers freely form and join the union of their choice?		<p>This includes forming a new union even when there is already one or more unions in the factory. Workers should be able to freely join a union. This includes a minority union in the factory, a second union, or other worker association.</p>	C87
FOA/CB	Freedom to Associate	Can the union(s) freely form and join federations and confederations of their choice?			C87
FOA/CB	Freedom to Associate	Does the employer require workers to join a union?		<p>GUIDANCE OPTIONS (select appropriate option):</p> <p>Option 1 (if union security clauses are not allowed): Workers should not be forced to join a union.</p> <p>Option 2 (if union security clauses are allowed by law): Union security clauses are used to ensure the membership and funding of unions. These clauses may require employees to join the union, or may require an employer to hire only union employees, or to deduct union dues from non-union employees. If there is a union security clause in effect that requires workers to join the union, answer No.</p>	C87

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
FOA/CB	Union Operations	Do union representatives have access to the workers in the workplace?		<p>Access entails:</p> <ul style="list-style-type: none"> <li>● Trade union representatives employed by the factory have access to workplaces (including in the factory and on the premises) so they can communicate with workers and carry out their representative functions.</li> <li>● Trade union reps can communicate freely with their members as well as with non-members, provided they do not disrupt the company's regular operations. (Employer consent may be required during times when workers are required to work, but free access should be allowed during breaks and before and after work.)</li> <li>● Access is not be restricted to a particular union(s).</li> <li>● Representatives of a union who are not employed in the factory, but whose union has members working in the factory also are granted access.</li> <li>● When workers reside on the premises of the factory or industrial zone, suitable arrangements are made to allow onsite access after work hours even if the union does not have members employed by the factory.</li> <li>● Access to free trade zones is provided during working hours, including so that union representatives can inform workers about the potential advantages of unionization. (Permission can be required to enter the zone, but should not be unreasonably withheld.)</li> </ul>	C87, C135, R143
FOA/CB	Union Operations	Does the employer deduct union dues from wages when workers request this in accordance with national law?		Absent other arrangements for the collection of trade union dues, workers' representatives who are authorized to do so by the trade union should be allowed to collect dues regularly on the premises of the enterprise.	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

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?		If there is frequently a management representative (e.g., office staff or supervisor) at the workers meetings without them having been invited, it is a strong indicator of interference.	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?		If there is only one union, answer Yes. National law may allow the employer to give privileges the most representative union (the one with most members) if it does not undermine freedom of association.	C98
FOA/CB	Interference and Discrimination	Has the employer tried to interfere with, manipulate, or control the union(s)?		Interference is indicated when the employer: <ul style="list-style-type: none"> <li>• takes action in an effort to dominate, control or undermine workers' organisations</li> <li>• is involved in union decision-making, in the formation of the constitution and rules, in union activities, administration, finances or elections</li> <li>• tries to gain control of the union by financing it in a way that is not intended by national law</li> <li>• tries to undermine the union by offering bribes to union activists to withdraw from the union, or by artificially promoting them in an effort to impede their participation in union affairs.</li> <li>• promotes the formation of a workers' organization to compete against existing union(s)</li> </ul>	C98
FOA/CB	Interference and Discrimination	Is a job applicant's union membership or union activities a factor during hiring decisions?		This may involve the use of blacklists to ensure that union members or union officials are not employed. If a union security clause requires the employer to hire only union employees, answer No.	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

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?		Punishing workers could involve transferring or demoting them, denying them the opportunity to work overtime, reducing their wages or benefits or changing their conditions of work. It also could involve termination of permanent workers, or termination or non-renewal of fixed-term contracts based on union membership or activities. Threats, intimidation or harassment could include, threats to terminate, illegal or unreasonable searches, the use of violence or force, unwarranted presence of the police or the military or use of the courts to bring illegitimate claims against individual unionists.	
FOA/CB	Interference and Discrimination		Does the employer punish workers for joining a union or engaging in union activities?	Punishing workers could involve transferring or demoting them, denying them the opportunity to work overtime, reducing their wages or benefits or changing their conditions of work. Termination is covered separately.	C98
FOA/CB	Interference and Discrimination		Does the employer threaten, intimidate, or harass workers who join a union or engage in union activities?	Threats, intimidation or harassment could include, threats to terminate, illegal or unreasonable searches, the use of violence or force, unwarranted presence of the police or the military or use of the courts to bring illegitimate claims against individual unionists.	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?	This question refers to termination or non-renewal of fixed-term contracts, or termination of permanent workers, due to the worker's union membership or activities.	C98, C135, C158
FOA/CB	Interference and Discrimination	Has the employer terminated a union official in a way that did not comply with the law?		Consider only terminations that took place since the previous visit.	C98
FOA/CB	Collective Bargaining	Does the employer consult with unions where legally required?		For example, national law may require the employer to consult with unions regarding business decisions that have a collective impact, such as workforce restructurings or mass layoffs.	R94

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
FOA/CB	Collective Bargaining	Does the employer refuse to bargain collectively or refuse to bargain in good faith with the union, <del>or</del> worker representatives, union federations or confederations?		In the absence of unions, worker representatives, elected and authorized by workers in accordance with national law, should be able to bargain collectively on behalf of workers. However, if a union exists, the employer should not try to undermine it by negotiating directly with elected worker representatives or individual workers on items that are reserved for unions. Negotiations should be carried out in good faith, with both parties negotiating with the expectation and willingness to compromise, discuss and reach a mutually agreed solution. All issues relating to working conditions and terms of employment should be subject to negotiation (the employer should not limit the issues open for negotiation).	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?	If the collective agreement does not provide workers more than what is already required by law, this may indicate that the union is not independent. Describe any provisions that provide workers more than what is required by 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?		Noncompliance relating to strikes could include, e.g., - preventing workers from participating in a strike - hiring workers to replace those on strike - punishing workers for participating in a strike (e.g., through termination, reduction in benefits or pay, changes to job), or - calling in security guards, the police or armed forces to break up a peaceful strike or arrest striking workers	C98

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?	Hiring workers to replace those on strike is permissible only if the striking workers were performing essential services.	C98
FOA/CB	Strikes		Has the employer punished any workers for participating in a strike?	Punishment could include deducting more wages than those corresponding to the days lost during the strike, terminating workers, failing to renew workers' fixed-term contracts, reducing benefits or seniority and imposing heavier workloads. Termination may be justified if the striking worker engaged in serious misconduct or criminal acts.	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	Guidance	Reference
Compensation	Minimum Wages	Does the employer pay at least minimum wage for ordinary hours of work to regular full time workers?		This covers payment of the legally required minimum wage for all regular workers, including those paid by piece rate. [insert info on MW wage requirements in your country] Workers paid by piece rate must be paid at least minimum wage for ordinary hours of work, even if their actual piece-rate earnings are below minimum wage. Correct payment of piece rate earnings above minimum wage is covered separately.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Compensation	Minimum Wages	Does the employer pay piece rate workers correctly for ordinary hours of work when their piece rate earnings exceed minimum wage?		If piece rate workers' actual earnings are higher than minimum wage, they should be paid the higher amount. If piece rate workers are not paid at least the legally required minimum wage, record the NC under the question on payment of minimum wage for ordinary hours of work to regular full time workers.	
Compensation	Minimum Wages	Does the employer pay at least minimum wage for all types of workers other than regular workers?		Guidance will need to be tailored, but will specify requirements for all non-regular workers, e.g., apprentices, temporary workers, probationary workers, etc.	
Compensation	Overtime Wages	Does the employer pay any workers incorrectly for overtime?		This covers payments for ordinary overtime, and overtime worked at night, on weekly rest days, and on public holidays. Develop specific guidance for each country to avoid having to go to child Q level to see details.	
Compensation	Overtime Wages		Does the employer pay workers correctly for all ordinary overtime hours worked?	Employers typically are required to pay a higher rate for hours worked during overtime. Workers paid by piece rate also should be paid according to legally required overtime differentials. If the employer does not use at least the legally required minimum wage when calculating payments for all ordinary overtime hours, find NC.	
Compensation	Overtime Wages		Does the employer pay workers correctly for all overtime hours worked at night?	If the employer does not use at least the legally required minimum wage when calculating payments for overtime hours worked at night, find NC.	
Compensation	Overtime Wages		Does the employer pay workers correctly for all overtime hours worked on weekly rest days?	If the employer does not use at least the legally required minimum wage when calculating payments for overtime hours worked on weekly rest days, find NC.	
Compensation	Overtime Wages		Does the employer pay workers correctly for all overtime hours worked on public holidays?	If the employer does not use at least the legally required minimum wage when calculating payments for overtime hours worked on public holidays, find NC.	
Compensation	Premium pay	Does the employer pay any workers incorrectly for regular working hours when premium pay is required?		Develop specific guidance for each country to avoid having to go to child Q level to see details.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Compensation	Premium pay		Does the employer pay workers correctly for regular working hours worked at night?	If the employer does not use at least the legally required minimum wage when calculating premium wages for regular working hours worked at night, find NC.	
Compensation	Premium pay		Does the employer pay workers correctly for regular working hours worked on weekly rest days?	If the employer does not use at least the legally required minimum wage when calculating premium wages for regular working hours worked on weekly rest days, find NC.	
Compensation	Premium pay		Does the employer pay workers correctly for regular working hours worked on public holidays?	If the employer does not use at least the legally required minimum wage when calculating premium wages for regular working hours worked on public holidays, find NC.	
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?			
Compensation	Method of payment	Do in-kind wage payments comply with national law?		In-kind benefits could include meals, housing, or child care for which the cost is deducted directly from workers' wages. Payments in the form of drugs or liquor are prohibited. Wages may be paid only partly in kind since workers must have enough cash to meet their subsistence needs and those of their family. If no portion of workers' wages is paid in kind, answer Yes.	
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

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Compensation	Wage Information, Use and Deduction	Does the employer keep only one accurate payroll record?		<p>The employer should keep only one payroll and it should be complete. If clear individual wage statements are not provided to workers, it may be an indication that wage records are not accurate. Ensure that the employer does not keep multiple sets of records and the payroll records are not modified or falsified in any manner. Accurate payroll records should include, for example, total regular hours worked, total overtime hours worked, and any other period of time for which premium pay is required. Payroll records should normally be kept for 12 months. The lack of previous months' payroll records is a strong indicator of non-compliance. If payroll is kept on two separate documents (e.g., a separate payroll is kept for hours outside of legal limits), even if management provides both documents from the outset, the factory should be found NC. Also, if multiple sources provide convincing evidence of double books (even if they are all verbal - e.g. workers, guards and canteen staff), find noncompliance. Incomplete payroll records do not result automatically in noncompliance with payment of wages if workers can confidently verify that they were paid correctly for the wages not reflected in the payroll. However, if it is not possible to verify sufficiently that workers were paid correctly, find noncompliance for the relevant wage payment (e.g., wages for work on weekly rest days) as well as for the payroll records.</p>	See also R. 85
Compensation	Wage Information, Use and Deduction	Does the employer properly inform workers about wage payments and deductions?		<p>Workers should be informed about their wages in a language they can understand and in a way that explains how their wages are calculated. This is usually done by providing clear wage statements, which include days worked, wages or piece rate earned per day, hours of overtime at each specified rate, bonuses, allowances and authorized deductions. The lack of individual wage statements is a strong indicator that workers are not adequately informed about their wages.</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Compensation	Paid Leave	Does the employer pay any workers incorrectly for any types of paid time off (breaks and leave)?		Add country specific guidance to reduce need to look at Child Q guidance.	
Compensation	Paid Leave		Does the employer pay workers correctly for paid public holidays?	Workers should be paid on legally mandated public holidays even if they do not work.	
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?	Determine whether workers who are entitled to paid leave are receiving the correct payment, and whether the payment is made on time.	
Compensation	Paid Leave		Does the employer pay workers correctly during breastfeeding breaks?		
Compensation	Paid Leave		Does the employer pay workers correctly for paternity leave?	Determine whether workers who are entitled to paid leave are receiving the correct payment, and whether the payment is made on time.	
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?		Guidance should be developed to incorporate 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?		This question covers calculation and payment of the employer contribution to social insurance funds.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Compensation	Social Security and Other Benefits	Does the employer comply with other wage payments?		For example, does the employer pay all required bonuses, allowances, and wage increments?	
<b>CONTRACTS AND HUMAN RESOURCES</b>					
<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	Guidance	Reference
Contracts and Human Resources	Information Questions	How many total workers are employed by the factory?		This figure should not include administrative staff or subcontracted workers, but it should include supervisors. It should reflect the number of workers on the date of the factory visit. Enter only a number, even if it is an estimate (do not include any words or symbols in your answer).	
Contracts and Human Resources	Information Questions	How many of the workers are men?		This figure should be current as of the date of the factory visit. Enter only a number, even if it is an estimate (do not include any words or symbols in your answer).	
Contracts and Human Resources	Information Questions	How many of the total workforce are migrant workers?		This question refers to international migrants only. This figure should be current as of the date of the factory visit. Enter only a number, even if it is an estimate (do not include any words or symbols in your answer). For this question only, include office staff, but note how many are workers and how many are office/management.	
Contracts and Human Resources	Information Questions	How many of the migrant workers are men?			

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts and Human Resources	Information Questions	Does the factory use subcontractors to complete all or part of the production process?		Provide the names of those sub-contractors known who complete all or some part of production process - (not suppliers). If known, indicate the service provided.	
Contracts and Human Resources	Information Questions	How many [xxxx] workers are employed by the factory?		A [xxxx] worker is defined as ....	
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?		A supervisor is .... define on a country by country basis, but generally should include workers who lead or supervise others and who work on the production floor (not in the office), e.g., line leaders, group leaders, and department heads, but not managers.	
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?		Include international migrants only.	
Contracts and Human Resources	Information Questions	How many [xxxx] workers are employed by the factory?		A [xxxx] worker is defined as ....	
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?		This question relates to noncompliance of any kind (not just noncompliance related to contractual issues). If yes, please describe.	
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?		Provide the names of the contractors and indicate the services provided (e.g., security or cleaning services)	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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 & HR	Information Questions	Is there an adequate <b>HR policy</b> that is signed by top management with a clear commitment to meet all legal requirements?		<p>To answer <b>YES</b>, the policy must</p> <ol style="list-style-type: none"> <li>1) be in writing; AND</li> <li>2) be signed by top management such as the factory manager, chairman, owner, etc.; AND</li> <li>3) include: <ul style="list-style-type: none"> <li>- mandatory minimum age requirements;</li> <li>- appropriate work for young workers;</li> <li>- equal treatment and non-discrimination;</li> <li>- preventing sexual harassment;</li> <li>- legal requirements in relation to termination;</li> <li>- freedom of association;</li> <li>- working hours and compensation;</li> </ul> </li> </ol> <p>Document does not need to be labelled "policy" and it can be separated into several policies/documents.</p>	
Contracts & HR	Information Questions	Does the employer have an adequate <b>recruitment procedure</b> ?		<p>To answer <b>YES</b>, the procedure must describe methods for</p> <ol style="list-style-type: none"> <li>1) hiring criteria that are applied equally to all job applicants; AND</li> <li>2) verifying the age of workers prior to hiring; AND</li> <li>3) ensuring compliance with legal requirements for workers under age 18; AND</li> <li>4) ensuring that workers retain ID documents.</li> </ol> <p>The document can have label other than "procedure" ("plan", etc.) but must include all of the elements above.</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts & HR	Information Questions	Does the employer have adequate <b>disciplinary and termination procedures</b> ?		<p>To answer <b>YES</b>, the procedures must describe disciplinary and termination steps and include all of the following elements:</p> <ol style="list-style-type: none"> <li>1) clear specification of unacceptable behaviors or performance; AND</li> <li>2) a step-by-step warning system; AND</li> <li>3) the right to defend oneself prior to termination, and to representation during disciplinary processes; AND</li> <li>4) legal notice periods and termination payments; AND</li> <li>5) time frames for warnings and payments.</li> </ol> <p>The document can have label other than "procedure" but must include all of the elements above.</p>	
Contracts & HR	Information Questions	Does the employer have adequate <b>grievance handling and dispute resolution procedures</b> ?		<p>To answer <b>YES</b>, the procedure must describe grievance and dispute resolution steps and include all of the following elements:</p> <ol style="list-style-type: none"> <li>1) clear options for submitting grievances and disputes that ensure anonymity and non-retaliation; AND</li> <li>2) fair review and appeal process; AND</li> <li>3) communication of changes made and/or resolution of grievance/dispute as appropriate.</li> </ol> <p>The document can have label other than "procedure" but must include all of the elements above.</p>	
Contracts & HR	Information Questions	Does the employer adequately assign <b>accountability</b> to management for following factory policies and procedures relating to Human Resource management and performance?		<p>To answer <b>YES</b>, the following must be verified:</p> <ol style="list-style-type: none"> <li>1) defined accountability and/or responsibility for HR issues in writing for HR officer as well as top management he/she reports to. This can be verified through for example:                             <ul style="list-style-type: none"> <li>- job descriptions;</li> <li>- reporting lines/organizational charts/description of authority; AND</li> <li>- accountability through evaluation of performance.</li> </ul> </li> </ol>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts & HR	Information Questions	Does the employer adequately <b>communicate and implement</b> HR policies and procedures?		<p>To answer <b>YES</b>, HR policies and procedures must be consistently communicated and implemented through:</p> <ul style="list-style-type: none"> <li>- recruitment postings; AND</li> <li>- copies of signed worker contracts; AND</li> <li>- induction training for workers and staff; AND</li> <li>- trade union and other worker representatives and/or worker-management committees; AND</li> <li>- policies and internal regulations posted / easily accessible in factory; AND</li> <li>- staff training on how to carry out policies and procedures.</li> </ul> <p>Verify training for workers on terms of employment, wages, hours, grievance handling, rights and responsibilities, rules and discipline. Verify awareness through Interviews with workers and committee members.</p>	
Contracts & HR	Information Questions	Does the employer adequately <b>investigate performance under HR policies and procedures</b> to identify weaknesses and make necessary adjustments?		<p>To answer <b>YES</b>, the factory should be looking at HR performance indicators (e.g., turnover rate, absenteeism rate, satisfaction levels, time to fill vacancies, staff training targets, etc.) and/or HR issues (e.g., cases of underage workers, allegations of discrimination, excessive overtime, cases of unfair termination, etc.). If the factory claims to have no HR performance issues, check against BW compliance issues.</p> <p>AND</p> <p>Where the factory's investigation uncovers shortcomings in HR performance, the investigation <b>MUST</b> be followed by an actual change in practice or procedure in order to answer YES for this question. Ask factory for example and documentation.</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts & HR	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]		<p>To answer YES, EAs must find that:</p> <ul style="list-style-type: none"> <li>• worker representatives were elected by workers or their representatives, without any influence by management (in line with national/bipartite committee guidelines), AND</li> <li>• in case of direct elections by workers, all workers could vote, AND</li> <li>• most workers know who their bipartite committee representatives are</li> </ul> <p>Sources of evidence:</p> <ul style="list-style-type: none"> <li>• Interviews with workers and union/worker representatives</li> <li>• Posted lists of bipartite committee members</li> <li>• Visual indicators, e.g., vests, caps, badges, etc. showing who the worker representatives are</li> </ul>	
Contracts & HR	Dialogue, Discipline, and Disputes	Has there been any retaliation against worker representatives due to their activity on the bipartite committee? [pre-stage 2 question]		<p>Interview union and non-union worker reps on the bipartite committee to determine whether they have been disciplined, scolded, punished, threatened, intimidated, harassed, or terminated due to their activity on the bipartite committee.</p> <p>NOTE: this investigation may overlap with investigations into anti-union discrimination when union members/ reps are serving on the bipartite committee. Retaliation against trade unionists due to their activity on the bipartite committee normally will result in NC under anti-union discrimination.</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts & HR	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]		<p>If there are no trade unions in the factory, answer N/A.</p> <p>To answer YES, EAs must find that:</p> <ul style="list-style-type: none"> <li>• if trade unions request a meeting, management is reasonably responsive to the requests, AND</li> <li>• management invited union reps to be members of the bipartite committee.</li> </ul> <p>NOTE: trade unions might choose not to be involved, even when invited to do so. This point is satisfied if this is the case, but the situation needs to be explained in the finding.</p> <p>Sources to consult: Interviews with union representatives (including from multiple unions where relevant)</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts & HR	Dialogue, Discipline, and Disputes	Is the bipartite committee used as an alternative to a trade union? [pre-stage 2 question]		<p>Consider:</p> <ul style="list-style-type: none"> <li>• management's reaction to efforts by workers to form a union (e.g., is the presence of the bipartite committee used to show a union is not necessary)</li> <li>• management's previous experience with unions (if there were unions in the past, but now there are none)</li> <li>• workers' previous experience with trying to form a union in the factory (past violence or punishment of union activists indicates a problem)</li> <li>• workers' beliefs about what would happen if they tried to form a union (concerns about retaliation are a warning sign)</li> </ul> <p>Sources to consult: interviews with workers, bipartite committee members, management, and trade unions in the sector that may have previously tried to organize workers at the factory.</p> <p>NOTE: this investigation will overlap with investigations into freedom to form a union, punishment of unionists, interference, etc. A finding that the bipartite committee is being used to avoid having a union formed in the factory normally will result in NC on freedom to form.</p>	
Contracts & HR	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]		<p>To answer YES, EAs must find that:</p> <ul style="list-style-type: none"> <li>• workers are aware of the existing grievance mechanism in the factory, AND</li> <li>• the grievance mechanism was developed through social dialogue between workers/ unions and managers</li> </ul> <p>Sources to consult: Interviews with workers, trade unions, and management; posted grievance procedure. Note that grievance mechanisms can include, e.g., union / management meetings, suggestion box, open-door policy, SMS system, or other system</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts and Human Resources	Employment Contracts	Do the employment contracts specify the terms and conditions of employment?		The terms and conditions of employment include, for example, the period of employment, hours of work, the amount of pay, benefits, and procedures for resigning from work.	
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?		Workers should be familiar with and understand the terms and conditions of employment. Generally, workers should receive a copy of their contract.	
Contracts and Human Resources	Employment Contracts	Does the employer comply with requirements for migrant workers' contracts?		Special provisions may be required for migrant workers' contracts, including, for example, provisions regarding the right to return home.	
Contracts and Human Resources	Employment Contracts	Do all persons who perform work for the factory, both on the premises and offsite, have a contract?		All persons working for the factory, both on the premises and offsite, should have a contract (with the factory, the factory's subcontractor, or recruitment agency). If workers take any work home, it should be ensured that all other persons performing that work have a contract.	
Contracts and Human Resources	Employment Contracts	Do the internal work rules comply with legal requirements?		Check to make sure that the internal work rules satisfy legal requirements, and that the provisions are consistent with national law. If there are no internal work rules, but internal rules are required, answer No.	
Contracts and Human Resources	Contracting Procedures	Does the employer comply with limits on the period of employment for training workers?		This question applies to apprentices as well as probationary 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?			

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?		<p>If the NC relates to a fundamental right, record the NC under the specific CAT question (e.g., underage workers), NOT here.</p> <p>Use this question to record NC with legal requirements for compensation, contracts, OSH, systems, and/or working time when the NC pertains to non-production workers and/or sub-contracted workers.</p> <p>Do NOT also record the NC under the specific CAT question (e.g., no NC under regular working hours for security guards working long shifts), unless the issue specifically relates to types of work performed only by the non-production and/or subcontracted workers (e.g., canteen, welding, or licensing requirements for workers performing certain types of work).</p>	
Contracts and Human Resources	Contracting Procedures	Does the employer comply with requirements concerning sub-contracted workers at the workplace?		<p>Workers without an employment contract with the enterprise where they are working might be legitimate self-employed workers. Or they might be "disguised" employees who are subcontracted and may be eligible for more pay and benefits than they are earning. Legitimate self-employed workers usually: work for more than one contractor; may hire their own employees; may perform a special service for the enterprise; and are not integrated into the structure of the workplace and not bound by its workplace policies. Disguised workers have no other employer, are integrated into the workforce and are bound by workplace policies.</p>	
Contracts and Human Resources	Contracting Procedures	Does the employer comply with requirements concerning homeworkers?			

Cluster	Compliance Point	Question	Child Question	Guidance	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)?		Workers should not be terminated for invalid reasons. They should be given prior notice, and they should have an opportunity to defend themselves before they are terminated based on their conduct or performance. Outstanding wages, severance pay, unused annual leave, and other termination payments should be paid. The employer must comply with any orders to reinstate or compensate workers who were found to be unjustly terminated.	
Contracts and Human Resources	Termination		Does the employer only terminate workers for valid reasons?	This question refers to a termination of employment by the employer. It does not include the non-renewal of a fixed term contract. Valid reasons relate to the conduct or performance of the worker, or the operational needs of the enterprise. Invalid reasons for termination include (i) union membership or participation in union activities outside working hours, or during working hours with the employer's consent; (ii) serving as a workers' representative; (iii) filing a complaint or taking part in proceedings against the employer; (iv) the worker's race, colour, sex, marital status, family responsibilities, pregnancy, religion, political opinion, national extraction or social origin; (v) HIV-status; (vi) absence from work during maternity leave; or (vii) temporary absence due to illness or injury.	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?	Workers should not be terminated based on their conduct or performance without first having a chance to defend themselves. Workers should be allowed help from another person when defending against claims that could result in termination. This question does not apply to terminations due to economic, technological or structural changes.	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?	This question refers to final decisions, orders or awards (not subject to appeal) by administrative bodies, courts, tribunals or arbitrators on unjust termination appeals by workers. Consider decisions, orders or awards issued since the last visit.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Contracts and Human Resources	Termination		Does the employer provide workers proper notice of termination?	Before termination, workers may be entitled to prior notice. Notice requirements may vary depending on the worker's term of service, the type of employment contract and the reason for the termination.	
Contracts and Human Resources	Termination		Does the employer comply with requirements regarding severance pay?	Other termination payments such as accrued annual leave, return ticket, social security financial settlement, and damages for wrongful termination, are covered separately below.	C158
Contracts and Human Resources	Termination		Does the employer compensate workers for unused paid annual leave when they resign or are terminated?	Workers are entitled to payment for the accrued unused annual leave when they resign or are terminated (even if they are terminated for misconduct).	C132
Contracts and Human Resources	Termination		Do workers who resign or are terminated receive all other legally required termination benefits?	Other benefits could include, for example, return ticket, social security financial settlement, damages for wrongful termination, and any other end of service compensation.	
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?		The employer should inform and consult with workers' representatives before reducing the size of the workforce due to economic, technological or structural changes. The employer also should provide advance notice to the competent authority. Legal requirements may provide criteria for selecting which workers to lay off, and may contain provisions on priority in rehiring. Regarding suspensions, national law may require prior notice to the competent authority due to economic, technological or structural changes,	C158
Contracts and Human Resources	Dialogue, Discipline and Disputes	Do the disciplinary measures comply with legal requirements?		A common disciplinary measure is a warning or degrading. Sanctions should be proportional to the workers' behavior. Disciplinary measures may be specified in the internal work rules.	
Contracts and Human Resources	Dialogue, Discipline and Disputes	Have any workers been bullied, harassed, or subjected to humiliating treatment?		This could include hitting, pushing, or throwing things; restricting access to food, water or toilets; threatening or shouting at workers; or publicly scolding workers in a degrading manner.	
Contracts and Human Resources	Dialogue, Discipline and Disputes	Did the employer resolve grievances and disputes in compliance with legal requirements?		This question applies to both individual and collective disputes, as well as grievances. If there were no grievances or disputes, answer Yes.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
<b>OCCUPATIONAL SAFETY AND HEALTH</b>					
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	Guidance	Reference
OSH	Information Questions	How many work-related accidents have there been in the factory in the last 12 months?		Work related accidents include those during travel to and from work. Employers should encourage workers to report work-related accidents and illnesses, and should use the information collected to prevent similar occurrences.	P155 and R164
OSH	OSH Management Systems	(C/NC option): Does the factory have a written OSH policy?		The policy should be in writing, and should make clear the responsibilities of management, supervisors and workers in ensuring OSH. In the policy, the employer should commit to preventing work-related accidents and illnesses, and to complying with legal requirements concerning OSH. The employer should develop the policy in consultation with workers and their representatives.	R164
OSH	OSH Management Systems	Has the employer performed an assessment of general occupational safety and health issues in the factory?		The assessment should include fire safety issues. The employer should consult with workers in doing the assessment, inform workers of the results, and include training provisions in the assessment.	R164
OSH	OSH Management Systems	Has the employer developed mechanisms to ensure cooperation between workers and management on OSH matters?		The employer should ensure cooperation between workers and management by appointing worker safety delegates, worker safety and health committees, and/or joint safety and health committees where workers have at least equal representation with employer representatives. Worker safety delegates and OSH committee members should be able to participate in OSH decisions, and should be given time during paid working hours to perform their OSH functions. The employer must give worker representatives enough information so they can actively participate in the committee.	C155 and R164

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	OSH Management Systems	Does the employer record work-related accidents and diseases?			P155
OSH	OSH Management Systems	Does the employer have legally required construction/ building permits?		In general, check to see that the employer has the required permits, and that the permits cover all structures and any additions made to the factory.	
OSH	Information Questions	(Info Only option): Is there an adequate OSH Policy that is signed by top management?		To answer <b>YES</b> , the policy must  1) be in writing; AND 2) be signed by top management such as the factory manager, chairman, owner, etc.; AND 3) be developed in consultation with workers and their representatives such as trade unions where applicable: AND 4) include a clear commitment to: - continued improvement aimed at elimination of work-related injury and illness; AND - compliance with legal requirements pertaining to OSH; AND - establishing measurable objectives and improvement targets	
OSH	Information Questions	Is there an adequate emergency preparedness procedure?		To answer <b>YES</b> , the procedure must describe methods for  1) reporting fires and other emergencies; AND 2) alerting all employees to evacuate; AND 3) evacuating employees to designated assembly location; AND 4) accounting for all employees after an evacuation.  The document can have other label than "procedure" ("plan", etc.) but must describe all of the above planned steps for emergencies.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Information Questions	Is there an adequate hazard/risk management and control procedure?		<p>To answer <b>YES</b>, the procedure must describe methods for</p> <ol style="list-style-type: none"> <li>1) a systematic approach to identifying hazards; AND</li> <li>2) a structure to prioritise risks based on potential impact and likelihood (e.g., risk matrix); AND</li> <li>3) a hierarchy of controls that is used to select effective controls; AND</li> <li>4) a risk register that drives the implementation of controls (list of risks, steps that must be taken to address the risks, dates, and owners, etc.).</li> </ol> <p>The document can have label other than "procedure" ("plan", etc.) but must include all of the above mentioned elements.</p>	
OSH	Information Questions	Is there an adequate accident investigation procedure?		<p>To answer <b>YES</b>, the procedure must</p> <ol style="list-style-type: none"> <li>1) include root cause analysis; AND</li> <li>2) focus on sustainable solutions; AND</li> <li>3) lead to change in order to avoid reoccurrence.</li> </ol> <p>The document can have label other than "procedure" ("plan", etc.) but must include all of the above mentioned elements.</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Information Questions	Does the employer adequately assign accountability to management for carrying out health and safety responsibilities?		<p>To answer <b>YES</b>, the factory must have all 3 of the following:</p> <p>1) defined accountability and/or responsibility for OSH issues in writing for OSH officer as well as top management he/she reports to. This can be verified through, for example job descriptions; reporting lines/organizational charts; description of job duties and authority; and/or accountability through evaluation of performance;                      AND                      2) an OSH officer with expertise and authority to perform responsibilities                      AND                      3) an OSH committee or similar worker/management committee with a mandate to consider OSH issues in the workplace. Verify that OSH or worker/management committee has time to do their work, and time is compensated.</p>	
OSH	Information Questions	Does the employer adequately communicate and implement OSH policies and procedures?		<p>To answer <b>YES</b>, it must be verified that OSH policies and procedures are consistently communicated and implemented through:</p> <ul style="list-style-type: none"> <li>- worker training relevant to assigned tasks, including induction training; AND</li> <li>- training of joint OSH committee; AND</li> <li>- posting names of OSH committee members; AND</li> <li>- posting of evacuation plans; AND</li> <li>- informing visitors/contractors/service providers about relevant OSH policies and procedures; AND</li> <li>- policies and work instructions posted and easily accessible in the factory.</li> </ul> <p>Methods for verifying training activities may include participants lists and interviews. Verify awareness through Interviews with workers and committee members.</p>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Information Questions	Does the employer adequately investigate, monitor and measure OSH issues to identify root causes and make necessary adjustments to prevent recurrence?		<p>To answer <b>YES</b>, it must be verified that</p> <p>1) OSH violations are investigated, monitored and measured through:</p> <ul style="list-style-type: none"> <li>- regular tests, surveys and inspections (e.g. testing quality of drinking water or air testing in footwear factories); AND</li> <li>- logging and analysis of violations of procedures; AND</li> <li>- regular management review of effectiveness of management system including performance on measurable objectives and targets.</li> </ul> <p>AND</p> <p>2) accident investigations are followed by an actual change in procedure/ practice where required. Ask for example and documentation.</p>	
OSH	Chemicals and Hazardous Material	Does the employer use chemicals and hazardous substances?		<p>Chemicals include elements, compounds and mixtures (both natural and man-made). They may be considered hazardous if they are toxic, flammable, explosive, oxidising, dangerously reactive, corrosive, irritants, allergenic, cancer-causing, or if they effect reproduction or cause birth defects.</p> <p>Requirements relating to chemicals include:</p> <ul style="list-style-type: none"> <li>- keeping an inventory and chemical safety data sheets;</li> <li>- proper storage and labelling;</li> <li>- taking action to assess, monitor, prevent and limit workers' exposure;</li> <li>- training workers; and</li> <li>- providing adequate washing facilities and cleansing materials in the event of exposure</li> </ul>	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Chemicals and Hazardous Material		Does the employer keep an inventory of chemicals and hazardous substances used in the workplace?	The employer should keep an inventory of hazardous substances used at the workplace. The inventory should include the names of the chemical substances, the approximate amounts in storage, and the locations if more than one chemical storage area exists in the factory. The inventory should be accessible to all concerned workers and their representatives. If no chemicals or hazardous substances are used, answer Yes.	C170
OSH	Chemicals and Hazardous Material		Are chemicals and hazardous substances properly labelled?	The label should identify the chemical or substance, show its chemical classification, any hazards, and any safety precautions. It should be easy for workers to understand. When chemicals are put into different containers or equipment, similar labelling is required. If no chemicals or hazardous substances are used, answer Yes.	C170
OSH	Chemicals and Hazardous Material		Are chemicals and hazardous substances properly stored?	Non-compatible chemicals should not be stored together, and storage containers should be in good condition. Storage areas should be adequately ventilated. Flammable or explosive chemicals must be stored in a cool place, away from possible sources of ignition, and they should have a fire protection system. Material Safety Data Sheets (MSDS) can be consulted for information on proper storage and on required preparatory measures, which may include having sand or other materials on hand in case of spill/ release. Secondary containment should be available. Compressed gas cylinders must be stored upright, and secured to prevent falling. If no chemicals or hazardous substances are used, find compliance.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Chemicals and Hazardous Material		Does the employer have chemical safety data sheets for the hazardous chemicals used in the workplace?	Chemical safety data sheets identify the chemical, its supplier, classification, hazards, safety precautions and emergency procedures. They should be available for all chemicals used in the workplace. Chemicals that do not have chemical safety data sheets should not be used. Chemical safety data sheets should be made available to concerned workers and their representatives in the workplace (not just in the office) in a language that workers understand. If no chemicals or hazardous substances are used, answer Yes.	C170
OSH	Chemicals and Hazardous Material		Has the employer taken action to assess, monitor, prevent and limit workers' exposure to chemicals and hazardous substances?	Employers must assess, monitor and record workers' exposure to hazardous substances when necessary to protect their health and safety. Workers should have access to these records. Assessment includes measuring exposure to environmental hazards, such as asbestos, lead, and radiation. Prevention includes choosing chemicals or substances that eliminate or reduce risk to workers, or shielding or isolating the use of such substances in the workplace. The employer also should provide exhaust ventilation in areas where hazardous substances are used. Personal protective equipment is covered separately below. If no chemicals or hazardous substances are used, answer Yes.	C170 and R177
OSH	Chemicals and Hazardous Material		Has the employer effectively trained workers who work with chemicals and hazardous substances?	Workers should be trained to safely store, handle, use and dispose of chemicals and hazardous substances. If no chemicals or hazardous substances are used, answer Yes.	
OSH	Chemicals and Hazardous Material		Does the employer provide adequate washing facilities and cleansing materials in the event of exposure to hazardous chemicals?	This includes eye washing facilities and substances to combat chemical burns if needed. If no chemicals or hazardous substances are used, answer Yes.	
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	Guidance	Reference
OSH	Worker Protection	Does the employer provide workers with all necessary personal protective clothing and equipment?		Personal protective clothing and equipment (PPE) should protect workers from the hazards identified in the assessment made at the factory. The employer should provide PPE when hazards cannot be prevented or controlled at the source. PPE may be needed to protect workers from chemicals, noise, air pollution, sharp objects, wet processes, eye injuries or burns. The cost of PPE should be covered by the employer.	
OSH	Worker Protection	Are workers effectively trained and encouraged to properly use personal protective equipment and machines?		Both workers and employers play a role in ensuring OSH. Determine whether the employer has taken significant steps to ensure that workers use the PPE and the machines and equipment safely. If PPE and/or installed guards are not being used properly, workers may not be sufficiently trained. However, if the employer has repeatedly provided training and also encouraged workers to use the PPE, machines and equipment safely, and workers still fail to do so, find compliance. Failure to provide machine guards and PPE are covered separately.	
OSH	Worker Protection	Does the employer comply with ergonomic requirements?		Ergonomic requirements include: - Workers are not seated on the floor. - Standing workers can sit down at regular intervals and/or have shock absorbing mats to stand on. - The employer provides mechanical devices such as trolleys or carts for lifting and moving heavy or bulky loads, and - Workers do not have to stretch to reach frequently used items. If any one of these is not met, find NC.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Worker Protection	Are proper guards installed and maintained on all dangerous machines and equipment?		The employer must install and maintain proper guards on potentially dangerous machines and equipment, e.g. moving parts, x-rays, ultra-violet, infra-red and other sources of radiation. The employer should not alter security mechanisms installed by the manufacturer, such as double hand switches /or interlocks. If the lack of a guard does not pose a risk of significant bodily injury (e.g., needle guards on sewing machines), installing and maintaining guards on slightly less than 100% of machines is acceptable.	
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?		<ul style="list-style-type: none"> <li>- Service entrance cables (cables that transport electricity from the service provider to the main panel/transformer) must be protected and supported (e.g., placed within a floor trench, or a steel pipe)</li> <li>- All electrical equipment must be grounded/bonded &lt;check for legal requirements for generators, e.g. grounding in two locations&gt;</li> <li>- Circuit breakers must be installed in the electrical panel box and the door must be closed. Unless specified otherwise under national law, there should be approximately 1m of clearance between the electrical panel / box and work areas.</li> <li>- Switches/breakers must be labelled to indicate their purpose</li> <li>- Electrical contacts should not be exposed (e.g. no loose wires, or frayed cables)</li> <li>- Electric wires should be in good condition (e.g., no burnt insulation), and they should be secured so they do not obstruct workplaces or create a tripping hazard.</li> </ul>	
OSH	Worker Protection	Are appropriate safety warnings posted in the workplace?		For example, electrical switch boxes should have safety warnings posted.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
	Worker Protection	Do the operators / technicians for machinery, equipment, electrical installations, boiler, lifting equipment, and/or welding have legally required license/ permit/ certification/ training?		Guidance should indicate the kinds of machines that are subject to special legal requirements, and explain what those legal requirements are.	Add references from national law
	Worker Protection	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)?		Guidance should indicate the kinds of machines/ equipment that are subject to special legal requirements, and explain what those legal requirements are.	Add references from national law
	Worker Protection	Has the employer taken legally required measures to protect workers from falls from heights?		Guidance should indicate the legally required measures to protect workers from falls that are applicable in a garment factory context, e.g., guardrails on mezzanine and loading docks, handrail for stairs.	Add references from national law
OSH	Working Environment	Is the workplace temperature, ventilation, noise, lighting and/or cleanliness unacceptable?		This question covers workplace temperature, ventilation, noise, lighting and cleanliness.	
OSH	Working Environment		Are the temperature and ventilation acceptable?	The range of temperature will depend on season, clothing, job stress and culture. However, the comfort zone accepted by most people ranges from 20 to 25 degrees Celsius, with relative humidity of 30 to 70 percent, if the physical workload is light and there is no radiant heat.	
OSH	Working Environment		Are noise levels acceptable?	If noise-measuring equipment is available, noise levels should be measured against legal limits. If no measuring equipment is available, workers should be asked if noise is a problem.	C148
OSH	Working Environment		Is the workplace adequately lit?		R164

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Working Environment		Is the workplace clean and tidy?	The workplace must be clean and tidy. Dust should not accumulate on the surfaces of electrical equipment and machines (including the ventilation system). Dustbins should be provided at convenient locations. Combustible materials like cardboard or paper should not be scattered around the workplace.	
OSH	Welfare Facilities	Does the workplace have adequate accessible toilets?		Toilets should be clean, and they should not be locked at any time, including during overtime hours. Use of the toilets should not be unreasonably restricted.	R164
OSH	Welfare Facilities	Does the workplace have adequate hand washing facilities and adequate soap?		Workers should be able to wash hands with soap and clean water.	
OSH	Welfare Facilities	Does the employer provide workers enough free safe drinking water?		If there is not enough water, or the water is not free, or the water is not safe, answer No.	
OSH	Welfare Facilities	Does the workplace have all required facilities?		For example, changing facilities may be required, a place for workers to store their personal belongings, childcare facilities. If provided, the child care facility must not be next to work areas with significant hazards such as boiler room, electrical room, chemical storage. Children should not be able to enter the workplace. Issues relating to fire/building safety should be reported under those issues.	
OSH	Welfare Facilities	Does the workplace have an adequate eating area?		Insert national legal requirements related to eating area and kitchen (e.g. separation from work area, space/number of seats, toilet, canteen staff, work clothes, fire safety, storage of food, tidiness, food samples, certification). Issues relating to fire/building safety should be reported under those issues.	
OSH	Health Services and First Aid	Does the employer comply with legal requirements regarding medical checks for workers?		This question covers all types of medical checks for all workers. Revise guidance to incorporate guidance for both medical check questions.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Health Services and First Aid	Does the employer address safety and health risks to pregnant or nursing workers?		For example, heavy work or work involving hazardous substances is likely to pose a risk to the mother and child. If the work entails a significant risk to the health of the mother or her child, measures should be taken to eliminate the risk or to adapt the conditions of work. If this is not possible, the worker could be transferred to another post at no reduction in pay or provided with paid leave.	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 required 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?		The employer is responsible for arranging timely first-aid and emergency treatment of injuries likely to occur to workers at the workplace. Every section in the workplace should have quick and easy access to first aid supplies (reachable in 1-2 minutes). In large sections, supplies should be placed in multiple locations (roughly one first aid box per 100 workers is recommended). First aid supplies should include a variety of dressings and bandages, antiseptic, cotton balls, and scissors. Additional supplies such as bandages for slings and aspirin should be included If there is no infirmary.	C155
OSH	Health Services and First Aid	Has the employer provided first-aid training for workers?		If national law does not include specific requirements, please use this guidance: The training should cover first aid for injuries that are likely to occur in the workplace (e.g., needle injuries, fainting). It is acceptable if training is provided once per year for 10% of the workforce. The training should include both men and women workers in all sections and on all shifts.	R177

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?		<ul style="list-style-type: none"> <li>• If workers stay in dorms on the factory premises, assess the common areas as well as workers' rooms (by selecting a few rooms for observation).</li> <li>• If only supervisors stay in onsite dorms, assessing the common areas is sufficient (e.g., separation from the workspace, sewage and garbage disposal systems, toilets and showers, fire protection measures, cooking facilities, protection against animals and insects, lighting and emergency preparation). When feasible (e.g., without translation), ask supervisors whether there are any major issues in the dorms (and investigate those issues).</li> </ul> <p>Offsite housing is only covered if it is managed by the employer.</p> <ul style="list-style-type: none"> <li>• If workers reside in offsite housing that is managed by the employer, assess the housing as if it was onsite.</li> <li>• If offsite housing is only for supervisors, there is no need to assess it.</li> </ul> <p>Accommodation issues include requirements relating to space; safe water; toilets; showers; sewage and garbage disposal systems; fire prevention; emergency preparedness; cooking and storage facilities; ventilation; lighting; privacy; and protection against heat, cold, dampness, noise, and disease carrying animals or insects.</p>	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)?	The accommodation should not be part of any work-related building (production facilities, warehouses, chemical storage, boiler rooms, etc.).	R115
OSH	Worker Accommodation		Does the accommodation have enough safe water?		R115

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?	Fire hazards such as exposed wiring should be eliminated. Bedding, curtains, etc. should be made from flame retardant materials. Cooking should only take place in designated areas. Flammable materials should not be stored near cooking facilities. Radiators and other heating devices should be placed so as to avoid risk of fire, and shielded where necessary to prevent discomfort to occupants. ***** (heating apparatus info is only relevant in temperate climates)	R115
OSH	Worker Accommodation		Is the accommodation adequately protected against heat, cold, and dampness?		
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?	This question applies to cooking facilities and to space to store food and personal belongings.	
OSH	Worker Accommodation		Is the accommodation adequately lit?		

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Worker Accommodation		Does the accommodation offer workers adequate privacy?	Workers should not be subject to unreasonable disturbances from outside, and persons sharing accommodation should have at least a minimum degree of privacy between themselves. If workers are living collectively, each worker should have their own bed, and the accommodation should be separated by sex.	
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?	The employer should ensure that dormitories have at least 2 emergency exits per floor, well-marked and unobstructed escape routes, and posted emergency exit plans. Emergency exit doors should be easy to open from the inside. The employer also should conduct a full evacuation drill at least once every 12 months. The dorms should be equipped with a fire detection and alarm system and adequate emergency lights. Fire extinguishers should be installed and maintained, and workers should be trained to use them.	
OSH	Emergency Preparedness	Does the workplace have a fire detection and alarm system?		Fire detectors should be unobstructed and able to detect smoke, heat or flickering light. Alarms should be audible or visible to everyone in the workplace, and they should have a backup power source. Fire detectors and alarm system must be regularly maintained and tested.	
OSH	Emergency Preparedness	Does the workplace have adequate fire-fighting equipment?		Firefighting equipment could include, for example, fire extinguishers, fire hoses, or a sprinkler system. <include specific country requirements on fire hose and sprinklers, if any>. Fire extinguishers must be appropriate for the materials nearby (e.g. ordinary combustibles, flammable liquids, and/or electronic equipment), be functional, and accessible (unobstructed). If provided, fire hoses and sprinklers must have an adequate water supply.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Emergency Preparedness	Has the employer trained an appropriate number of workers to use the fire-fighting equipment?		The training should be held at least once per year, cover at least 10% of the workforce, and include both men and women workers in all sections and on all shifts.	
OSH	Emergency Preparedness	Are emergency exits and escape routes clearly marked and posted in the workplace?		Evacuation plans should show the locations of escape routes, emergency exit doors, assembly areas, and fire extinguishers. All emergency exit doors should be clearly marked with an exit sign. Fire escape routes should be marked.	
OSH	Emergency Preparedness	Are there enough emergency exits?		There should be at least 2 possible exits from all work stations and rest areas (2 stairways in multi-story buildings). Exits should be located remotely from one another. Closed rooms (e.g., offices) can have one exit if the door opens onto an exit route.	
OSH	Emergency Preparedness	Are the emergency exits accessible, unobstructed and unlocked during working hours, including overtime?		Emergency exits and escape routes should not be blocked by materials, products, equipment, furniture, etc. Determine whether exits are generally unlocked (not just whether they are unlocked during the assessment). Find NC even if the employer corrects the problem during the assessment (with a comment explaining the action taken).	
OSH	Emergency Preparedness	Does the employer conduct periodic emergency drills?		All workers should participate in evacuation drills. It is recommended that drills be held every six months. The finding should indicate the dates of the two most recent drills. Workers should know how to react in case of emergency.	
OSH	Emergency Preparedness	Does the employer comply with emergency evacuation requirements?		Use this question to address legally required emergency preparedness measures not covered elsewhere, e.g., emergency preparedness for accidents (e.g., electrical shock), flood, earthquake, food poisoning, gas release/hazardous substance spill, etc., and for other legal requirements such as keeping a list of contact information of external authorities to inform in case of emergency	
OSH	Emergency Preparedness	Are flammable materials safely stored?			

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
OSH	Emergency Preparedness	Are possible sources of ignition appropriately safeguarded?		The factory must take steps to control potential sources of ignition: <ul style="list-style-type: none"> <li>- Prohibit smoking in the work place</li> <li>- Ensure safe procedures for heat processes, e.g., boiler, burning of waste materials, cooking</li> <li>- Avoid stacking materials so high that they are close to a light source</li> </ul>	

**WORKING TIME**

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.

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Working Time	Regular Hours	Do regular daily or weekly working hours exceed the legal limit?		Regular working hours are those worked at regular pay (pre-overtime hours). Regular weekly working hours refers to hours scheduled at regular pay (pre-overtime hours).	C1
Working Time	Regular Hours	Do the working time records reflect the hours actually worked?		Working time records should not be modified or falsified in any manner. Good practice for recording working time includes a reliable and fair attendance system. Workers should have access and ability to review their own working time records. Workers should not be instructed to not log-in, not punch in, or punch out but continue working. Working time records should be kept for a reasonable time period, for example, at least 12 months. If workers take work home, determine whether any household members who are engaged in work outside the factory have their working hours recorded.	
Working Time	Regular Hours	Does the employer provide required daily break periods?			
Working Time	Regular Hours	Does the employer provide required weekly rest periods?		This question refers only to normal contracted working hours. Overtime on weekly rest days is handled separately.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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?		A signed voluntary OT form is not sufficient to ensure compliance. Workers also should be interviewed to determine whether OT is voluntary. If workers are forced to work overtime in order to earn the minimum wage, or forced to work overtime beyond legal limits and there is coercion, this also may constitute a forced labour violation. (see Forced Labour)	
Working Time	Overtime	Does the employer comply with notice requirements regarding overtime?		For example, the employer may be required to notify workers and/or the competent authority prior to working overtime.	
Working Time	Leave	Does the employer fail to provide workers time off for any required breaks or types of leave?		Add country specific guidance to reduce need to look at Child Q guidance.	C132
Working Time	Leave		Does the employer provide required annual leave?	Requirements regarding paid annual leave include, entitlement to, accrual of, and ability to take leave. Issues regarding payment for leave are covered under Compensation.	C132
Working Time	Leave		Does the employer provide required personal leave?	Issues regarding payment for leave are covered under Compensation.	
Working Time	Leave		Does the employer comply with restrictions regarding payment instead of leave?	Payments for unused paid annual leave upon termination are covered under Contracts and Human Resources.	
Working Time	Leave		Does the employer provide required sick leave?	Issues regarding payment for leave are covered under Compensation.	C132
Working Time	Leave		Does the employer provide required maternity leave?	Issues regarding payment for leave are covered under Compensation.	
Working Time	Leave		Does the employer provide required time off for breastfeeding breaks?		
Working Time	Leave		Does the employer provide required paternity leave?	Issues regarding payment for leave are covered under Compensation.	
Working Time	Leave		Does the employer provide other types of required leave?		

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
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]		<p>To answer YES, EAs must find that:</p> <ul style="list-style-type: none"> <li>• management has consulted with elected worker representatives, including trade unions (if present) in determining the priorities for training offered to workers and their representatives at the factory</li> </ul> <p>NOTE: if no training is being offered to workers or their representatives, answer N/A.</p> <p>Sources to consult: Advisory Log, Progress Report, bipartite committee meeting minutes, interviews with elected worker representatives including trade union reps (if present) and management bipartite committee members</p>	
<b>Key Strengths and Process Integrity</b>					
Key Strengths and Process Integrity	Key Strengths	Key strengths:		Indicate efforts made by management that serve as a good model for other factories, and/or benefits provided to workers that go beyond what is required by law. The action should involve a fair amount of effort and affect a large number of workers.	

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Key Strengths and Process Integrity	Process Integrity	Did the employer grant access to the enterprise and provide requested documents in a timely manner?		<p>If yes for both issues, please only answer Yes (do not include any additional text).</p> <p>If access was restricted, please explain why it was restricted and for how long. 45 minutes to gain entry is unreasonable absent a valid reason.</p> <p>Also record all cases of denied access in the finding, including denials during the same cycle that took place prior to the completed assessment. Explain the reason given by the employer. Recording this information is critical, because access denials are publicly reported when there are two instances of refusal to allow Better Work to conduct an assessment, <b>unless</b> the refusal occurs -</p> <ul style="list-style-type: none"> <li>- when there is more than one other (non-Better Work) audit/inspection taking place on the same day, or</li> <li>- due to force majeure (e.g., electricity outage, natural disaster, strike)</li> </ul> <p>Documents must be provided during the course of the assessment. However, this question is to identify problems with cooperation on the part of management. If the failure to provide a document was reasonable (e.g., the ministry has not taken necessary steps to facilitate production of the document), answer Yes.</p>	
Key Strengths and Process Integrity	Process Integrity	How many person days were spent on the assessment visit?		Please enter only a number for your answer (do not include any additional text). Person days = the number of days spent on the factory assessment x the number of assessors that participated in the assessment (for example, 2 person days for a one day visit with 2 assessors). Decimal numbers are acceptable (for example, 1.5 person days for a 3/4 day visit with 2 assessors).	
Key Strengths and Process Integrity	Process Integrity	Provide the titles of the management staff interviewed.			

Cluster	Compliance Point	Question	Child Question	Guidance	Reference
Key Strengths and Process Integrity	Process Integrity	Briefly describe the interviews with workers, union leaders, and worker representatives.		Indicate the numbers of workers interviewed for each of the different categories, as well as the number of male and female workers interviewed. Include information such as interview location(s); interview format; worker selection process; workplace sections included.	
Key Strengths and Process Integrity	Process Integrity	Describe any significant concerns about process integrity.		If there were no significant concerns about process integrity, answer None. Please describe only significant concerns. General reluctance on the part of workers to talk with management nearby is expected and should not be reported here. Possible areas of concern could include, for example, incomplete, inconsistent, or falsified documents; action by management to prevent workers from speaking freely; attempted concealment of underage workers, or other concerns.	
Key Strengths and Process Integrity	Other Issues	Describe any significant issues not addressed elsewhere in the report.		Indicate any big problems that cannot be recorded elsewhere in the report, e.g., building safety, machine safety not related to guards (which is covered separately), environmental issues, access to the factory for firefighting purposes, or other issues. This question also can be used to record significant concerns voiced by workers. If there are no such issues, answer N/A. If there are, please explain.	