



# 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)

The helpline are operated by the "Occupational Health Consultation Services Co., Ltd. (OHCS)"



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](mailto:asia@icti-care.org)**

