

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Key Strengths and Process Integrity	<Fact-Gathering Questions>	1	Key strengths	
		2	Was the assessor's access to the enterprise unreasonably restricted?	
		3	How many person days were spent on the assessment visit?	
		4	Were documents provided in a timely manner?	
		5	Titles of management staff met by assessors	
		6	Briefly describe the interviews with workers, union leaders, and worker representatives.	
		7	Describe any significant concerns about process integrity.	
		8	Describe any significant issues not addressed elsewhere in the report.	
Child Labour	Child Labourers	9	Have you found any workers under the age of 16?	ILO Convention No. 138 Jordanian Labour Law, Art. 73

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Child Labour	Hazardous Work and other Worst Forms	10	Do workers who are under age 18 perform work that is hazardous, including working overtime, at night, or more hours than allowed by law?	ILO Convention Nos. 138, 182, Recommendation No. 190 Jordanian Labour Law, Art. 74 "Decision concerned with dangerous or harmful works to the health of juveniles" published in the Official Gazette on 1 Feb 1997, Art. 2 Jordanian Labour Law, Art. 75
		11	Does the employer subject any workers under age 18 to the unconditional worst forms of child labour?	ILO Convention No. 182
	Documentation and Protection of Young Workers	12	Does the employer comply with documentation requirements for workers under age 18, and have a reliable system in place to verify the age of workers prior to hiring?	ILO Convention No. 138, Recommendation No. 146 Jordanian Labour Law, Art. 76 "Decision for the records employers must keep" published in the Official Gazette on 16 Oct 2002, Art. 2
Discrimination	Race and Origin	13	Is an applicant's race, colour, origin or citizenship status referred to in recruitment materials and/or a factor in the employer's decisions regarding hiring, termination or retirement of workers?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
		14	Is race, colour, origin or citizenship status a factor in decisions regarding conditions of work and/or opportunities for promotion or access to training?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
		15	Is there harassment of workers on the basis of race, colour, origin or citizenship status?	ILO Convention No. 111 CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Discrimination	Race and Origin	16	Is race, colour, origin or citizenship status a factor in decisions regarding pay?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8, and Addendum dated 8 Nov 2014
		17	Is an applicant's religion or political opinion referred to in recruitment materials such as job announcements or job application forms and/or a factor in the employer's decisions regarding hiring, termination or retirement of workers ?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
	18	Is religion or political opinion a factor in decisions regarding conditions of work and/or opportunities for promotion or access to training?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8	
	19	Is religion or political opinion a factor in decisions regarding pay?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8	
	20	Is there harassment of workers on the basis of religion or political opinion?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8	
Gender		21	Do job announcements refer to the applicant's gender and/or is an applicant's gender a factor in decisions regarding hiring, opportunities for promotion or access to training, termination and/or retirement of workers?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
		22	Is gender a factor in decisions regarding conditions of work?	ILO Convention No. 111; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Discrimination	Gender	23	Is gender a factor in decisions regarding pay?	ILO Convention Nos. 110, 111CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
		24	Is there sexual harassment of workers in the workplace?	ILO Convention No. 111CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
		25	Does the employer require pregnancy tests or the use of contraceptives as a condition of employment?	ILO Convention Nos. 111, 183CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
		26	Does the employer change the employment status, position, wages, benefits or seniority of workers during maternity leave, and/or is maternity leave excluded from workers' period of continuous service?	ILO Convention Nos. 111, 183ILO Recommendation No. 191Jordanian Labour Law, Art. 70CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
		27	Does the employer terminate workers who are pregnant or on maternity leave or force them to resign?	ILO Convention No. 111, 183Jordanian Labour Law, Art. 27CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
	Other Grounds	28	Does the employer comply with legal requirements regarding the hiring of disabled workers?	Jordanian Labour Law, Art. 13Rights of Handicapped Persons Law, Arts. 4(c), 12CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 8
Forced Labour	Coercion	29	Does the employer use violence or the threat of violence to intimidate workers?	ILO Convention No. 29

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Forced Labour	Coercion	30	Does the employer delay or withhold wage payments in order to coerce workers to work?	ILO Convention No. 29
		31	Does the employer force workers to work to discipline them or as punishment for participation in a strike?	ILO Convention Nos. 29, 105
		32	Does the employer deny workers access to their personal documents (such as birth certificates, passports, work permits and ID cards) when they need them?	ILO Convention No. 29 Jordanian Labour Law, Art. 77 (B)
		33	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?	ILO Convention No. 29
		34	Does the employer restrict workers from leaving the workplace?	ILO Convention No. 29
		35	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?	ILO Convention No. 29
		36	Are workers free to terminate their employment with reasonable notice, and to leave their jobs when their contracts expire?	ILO Convention No. 29
	Bonded Labour	37	Can workers who owe debts to the employer and/or a third party freely leave their jobs?	ILO Convention Nos. 29, 181; Jordanian Labour Law, Art. 77(B)
	Forced Labour and Overtime	38	Are workers forced to work overtime under threat of penalty?	ILO Convention Nos. 1, 29 Jordanian Labour Law, Art. 56

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Forced Labour	Prison Labour	39	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?	ILO Convention No. 29
Freedom of Association and Collective Bargaining	<Fact-Gathering Questions>	40	What percentage of workers are union members?	
		41	How many collective bargaining agreements are in effect in the factory?	
		42	For each agreement, indicate:- the parties- the duration of the agreement	
		43	How many strikes have there been since the last visit?	
		44	For each strike, indicate: - why workers went on strike- whether the strike complied with legal requirements, and if not, which requirements were not complied with- whether the strike resulted in violence- the number of days workers were on strike	Jordanian Labour Law, Arts. 134, 135
	Freedom to Associate	45	Can workers freely form and join a union?	ILO Convention No. 87
		46	Can the union(s) freely form and join federations and confederations of their choice?	ILO Convention No. 87
		47	Does the employer require workers to join a union?	ILO Convention No. 87

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Freedom of Association and Collective Bargaining	Union Operations	48	Do union representatives have access to the workers in the workplace?	ILO Convention Nos. 87, 135 ILO Recommendation No. 143CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Arts. 3, 5, 23
		49	Does the employer provide unions with access to bulletin boards in the workplace?	ILO Convention Nos. 87,98,135ILO Recommendation No.143CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Arts. 3, 5
		50	Does the employer deduct union dues from wages in accordance with legal requirements?	ILO Convention Nos. 87, 98, 135 ILO Recommendation No. 143CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 9, and Addendum dated 8 Nov 2014
Interference and Discrimination		51	Are workers free to meet without management present?	ILO Convention No. 98
		52	Has the employer tried to interfere with, manipulate, or control the union(s)?	ILO Convention No. 98
		53	If there is more than one union, does the employer treat them equally?	ILO Convention No. 98
		54	Is a job applicant's union membership or union activities a factor during hiring decisions?	ILO Convention No. 98Jordanian Labour Law, Art. 97
		55	Does the employer provide incentives to workers to keep them from joining a union or engaging in union activities?	ILO Convention No. 98Jordanian Labour Law, Art. 97
		56	Does the employer punish workers for joining a union or engaging in union activities?	ILO Convention No. 98Jordanian Labour Law, Art. 97

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Freedom of Association and Collective Bargaining	Interference and Discrimination	57	Does the employer threaten, intimidate, or harass workers who join a union or engage in union activities?	ILO Convention No. 98Jordanian Labour Law, Art. 97
		58	Has the employer terminated workers or not renewed their contract due to the worker's union membership or activities?	ILO Convention No. 98Jordanian Labour Law, Art. 97
		59	Has the employer terminated a union official in a way that did not comply with the law?	ILO Convention No. 98Jordanian Labour Law, Art. 97
	Collective Bargaining	60	Does the employer refuse to bargain collectively or refuse to bargain in good faith with the union, worker representatives, union federations or confederations?	ILO Convention No. 98, C154
		61	Are workers informed about the CBA?	ILO Convention No. 98Jordanian Labour Law, Arts. , 39, 44Jordanian Temporary Labour Law no 26 / 2010 Arts. 12, 15CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 3
		62	Has the employer failed to implement any of the provisions of the collective agreement(s) in force?	ILO Convention No. 98Jordanian Labour Law, Art. 41; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, and Addendum dated 8 Nov 2014
		63	Has the employer tried to prevent any workers from participating in a strike?	ILO Convention No. 98
	Strikes	64	Has the employer hired new workers to replace striking workers during a strike?	ILO Convention No. 98

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Freedom of Association and Collective Bargaining	Strikes	65	Has the employer punished any workers for participating in a strike?	ILO Convention No. 98
		66	Were security guards, the police or armed forces called by the employer to break up a peaceful strike or arrest striking workers?	ILO Convention No. 98
Compensation	Minimum Wages/Piece Rate Wages	67	Does the employer pay at least minimum wage for ordinary hours of work to regular full time workers?	Minimum Wage Committee Decision issued on 31 December, 2011 and published in the Official Gazette dated 31 January, 2012, with an effective date of 1 February, 2012 and related Collective Agreements dated 15 February 2012 and 20 February 2012.Jordanian
		68	Does the employer pay piece rate workers correctly for ordinary hours of work?	Minimum Wage Committee Decision issued on 31 December, 2011 and published in the Official Gazette dated 31 January, 2012, with an effective date of 1 February, 2012 and related Collective Agreements dated 15 February 2012 and 20 February 2012.Jordanian
		69	Does the employer pay at least minimum wage for ordinary hours of work to casual workers, temporary workers, and probationary workers?	Minimum Wage Committee Decision issued on 31 December, 2011 and published in the Official Gazette dated 31 January, 2012, with an effective date of 1 February, 2012 and related Collective Agreements dated 15 February 2012 and 20 February 2012.Jordanian

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Compensation	Overtime Wages	70	Does the employer pay workers 125% of their normal wage for all ordinary overtime hours worked?	Jordanian Labour Law, Arts. 2, 59Addendum to CBA between J-GATE, AOFWG, and GTUWTGCI dated 8 Nov 2014
		71	Does the employer pay workers 150% of their normal wage for overtime worked on weekly rest days and public holidays?	Jordanian Labour Law, Arts. 2, 59Addendum to CBA between J-GATE, AOFWG, and GTUWTGCI dated 8 Nov 2014
	Method of Payment	72	Do in-kind wage payments comply with workers' employment contracts?	Jordanian Labour Law definition of wage, and Art. 45Minimum Wage Committee Decision issued on 14 October, 2008 and published in the Official Gazette dated 16 November, 2008 with an effective date of 1 January, 2009.
		73	Are workers paid within seven days from the date wages become payable?	Jordanian Labour Law, Art. 46CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 6
	Wage Information, Use and Deduction	74	Has the employer made any unauthorized deductions from wages?	Jordanian Labour Law, Arts. 46-49, 55CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 6
		75	Does the employer keep only one accurate payroll record?	"Decision for the records employers must keep" published in the Official Gazette on 16 Oct 2002, Art. 2CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 22
		76	Does the employer properly inform workers about wage payments and deductions?	"Decision for the records employers must keep" published in the Official Gazette on 16 Oct 2002, Art. 2

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Compensation	Paid Leave	77	Does the employer pay workers correctly for paid public holidays?	Jordanian Labour Law, Arts. 60, 61 Jordanian Temporary Labour Law No 26 / 2010 Art. 21
		78	Does the employer pay workers correctly for annual leave (14 or 21 days)?	Jordanian Labour Law, Art. 61 Jordanian Temporary Labour Law No 26 / 2010 Art. 21 Addendum to CBA between J-GATE, AOFWG, and GTUWTGCI dated 8 Nov 2014
		79	Does the employer pay workers correctly during sick leave?	Jordanian Labour Law, Art. 65 Jordanian Temporary Labour Law No 26 / 2010 Art. 22
		80	Does the employer pay workers correctly for maternity leave?	Jordanian Labour Law, Art. 70
		81	Does the employer pay workers correctly during breastfeeding breaks?	Jordanian Labour Law, Art. 71
		82	Does the employer pay workers correctly during idle periods or work stoppages?	Jordanian Labour Law, Art. 84
	Social Security and Other Benefits	83	Does the employer correctly calculate, collect, and forward workers' contributions to the Social Security Corporation?	Jordanian Labour Law, Art. 47 Social Security Temporary Law No 7 / 2010, Arts. 20, 22, 48, 59 Social Security Decision No 1 / 2014 Addendum to CBA between J-GATE, AOFWG, and GTUWTGCI dated 8 Nov 2014

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Compensation	Social Security and Other Benefits	84	Does the employer correctly calculate and send the employer contribution to the Social Security Corporation?	Social Security Temporary Law No 7 / 2010, Arts. 20, 22, 24, 42, 48, 59 Social Security Decision No 1 / 2014 Addendum to CBA between J-GATE, AOFWG, and GTUWTGCI dated 8 Nov 2014
		85	Does the employer pay workers the required seniority bonus?	Collective Agreement dated 20 February 2012 Collective Agreement between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 5
		86	Are workers provided with transportation to and from the workplace?	Collective Agreement between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 14
Contracts and Human Resources	<Fact-Gathering Questions>	87	How many total workers are employed by the factory?	Jordanian Labour Law, Art. 2
		88	How many of the workers are men?	
		89	How many supervisors are employed by the factory?	
		90	How many of the supervisors are men?	
		91	How many of the supervisors are migrants?	
		92	How many of the total workforce are migrant workers?	
		93	How many of the migrant workers are men?	
		94	How many regular workers are employed by the factory?	
		95	How many of the regular workers are men?	
		96	How many temporary workers are employed by the factory?	Jordanian Labour Law, Art. 2

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Contracts and Human Resources	<Fact-Gathering Questions>	97	How many of the temporary workers are men?	
		98	How many casual workers are employed by the factory?	Jordanian Labour Law, Art. 2
		99	How many of the casual workers are men?	
		100	How many probationary workers are employed by the factory?	Jordanian Labour Law, Art. 35
		101	How many of the probationary workers are men?	
		102	How many workers with disabilities are employed by the factory?	Jordanian Labour Law, Art. 13
		103	How many of the workers with disabilities are men?	Jordanian Labour Law, Art. 13
		104	Does the factory use subcontractors to complete all or part of the production process?	
		105	Does the factory use contractors to provide services at the factory that are not part of the production process?	
		106	Has the factory received any notices of noncompliance from the labour ministry during last twelve months?	Jordanian Labour Law, Art. 9
		107	Is there an HR policy that is signed by top management with a clear commitment to meet all legal requirements?	
		108	Does the employer have a recruitment procedure?	
109	Does the employer have disciplinary and termination procedures?			

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Contracts and Human Resources	<Fact-Gathering Questions>	110	Does the employer have grievance handling and dispute resolution procedures?	
		111	Does the employer assign accountability at all levels of management for following factory policies and procedures relating to Human Resource management and performance?	
		112	Does the employer effectively communicate and implement HR policies and procedures?	
		113	Does the employer investigate violations of HR policies and procedures to identify weaknesses and make necessary adjustments to prevent recurrence, such as cases of underage workers or allegations of discrimination?	
	Employment Contracts	114	Do the employment contracts specify the terms and conditions of employment?	Jordanian Labour Law, Arts. 2, 17, 18
115		Do the employment contracts comply with Jordanian legal requirements?	Jordanian Labour Law, Arts. 4, 15Jordanian Temporary Labour Law No 26 / 2010 Art. 7	
116		Do workers understand the terms and conditions of employment?	Jordanian Labour Law, Art. 15Jordanian Temporary Labour Law No 26 / 2010 Art. 7	
117		Do all persons who perform work for the factory, both on the premises and offsite, have a contract?	Jordanian Labour Law, Arts. 2, 15Jordanian Temporary Labour Law No 26 / 2010 Art. 7	
118		Does the employer provide workers with a copy of their contract?	Jordanian Labour Law, Art. 15Jordanian Temporary Labour Law No 26 / 2010 Art. 7	

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Contracts and Human Resources	Employment Contracts	119	Does the employer maintain a personnel file for each worker?	"Decision for the records employers must keep" published in the Official Gazette on 16 Oct 2002, Art. 2
		120	Do the factory bylaws comply with Jordanian legal requirements and were they communicated to workers?	Jordanian Labour Law, Art. 55
	Contracting Procedures	121	Is the probationary period limited to 3 months?	Jordanian Labour Law, Art. 35
		122	Does the employer consider workers on limited duration contracts who work beyond their term as unlimited duration contract workers?	Jordanian Labour Law, Art. 15
		123	Has the employer taken sufficient steps to ensure that migrant workers do not pay any unauthorized fees?	Instructions for the Conditions and Procedures of Bringing and Employing Non-Jordanian Workers in the Qualified Industrial Zones, Art. 3(A)CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 15 (B)
	124	Have workers paid unauthorized fees to recruitment agents?	Instructions for the Conditions and Procedures of Bringing and Employing Non-Jordanian Workers in the Qualified Industrial Zones, Art. 3(ACBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 15(B)	

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Contracts and Human Resources	Contracting Procedures	125	Do the migrant workers have valid work permits and residence IDs?	Jordanian Labour Law, Art. 12 Jordanian Labour Temporary Law No 26 / 2010 Art. 5 Instructions for the Conditions and Procedures of Bringing and Employing Non-Jordanian Workers in the Qualified Industrial Zones, Art. 7
		126	Does the employer pay for the return trip of migrant workers who have been expelled from the country because of an invalid residence ID?	Jordanian Labour Law, Art. 12
	Termination	127	Does the employer only terminate workers for valid reasons?	Jordanian Labour Law, Arts. 21, 22, 24, 27, 97 CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 17
		128	Do workers have an opportunity to defend themselves before they are terminated based on their conduct or performance?	Jordanian Labour Law, Art. 48
		129	Does the employer provide workers proper notice of termination?	Jordanian Labour Law, Arts. 23, 28, 35
		130	Does the employer comply with legal requirements regarding severance pay, and do workers receive contractually required entitlements upon expiration of their contracts?	Jordanian Labour Law, Arts. 26, 32, 33, 35, 63, 64
		131	Does the employer compensate workers for unused paid annual leave when they resign or are terminated?	Jordanian Labour Law, Arts. 63, 64 Addendum to CBA between J-GATE, AOFWG, and GTUWTGCI dated 8 Nov 2014

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Contracts and Human Resources	Termination	132	Does the employer comply with legal requirements before terminating or suspending workers due to changes in operations?	Jordanian Labour Law, Art. 31CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 19
		133	Do the disciplinary measures comply with legal requirements?	Jordanian Labour Law, Arts. 47-48, 55CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 17
	Dialogue, Discipline and Disputes	134	Have any workers been bullied, harassed, or subjected to humiliating treatment?	Jordanian Labour Law, Arts. 26, 29
		135	Did the employer resolve individual grievances and disputes in compliance with legal requirements?	Jordanian Labour Law, Arts. 55 and 137
		136	Did the employer resolve collective disputes in compliance with legal requirements?	Jordanian Labour Law, Art. 120-136CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 18
		137	Does the factory have a functioning Joint Union-Management Committee?	CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 20
Occupational Safety and Health	<Fact-Gathering Questions>	138	How many work-related accidents have there been in the factory in the last 12 months?	Regulation No.7 / 1998 "Forming Committees and Supervisors for Safety and Vocational Health" Arts. 6, 8ILO Convention No. 155
		139	Is there an emergency preparedness procedure?	
		140	Is there a hazard/risk management and control procedure?	
		141	Is there an accident investigation procedure?	

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	<Fact-Gathering Questions>	142	Does the employer assign accountability at all levels of management for carrying out health and safety responsibilities?	
		143	Does the employer effectively communicate and implement OSH policies and procedures?	
		144	Does the employer investigate, monitor and measure OSH issues to identify root causes and make necessary adjustments to prevent recurrence?	
	OSH Management Systems	145	Does the employer have a written policy and plans for OSH programs?	Regulation No.7 / 1998 "Forming Committees and Supervisors for Safety and Vocational Health" Art. 6; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 11 International Labour Recommendation no. R164
		146	Has the employer performed an assessment of general occupational safety and health issues in the factory?	Regulation No.7 / 1998 "Forming Committees and Supervisors for Safety and Vocational Health" Art. 6 ILO Recommendation No. 164
		147	Has the employer formed a joint worker/management OSH committee?	Jordanian Labour Law, Art.85 Regulation No.7 / 1998 "Regulation of Forming Committee and Supervisors for Safety and Vocational Health"; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 11

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	OSH Management Systems	148	Does the factory employ the required OSH specialists?	Regulation No. 7 of 1998 on forming committees and supervisors of OSH; 2002 Special Decision for entities and level of training of OSH supervisors, Art 8; Jordanian Labour Law, Art 85
		149	Does the employer record work-related accidents and diseases?	Regulation No.7 / 1998 "Forming Committees and Supervisors for Safety and Vocational Health" Art. 6(d)
		150	Does the factory have a valid business license? (business licenses require building safety approvals)	
		Chemicals and Hazardous Substances	151	Does the employer keep a chemical inventory, and ensure that all chemicals and hazardous substances are properly labelled and have safety data sheets?
152	Are chemicals and hazardous substances properly stored?		Jordanian Labour Law, Arts.78, 80Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Art. 5e	
153	Has the employer taken action to prevent and limit workers' exposure to chemicals and hazardous substances?		Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Art. 5	
154	Does the employer provide adequate washing facilities and cleaning materials in the event of exposure to hazardous chemicals?		Jordanian Labour Law, Art.78Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Art. 5	

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Worker Protection	155	Are workers punished if they remove themselves from work situations that they believe present an imminent and serious danger to life or health?	Jordanian Labour Law, Art.78ILO Convention No. 155; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 11
		156	Does the employer provide workers with all necessary personal protective clothing and equipment?	Jordanian Labour Law, Art.78Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Arts. 2, 5d
		157	Are workers effectively trained to use the personal protective equipment and machines?	Jordanian Labour Law, Art.78Regulation No.7 / 1998 "Forming Committees and Supervisors for Safety and Vocational Health" Art. 6gRegulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Art. 8
		158	Does the employer comply with ergonomic requirements?	ILO Recommendation 102 (Welfare Facilities), para. 17; Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Art. 3b;Jordanian Labour Law, Art.78Instructions related to the protection of workers and establish
		159	Are proper guards installed and maintained on all dangerous moving parts of machines and equipment?	Jordanian Labour Law, Art.78Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Art. 3

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Worker Protection	160	Are electrical boxes, electrical wires, switches and plugs properly installed, grounded, and maintained?	Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Art. 4
		161	Are appropriate safety warnings posted in the workplace?	Regulation No.7 / 1998 "Forming Committees and Supervisors for Safety and Vocational Health" Art. 6 Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Arts. 4b and 6a
	Working Environment	162	Are the temperature and ventilation in the workplace acceptable?	Instructions related to the protection of workers and establishments from workplace hazards published in the Official Gazette on 16 June 1998 Arts. 18, 19 Regulation No. 43 / 1998 "Protection and Safety of Tools and Industrial Machines and Workplaces" Ar
		163	Are noise levels acceptable?	Instructions related to the protection of workers and establishments from workplace hazards published in the Official Gazette on 16 June 1998 Arts. 5, 16
		164	Is the workplace adequately lit?	Instructions related to the protection of workers and establishments from workplace hazards published in the Official Gazette on 16 June 1998 Art. 20

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Working Environment	165	Is the workplace clean and tidy?	Regulation No.7 / 1998 "Forming Committees and Supervisors for Safety and Vocational Health" Art 6(f)
		Welfare Facilities	166	Does the workplace have adequate accessible toilets?
	167		Does the workplace have adequate hand washing facilities and adequate soap?	Instructions related to the protection of workers and establishments from workplace hazards published in the Official Gazette on 16 June 1998 Art. 11(d)
	168		Does the employer provide workers enough free safe drinking water?	CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 11
	169		Does the workplace have adequate changing rooms/lockers to meet the needs of workers?	Instructions related to the protection of workers and establishments from workplace hazards published in the Official Gazette on 16 June 1998 Art. 12
	170		Does the workplace have an adequate eating area?	Instructions related to the protection of workers and establishments from workplace hazards published in the Official Gazette on 16 June 1998 Arts. 11, 13
	171		Does the employer provide an adequate day care facility for the children of women workers?	Jordanian Labour Law, Art. 72 Jordanian Temporary Labour Law No 26 / 2010 Art. 24
	172	When provided as in-kind payment, does the employer give workers enough food of decent quality?	ILO Recommendation 102 (Welfare Facilities)	

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Health Services and First Aid	173	Does the employer comply with legal requirements regarding medical checks for workers?	Regulation No. 42 / 1998 "Preventive Medical Care and Treatment of Employees in Establishments" Arts. 3, 4; "Initial Medical Check Instructions" Arts. 2, 3 and "Periodic medical check instructions" Arts. 2-4
		174	Does the workplace have required onsite medical facilities and staff?	Regulation No. 42 / 1998 "Preventive Medical Care and Treatment of Employees in Establishments" Art. 7; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 11
		175	Has the employer ensured that there are a sufficient number of readily accessible first aid boxes/supplies in the workplace?	Jordanian Labour Law, Art.78"MoL Decision Regarding Medical Aids and Apparatus for Employees in Establishments" published in the Official Gazette on 16 Jan 1997
	176	Has the employer provided first-aid training for workers?	Jordanian Labour Law, Art.78International Labour Convention No. R155	
	Worker Accommodation	177	Does the accommodation comply with minimum space requirements?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Art. 3

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Worker Accommodation	178	Does the accommodation have enough safe water?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Art. 12
		179	Does the accommodation have adequate toilets, showers, sewage and garbage disposal systems?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Arts. 5, 13, 14
		180	Is the accommodation protected against fire?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Arts. 4(2), 11, 17
		181	Is the accommodation adequately protected against heat, cold, dampness, and noise, and is it adequately ventilated and lit?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Arts. 2(A), 8, 9, 11

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Worker Accommodation	182	Is the accommodation clean, and protected against disease carrying animals or insects?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Arts. 10, 14, 15
		183	Does the accommodation have adequate cooking facilities?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Arts. 2(B), 4
		184	Does the accommodation offer workers adequate privacy?	ILO Recommendation No. 115
		185	Has the employer adequately prepared for emergencies in the accommodation?	ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Art. 17
		186	Are trained first aid personnel and adequate first aid supplies available in the accommodation?	Jordanian Labour Law, Art. 78; ILO Recommendation No. 115;Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Arts. 2(E), 16.

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Worker Accommodation	187	Is the accommodation separate from the workplace (even though it may be in the same compound/industrial park)?	ILO Recommendation No. 115; Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Art. 2(C)
		188	Does the accommodation have adequate eating and living areas?	Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Arts. 2(B), 6
		189	Does the accommodation have laundry facilities?	Instructions No. 1 of 2013 to prevent hardship related to health damage caused by labor residential units, issued pursuant to Art. 49, Public Health Law No. 47 of 2008, Art. 7
Emergency Preparedness		190	Does the workplace have a fire detection and alarm system?	Jordanian Labour Law, Art. 80
		191	Does the workplace have adequate and accessible fire-fighting equipment?	Jordanian Labour Law, Art. 80
		192	Has the employer trained an appropriate number of workers to use the fire-fighting equipment?	Jordanian Labour Law, Art. 80
		193	Are emergency exits and escape routes clearly marked and posted in the workplace?	Jordanian Labour Law, Art. 80
		194	Are there enough emergency exits?	Jordanian Labour Law, Art. 80

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Occupational Safety and Health	Emergency Preparedness	195	Are the aisles and emergency exits accessible, unobstructed and unlocked during working hours, including overtime?	Jordanian Labour Law, Art. 80
		196	Does the employer conduct periodic emergency drills?	Jordanian Labour Law, Art. 80
		197	Are flammable materials safely stored?	ILO, Fire Risk Management (2012)
		198	Are possible sources of ignition appropriately safeguarded?	ILO, Fire Risk Management (2012)
Working Time	<Fact-Gathering Questions>	199	On average, how many total weekly working hours are worked per worker?	Jordanian Labour Law, Art. 57 Jordanian Temporary Labour Law No 26 / 2010 Art. 19
		Regular Hours	200	Do regular working hours exceed 11 hours per day or 48 hours per week?
	201		Do the working time records reflect the hours actually worked?	"Decision for the records employers must keep" published in the Official Gazette on 16 Oct 2002, Arts.1,2; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Arts. 10, 22
	202		Does the employer provide required weekly rest periods?	Jordanian Labour Law, Art. 60
	Overtime	203	Is overtime work voluntary?	Jordanian Labour Law, Arts. 57, 59; CBA between J-GATE, AOFWG, and GTUWTGCI dated 25 May 2013, Art. 7
Leave	204	Does the employer fail to provide workers time off for any required breaks or types of leave?	Does the employer provide workers at least 14 days of paid annual leave per year, or 21 days after 5 years of service? Jordanian Labour Law, Arts. 61, 62 Jordanian Temporary Labour Law No. 26 / 2010 Art. 21	

Cluster	Compliance Point	Question	Sub-question	Legal Reference
Working Time	Leave	205 Does the employer fail to provide workers time off for any required breaks or types of leave?	Does the employer provide workers at least 14 days of sick leave?	Jordanian Labour Law, Art. 65 Jordanian Temporary Labour Law No 26 / 2010 Art. 22
		206	Does the employer comply with the entitlement to 10 weeks of maternity leave?	Jordanian Labour Law, Art. 70
		207	Does the employer provide one hour per day for breastfeeding breaks?	Jordanian Labour Law, Art. 71

Copyright © 2015 - International Labour Organization (ILO) and International Finance Corporation (IFC)