



# ICTI CARE Foundation

**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.



**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.icti-care.org/audience/chinese/factory-workers.htm>**



or send email to us at **[asia@icti-care.org](mailto:asia@icti-care.org)**

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