



ICTI CARE Foundation

国际玩具工业理事会“关爱”基金

What You Should Know

ICTI CARE Process appreciates your participation in the toy industry and the information below will help you understand your rights. If you have queries, please call our helpline at 800-6300 321, or call the local labor bureau.

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 hours must not be excessive. At all times overtime work is to be voluntary. You have the right to refuse overtime work.
- 3) Employers must not demand a deposit, hold back your wages or retain your ID papers.
- 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 by factory personnel, 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 occupational health and safety training, also personal protective equipment as required.
- 9) If you are under 18 years old, you cannot be required to work, a) on night shift, b) operating heavy machinery, c) with chemicals. (e.g. spray painting)
NOTE: People under 16 cannot be employed.
- 10) You have the right, in compliance with China law, to elect your own representatives.

ICTI CARE Worker Helpline: 800-6300 321 (Toll free for landline calls)

Dial from Mobile: 020-8154 8562 (Please ask for calling back)

Please also feel free to visit our website:

<http://www.icti-care.org/audience/chinese/factory-workers.htm>

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



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