

Cheat Sheet Workers Must Memorize

Note: This questionnaire was distributed by the He Yi factory management to workers before the February 2, 2004 Wal-Mart inspection. The management promised to give each worker 50 RMB if they answered the questions raised by inspectors in accordance with the "cheat sheet."

BASIC QUESTIONS AND ANSWERS: STAFF TRAINING FOR INSPECTION

1. **What is your name?**
 2. **When were you enrolled in this factory?**
 3. **How long is the work-week?**
A: Five days a week.
 4. **How many days do you work during a month?**
A: 22 days a month.
 5. **How much is your monthly salary?**
A: The basic pay when initially enrolled is 450 RMB/month. After the first month of probation, it becomes 460 RMB. After the first year, the monthly salary automatically increases 10 RMB every year.
 6. **Under normal circumstances how long is the overtime?**
A: 'Till 8:30pm. At most 2 hours overtime person per day.
 7. **Can you choose not to work overtime during rush orders?**
A: Yes. Just talk to the foreman or register with the Department of Personnel.
 8. **How is the regular overtime pay calculated?**
A: The regular overtime pay is 4.2 RMB/hour ($470/20.9/8 \times 1.5 = 4.2$)
 9. **How is the overtime pay calculated for Saturday and Sunday?**
A: 5.6 RMB/hour. ($470/20.9/8 \times 2 = 5.6$)
 10. **How is the overtime pay calculated for legal holidays?**
A: 8.4 RMB/hour ($470/20.9/8 \times 3 = 8.4$)
 11. **Is there any stipend from the factory when the factory puts you on leave/vacation?**
A: For the first six days, there is 17.2 RMB stipend everyday; after 6 days, the stipend becomes 12.8 RMB/day.
 12. **How is the salary paid to you? Do you sign your name when receiving salary?**
A: It is paid every month, at the end of the month. We sign name to receive salary envelope, presenting factory ID and Personal ID.
 13. **What if the salary is not paid in the sufficient amount?**
A: The foreman will verify and ask for making up for the balance.
 14. **Does the factory provide room and board?**
A: There is 150 RMB deduction every month for the living expenses. Starting from June 1, 2003.
 15. **Does the factory withhold your salary?**
A: No.
 16. **When you start, is there any deposit?**
A: No.
- 2003 Spring Festival from January 24 to February 2003, with work restarting February 10.
 - Three-day holiday for Labor Day on May 1, 2003, with the following Sunday off, making a four-day holiday.
 - Before the month of May, there is no weekend overtime. After June, the rush orders require Saturday overtime.

17. **If you make a mistake at work, is there a penalty?**

A: No. The team head and foreman will teach us with patience.

18. **Is there any charge for your uniform and factory ID?**

A: No. Only if you lose them and ask for replacement.

19. **Do you need to return them when you leave the factory?**

A: Yes.

20. **Has the management ever physically or verbally abused you?**

A: No.

21. **Have you seen child labor in this factory?**

A: No.

22. **Have you signed a labor contract when you were first enrolled?**

A: Yes.

23. **Have there been any fire emergency drills since you get enrolled?**

A: Yes. On November 20, 2002 and June 24, 2003.

24. **Do you know how to use a fire extinguisher?**

A: Yes. There were instructions at enrollment. Also on bulletin board.

25. **How many people live in a dorm? Do you feel crowded? Is there enough light?**

A: 10 people. It is not crowded. There is enough light.

26. **How much total salary do you receive every month?**

A: About six to seven hundred.

27. **How do you know all this? Is there anyone teaching you to say so?**

A: I learned some of these facts at Department of Personnel at the time of my enrolment. These are all facts.

28. **Are you happy here?**

A: Yes.

**This particular "cheat sheet" was distributed prior to Wal-Mart's announced "inspection" scheduled for February 2, 2004.*

**The workers were paid 50 rmb for correctly memorizing the answers.*

验厂员工培训基本内容问答题

- 一. 你叫什么名字? 答:
- 二. 你是什么时候进厂的? 答:
- 三. 你们厂一个星期上几天班? 答: 上5天班
- 四. 你一个月上几天班? 答: 22天.
- 五. 每个月的工资是多少? 答: 刚进厂时底薪450元一个月, 试用期一个月满后底薪升460元一个月, 工作满一年后每年自动递增10.
- 六. 一般货源充足加班几点? 答: 加班到晚上8:30. 最多都是每天加班2个小时.
- 七. 赶货期间你不想加班, 那你通过什么办法? 答: 跟我们主管讲, 或者到人事部登记就可以了.
- 八. 平时加班费怎么计算? 答: 平时加班费为4.2元一个小时. $(470/20.9/8 \times 1.5 = 4.2)$
- 九. 星期六、星期日加班费怎么计算? 答: 星期六、星期日加班费为5.6元一个小时. $(470/20.9/8 \times 2 = 5.6)$
- 十. 法定节假日加班费怎么计算? 答: 法定节假日加班费为8.4元一个小时. $(470/20.9/8 \times 3 = 8.4)$
- 十一. 厂里放假期间有没有补助? 答: 放假六天之内每天补助17.2元一天, 超过六天以上每天补助12.8元一天;
- 十二. 厂里怎样给你发工资? 领工资怎么签名? 答: 一个月发一次, 是在每个月的月底发放, 凭厂证和身份证在工资袋签名领;
- 十三. 少了工资怎么处理? 答: 主管帮检查, 然后会计给补回.
- 十四. 厂里是否包吃包住? 答: 生活费每月扣150元, 自2003年6月1日起.
- 十五. 厂里有没有押你工资? 答: 没有.
- 十六. 进厂有没有收你押金? 答: 没有.
- 十七. 上班做错了事, 罚不罚钱? 答: 不罚, 组长和主管会耐心教导我们.
- 十八. 你的厂服和厂牌扣不扣钱? 答: 不扣, 自己丢失了再补才会扣.
- 十九. 到你出厂的时候会不会退还? 答: 会.
- 二十. 管理人员有没有打、骂过你们? 答: 没有.
- 二十一. 在厂里见过童工没有? 答: 没有.
- 二十二. 进厂时有没签过劳动合同? 答: 有
- 二十三. 你自从进厂有没有做过消防演习? 答: 有, 2002年11月20日, 今年6月24日.
- 二十四. 你会使用灭火器吗? 答: 会, 进厂时有教过的, 厂里的宣传栏也有使用方法学.
- 二十五. 宿舍里住多少人? 觉得拥挤吗? 光线足吗? 答: 10个人, 不挤, 足.
- 二十六. 在这个厂一般一个月拿多少工资? 答: 六七百左右.
- 二十七. 以上这些你是通过什么知道? 有人教你讲的是吗? 答: 刚进厂的时候在人事部得知的.
- 二十八. 在这个厂你觉得快乐吗? 答: 快乐, 也开心.

※: 2003年春节放假由1月24日-2月7日, 2月10日开始上班.
※: 2003年5月1日劳动节放假3天加星期天放假1天共放假4天.
※: 5月份以前星期六、星期天都不加班, 自6月份起因赶货, 星期六都加班.