Part 8: Employee Representation

ICTI Code Requirement: 1g) that all workers are entitled to freely exercise their rights of employee representation as provided by local law;

8.1 Does the factory have written policies that recognize and respect the right of employees to exercise their lawful rights of free association and collective bargaining?

Factory Guidance
- The factory should have access to the national and local laws on the subject of the right of employees to exercise their rights of free association and collective bargaining.
- The factory should have a written policy to ensure compliance.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

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

8.2 Do workers have the ability to approach upper management, in addition to their direct supervisor, on issues of concern?

Factory Guidance
- The workers should have the ability to approach management on any issues or concerns without fear of retribution.
- Various ways in which workers could approach management include trade unions, workers committees (grievance, safety, etc.), or workers selected representatives, regular meetings, etc.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Ways of Communication:
Section 2: Audit Checklist

8.3 Are there freely selected employee representative(s) in place?

Factory Guidance

• There should be representative(s) of the workers, who are freely selected and participate voluntarily and communicate with management on related issues.

• The employee representations should be representative of the entire factory population, not limited to management or supervisors.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Date of selection and number of employee representative(s):/Name and position of employee representative(s):

8.4 Are there management representative(s) appointed to interface with employee representative(s)?

Factory Guidance

• There should be management representative(s) designated to interface and communicate with the employee representative(s) or workers on related issues.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Name and position of management representative(s):
Section 2: Audit Checklist

8.5 Are there regularly scheduled meetings between worker representative(s) and management?

Factory Guidance

- Meetings should be scheduled between management and employee representative(s) on a regular basis, and at least quarterly.
- Meeting minutes should be kept in file in the factory.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Frequency of the meeting and the latest meeting date:/Name and position of employee representative(s):

Specific Criteria:
- Meeting minutes available?

8.6 Are the employee representative(s) aware of the ICTI CARE Process, and supporting documents, or the factory equivalent?

Factory Guidance

- The employee representative(s) should be aware of the ICTI CARE Process and its supporting documents. This may be accomplished through the factory issuing its own policies and/or procedures to be in compliance with the ICTI CARE Process, in which case this would be considered the factory's equivalent documentation.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Name the employee representative(s) interviewed:
Section 2: Audit Checklist

8.7 Is there evidence of management action on issues or concerns relating to the ICTI CARE Process?

Factory Guidance
- Management should review and consider issues of worker concerns relating to the ICTI CARE Process when brought to their attention. Some examples of systems, which would accomplish this, would be a worker grievance procedure or suggestion system. There should be objective evidence that management takes appropriate action on such matters.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
The details of grievance and suggestion procedure: What actions are noted when concern is raised?

8.8 Do workers being informed of the ICTI CARE Process Helpline information?

Factory Guidance
- The factory should have records or proof of distribution of the ICTI CARE “What You Should Know” information in printed form to all employees. The factories with “Conditional” Seal or under “Probation” are subjected to additional requirements.
- All interviewed workers should be aware of the general knowledge about the helpline.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

8.9 Is the unequal treatment between employee representative(s) and other employees being prohibited in the factory?

Factory Guidance
- The employee representatives should be treated equally with all other employees.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]