Section 2: Audit Checklist

Part 4: Underage Labor

ICTI Code Requirement: 1b) that no one under the legal minimum age is employed in any stage of toy manufacturing; that a minimum age of 14 applies in all circumstances, but notwithstanding the foregoing, that C138 Minimum Age Convention (1973) and C182 Worst Forms of Child Labor Convention (1999) of the International Labor Organization apply;

4.1 Does the factory have a written policy specifying the youngest age for workers in the factory in compliance with national and local law?

Factory Guidance

• The factory should have access to the local laws on the subject of legal minimum working age, which should be in accordance with C138 Minimum Age Convention of the International Labour Organization.
• Where local minimum age law is set at 14 years of age, the conditions for developing country exceptions of ILO Convention C138 will apply.
• The factory should have a written policy on the subject of minimum age to work.
• Note: In China, legal minimum age is 16.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

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

4.2 Does the factory have a written policy/procedure specifying restrictions on young workers in compliance with national and local law?

Factory Guidance

• The factory should have access to the local laws on the subject of young worker.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Document Number/Name/Date of Issue:
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4.3 In the absence of law, does the factory’s policy meet the ICTI CARE Process requirements?

Factory Guidance
• If there is no legal minimum age, the ICTI Code of Business Practices has established 14 as the minimum age, in accordance with ILO Convention C138.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

4.4 Are persons responsible for hiring workers adequately trained to ensure no underage workers are employed and young workers are identified and assigned to legally permitted work positions?

Factory Guidance
• Ensure persons responsible for hiring have been trained in appropriate methods of ensuring no underage workers are hired and that young workers are properly identified and are only assigned to allowable tasks.
• Training should include interview techniques and questions, proper methods of record keeping and documentation verification.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Name and Title of Responsible Person:

4.5 Are local laws and/or policies 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:
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4.6 Are hiring practices in compliance with the policy and local laws?

Factory Guidance
- The factory is responsible for hiring practices even if a third party is used for recruitment or hiring of workers.
- If the child labor was hired accidently, the factory should stop the child labor working in the factory immediately; health check should be provided (if he/she was found working for hazardous or chemicals processes, occupational check should be provided accordingly); wage compensations to the child labor should not be lower than the local minimum wages; and accompany the child labor home by the factory representative.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
The age of the youngest workers:

4.7 If young workers are present, are they on assignments allowable, as specified by law?

Factory Guidance
- A young worker is defined as one above the minimum age, and typically below the age of 18. If there are legal work restrictions for young workers, they should be followed, for example, working on hazardous operations, night shift, etc. Periodic medical checkups must be followed, if required by law.
- The factory, at a minimum, should maintain a young workers name list with their assigned working positions.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]

Comment Details:
Young workers number and their working positions:

Specific Criteria:
- Young workers not assigned on heavy machinery or chemicals?
- Young workers not assigned on night shift?
- Young workers are provided health check free of charge?
4.8 Are documents supporting age information kept on record?

Factory Guidance
  • The copy of credible worker’s personnel identification and age documentation must be kept on file at the factory for all workers.
  • If there is any reason to suspect a worker is underage, factories should require additional forms of documentation to reduce the risk of underage workers being employed.

Audit Checklist

☐ Yes / ☐ No [Non-compliance]