Preamble:

Effective 1st April 2013, the ICTI CARE Process (ICP) will recognize factories that achieve a 60-hour workweek in a new ICP Class A Seal of Compliance category. Initially intended for less seasonal industries, the Class A (60-hour workweek) seal of compliance will also serve as an aspirational goal for all factories in the ICTI CARE Process.

As background, the ICP has been working toward bringing toy industry working hours in line with local labor law and with most globally accepted working hour standards. Since its inception, the ICP has slowly brought the ICP-acceptable level of working hours down to a maximum of 66 per week through an effective continuous improvement program. The only exception is working up to 72 hours per week for a limited time in the high production season to take into account the strong seasonality of the toy business. Based on our decision to expand ICP services into the juvenile products industry and our continuing discussions with civil society organizations, the ICP is now ready to begin phase-in of the globally-accepted 60-hour workweek standard.

Buyers for juvenile product factories and other non-toy product factories, which are less affected by seasonality, in many cases have already been required to meet this standard. We recognize that the traditional toy industry is not yet ready to move toward a 60-hour workweek at this stage; therefore the “Class A (60-hour workweek)” is aspirational and optional for them, but not mandatory. Buyers may request factories to move toward a 60-hour workweek standard within a realistic time frame and would be expected to support such a development through changed order patterns, adjusted prices, etc.

60-Hour Workweek Parameters

The following requirements apply to the ICP 60-hour workweek standard:

- the seal of compliance will read “Class A (60-hour workweek)” and will belong to the Class A seal category;
- must work a minimum of 40 weeks per year at less than or equal to 60 hours per week; and work a maximum of 12 weeks per year (which can be applied consecutively) of “Seasonal OT,” defined as greater than 60 hours per week but less than or equal to 66 hours per week;
- must have one day of rest in every predefined week;
- one progress audit is required within 6 months from the Seal of Compliance issue date to verify the seal sustainability, except for factories in their 3rd consecutive year of Class A;
- No mandatory working hour reduction for toy factories to meet with “Class A (60-hour workweek)” requirements.
The Audit Process
Factories with Class A (60-hour workweek) Seals will still be required to have one progress audit within 6 months from the Seal of Compliance issue date to verify seal sustainability. It might be replaced with a lower class Seal of Compliance if working hour backsliding is revealed by the audit.

Factories with Class A (normally 66 hours per week), Class B or C Seals also have a chance to receive a “Class A (60-hour workweek)” seal if a progress audit reveals that it is in full compliance with “Class A (60-hour workweek)” requirements.

Implementation
ICP expects to launch the “Class A (60-hour workweek)” seal effective from 1st April 2013. As part of this process, ICP will:

- provide additional information on its website and in newsletters, in English and Chinese and in local toy association magazines;
- conduct auditor briefings through technical manager meetings and auditor refresher training;
- inform factories through its regular toy association open day meetings and ICP seminars;
- dedicate one administrative ICFAL staff member to answer questions by telephone or e-mail;
- provide briefings to stakeholders during regular meetings and undertake any other implementation activities that are seen as necessary by ICP Operations.