



No.	Cluster	Critical Issues	Star Questions	Legal Reference
1	Fundamental rights	Child labour is not found, or (where confirmed) is remediated	Is there any indication that the factory employs children below the age of 15? (Based on visual check and random record checks during factory visit)	C 38; LL 177(1, 4) P 307/07
2	Fundamental rights	No forced labour	Is there any evidence of forced (involuntary) labour?	C29, C1, LL 15
3	Fundamental rights	No discrimination against workers during hiring, employment, or termination based on their race, colour, sex, religion, creed, ancestry, social origin, or political opinion	Does management discriminate against workers during hiring, employment, or termination based on their race, colour, sex, religion, creed, ancestry, social origin, or political opinion?	LL 12, C.111
4	Fundamental rights	Women workers are not dismissed or forced to resign due to pregnancy	Does management dismiss pregnant workers or force them to resign?	LL 12; ILO C111
5	Fundamental rights	Women workers are not dismissed, and their employment status or seniority is not changed during maternity leave	Does management dismiss workers or change their employment status or seniority during maternity leave?	LL12, 169, 182, C. 111
6	Fundamental rights	No sexual harassment	Are workers subject to unwelcome conduct of a sexual nature (physical contact, spoken words, or conduct that creates an intimidating or humiliating work environment)?	LL 172, C. 111; C100. LL 12
7	Fundamental rights	Men and women doing work of equal value receive different pay	Are men and women doing work of equal value, but receiving different pay?	LL 12, C. 100
8	Fundamental rights	No discrimination against any worker due to the worker's union membership or union activities (during recruitment, employment or termination)	Has management discriminated against any worker because of the worker's union membership or union activities?	LL 271
9	Fundamental rights	Workers can freely form and join trade unions of their choice	Can workers freely form and join trade unions of their choice?	LL 266, 271, C.87
10	Fundamental rights	The employer has not taken steps to bring the union(s) under its control	Has management taken steps to bring the union(s) under its control?	LL 280, C.87
11	Fundamental rights	A worker's job is not dependent on the worker not joining a union	Is any worker's job dependent on the worker not joining a union?	LL 271
12	Fundamental rights	Management does not interfere with workers or unions when they draw up their constitutions and rules, hold elections, or organize their activities, administration or finances	Does management interfere with workers or unions when they draw up their constitutions and rules, hold elections, or organize their activities, administration or finances?	LL 267, 280, C. 87
13	Fundamental rights	Workers are free not to join a union	Are workers free not to join the union(s)?	LL 273
14	OSH/Emergency	The factory conducts regular emergency evacuation drills (every 6 months)	Does the factory hold regular emergency evacuation drills?	LL 230
15	OSH/Emergency	Emergency exits are unlocked during work hours	Are all emergency exit doors unlocked during working hours, including overtime?	LL 230
16	OSH/Emergency	Sufficient number of emergency exit doors	Does the factory have enough emergency exit doors?	LL 230
17	OSH/Emergency	Proper guards installed on all dangerous moving parts (not including needle guards)	Are proper guards installed on all dangerous moving parts of machines and power transmission equipment? (not including needle guards)	LL 230
18	OSH/Emergency	Water for drinking is clean and sufficient	Does management provide safe drinking water? Does management provide enough drinking water?	LL 229; P.054/00
19	Wages	Minimum wages are paid correctly for all types of workers	Does management pay all workers at least the correct minimum wage for ordinary hours of work?	LL 10, 104; Notice 745/06; LAC Statement, 8 July 2010
20	Wages	Overtime wages are paid correctly for all types of workers	Does management pay all workers correctly for overtime work performed on a normal workday before 22:00?	LL 139; P 80/99; AC 78/04



21	Contracts	Management does not use fixed-term rotating contracts, or otherwise not include the entire period of continuous employment when determining workers' entitlements to maternity leave, attendance bonus, seniority bonus, and/or annual leave	Does management use fixed-term rotating contracts, or otherwise not include the entire period of continuous employment when determining workers' entitlements to maternity leave, attendance bonus, seniority bonus, and/or annual leave?	LL 9, 10, 73, 166, 169; N 017/00
No.	Cluster	Low Compliance* (only)	Star Questions	Legal Reference
22	Fundamental Rights	Management gets permission from the labour ministry before dismissing union leaders or candidates for union leadership	Does management get permission from the labour ministry before dismissing shop stewards? Does management get permission from the labour ministry before dismissing union leaders or candidates for union leadership?	LL 293, P.305/01
23	OSH/Emergency	Emergency exit doors are accessible	Are all emergency exit doors accessible?	LL 230
24	OSH/Emergency	Access paths are free of obstruction	Are access paths free of obstruction?	LL 229
25	OSH/Emergency	Training to use fire extinguishers (one training/year)	Has management trained enough workers to use the fire extinguishers (both men and women)?	LL 230
26	OSH/Emergency	Fire extinguishers are sufficient	Are there enough regularly serviced fire extinguishers within easy reach of workers?	LL 230
27	OSH/Emergency	Electrical wires and switches are well maintained	Are electrical wires and switches at main electrical switch boxes well maintained?	LL 230
28	OSH/Emergency	Safety warnings are posted on the main electrical switch boxes	Are safety warnings posted on the electrical switch boxes?	LL 230
29	OSH/Emergency	Chemicals are stored properly	Are chemicals properly stored in a separate area of the workplace?	LL 229, 230
30	OSH/Emergency	Chemicals are labelled in Khmer	Are chemical containers properly labelled in Khmer?	LL 230
31	OSH/Emergency	Exhaust ventilation where chemicals are used	Does the factory have satisfactory exhaust ventilation in areas where chemicals are used?	LL 229, 230
32	OSH/Emergency	Proper personal protective equipment is provided	Does management provide proper clothing and equipment to workers who work with chemical substances? Does management provide workers with all necessary protective clothing and equipment?	LL 229, 230
33	Wages	Management keeps one complete and accurate payroll	Does management keep only one payroll ledger that accurately reflects the wages actually paid to workers?	LL 39-41; P 269/01; see also R. 85
34	Wages	Sunday and holiday work payments are paid correctly	Does management pay all workers correctly for work during weekly time off (Sunday)? Does management pay all workers correctly for work on public holidays?	LL 139; LL 10; LL 164; P 10/99; AC 82/06
35	Wages	Severance payments (5%) are paid correctly	Does management pay workers severance pay equal to at least 5% of the total wages paid under the contract when workers' contracts expire or are terminated?	LL 73, 89, 110
36	Wages	Required bonuses and allowances are paid correctly	Does management pay all workers who work regularly the correct attendance bonus per month and any other mandatory wage supplements (including health and transportation allowances)? Does management pay workers the correct seniority bonus? Does management pay all workers the correct meal allowance or give them a reasonable free meal if they work overtime?	N 041/11, 017/00, 745/06; AC 51/07
37	Wages	Wage deductions are legal and authorized	Does management make any unauthorized deductions from workers' wages?	LL 28, 44, 126, 127, 129; see also R. 85
38	Contracts	Workers receive clear written payslips in Khmer	Does management provide clearly written pay slips to workers?	LL 112



39	Hours	Overtime is limited to 2 hours per day and is voluntary	Is overtime voluntary, exceptional, and limited to 2 hours per day?	LL 139, 141(4); P 80/99
40	Hours	Workers are not punished if they refuse to work overtime	Are workers punished if they refuse to work overtime?	P.80/99
41	Leave	Attendance bonuses paid with authorized use of leave	Does management deduct the attendance bonus when workers take annual leave?	LL 168; N 041/11, 017/00, 745/06; AC 62/07
42	Leave	Management gives workers annual leave (paid or unpaid) or annual leave compensation	Does management give workers any annual leave at all (paid or unpaid) or any annual leave compensation? Does management give workers at least 18 days of paid annual leave each year? Does management unreasonably restrict workers from taking annual leave? Does management give workers an extra day of annual leave for every three years of service? Does management get workers' consent before converting annual leave to cash compensation?	LL 166; N.017/00
43	Leave	Unused annual leave is paid out upon termination	Does management pay workers for their accrued annual leave (when workers resign, their contracts expire, or they are terminated)?	LL 166, 167
44	Leave	Management gives workers paid sick leave	Does management give workers paid sick leave (100% pay for month 1; 60% pay for month 2; 40% pay for month 3; no pay for months 4-6)?	N 14/02; AC 26/03; MOLVT Policy
45	Leave	Women workers get at least 90 days off for maternity leave	Do women workers get at least 90 days of maternity leave?	LL 182
46	Leave	Maternity leave payments are correct	Do women workers who have worked for more than one year get paid for maternity leave?	LL 182, 183; AC 66/06
47	Leave	Workers are allowed to take special leave (paid or unpaid)	Are workers who request special leave allowed to take any special leave at all (paid or unpaid)?	LL 171; P.267/01
48	Collective Disputes	Conciliation agreements are implemented (rights issues)	Has management implemented the conciliation agreement?	LL 307; P.317/01
49	Collective Disputes	Arbitration awards are implemented (rights issues)	Did management implement the arbitration award?	LL 314
50	Indecent Behaviour	Management, including line supervisors, treats workers with respect	Does management, including line supervisors, treat workers with respect?	LL 172
51	Monitoring	Monitors are allowed entry	Was the ILO monitor's access to the factory restricted in any way?	Factory and BFC MoU
52	Monitoring	All documents requested are provided	Were any documents requested by monitors not provided in a timely manner?	Factory and BFC MoU