

Worker rights complaint

To submit a complaint about worker rights violations to Electronics Watch please provide the information requested in as much detail as possible. Anyone with knowledge of a possible violation can submit a complaint. Please email the form to info@electronicswatch.org or to another address by arrangement.

Confidentiality of your personal information

Electronics Watch will keep your personal information strictly confidential and will only release it with your prior approval.

Please check this box if confidentiality is not necessary.

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Disclosures of information about violations

Electronics Watch will share evidence of violations with those who have leverage to help improve conditions and compensate workers for harm. This may include brand companies and public sector organisations, such as universities or cities, that are affiliates to Electronics Watch. If any information about violations can be used to identify the affected worker(s) and you do not want Electronics Watch to release this information, please indicate this in the relevant sections below.

Factory

Please provide enough information for Electronics Watch to be able to locate the factory and identify the relevant sections of the factory where the violation(s) occurred.

Name of factory

Sections/workshops/production lines where violation(s) occurred

Street address

City

State/Province

<input type="text"/>	<input type="text"/>
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Country

Job functions of the affected worker(s)

Certain jobs may be linked to particular risks. Please list the job functions of the affected worker(s) and describe their day-to-day work to the extent necessary to understand the violations.

Employment form of the affected worker(s)

Certain employment forms are also linked to particular risks. Please indicate employment forms of the affected worker(s), such as core workers, agency workers, temporary workers, student interns or trainees.

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Employer

Is the factory named above the employer of the affected worker(s)? If yes, please leave this section blank. If no, please provide the information of the employer.

Name of employer

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Relation of employer to factory (e.g., subcontractor or temporary work agency)

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Street address

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City

State/Province

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Country

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Products made by the affected worker(s)

Please name and/or describe the products that the affected worker(s) make. List the brand buyers of those products if known. Electronics Watch will have capacity to address the violations to the extent affiliates purchase goods, or components of goods, made by the affected worker(s). Without any information about buyers it may be difficult for Electronics Watch to take action.

Product

Brand or other buyers of product

Additional brand buyers and products the factory makes

Please list any additional known brand buyers of the factory as well as the products the factory makes for those brands

Product	Brand or other buyers of product

Violations

In the sections below please indicate if any of the details about violations should remain confidential to Electronics Watch, and not be disclosed to anyone else, in order to protect the identity of the affected worker(s).

Please check the type(s) of violations that occurred in the factory listed above.

- | | | |
|---|--|---|
| <input type="checkbox"/> Domestic Labour Standards | <input type="checkbox"/> Child Labour | <input type="checkbox"/> Dormitory Conditions |
| <input type="checkbox"/> International Labour Standards | <input type="checkbox"/> Working Hours | <input type="checkbox"/> Physical or verbal abuse |
| <input type="checkbox"/> Forced Labour | <input type="checkbox"/> Wages and Benefits | <input type="checkbox"/> Recruitment |
| <input type="checkbox"/> Discrimination | <input type="checkbox"/> Abusive Termination | <input type="checkbox"/> Other |
| <input type="checkbox"/> Freedom of Association | <input type="checkbox"/> Health and Safety | |
| <input type="checkbox"/> Collective Bargaining | <input type="checkbox"/> Employment Contract | |

In the following sections, **please describe the violation(s) in as much detail as possible.** The more detail and the stronger the evidence for the assertions the easier and quicker Electronics Watch will be able to take action. Please attach any additional information or documentation of the violation(s) if available.

What—When—Where—Who

Please answer in as much detail as possible: What happened or what is the problem? When did it happen? Where did it happen? Who is involved?

Approximately how many workers are affected by the violation(s)?

Evidence

What type of evidence do you have? Indicate if you have:

- Your own direct experience of the violations
- First-hand information from the affected worker(s)
- Reports from organisations or individuals who have talked to the affected worker(s)
- Documentary evidence (e.g., copies of contracts, pay slips, or photographs)
- Other. Please explain:

Please feel free to submit documentary evidence with this complaint form.

Law

Do the violations breach any legal codes? If so, please name the codes and provide a reference if known.

Report

Have you already reported the violation(s) to the factory, a buyer, a local labour authority, a trade union, or other organisation? If so, please provide the name and contact information of the person you contacted, and describe the outcome of the report.

Your Information

Name

Organisation

Address

Country

Please provide a way to contact you:

Email

Skype

<input type="text"/>	<input type="text"/>
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Telephone

Other

<input type="text"/>	<input type="text"/>
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Thank you!

Electronics Watch will contact you to obtain additional information if necessary and to discuss the follow-up steps. A follow up process may include the following steps:

1. Electronics Watch drafts a brief report about the violation(s).
2. You review the report and correct any mistakes.
3. Electronics Watch alerts brand buyers and the factory, if appropriate, to address the violation(s). The alerts include specific timelines for brands to respond and recommendations for corrective action. The brands may do their own investigations.
4. Electronics Watch seeks meetings with appropriate parties to achieve remedy. If possible an Electronics Watch monitoring partner and/or workers' organisation should be part of the meetings.
5. Electronics Watch reports results to affiliates and recommends steps they should take to press for remediation if necessary.
6. Electronics Watch will seek to obtain updates to ensure the violations have been adequately addressed.