

# GUIDANCE

FOR MIGRANT WOMEN WORKERS IN HOSTEL & THE RECRUITMENT PROCESS –  
SPINNING / GARMENTING FACTORIES



**TIRUPUR STAKEHOLDERS FORUM (TSF)**





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### PREFACE

The Tirupur stakeholders' forum is an initiative comprising of Tirupur Exporters Association, Unions, NGOs and Brand Ethics Working Group. Tirupur Stakeholders Forum has developed a guidance document for the benefit of members of Tirupur Exporters Association who wish to provide their own accommodation for their women workers (hereinafter referred as workers). This guidance document will help members to provide a safe and healthy accommodation to their migrant workers coming from various parts of the country.

This guidance document is intended as a guide and recommendation only. To the extent any provision in this guidance document is or becomes less restrictive than local or national law or regulation, the law or regulation should be followed. This guidance document is intended to be instructional for all the given below factories (hereinafter referred to collectively and individually as "Factory"): -

- I. **GARMENT EXPORTING MEMBERS HAVING SPINNING MILL & GARMENTING UNIT WITH HOSTEL.**
- II. **STANDALONE SPINNING MILLS HAVING HOSTEL OWNED BY GARMENT EXPORTERS.**
- III. **GARMENT MANUFACTURING FACILITIES WITH HOSTEL.**



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#### I. GUIDANCE FOR RECRUITMENT: -

- 01) The Factories having hostel must be free from any schemes such as Sumangali
- 02) The Factories can approach workers directly for appointment and shall provide detailed information regarding nature of work, salary, benefits, staying facilities, etc., in the language applicable to the respective regions.
- 03) The factories shall ensure that all workers meet the legal age requirements and are employed in the work areas in relevance to their age group and maintain copies of age proof documents for each worker in the personnel file with all applicable legal requirements.
- 04) The candidates shall be selected and absorbed for the job based on any of or all the following factors – educational qualification, work experience & performance in interview.
- 05) Employment opportunities shall be made available on an equal opportunity basis to qualified persons without regard to any discrimination on the grounds of religion, race, caste, gender, place of birth or any other condition that gives rise to discrimination.
- 06) The Factories shall only collect the copies of age proof, id proof, address proof, educational qualification testimonials, etc. No original documents will be collected for the purpose of employment. As a part of screening process, the factories shall verify the original documents and return it back to the candidates at the time of screening.
- 07) The tenure and terms of employment will be as per the law and there will be no clause or expectation or agreement by management for serving a minimum number of years / period.
- 08) The tenure and terms of employment will be as per the law and will have no elements of discrimination between the migrant and local workers.
- 09) The selected candidates shall be issued appointment letter in the vernacular language they could understand, in duplicate clearly explaining the terms and conditions of employment including the job title, nature of work, salary, place of work, deductions, etc., The appointment letter shall also be accompanied by an annexure detailing the working hours, leave policy, associated benefits to salary as per the laws of land, etc. A proper orientation will have to be provided to the workers explaining the above.
- 10) The selected candidates shall sign and submit the duplicate copy after understanding the contents of the appointment letter. The duplicate copy of the appointment letter shall be filed in the personnel file of the worker.



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#### II. GUIDANCE FOR TRAINING WHICH CAN BE OFFERED DURING EMPLOYMENT: -

01) The factories shall provide adequate training to its workers on various aspects as detailed hereunder: -

- a. **General Induction Training** – Orientation about the factory – profile details;
- b. **Specific Induction Training** – Specific induction about the job description details, standard operating procedures to be followed if any, details of seniors & the subordinates, etc.,
- c. **On the Job Training** – training required for a specific skill set
- d. **Training on health & safety aspects** – first aid, fire fighting, usage of personal protective equipments, emergency preparedness
- e. **Awareness training on worker benefits, rights and responsibilities**
- f. **Other trainings as appropriate**

02) The factories shall also promote awareness among its workers on various policies & procedures as detailed hereunder: -

- a. Disciplinary practices;
- b. Sexual harassment prevention policy & procedures;
- c. Grievance redressal procedures;
- d. Non-Discrimination;
- e. Zero tolerance for any forms for abuse;
- f. Availability of Suggestion Box;
- g. Freedom of Association; &
- h. Other policies & procedures as appropriate.

While providing such training and promoting awareness, the factories shall ensure that

- a. A training plan & schedule has been developed;
- b. All training and awareness programs are conducted to all workers – both migrant workers & workers from local area.
- c. Language is simple and pictorial presentations are used for demonstrating the key points.
- d. Training is provided only during working hours.
- e. Training shall be provided free of charge.



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#### III. GUIDANCE ON TERMS OF EMPLOYMENT, WORKING HOURS, PAYMENT OF WAGES: -

- 01) The factory shall ensure that all its workers are employed only for legally mandated working hours and workers are not compelled to work excessive overtime hours.
- 02) The factories shall ensure that all its workers are paid wages & associated benefits in compliance with applicable national laws.
- 03) The factories shall provide individual pay slips to all its workers, detailing the worked period, leave availed period, wages earned, deductions made, take home pay details, etc., in an easily understandable manner.
- 04) Except legally mandated deductions like Pf and ESI, no other deductions should be made from worker salary.
- 05) Factory shall engage female supervisors during any running shift in accordance with law.
- 06) The factories may recommend and facilitate its' workers for having bank accounts to get their remuneration credited. However, the option to get their remuneration through bank or by cash will be exercised as desired by the individual workers.
- 07) An official coordinator familiar with migrant workers' language shall be appointed to bridge out the communication gap between the factory management and the migrant workers.

#### IV. RECOMMENDATIONS FOR A HOSTEL -

##### a) GENERAL:

- 01) The factory which wishes to provide accommodation for its workers shall ensure the hostel facility has necessary amenities for its residents. A hostel owned by the Factory may be managed by the Factory or leased out to an independent management, who is totally free from any influence from the factory.

In case the factory desires to lease out its hostel to an independent management, it shall ensure that additional critical clauses focusing on health & safety, freedom of movement, etc., to be fulfilled by the LESSEE, is attached as an annexure to the regular lease agreement.

- 02) A hostel head shall be appointed, who shall independently function & have the authority to take decisions.



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- 03) The accommodation for the hostel head shall be provided in the hostel building itself to facilitate better supervision and guidance.
- 04) The factory shall ensure that none of its workers are compelled to stay in the accommodation provided by the factory. The choice shall be left to the option of the individual worker concerned to either reside in a private accommodation or in the factory recommended accommodation.
- 05) A worker desiring to stay in the Factory hostel shall have the right to make the request at the time of interview/screening or any time during her employment. The worker shall be allowed to consult with her parents or other family members, as the case may be.
- 06) The factory head shall forward the worker's request to the hostel head.
- 07) The hostel head shall accommodate the worker in any of the rooms appropriate for the residents of the hostel, subject to the vacancy available.
- 08) The hostel shall be open to workers of all categories and no discrimination shall be made on the grounds of religion, race, caste, place of birth, language or any other factor that gives rise to discrimination.

#### **b) RULES & REGULATIONS:**

- 01) The hostel shall frame its rules and regulations giving due consideration to workers, their parents' expectations, culture, health & safety concerns within the purview of applicable national laws.
- 02) The residents should be made aware of the hostel rules, regulations and procedures. A written copy of the same should also be provided to the residents in a language which they understand.
- 03) The hostel shall ensure that its rules and regulations are equally applicable to all the residents and no discrimination is made.





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#### c) **FREEDOM OF MOVEMENTS:**

- 01) Apart from providing free access to their workplaces, the hostel shall also have separate access for the residents to move freely and provide necessary facilities to enhance freedom of movements.
- 02) The residents' movements can be registered as per the rules and regulations of the hostel.
- 03) Awareness need to be provided on personal safety in the job locality since the residents are from different parts of the country.
- 04) The hostel shall respect the rights of residents to have visits from their parents and family members. The hostel shall facilitate such meetings to the best of its ability including but not limited to providing meeting room, accommodation and food.
- 05) Residents will be provided with communication facilities in hostels like pay phones with STD from where they can make or receive phone calls. The residents shall also be allowed to carry mobile phones.

#### d) **MONITORING COMMITTEE:**

- 01) The hostel shall constitute a committee comprising of hostel head, industrial representative from factory, a minimum of 5 hostel residents who are duly elected, one lady doctor and one NGO representative.  
  
The committee size shall be in line with hostel residents' strength.
- 02) The constituted monitoring committee shall be headed by the hostel head who is administering the entire hostel activities including financial matters.
- 03) The committee shall meet at least once in a month and shall discuss matters including but not limited to facility enhancement, redressing the grievances freedom of movement, parental relationships, etc.,
- 04) The committee shall be free from any influence from the factory management.
- 05) The committee can accept any voluntary sponsorship from the factory provided no conditions are attached.



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e) **AMENITIES:**

i. **Building: -**

- 01) The hostel building shall meet all the applicable local regulations and be separate from production buildings.
- 02) The hostel shall provide an average personal space of 20 – 35 Sq Ft for each resident and the preferred maximum number of residents should be between 18 to 24 per room. Signboards showing the number of permitted occupants shall be displayed near each room.
- 03) The hostel shall at a minimum provide mat and pillow for each women but providing of cot with pillow is preferable.
- 04) All residents shall be provided individual cupboard with lock and key facilities.
- 05) The hostel shall be outfitted with reasonable and sufficient lighting, windows & ventilation.
- 06) The individual rooms will have also the following amenities: -
  - a. Shoes / chappals rack
  - b. Floor mat at the entrance
  - c. Fans
  - d. Tube lights
  - e. Night lamps
  - f. Bucket and Mug
  - g. Netlon Mesh
  - h. Hanger / cloth Stand / Rope
  - i. Provision for changing dress – Eg. screen arrangements
  - j. Broom stick with winnow
  - k. Water jug with tumblers
  - l. mirror



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#### ii. **Health & Safety:** -

- 01) The hostel shall identify the critical health & safety aspects and take preventive actions for the same – say installation of fire alarm, fire extinguishers, conducting mock drills, etc., Training shall be provided to residents on emergency management.
- 02) In addition to the above, the hostel shall also identify the critical health & safety aspects in relevance to sick residents and physically challenged residents and take appropriate preventive action for the same.
- 03) The hostel shall also provide for infirmary (Sickbay / Bed)
- 04) Arrangements shall be made with a Doctor to be available for consultation for the residents.

#### iii. **Security:** -

- 01) Ex-servicemen may be considered for gainful re-employment on watch and ward duties. If the hostel accommodates female residents, female security should be employed.

#### iv. **Transportation facilities:** -

- 01) The hostel shall provide the option of transportation facilities for the residents to go to banks, shopping, outing, etc., on a regular basis.



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**f) FOOD:**

- 01) The food menu shall be prepared, reviewed and exhibited in the dining hall.
- 02) Adequate quantity of nutritious, qualitative and hygienic food shall be provided to residents in all meals – breakfast, lunch & dinner.
- 03) Adequate quantity of qualitative and hygienic drinking water shall be provided. Hot water shall be provided on need based.
- 04) The hostel kitchen & stores shall be maintained with clean & tidy and wastage of the consumable food items shall be minimized.
- 05) All serving vessels, including plates and tumblers shall be cleaned and preferably sterilized.
- 06) The dining hall & servicing areas shall be properly ventilated and adequate number of fans shall be provided.
- 07) Proper system of waste and effluents disposal shall be provided.
- 08) Top priority shall be given to cleanliness and hygiene.
- 09) Flies proof system shall be provided.
- 10) Medical check-up shall be done for all canteen personnel once in six months.
- 11) Dress code for canteen personnel shall be fixed.
- 12) A Canteen Committee comprising of residents shall be formed which shall monitor food quality and set the menu.



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#### g) WASHING & CLEANING:

01) Adequate and segregated washing and toilet facilities shall be provided. Given below criteria shall be followed as a guideline: -

##### Bathrooms: -

- a. Number of bath rooms → 1 for 20 occupants
- b. Bathroom Size → 4' x 5'
- c. Provision of glazed tiles up to 1.5 M
- d. Roof with Tuf Light
- e. Waste Bin → 1 for each bathroom
- f. Tube Light → 1
- g. Bucket with Mug → 1
- h. Water Tap → 1
- i. Hot Water Tap → 1 tap for every 5 bathrooms shall be provided outside the bathroom.

##### Toilets: -

- a. Number of toilets → 1 for 20 occupants
- b. Bathroom Size → 2.75' x 2.5'
- c. Provision of glazed tiles up to 1 M
- d. Roof with Tuf Light
- e. Waste Bin → 1 for each toilet
- f. Tube Light → 1
- g. Bucket with Mug → 1
- h. Water Tap → 1

##### Cloth Washing Facilities (For every 200 residents): -

- a. Water Tap → 5 Nos
- b. Washing Stone → 5 Nos
- c. Bucket / Basin → 2 Nos
- d. Roof with Tuf Light

##### Wet cloth drying facility: -

- a. Providing several rows based on the need to dry the cloth in open air.



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#### **h) WASTE DISPOSAL SYSTEM:**

- 01) Wastes shall be segregated as bio degradable and non bio degradable;
- 02) The bio degradable wastes shall be disposed of either by putting it in the earth pit or burnt according to the material.
- 03) Incinerators shall be installed and provided for disposing the personal hygiene.
- 04) In case of other non bio degradable wastes, the same shall either be sold for re use or disposed by other means without polluting the environment.

#### **i) RECREATIONAL AND WELFARE ACTIVITIES:**

- 01) Adequate recreational and welfare activities shall be provided to the residents. Given below criteria shall be followed as a guideline: -
  - a. Provision for TV
  - b. Provision for indoor and out door games
  - c. Yoga classes
  - d. Tailoring classes
  - e. Computer classes
  - f. Typewriting classes
  - g. Art and craft classes
  - h. Arrangement of picnic
  - i. Self development and motivational programmes
  - j. Arrangement for distance education
  - k. Cultural programmes / competitions
  - l. Library facilities
  - m. Mill day / annual festival
  - n. Glass painting