



ICTI CARE Foundation

"CARE" Card

ICTI CARE Worker Helpline: 800-6300 321

(Toll free for landline calls)

Dial from Mobile: 020-8154 8562

(Please ask for call return)

The ICTI CARE Foundation 24 hour helpline is operated by our designated local labor service organization.

Service is manned Mon to Sun: 2:00pm - 9:30 pm

(Manned service suspended 7 days before and after the Chinese New Year)

Please also feel free to visit our Chinese website:

**[http://www.cticare.org/
audience/chinese/factory-workers.htm](http://www.cticare.org/audience/chinese/factory-workers.htm)**

or send email to us at **asia@icti-care.org**



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Dear workers, the information below will help you understand your rights. If you have queries, please call our helpline at **800-6300 321**, or contact the local labor bureau at **12333**.

Your basic rights include (but are not limited to):

- 1) Wages for both normal time and overtime must comply with local, legal standards.
- 2) Your working hours should not be excessive. Overtime work should be voluntary at all times. You have the right to refuse overtime work.
- 3) The factory should not demand a deposit, retain your ID Card or withhold your wages.
- 4) Your entitlements include: copy of your labor contract, social insurance plus other Government approved paid leave.
- 5) The rights of all people male or female must be respected; these include workers from different regions, also victims of industrial accidents or suffering from occupational diseases.
- 6) You should not be subjected to any forms of harassment (e.g. body search, sexual harassment) or discrimination; no mental or physical disciplinary actions are permitted.
- 7) You should have a safe and sanitary working environment in compliance with local laws.
- 8) You should be provided with free and appropriate personal protective equipment, also occupational health and safety training as required .
- 9) If you are over 16 years old but under 18, as a juvenile worker, you cannot be required to a) work on night shift, b) operate heavy machinery, c) have any contact with hazardous/toxic chemicals.
NOTE: People under 16 cannot be employed.
- 10) You have the right to elect your own representatives by law.