

Child Labour Toolkit

Responsible Approaches to Child Labour in the Textile and Garment Industry

Child Labour Toolkit

HÅNDVÆRKSRADET



Save the Children

Denmark

Child labour poses one of the largest risks to a company's reputation, and its elimination carries a high priority among companies. But the way that working children are treated by international companies, is far from always ethically correct. Save the Children Denmark's CSR unit provides advisory services on corporate responsible approaches to child labour and other child rights issues.

The Danish Federation of SMEs offers assistance in CSR related issues both in Denmark and internationally i.e. development and management of the CSR process for example improving and addressing issues such as occupational safety and health, environmental issues, worker's rights, and anti-corruption.

The Child Labour Toolkit was prepared by:

Rasmus Juhl Pedersen, Child Labour and CSR Adviser, Save the Children Denmark & Henriette Freris, Chief Consultant, The Danish Federation of Small and Medium-Sized Enterprises.

Permission to use, copy and distribute this document partly or as a whole is hereby granted, provided that due source of reference appears in all copies.

Designed by Westring + Welling A/S.

First published 2006.

For more information and copies please contact:

Save the Children Denmark
Rosenørns Allé 12
1634 Copenhagen V
Denmark

Telephone: +45 35 36 55 55
E-mail: redbarnet@redbarnet.dk
Web: www.savethechildren.dk

Table of content



6 Introduction



12 International rules on child labour



18 Work conditions for children in the garment industry



24 A child in the production – what do I do?

28 Tool A How to determine a child's age?

29 Tool B How to interview a child

30 Tool C How to make an action plan

31 Tool D Working with the supply chain

33 Tool E Assessment checklist

34 Tool F Child labour decision tree



36 Fact sheet on Bangladesh



42 Additional resources on child labour



Introduction

Introduction

Child labour is a sensitive issue for consumers, companies, trade unions, legislators and NGOs. However in the developing world children – often even parents themselves – have to work in order to survive. This toolkit encourages companies in the textile and garment industry¹ i.e. buyers, manufacturers, suppliers, and subcontractors with the assistance of trade unions and NGOs to work together in order to improve the working conditions for children and young people and furthermore to be open about their policies and practices regarding working children. The toolkit further explains what the companies need to do if they want to provide a “safe job” for children in the textile and garment industry.

Save the Children’s policy on child labour:

“Children should not be subjected to dangerous and exploitative work. Whilst recognizing the fact that many children do not have a choice when it comes to deciding whether to work or not, Save the Children aims to improve access to training and education and to tackle the overriding problem of poverty. Source: “Save the Children’s Position on Children and Work”.

The toolkit provides companies in the garment industry with:

- Guidelines to provide the best possible work conditions for children
- Guidelines “how to treat children in ways that respect their rights”.
- Guidance on how to prevent child labour
- What corrective actions to take if children are found to be working²

It is acceptable for children age 12 – 18 to work provided:

- Children are not subjected to exploitative and dangerous work
- The work of children is continually monitored
- The workplace is safe and special consideration is given
- Children are given proper training and instruction
- Work hours are limited
- Work is flexible
- Work actively enables children going to school and receiving vocational training.

In summary, the toolkit is aimed at creating a safe working environment for children while living up to international conventions on child labour, national labour laws and national laws regarding occupational health and safety.

Design of the toolkit

The development of the toolkit is based on a request from textile and garment companies to get practical guidelines which are:

- Short.
- Action oriented.
- Guiding the company’s policy towards working children.
- Providing additional resources on child labour.

The toolkit complements existing child labour guidelines aimed at companies³ and does so with specific reference to the garment industry.

The toolkit has been designed to suit both large and small enterprises in both developed and developing countries

Code of conduct, CSR strategies and the toolkit

The toolkit does not replace the existing use of code of conducts and ethical guidelines but supplements these. The toolkit can be used when companies or suppliers as part of the code of conduct carry out child labour inspections, monitoring, verification etc. to make these procedures as child friendly as possible. The toolkit is also well suited to guide the company’s adoption of CSR strategies as the toolkit can be used as the part of the strategy dealing with child rights.

How to use the toolkit

CHAPTER 1 Introduction – explains the background of the toolkit and identifies its intended audience and use.

CHAPTER 2 International rules on child labour – presents the most important international conventions regulating the work of children and provides definitions for different categories of child labour; light work, hazardous work and worst forms of child labour.

CHAPTER 3 Work conditions for children in the garment industry – provides a short industry specific overview over child labour in relation to the textile and garment industry in the

form of general work conditions for children and directs particular attention to hazardous work processes for children within the textile and garment industry and to work processes or job functions that may be considered light work and as such adequate for children.

CHAPTER 4 A child in the production; what do I do? – gives an overview of tools aimed at specific problems and decisions related to preventing the employment of underage child labour and acting on child labour.

Tool A How to determine a child's age
Tool B How to interview a child
Tool C Making an action plan
Tool D Working with the supply chain
Tool E Assessment checklist
Tool F Child labour decision tree

CHAPTER 5 Fact sheet on Bangladesh – gives a schematic overview of the laws regulating the garment industry in Bangladesh.

CHAPTER 6 Additional resources – points the reader to other organisations which have resources on child labour and the integration of CSR and child rights.

Background

The toolkit has been developed as part of a project initiated in 2004 by Save the Children Denmark: The CSR Child

Labour Project (CCLP) in Bangladesh as part of Save the Children Sweden-Denmark's child labour programme in Bangladesh and with the financial and technical support of the Danida Private-Public-Partnership Programme, Ministry of Foreign Affairs of Denmark.

The CCLP is a structured learning project aimed at developing methods and tools for corporate socially responsible approaches to child labour in the Bangladesh textile and garment industry. A main objective is to produce results, primarily in the form of practical working tools that can be disseminated to other Danish and Bangladeshi companies and to develop a project model for education, vocational training and job placement for children and young people age 14-18 that may be used in other industries and countries as well.

The CCLP project was planned and implemented by Save the Children Denmark and Save the Children Sweden-Denmark in Bangladesh in co-operation with Håndværksrådet (The Danish Federation of Small and Medium-Sized Enterprises). 5 Danish garment companies ranging from small to large internationally oriented companies (buyers and producers) formed part of the project peer group, which committed themselves to be active participants in the development of

the toolkit. A wider participation in the project has taken place through the involvement of Danish and Bangladeshi advisory groups involving stakeholders from NGOs, trade unions, textile and garment associations, CSR consultants and academia and through dissemination activities, including conferences for wider audiences in both Dhaka and Copenhagen.

The project aimed at mobilising private Danish and Bangladeshi textile and garment companies to develop and discuss both generic and industry specific solutions to the management and prevention of child labour both in relation to direct business partners, suppliers and sub-suppliers in the garment industry in Bangladesh.

It was a goal of the project that the solutions should live up to the commercial market requirements of the garment companies and the demands from their customers, and they should benefit working children by providing them with an alternative to or supplement to work in the form of education, skills training and other social services. A key strength of the project approach in CCLP was the direct involvement of selected and highly committed individual companies in the discussion and development of solutions. A further strength is the emphasis on the business case describing why and how to

manage and integrate child labour and corporate social responsibility (CSR).

The toolkit was developed by Save the Children Denmark and Save the Children Sweden Denmark in Bangladesh in co-operation with Håndværksrådet and with the assistance of five Danish companies, and thirty Bangladeshi companies in the garment industry. In addition to this, various organisations and companies related to the textile and garment industry have discussed and commented on the toolkit. Helpful comments have been received from the project's advisory groups. In Denmark, in particular from the Federation of Danish Textile & Clothing and in Bangladesh from the Bangladesh Garment Manufacturers & Exporters Association (BGMEA) and the Bangladesh Knitwear Manufacturers & Exporters Association (BKMEA).

The toolkit is "work in progress" and we welcome feedback from anyone using it. If you have comments please contact Save the Children Denmark – redbarnet@redbarnet.dk

¹ In the following, referred to as the garment sector or the garment industry

² In contravention of the national labour law, ILO conventions on child labour or a company's code of conduct

³ See Save the Children, Unicef and the International Labour Organisation (ILO)

International rules on child labour



International rules on child labour

There are three sets of international rules that establish the framework for how the world community looks at child labour and how harmful child labour should be combated i.e.

- UN Convention on the Rights of the Child
- Minimum age – ILO Convention No 138
- The worst forms of child labour – ILO Convention No 182.

All three need to be translated into national law before they can take effect. However in the absence of national legislation many companies, governments and organisations refer to the international conventions when they form and direct their policies and practices on child labour.

UN Convention on the Rights of the Child

The UN Convention on the Rights of the Child, 1989 (CRC) article 32 says that children (under the age of 18) have a right to be protected from Economic exploitation and from performing any work that is likely to be hazardous or to interfere with the child’s education, or to be harmful to the child’s health or physical, mental, spiritual, moral or social development.

States must provide for:

- A minimum age or minimum ages for admission to employment
- Appropriate regulation of the hours and conditions of employment
- Appropriate sanctions to ensure effective enforcement
- Assurance of the right of the child to express her views freely in all matters affecting the child.

Also, the CRC says that decisions affecting the child must be made with due consideration to the best interest of the child and the views of the child is to be given due weight in accordance with the age and maturity of the child.

Minimum age – ILO Convention No 138

The ILO conventions set minimum ages for different types of employment. Generally, children should not be working before they have reached the age for completing compulsory schooling, which is normally set at 15 for normal work and 13 for light work. However, in certain developing countries where educational facilities are less well-developed, lower ages can be permitted, at 14 and 12 respectively. Light work is the opportunity for children to be engaged in light part-time work that does not prevent the child from going to school, and which is not likely to be harmful to his or her health and development.

Convention No 138 does not apply to work done by children and young persons in school for general, vocational or technical education.

	Developed countries	Developing countries ¹
Light work	13 years	12 years
Normal work	15 years	14 years
Hazardous work	18 years	18 years

Source: Implementing the UN Global Compact. A booklet for inspiration, June 2005, Danida & UNDP

The worst forms of child labour – ILO Convention No 182

“Children under 18 should not be admitted to any type of employment or work, which by its nature or the circumstances in which it is carried out is likely to jeopardize the health, safety or morals of young persons.”

The term “the worst forms of child labour” comprises: slavery, debt bondage, trafficking of children, the use of a child for illicit activities and “work, which by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children”. For companies and their suppliers’ it is probably the last part of the paragraph, which is particularly relevant – the so-called “hazardous work”. See also chapter 3 – Work conditions for children in the garment industry.

Hazardous work is the types of work which according to ILO² is prohibited to children under the age of 18 years.

Definition of hazardous work
“Work, which by its nature or the circumstances in which it is carried out, is likely to harm the health, safety or morals of children”.

Examples of hazardous work:

- Work under ground, at dangerous heights or in confined spaces
- Work with dangerous machinery, equipment and tools
- Work that involves manual handling or transport of heavy burdens
- Work in an unhealthy environment:
 - exposure of children to chemical hazards
 - work in excessive temperatures
 - work that involves heavy vibrations
- Work under particularly hard conditions
 - long working hours
 - night work
 - work in isolation.

Under particularly strict conditions, the age limit for hazardous work may be set at 16 years. The conditions being that the affected health, safety and morals are wholly protected, and the children receive adequate instruction and training in the particular branch of activity.



Photo: Rasmus Juul Pedersen / Save the Children Denmark

¹ This only applies to developing countries that have ratified the convention with special reference to this particular rule.

² Convention 182; article 3(d) and recommendation 190

Work conditions for children in the garment industry



Work conditions for children in the garment industry

Securing a good work environment for all employees is essential. However, companies must pay extra attention to the work place conditions and work conditions that children and young persons under 18 years work under: The guidelines in this section should be seen as a supplement to existing law in the country where the production and business is taking place. They are not official; however they express good practice based on the results of the two year Save the Children learning project, and discussions with garment companies and NGOs in Bangladesh.



TO DO

The general work environment must have:

- Sufficient instructions – easy to read and understand
- Safety precautions and protective gear must be in place
- Compliance with fire safety regulations and emergency exits must be met
- Adequate ventilation and acceptable temperatures, i.e. not too high and not too low
- Good and adequate lighting
- Work tables and chairs must allow ergonomically healthy work positions i.e. the chairs and tables must at least be adjustable to suit people with different heights
- There must be regular and adequate breaks for toilet visits and lunch
- The company must keep records of all workers including children under 18 years, see tool E. Assessment checklist



NOT TO DO

The general work environment must not:

- Be stressful and hostile
- Children and young persons under 18 years must not work with and near heavy, sharp, cutting, or rotating machinery. (See also section on "hazardous work in the garment industry")
- Children and young persons are not allowed to lift or carry heavy burdens. (See also section on "hazardous work in the garment industry")
- Children and young persons under 18 years must not work with or be exposed to work involving hazardous chemicals
- Children and young persons under 18 years must not work at night
- The salary for children's work must not be different from that of adults for work of a similar nature and quality and the salary must equal a living wage
- Deductions in salary based on errors in production or discarded products should be discouraged.

In the textile and garment industry there are many work processes, which are "light work" or where it is possible to organise the work in a way where it becomes "light". This will enable children age 13-15 and 12-14 respectively to be employed.

Definition of light work

The opportunity for children age 13-15 (and in some developing countries age 12-14) to be engaged in light part-time work, which does not prevent the child from going to school, and which is considered not to be harmful for its health and development. The states MUST define which activities and types of work that fall under the heading "light work". States must also decide duration of work hours and conditions for this work."

Classification of work

Department/ Section	Designation	Suitable	Suitable under supervision	Not suitable
Dyeing Section	All positions			
Mechanical Section	Assistant for Plumber			
	Assistant for Fitter			
Knitting Section	Helper for Operator			
	Helper for Q.C.			
Cutting Section	Out Put Man			
Finishing Section	Poly man			
	Tag man			
	Check man			
	Carton man			
	Assistant for Q.C.			
	Assort man			
	Iron man			
	Supervisor			
Sewing Section	Helper			
	Check man			
	Plain Machine Operator			
	Side man			
	Lock man			
	Scissor man			
	Assistant for Q.C.			
	Assistant for Sample man			
Sample Section	Assistant for Cutting man			
	Assistant for Printer			

Based on "Designation of employees in a typical composite factory"

- = Work which is acceptable for children and young people
- = Work, where caution must be employed
- = Unacceptable and harmful work that needs to be stopped

Hazardous work

The textile and garment industry is not categorized by ILO as a hazardous industry. However, there are work processes and work functions, which are to be considered hazardous, and which children and young persons under 18 years have to be protected from, or which by their nature make them directly ill-suited for children and young persons under 18 years, and consequently they should not be admitted to.

Work hazards for children and young persons:

- Physically demanding work (flat knit operator, ironing, work at high temperatures)
- Sharp equipment and machinery
- Fast rotating machinery
- Cotton dust
- Lifting and carrying of heavy burdens
- Work, which demands extreme eye precision and of long duration
- Long working hours
- Night work
- Work with and exposure to hazardous chemicals (dyeing, bleaching, and printing).

Companies must also in accordance with ILO convention 182; article 7 assure that particular care is made with regards to girls' involvement in hard physical labour and in the lifting, carrying and moving of heavy burdens.

Psycho-social hazards

Apart from the hazards connected to production itself, there are psycho-social hazards for children in an industrial work environment like the one found in the textile and garment industry. Particular attention should therefore be paid to avoiding verbal and physical disciplining and sexual harassment and abuse. Particularly, a large number of young women are vulnerable to sexual harassment by co-workers or floor supervisors. Companies may also assist young employees by monitoring the exit ways outside the factory area when workers are dismissed after they have ended their work shift.

A child in the production – what do I do?



A child in the production – what do I do?

The following decision tree gives an overview of the tools aimed at specific problems and decisions related to preventing the employment of underage child labour and taking responsible measures towards child labour.

The specific age limits indicated below applies specifically to the Bangladesh context, but the general thinking behind the individual steps in the decision tree is equally applicable to other low cost garment producing developing countries. For a more comprehensive and general child labour decision tree – see tool F.

Remember that children and young people in developing countries often look younger than their actual age and that an interview with a child is best done in the presence of an adult member of family. See tool B - How to interview a child

Bashir is now 13 years old. But his supervisor claims that he is 14 and a half. Now he is working as a helper in a garment factory in Narayanganj, Bangladesh. He has worked here for the last two years. His mother also works in the factory. Bashir puts tags in T-shirts and Polo shirts. Three years back Bashir used to go to primary school. Three months after taking admission, his mother forcefully engaged him to work in the garment factory. After his second marriage Bashir's father no longer provided any financial help to his family. Now his father has become addicted to pot. Sometimes his father takes away his mother's salary for buying pot. Bashir and his mother are the only earning persons of his family of seven. He earns 1,400 taka per month and his mother earns 1,300 taka per month with overtime. Every month he pays 630 taka as house rent. So it is quite tough to survive with the limited money. Bashir's future plan is to enroll in a primary school to complete his primary education after he has saved some money. He later wants to become an operator in a garment factory.

A child is observed in production
Take notice of how the person looks and where his or her work station is. Do not frighten the child by asking questions to him or her.

Important
Avoid having the child worker fired. It is near impossible to find alternative work. The alternative is another factory or even worse. See tool D – Working with the supply chain.

Contact manager in charge of personnel
Ask how age is determined and check possible documentation. See tool A. How to determine a child's age and tool E – Assessment checklist

Between 14 – 18 years of age
If a child worker is between 14 and 18 years, he or she may work 5 hours every day with light part-time work and only during daytime. Check what the work conditions are for the child: Tasks, work hours, breaks, wages, safety and protection. Help identify a solution that secures continued work for the child in combination with access to school or vocational training. See tool C – Making an action plan

Under 14 years of age
Develop an action plan together with management for how to secure the child access to school, compensating income and potential return to work once the child reaches 14 years. See tool C – Making an action plan

Follow-up
It is recommended to plan and implement a follow-up in order to make sure that all obligations are met. See tool C – Making an action plan

TOOL A

How to determine a child's age?

In the handling of child labour it is extremely difficult to determine and verify a child's age which is a huge problem. In many developing countries, there is no registration of births; children have often during their childhood been ill with diseases and have been under nourished or received an unbalanced diet. Typically, children in developing countries are shorter.

There is not "one good method" to determine age, however, there are several methods which are acceptable. We recommend that companies make a decision on what method(s) to use and that they are always using the same method(s). Using two or three methods supplementing each other is better than using only one method as this will assure a fair treatment. Furthermore this means that the company is able to document its policies and practices on prevention and handling of child labour upon request from customers or authorities.

Methods to determine age

Some companies base their evaluation of children's admittance to work on the child's physical appearance and development while others base it on the intellectual maturity of the child. Also, documents such as school certificates and age certificates are

used to help determine a child's age. It is hard to say what method is the best, but with consideration of the child's best interest, the choice is not arbitrary.

The most important is that the method applied be child friendly i.e.

- Not based on an overreaction, which works against the best interests of the child
- Not based on judging age by physical size

In the table below, reference is made to methods commonly used by the textile and garment factories in Bangladesh.

Indicator	
Doctor's certificate	<ul style="list-style-type: none">• Assessment of bones, muscles and teeth• Soft hands and nails
Intellectual maturity	<ul style="list-style-type: none">• Interview/ Conversation with the child• Recollection from memory of events and characters• Past work experience
Age certificate	<ul style="list-style-type: none">• Birth certificate¹• School certificate• Other certificate

TOOL B

How to interview a child²

Interviewing a child is necessary in connection with recruitment of young people: a) to assess their age (as one of several measures please see tool A – How to determine a child's age), b) to assess the maturity in connection with finding out what job the person is able to carry out, c) possible work experience and/or d) if one of the workers is identified to be underage for the type of job/process that the child or young person carries out.

When interviewing a child that you suspect to be below the minimum required age for the particular type of job or where the child has been engaged in hazardous work, it is important to create a trusting and relaxed atmosphere. It is also important that the conversation takes place in an undisturbed but not too remote and out of sight environment. Essentially, the child must feel as secure as possible

What to observe?

- The child must be treated with respect and recognized as an individual in his or her own right
- There must always be two adults present at the interview at all times. An adult must not spend excessive time alone with children away from others in order not to create unnecessary worry for the child and create a basis for suspicion of inappropriate or threatening behavior and abuse
- When interviewing a girl, there must always be a woman present
- It is advisable to invite the child's parents or guardians for the interview
- If the child is an orphan and no guardian or relatives can be identified, a representative of a child rights NGO may be invited.

During the interview with a child

The key objective of the interview is always to listen to the child and to try to make an overall assessment of the child's family and work situation:

- Why the child works and what the situation of the child is?
- How does the child contribute to the family income and what are the circumstances of the family (e.g. unemployment, disease etc.)?
- How does the child understand and appreciate his or her own work?

TOOL C

How to make an action plan

When a child is found in production, it is important to have clear guidelines and practices for how to cope with the situation in a transparent and equitable manner which assists the child with compensation, alternative work and education/vocational training. The action plan must ensure what the roles of the company, suppliers and family are and how to monitor the welfare of the child and follow-up on obligations.

When discussing and implementing an action plan for the potential removal of the child from its work or transfer to safe part-time work, the solution must always be in the best interest of the child, and the child's right to be involved in the discussion and choice of alternatives must be recognized. Doing this, it is important to consult the child about its own preferences, including:

- Securing access to and financing of school or vocational training.
- Compensating income or severance pay.
- Awarding work to an adult member of the family.
- Return to the work once the child has reached an age where it may be admitted back to work.

The age and maturity of the child is decisive in determining what the best approach is. Older children may be given the opportunity of vocational training whereas younger children may be assisted to go to school.

When deciding the best alternative, care must be given that the income situation of the child and its family is not compromised. Often, it will take encouragement of the parents to send their children to school rather than work. Companies may assist the situation of child labour by contributing resources to local schools or by developing educational facilities. Local NGOs may also assist with school and vocational training, and it is recommended that companies seek the assistance of NGOs when making an action plan.

There may also be need for short-term medical treatment as part of removing children from work if the child is sick or injured from the work. Children who have injured themselves may be incapable of sustaining a living as adults, and they are not protected by laws on compensation or otherwise protected through social support measures.

TOOL D

Working with the supply chain

It is important as part of CSR to communicate all aspects of good labour practices to all parts of the supply chain, but it is sometimes necessary as part of identifying problems of child labour to map and troubleshoot the supply chain, and to research those parts of complex supply chains where it is more likely that children may be found working. Child labour may be found in cotton farming but also as part of subcontracting to smaller less sophisticated producers, as part of the production of inputs such as zippers, buttons, poly bags, carton boxes etc. and as part of work done by homeworkers.

Orders placed with other manufacturers

In the garment industry there is a widespread use of subcontractors, which means that part of or the whole of the garment is subcontracted to another factory or to homeworkers. This practice takes place in situations of insufficient production capacity, taking advantage of cheaper production or in order to use the specialty services of others. The problem related to using subcontractors is that the international customers are often not aware of this practice and cannot monitor the labour practices with

the subcontractor. As a result there may be practices, which are in conflict with the buyers' own policies and code of conduct. In order to avoid this problem, the buyer may stipulate in the contract that subcontracting cannot take place without an expressive approval from the buyer.

Linkages to small scale informal sector

The garment supply chain has numerous linkages between the formal i.e. officially registered companies and the informal sector i.e. private individuals/families working without formal registration with the authorities. The informal sector supplies for example: handicraft production for t-shirts, trousers and sweaters in the shape of e.g. embroidery, bead work or crochet work. The work in the informal garment sector is often not monitored, and it often takes place in private homes and is organised by middle men/contractors who deal with the garment factories and buying houses in the formal sector. The work in the homes often involves children as they need to contribute to make a living for the family. When researching the informal sector's activities as part of a company's supply chain, it is very important not to take too rash decisions about removing under age children found but to assess the situation carefully in order to

find an acceptable situation for all involved.

Ethical Trading Initiative (ETI), a multi-stakeholder initiative consisting of companies, NGOs and trade union organisations has developed comprehensive guidelines for homeworkers. See chapter 6 for a reference to Ethical Trading Initiative.

Publicize names of suppliers

More and more international companies have started an open display and publicizing of the names and locations of its suppliers. They do this in order to create transparency and accountability. This practise has also spread to the garment industry.

Minimum age of employment set at 18

As part of complying with the labour law and buyer's codes of conduct, garment factories establish a minimum age for employment setting the age limit for employment at 14, 15, 16 or even 18. The national minimum age for employment varies between countries, but for many garment producing LDCs, the minimum age is 14.

More and more garment factories are setting the minimum age of employment at age 16 or 18. Seen from a child right's perspective this practise is very unfortunate as it takes away the opportunity for a large number of persons age 14-18 to be engaged in safe work.

Minimum age of 18 years for employees is in order to:

- Prevent all problems related to child labour
- Avoid any restrictions placed on the type of work that children and young persons age 14 – 18 are permitted to do
- Create a safety buffer in order to assure that no children are employed (i.e. buffer between the allowed minimum age and the age requested/demanded by buyers.
- Comply with some buyers in their code of conduct that state that they do not want to do business with any supplier unless the minimum age of 18 is used.

TOOL E

Assessment checklist

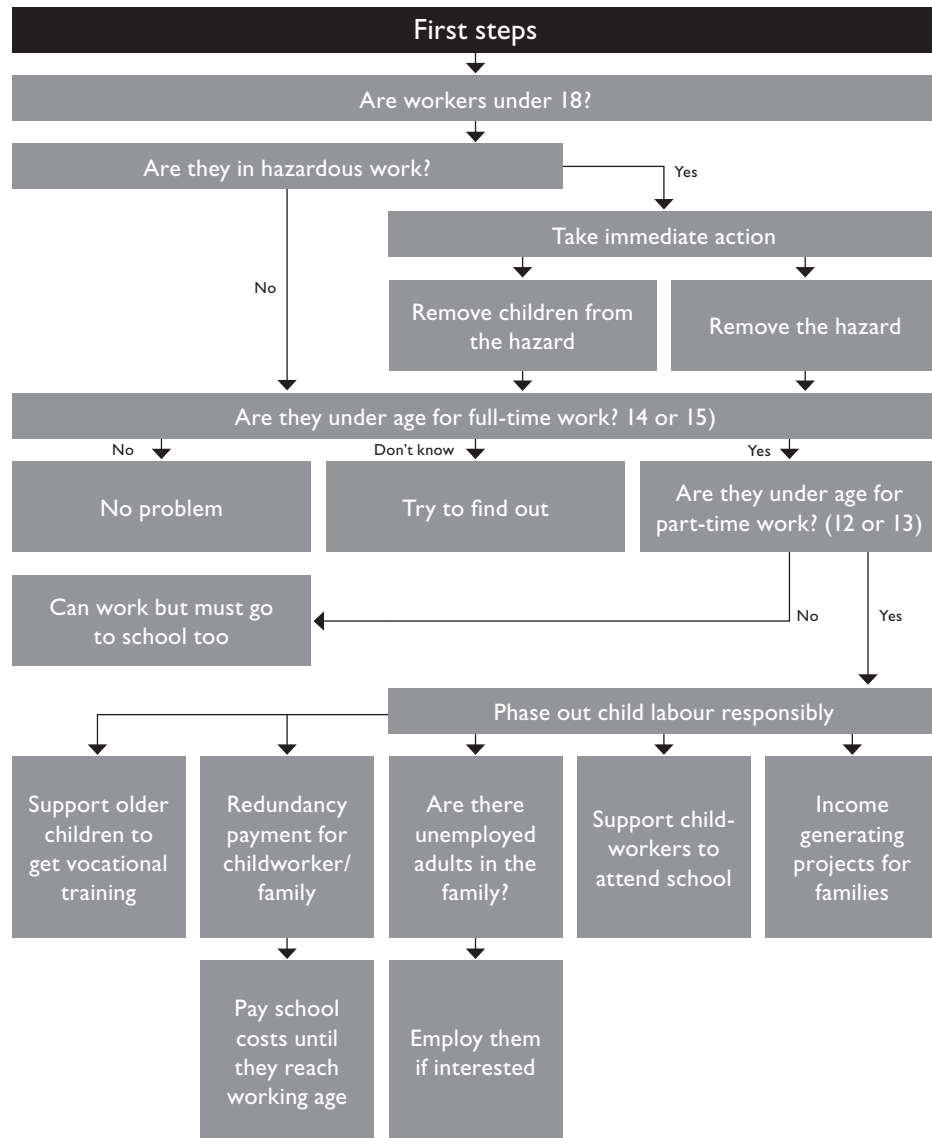
The following is a checklist, which can be used by buyers, inspectors, and auditors in the textile and garment industry to determine the level of awareness and company policies regarding child and young labour.

Item no	Requirement	Yes/No/NA	Comments (Especially explanation for NA)
1.1	Does the factory have a copy of law document about "Child and Young Labour" and understand its requirements?		
1.2	What is the minimum age of workers specified by law?		
1.3	Does the factory have effective procedures to verify the age of a worker at the time of recruitment?		
1.4	Does the factory keep adequate documentation supporting age information of workers?		
1.5	Does information, collected through document checking and worker interview prove that there is no child labour in the factory?		
1.6	Does the factory arrange health check for all young workers working at the factory?		
1.7	Was it found that the factory did not employ young workers to work in hazardous working conditions?		
1.8	Was it found that the factory did not employ young workers to work on night shift?		

¹ If available – e.g. in Bangladesh, births are not formally registered.

² These guidelines are a.o. based on: Save the Children "Child Protection Policy", International Save the Children Alliance

TOOL F
Child labour decision tree



Taking action

Principles

- The best interest of the child are paramount
- Address child labour as part of wider approach to improve working conditions
- Aim for continuous improvement with a local focus
- Create partnerships and consult locally
- Tackle causes (ie, wages and education), not just symptoms (ie, children working)
- Share responsibility and costs across supply chain
- Allow some flexibility for smaller businesses (ie, longer time frames)
- Be transparent and accountable in reporting on progress

Company actions

- Consult with suppliers and stakeholders
- Develop policy
- Establish monitoring and implementation systems
- Train buyers and quality-assurance staff
- Form a joint plan of action and agree time frames
- Budget to fund child labour interventions
- Encourage and support suppliers to act responsibly
- Ensure that reporting of progress and problems is transparent
- Review progress and spread best practice

Understand extent and reasons for children working

Consult with community groups, NGOs, trade unions, academics, local government

Prevention and remediation

- Remove children from hazardous operations and provide with stipend
- Raise wages so jobs are performed by adults who can provide for families
- Develop long-term business relationships which provide job security
- Invest in local education and training, supporting government schools wherever possible
- Support community development initiatives, eg, women's income-generating groups, or groups providing support to orphans
- Support small business development
- Raise awareness with the community on child labour legislation and company policy

Monitoring and feedback

Community groups, local NGOs, trade unions, academics, local government

Supplier actions

- Assess and prioritise (survey if necessary)
- Work with other businesses
- Engage with NGOs, trade unions and the community
- Form a joint plan of action and agree time frames
- Budget to fund child labour interventions
- Ensure that reporting of progress and problem is transparent
- Review progress and spread best practice

Source: Save the Children, "Big business, Small hands", 2000



Fact sheet on Bangladesh

Fact sheet on Bangladesh

The following is a schedule summarizing the rules and regulation in Bangladesh guiding children's work in the textile and

garment sector. Note that while the ILO Convention 182 has been ratified, it has not been fully implemented in Bangladesh.

Category of children	12 – 14 Minimum age for work in any factory is 14 years of age	Child ¹ 14 – 15		Adolescent ² 16 – 17		Adult 18 –	
		Boys	Girls	Boys	Girls	Men	Women
Daily work time		Max. 5 hours in any day between the hours 7 a.m. and 7.p.m.; on two shifts that overlap or spread over more than 7½ hours each; and on any day on which he/she has already been working in another factory must display a notice of periods of work for children and adolescents				8 hours/day	
Weekly work time						48 hours/week	
Maximum hours of work and overtime						10 hours a day or 60 hours a week and on average 56 hours per week	
Required rest periods per day							
Register		A register shall show name and date of birth of person, the nature of work, and the number of the certificate of fitness					
Medical certificate		Certificate of fitness by certifying doctor is required					

Category of children	12 – 14 Minimum age for work in any factory is 14 years of age	Child ¹ 14 – 15		Adolescent ² 16 – 17		Adult 18 –	
		Boys	Girls	Boys	Girls	Men	Women
Night work		Night work 8 p.m. – 7 a.m. is prohibited				Women: Night work 8 p.m. – 7 a.m. is prohibited	
Lifting, carrying and moving of burdens		Max. 35 pounds	Max. 30 pounds	Max. 50 pounds	Max 40 pounds		
Special consideration as to female children/ women						Women: Special provisions for leave, benefits, health protection and employment security	
Employment on machinery		No child or adolescent shall be employed on or near machinery in motion, or on dangerous machinery				No woman allowed to clean, lubricate or adjust any part of machinery in motion	

Category of children	12 – 14 Minimum age for work in any factory is 14 years of age	Child ¹ 14 – 15		Adolescent ² 16 – 17		Adult 18 –	
		Boys	Girls	Boys	Girls	Men	Women
Minimum Wages a) Medical: fixed at taka 150 b) Basic pay c) House rent: 30 percent of basic pay		Helper: Taka 930 per month Trainees and apprentices: Minimum allowance of Taka 500 per month for a maximum period of three months Deductions from wages – see below					
Overtime payment:						Allowance at the rate of twice his/her ordinary rate of wages ³ , excluding any bonus or any other additional payment in lieu of bonus provided work for more than eight hours in any day or more than 48 hours in a week	

Source: Based on "Manual for child labour monitoring and verification – Vol. I and II, A BGMEA/ILO/UNICEF MOU Project, Bangladesh

Deductions from wages

An employer is allowed to deduct from wages for:

- fines;
- absence from duty;
- damage to or loss of goods or money expressly entrusted to the employed person where such damage or loss is directly attributable to his or her neglect or default;
- living conditions supplied by the employer;
- government authorized amenities and services supplied by the employer;
- recovery of advances under certain circumstances;
- income tax under certain circumstances;
- subscriptions to or repayment of advances for a provident fund;
- payment to cooperative societies.

The practice of making deductions from wages should be discouraged

Bangladesh has ratified the UN Child Rights Convention and the following fundamental ILO conventions:

- Freedom of Association and Protection of the Right to Organize (No. 87), and Collective Bargaining Convention (No. 98)
- Forced Labour Convention (No. 29) Abolition of Forced Labour Convention (No. 105)
- Discrimination (Employment and Occupation) Convention (No. 111)
- Worst Forms of Child Labour Convention (No. 182).

Bangladesh has not yet ratified the ILO Minimum Age Convention (No. 138).

¹ Child: Until the 16th years birthday

² Adolescent: After the 16th years birthday but before the 18 years birthday.

³ The ordinary rate of wage shall be determined by dividing ordinary monthly wages by the number of monthly hours worked.



Additional resources on child labour

Additional resources on child labour

How to research child labour

How to research and map child labour as part of the supply chain. Save the Children UK has produced a resource pack: Business Benefits. How companies can take positive action on education, child labour and HIV/AIDS. The resource pack is an instructive guide with business briefings on child labour, education and HIV/AIDS. Comes with a CD-rom.

How to direct corrective action at working children

- Big Business, Small Hands. Responsible Approaches to Child Labour, Save the Children, First Published 2000. The guide answers common questions to which business people are seeking answers, and suggests means and measures that a socially responsible company and its suppliers can take to address child labour. www.redbarnet.dk – "business" & "working children" and corporate social responsibility
- Unicef. Child Labour Resource Guide. The guide has been designed to help businesses establish an appropriate response when they suspect or find that children might be working for them or their suppliers. www.unicef.org.uk

How to manage homework

Ethical Trading Initiative (ETI) www.ethicaltrade.org Recommendations and working tools for those working within international supply chains that source from homeworkers. They seek to provide guidance on how retailers, suppliers, trade unions and NGO's can take action to improve the working conditions of homeworkers.

Supplier code of conduct

Sections of the supplier code of conduct related to children, young persons and child labour. Supplier code of conduct – www.csrkompasset.dk. Web site resource, (for the most part in Danish) developed by the Confederation of Danish Industry, the Danish Institute for Human Rights, and the Danish Ministry of Economic and Business Affairs.

Convention texts

- Convention on the Rights of the Child (CRC) – www.ohchr.org/english
- ILO www.ilo.org – full convention texts, convention 138 and 182
- Global Compact www.unglobalcompact.org – principle 5 concerning the effective elimination of child labour

General

www.redbarnet.dk – Save the Children Denmark. What is child labour and how can companies best approach child labour in a sustainable manner and contribute to the social responsible phasing out of child labour and development of child friendly alternatives.

The Danish Federation of Small and Medium-Sized Enterprises (DFSME) was founded in 1879 and is today the main trade organisation for small and medium-sized enterprises in Denmark, representing more than 20,000 companies.

Håndværksrådet

Islands Brygge 26
2300 Copenhagen S.
www.hvr.dk
Telephone: (+ 45) 33 93 20 00

Save the Children is the world's largest independent global organisation for children. Save the Children fights for children's rights. We deliver immediate and lasting improvements to children's lives in Denmark and worldwide.

Save the Children Denmark

Rosenørns Allé 12
DK - 1634 Copenhagen V
www.redbarnet.dk
Telephone: (+ 45) 35 36 55 55

HÅNDVÆRKS RÅDET



Save the Children
Denmark