

International Labor Rights Forum

Questions for Factories

Materials important to collect:

- 1) Copies of pay stubs
- 2) Copies of labels workers make in the factory
- 3) Any written materials that describe working conditions (e.g., signed petitions from workers, posted notices from management forbidding bathroom use, etc.)
- 4) Photos (digital if possible) of workers, the factory, and workers' homes

Background Factory Information

- 5) Name and address of the factory (important: note any known subsidiaries)
- 6) Total number of employees
- 7) Percentage of female employees
- 8) Number of "regular" versus "contract/casual" employees
- 9) Ownership of the factory and Parent Company (names and nationalities of individuals or companies)
- 10) Is production ever done by a secondary plant?
- 11) Management of the factory (if different than above)
- 12) What kinds of products are made in the factory?
- 13) What labels/brands are worked on in the factory? Which are the majority?

Wages and Benefits

- 14) What is the monthly standard wage before overtime money and other allowances? Is the standard wage rate hourly, daily, monthly, piece rate, other? What is the total average wage after overtime money and other allowances?
- 15) How often are wages paid?
- 16) How are total wages calculated? Is it just hourly or is there any incentive/bonus system or piece rate and how does it work? Is pay ever deducted? If so, for what reasons and how much? How often does that happen?
- 17) List the main monthly expenses (e.g., rent, transportation, food, medicine, education) for the typical piece rater worker? Are wages enough to meet these expenses?
- 18) What are the benefits paid per month for workers?

Working Hours and Overtime

- 19) What are the standard working hours and workdays?
- 20) How many overtime hours are typically worked per week?
- 21) Do workers have a choice in whether or not to work overtime?
- 22) What is the maximum number of days that the factory allows a worker to work without a rest day?
- 23) How much is the overtime rate?

Quota

- 24) What are the various quotas/targets per day for the typical worker?
- 25) What happens when a worker can't make the target?
- 26) What happens in terms of the amount of time that is required to fix or repair "mistakes" or errors in sewing the clothes? Is it possible for pay to be docked for this time?

Freedom of Association

- 27) Is there a union or workers' committee at the factory? Is it an independent, company-run or government-run union? Is there a collective bargaining contract?
- 28) What does management think about unions? What do workers think about the factory's union, if it has one?
- 29) Have there been instances of retaliation against employees' for union activism or other labor activism?
- 30) Can workers speak with managers or supervisors about the factory working conditions? What happens if this is done? Do things improve?

Health and Safety

- 31) What sorts of policies exist regarding the treatment of workers that are hurt on the job?
- 32) What sort of training exists for workers concerning the machinery they are using or the other substances they come in contact with?
- 33) How many bathroom breaks are typically allowed per day?
- 34) Is there drinkable water available?
- 35) What is the factory's policy regarding sick leave?

Code of Conduct and Certifications

- 36) Does the factory have any "codes of conduct" on the factory walls? If so, are they in a language that workers can understand?
- 37) Have representatives of customers ("buyers") or monitors ever visited the factory? What do they do? How often are these visits?
- 38) Does the factory have any certifications such as SA8000 or WRAP?