# **Supplementary online appendix**

Table SA1. Measure of working condition violations

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| Working condition violations | *Compensation*   * Does the employer pay at least minimum wage for ordinary hours of work to regular full-time workers? * Does the employer pay piece rate workers correctly for ordinary hours of work when their piece rate earnings exceed minimum wage? * Does the employer pay at least minimum wage for all types of workers other than regular workers? * Does the employer pay any workers incorrectly for overtime? * Does the employer pay any workers incorrectly for regular working hours when premium pay is required? * Are workers’ full wages paid in the manner required? * Do in-kind wage payments comply with national law? * Are wages paid regularly and on time? * Has the employer made any unauthorized deductions from wages? * Does the employer keep only one accurate payroll record? * Does the employer properly inform workers about wage payments and deductions? * Does the employer comply with requirements to collect and forward workers’ contributions to social insurance funds? * Does the employer pay the required employer contribution to social insurance funds? * Does the employer comply with other wage payments?   *Contracts*   * Did workers freely choose their representatives on the bipartite committee, and do workers know who their representatives are? * Has there been any retaliation against worker representatives due to their activity on the bipartite committee? * 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? * Is the bipartite committee used as an alternative to a trade union? * Was the grievance mechanism developed through social dialogue between workers/ unions and managers, and are workers aware of the grievance mechanism in the factory? * Do the employment contracts specify the terms and conditions of employment? * Do the employment contracts comply with other legal requirements? * Do workers understand the terms and conditions of employment? * Does the employer comply with requirements for migrant workers’ contracts? * Do all persons who perform work for the factory, both on the premises and offsite, have a contract? * Do the internal work rules comply with legal requirements? * Does the employer comply with limits on the period of employment for training workers? * Does the employer comply with limits on the use of fixed term contracts? * Does the recruitment process for migrant workers comply with legal requirements? * 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? * Does the employer comply with requirements concerning sub-contracted workers at the workplace? * Does the employer comply with requirements concerning homeworkers? * 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)? * Does the employer comply with legal requirements before suspending workers or reducing the size of the workforce due to changes in operations? * Do the disciplinary measures comply with legal requirements? * Have any workers been bullied, harassed, or subjected to humiliating treatment? * Did the employer resolve grievances and disputes in compliance with legal requirements?   *Occupational safety and health (OSH)*   * Does the factory have a written OSH policy? * Has the employer performed an assessment of general occupational safety and health issues in the factory? * Has the employer developed mechanisms to ensure cooperation between workers and management on OSH matters? * Does the employer record work-related accidents and diseases? * Does the employer have legally required construction/ building permits? * Does the employer keep an inventory of chemicals and hazardous substances used in the workplace? * Are chemicals and hazardous substances properly labelled? * Are chemicals and hazardous substances properly stored? * Does the employer have chemical safety data sheets for the hazardous chemicals used in the workplace? * Has the employer taken action to assess, monitor, prevent and limit workers’ exposure to chemicals and hazardous substances? * Has the employer effectively trained workers who work with chemicals and hazardous substances? * Does the employer provide adequate washing facilities and cleansing materials in the event of exposure to hazardous chemicals? * Are workers punished if they remove themselves from work situations that they believe present an imminent and serious danger to life or health? * Does the employer provide workers with all necessary personal protective clothing and equipment? * Are workers effectively trained and encouraged to properly use personal protective equipment and machines? * Does the employer comply with ergonomic requirements? * Are proper guards installed and maintained on all dangerous machines and equipment? * Are electrical wires, cables, switches, plugs and equipment (e.g. transformer, generator, electrical panel, circuit breakers) properly installed, grounded (for equipment), and maintained? * Are appropriate safety warnings posted in the workplace? * Do the operators/technicians for machinery, equipment, electrical installations, boiler, lifting equipment, and/or welding have legally required license/permit/certification/training? * Does the employer have the legally required permits/certificates for the installation/operation/maintenance of special machines and equipment (e.g., electrical installations, generator, boiler, lifting equipment, and/or welding)? * Has the employer taken legally required measures to protect workers from falls from heights? * Is the workplace temperature, ventilation, noise, lighting and/or cleanliness unacceptable? * Does the workplace have adequate accessible toilets? * Does the workplace have adequate hand washing facilities and adequate soap? * Does the employer provide workers enough free safe drinking water? * Does the workplace have all required facilities? * Does the workplace have an adequate eating area? * Does the employer comply with legal requirements regarding medical checks for workers? * Does the employer address safety and health risks to pregnant or nursing workers? * Does the employer comply with requirements on HIV/AIDS? * Does the workplace have sufficient onsite medical facilities and staff? * Has the employer ensured that there are a sufficient number of readily accessible first aid boxes/supplies in the workplace? * Has the employer provided first-aid training for workers? * Does the accommodation comply with minimum space requirements? * Is the accommodation separate from the workplace (even though it may be in the same compound/industrial park)? * Does the accommodation have enough safe water? * Does the accommodation have adequate toilets, showers, sewage and garbage disposal systems? * Is the accommodation protected against fire? * Is the accommodation adequately protected against heat, cold, and dampness? * Is the accommodation protected against disease carrying animals or insects? * Is the accommodation protected against noise? * Is the accommodation adequately ventilated? * Does the accommodation have adequate cooking and storage facilities? * Is the accommodation adequately lit? * Does the accommodation offer workers adequate privacy? * Does the accommodation comply with other health and safety requirements? * Has the employer adequately prepared for emergencies in the accommodation? * Does the workplace have a fire detection and alarm system? * Does the workplace have adequate fire-fighting equipment? * Has the employer trained an appropriate number of workers to use the fire-fighting equipment? * Are emergency exits and escape routes clearly marked and posted in the workplace? * Are there enough emergency exits? * Are the emergency exits accessible, unobstructed and unlocked during working hours, including overtime? * Does the employer conduct periodic emergency drills? * Does the employer comply with emergency evacuation requirements? * Are flammable materials safely stored? * Are possible sources of ignition appropriately safeguarded?   *Working hours*   * Do regular daily or weekly working hours exceed the legal limit? * Do the working time records reflect the hours actually worked? * Does the employer provide required daily break periods? * Does the employer provide required weekly rest periods? * Does the employer comply with limits on overtime hours worked? * Does the employer comply with requirements for voluntary overtime? * Does the employer comply with notice requirements regarding overtime?   *Leave*   * Does the employer fail to provide workers time off for any required breaks or types of leave? * Does the employer pay any workers incorrectly for any types of paid time off (breaks and leave)? * Does the employer pay workers correctly during work stoppages? |

Source: Questions drawn from BW Compliance Assessment Tool Global Template, available at: <https://betterwork.org/reports-and-publications/better-works-global-compliance-assessment-tool-cat/>