Section 2: Audit Checklist

Part 2: Working Hours

ICTI Code Requirement: 1a). that working hours per week comply with the standards set by law or, in the absence of a law, address humane, safe and productive working conditions; that, within this, there be one day of rest granted per week, in accordance with the C14 Weekly Rest (Industry) (1921) convention of the International Labour Organization;

2.1 Does the factory have a written policy for working hours and overtime in compliance with national and local law(s) or ICTI CARE Process requirements?

Factory Guidance
• The factory should have access to the national, local laws and ICTI CARE Process requirements on the subject of working hours for the respective country/region.
• The factory should have a dated written policy and/or procedure on the subject of working hours and overtime.
• The policy should include the designation of the qualified person responsible for communicating, deploying and monitoring that no worker works more hours per day and per week than the legal/ICTI CARE Process requirements.
• The policy should include a system to ensure workers work no more than the legal/ICTI CARE Process requirements, including overtime ceilings.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Document Number/Name:/Date of Issue:

2.2 Do labor contracts meet regulatory and legal requirements?

Factory Guidance
• Where applicable, the factory should enter into legal labor contracts with all workers.
• Workers should be given copies of labor contracts with appropriate signatures.
• Where contracts are not required, the factory should provide a written communication outlining the employment relationship and key provisions.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Specific Criteria:
• Is the labor contract signed?
• Are workers provided a copy of their labor contract?
2.3 Are working hours communicated and made available to all workers (such as Orientation, Employee Handbook, Notice Board, Library etc.)?

Factory Guidance
- The working hours should be posted and made available to all workers.
- The factory should have a system to communicate work hours policy to all workers, supervisors and managers.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Ways of Communication:

2.4 Are all hours worked documented (e.g., time cards)?

Factory Guidance
- All hours worked should be documented through the use of a time card or other mutually workers/management verified documentation.
- The time card should be confirmed by workers with monthly acknowledgement. The manual time records should be confirmed with weekly acknowledgement.
- The piece rate records should be confirmed by workers with monthly acknowledgement.
- Workers are not allowed to take work home (or to the dormitory) during workers’ time off.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Time records keeping method:

Specific Criteria:
- Any kind of homeworking?

2.5 Do working hour and payroll records accurately reflect all time worked?

Factory Guidance
- Work hour and payroll records must accurately reflect all hours worked and show compensation.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
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2.6 Are all hours worked per week within the ICP requirements?

Factory Guidance
- The factory should define the work and rest schedule in advance. The number of working hours per week should be within legal/ICP requirements. In the absence of a legal standard, workers should not work more than 66 hours per week.

Audit Checklist

2.6.1 No. of weeks <= 60 hours:
2.6.2 No. of weeks >60 and <=66 hours:
2.6.3 No. of weeks >66 and <=72 hours:
2.6.4 No. of weeks >72 hours:
2.6.5 No. of occasional cases >72 hours:

Comment Details:
Year-Month(in past 12 months, if applicable): Maximum working hours per day:/per week:

2.7 Are workers entitled at least one day off in a predefined week?

Factory Guidance
- Workers are entitled at least one day off in a predefined week. If local law allows, this does not prohibit a worker from voluntarily working overtime on a rest day with proper rest day compensation or replacement rest days.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Specific Criteria:
- At least one day off in a predefined week?(Please specify no. of weeks without one day off)
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2.8 Are workers allowed adequate breaks?

Factory Guidance

• It is expected that workers are permitted to take at least 30 minutes for each meal break.
• It is expected that workers are permitted to take at least consecutive 10 hours rest in a predefined 24 hours cycle.
• At least 15 minutes break should be permitted to workers after consecutive 6 hours work.
• It is expected that workers are permitted to take personal breaks for the use of the toilet and for drinking water.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Specific Criteria:

• At least 30 minutes for each meal break?
• At least 10 hours rest in a predefined 24 hours cycle?
• At least 15 minutes break after consecutive 6 hours work?
• No restriction on the use of the toilet and for drinking water?