Part 6: Disciplinary Practices

ICTI Code Requirement: 2j) that no mental or physical disciplinary practices are employed;

6.1 Does the factory have a written policy/procedure regarding disciplinary practices which provides freedom from mental, physical or verbal abuse?

Factory Guidance

- The factory should have access to any local laws on the subject of disciplinary practices for the respective country/region.
- The factory must have a written policy/procedure that include freedom from mental and physical abuse, including corporal punishment.
- The procedure should address all forms of harassment, abuse and corporal punishment, including but not limited to fines, formal warning procedures, grounds for contract termination, guidance on unacceptable behavior, appropriate disciplinary actions for unacceptable behavior, and complaint procedure including method of investigation and resultant actions.
- The policy/procedure must apply to the behavior of all workers with special emphasis placed upon supervisory personnel.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

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

6.2 Is the procedure communicated to all workers?

Factory Guidance

- Acceptable means of communications include verbally communication prior to and/or on commencement of employment, orientation, employee handbook, and visibly displayed to workers, e.g. on notice boards or in libraries.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

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

6.3 Is there a training program to effect the procedure?

Factory Guidance
• The factory must train supervisory staff on disciplinary policies and procedures.
• Training programs must be documented.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
The latest training date and attendees:

6.4 Is the use of corporal punishment or physical coercion being prohibited in the factory?

Factory Guidance
• Corporal punishment and physical coercion must not be used.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

6.5 Is the use of mental or verbal abuse or intimidation being prohibited in the factory?

Factory Guidance
• The factory must not allow threatening behavior of any kind. Examples of unacceptable behavior would be gestures, abusive language, and physical contact that is threatening, abusive, or exploitative.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

6.6 Is the use of security staff to discipline workers being prohibited in the factory?

Factory Guidance
• Disciplinary measures should be taken through normal management practices. The security staff should not be used to discipline workers.
• The security staff contract and job description should clearly state their roles and responsibilities.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]
Section 2: Audit Checklist

6.7 Do workers have means to report abusive disciplinary practices to someone other than a direct supervisor?

Factory Guidance
• The factory management should have channels for the workers to report abusive disciplinary practices to management other than a direct supervisor if needed. Workers should be encouraged to report any violations.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Ways of reporting:

6.8 If instances of non-compliance have occurred in disciplinary practices, have adequate measures been taken to ensure the offence is not repeated?

Factory Guidance
• Adequate measures include, but are not limited to, moving workers to different positions within the factory, terminating employment of individuals who violate the factory policies, and conducting training to inform workers and supervisors about the policy and procedures.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

6.9 Are disciplinary fines or economic compensations reasonable and in compliance with local laws?

Factory Guidance
• ICP does not support the use of monetary fines. If monetary fines are imposed they must be done in compliance with local laws.
• Disciplinary fines must be legally allowable, in line with the factory’s policy, and reasonable.
• Economic compensations should not exceed the cost.
• All fines and economic compensations should be documented with worker’s signature.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Disciplinary fines or economic compensation details: