

Wage Calculation and Work Arrangement in times of Typhoons

9th September, 2016

ETP-LTF-19 V01 (E)

Countries and cities near coastal areas are frequented by typhoons and rainstorms in the summer months. When typhoons occur, the government authorities may suggest work suspension. ICTI Ethical Toy Program understands that factories may have questions on how to comply with our requirements when production is involuntarily interrupted; therefore, we have prepared the following guidance:

Situation 1 – Maintain production

In the case that the government has issued an announcement recommending work interruption, yet factories are able to ensure the safety of workers and therefore choose to maintain production, workers should be paid as normal as stipulated by the labor contract.

Situation 2 – Suspend production

If factories choose to suspend production, workers shall receive the appropriate payment during work suspension as specified in the local laws and regulations.

Situation 3 – Suspend production and rearrange following shifts

If factories choose to suspend production during typhoons, but rearrange shifts later on to make up for the missed work time, and are not able to notify workers on such rearrangement 10 hours in advance, both of the following conditions have to be met to comply with Ethical Toy Program requirements:

1. The newly arranged shift takes place within a normal 8 hours shift; and
2. change of shift must be arranged within the previous or subsequent wage payment term.

Factories also need to ensure that:

1. Workers should be notified of the change in shift arrangement as soon as possible. Factory should document the official arrangement for audit references; and
2. exemptions are given to factories which cannot provide one day off in a predefined week due to the change of shift; but
3. factories need to remain within the maximum weekly working hours of the Ethical Toy Program requirements.

Please contact our Factory Helpdesk (email: info@ethicaltoyprogram.org / tel: 2111-2462) if you have any questions.