

Forced Labor: A Type of Modern Slavery

No person should be forced to perform work against his or her will.

Example of common forced labor issues

Workers pay for employment and/or employment-related fees



Workers have their personal documents held by their employers



Workers are forced to work more than the maximum number of hours set by law, or do not receive overtime pay.



Workers are not paid the appropriate wages, are not paid on time, or are paid with coupons/cash-alternatives.



What businesses should do

- ✓ Hire workers directly when possible.
- ✓ When using third parties to fulfill staffing needs (e.g., recruitment agencies, labor agents, sub-contractors), implement controls to ensure that they do not charge any fees to job applicants.
- ✓ Provide workers with a written contract in their native language and explain to them that the contract contains rights and responsibilities regarding wages, working hours, location of work, and working conditions.
- ✓ Pay for all fees associated with employment (e.g., visa, work permit, transportation, medical), and fully reimburse workers for these fees if previously charged.
- ✓ Do not charge fees as a disciplinary action, or at contract termination if the worker has provided full notice or could not provide full notice because of abuse or threat of safety.

- ✓ Allow all workers to retain their personal documents (e.g., passports, work permits, travel documentation) during recruitment and employment.
- ✓ Provide workers with individual lockers or storage space to safely house identity documents. The storage provided should be accessible without employer permission and in a location which is well-lit so female workers feel safe.
- ✓ If a worker's personal information is needed, obtain consent to make photocopies of the documents and promptly return the original documents to the worker.

- ✓ Pay workers a wage that does not require them to work overtime to maintain a normal standard of living.
- ✓ Do not allow workers to work more than the maximum working hours set by national law, including overtime.
- ✓ Ensure all overtime labor is voluntary, and do not require overtime for a worker to retain his or her job.
- ✓ Do not retaliate against workers for refusing to work overtime (e.g., by deducting wages).
- ✓ Provide workers with regular breaks.
- ✓ Provide workers at least one day off for every seven days worked, or the minimum set by national law (whichever is higher).

- ✓ Pay wages to all workers, especially temporary and migrant workers, on a timely basis and directly to a worker's bank account.
- ✓ Compensate workers for overtime at greater than regular hourly rates.
- ✓ For each pay period, provide workers with clear wage slips which reflect work performed, deductions made, and overtime worked.
- ✓ Do not deduct pay from wages as a disciplinary measure.
- ✓ Ensure details about wages and overtime are included in the written contract provided to workers.



Provide workers of vendors and suppliers with access to an anonymous hotline or complaint mechanism to report labor concerns confidentially and without fear of retaliation.