

YOUR WORKING HOURS AND WAGE



BESTSELLER
SOCIAL & ENVIRONMENTAL
RESPONSIBILITY



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THANK YOU

In Bestseller, we know that our success very much depends on the performance of those people who help produce our clothes and accessories.

We would like to thank YOU for your contribution to the making of Bestseller's products.

Why do you receive this booklet?

This booklet is for your information only to inform you about your rights in regards to your working hours and wage according to the Chinese Labor Law.

You should also have received a booklet called: "Bestseller – We Care About You". If you have not received this booklet, please ask your nearest supervisor if you can have a copy. Alternatively, please feel free to contact Bestseller's representative to receive a copy of the booklet. You can find the information of our local representative at the end of this booklet.



WHAT ARE THE LEGAL WORKING HOURS PER MONTH?

Correct behavior

According to Chinese Labour Law the legal working hours per week are 40 hours. The minimum wage that you get is based on this amount of hours and nothing else, unless this is mentioned in your contract.

Illegal behavior

The factory cannot pay you less than the local minimum wage. So if you get the minimum wage, you are not required to work more than 40 hours a week.

What can you do?

You can always contact the local Bestseller representative (see contact information at the back of this booklet) or the local Labour Bureau if you have any questions.

WHAT IS THE LEGAL NUMBER OF OVERTIME HOURS PER MONTH?

Correct behavior

According to Chinese Labour Law you can only work 36 hours of overtime per month.

Illegal behavior

If you want to work overtime, you are allowed to do so, but the factory **CANNOT** force you to work overtime, no matter how many hours they are asking for.

What can you do?

Always make sure that the amount of hours you are working overtime is not damaging to your health and make sure that you are paid the right amount for the overtime work you are doing.

If you are in doubt, you can contact the local Bestseller representative or the local Labour Bureau.





WORKING OVERTIME - SAFELY

First of all, you should NOT be forced to work overtime, but if you choose to accept to work some extra hours, you should take into consideration how much overtime work is good for you.

If you are very tired when performing your work, the risk of you getting injured during work increases by 50 %. You should also make sure to get at least one resting day a week. This will make you work faster during the rest of the week and it will be good for your health.

WHAT IS WAGE?

When we are talking about wage, it does not only mean wage in the form of cash or money into your bank. Wage is also what you receive in pension and social insurance as well as the annual leave you are granted. All of this is part of your wage.

WHAT IS MY MINIMUM WAGE?

Correct behavior

The factory should pay you at least the local minimum wage. The wage you get should be for 40 hours a week, and if you are working more than 40 hours, you should get paid for the extra hours you are working.

Illegal behavior

The supplier is not allowed to pay you less than the minimum wage even if you are on probation in the factory.

What can you do?

The wage in China varies according to the region you are working in. You can find out about the minimum wage either by asking your manager, a Bestseller representative, or the Labour Bureau. Alternatively, if there is a Workers' Union in your factory, you can ask there.

How to check that you get the minimum wage:

The following example assumes the minimum wage to be RMB 600/month.

The actual minimum wage in your area might be different from this. You should check specifically instead of following this one.

Let's say for one month, your total working hours can be categorized to be:

Normal working hours: $22\text{days} \times 8\text{hrs/day} = 176\text{hrs}$

Evening working hours: 20hrs

Saturday working hours: 8hrs

10 National holiday working hours: 8hrs

0: LEGAL MINIMUM HOURLY WAGE

Monthly minimum wage = 600 RMB

Divided with:

Standard working days = 21.75 days*

Divided with:

Normal working hours = 8 hours

Result:

$600 / 21.75 / 8 = 3.45$ RMB per hour

* 21,75 days per month is used as a standard when calculating daily wage

1: YOUR MONTHLY WAGE

Legal minimum hourly wage = 3.45/hr

Multiply with:

Normal working hours

(Monday – Friday, 8hrs/day for 22 days)

= 176 hours

Result:

$3.45 \times 176 = 607.20$ RMB

(Please see next page...)

ADD PREVIOUS RESULT WITH:

2: WEEKDAY OVERTIME WAGE

Legal minimum
hourly wage = 3.45/hr

Multiply with:
Evening working hours wage
(Monday – Friday, exceeding 8hrs)
= 20 hrs

Multiply with:
1.5 (When you work overtime on a weekday
you are entitled to be paid for the number of
EXTRA hours you have worked MULTIPLIED
by 1.5)

Result:
 $3.45 \times 20 \times 1.5 = 103.5 \text{ RMB}$

(Please see next page...)

ADD PREVIOUS RESULT WITH:

3: WEEKEND OVERTIME WAGE

Legal minimum
hourly wage = 3.45/hr

Multiply with:
Saturday working
hours wage = 8 hrs

Multiply with:
2 (When you work during the weekend
you are entitled to be paid for the number
of hours you have worked MULTIPLIED
by 2)

Result:
 $3.45 \times 8 \times 2 = 55.20 \text{ RMB}$

(Please see next page...)

ADD PREVIOUS RESULT WITH:

4: HOLIDAY OVERTIME WAGE

Legal minimum
hourly wage = 3.45/hrs

Multiply with:
National Holiday work
hours wage (if any) = (ex.) 8 hrs

Multiply with:
3 (When you work on a national holiday
you are entitled to be paid for the number
of hours you have worked MULTIPLIED
by 3)

Result:
 $3.45 \times 8 \times 3 = 82.80 \text{ RMB}$

(Please see next page...)

RESULT:

5: TOTAL MONTHLY WAGE INCLUDING OVERTIME HOURS AND BEFORE DEDUCTIONS

Monthly wage = 607.20 RMB

Add this with:

Weekday overtime wage = 103.50 RMB

Add this with:

Weekend overtime wage = 55.20 RMB

Add this with:

Holiday overtime wage = 82.80 RMB

Result:

$607.20 + 103.5 + 55.2 + 82.8 = 848.70$ RMB

This is your total wage, but please note that the factory might have some deductions. If there are deductions from the factory, they should inform you of these and if you have any doubt whether these deductions are legal, please contact a worker representative.

If the factory is paying you by piece rate, then the factory should let you know how you calculate both your piece rate and your total amount of wage as above-mentioned. Your piece rate should not be lower than the minimum wage.



PAYMENT OF YOUR WAGE

Correct behavior

Your wage should be paid every month before the end of the month. The wage you receive by the end of the month is for the work you have already done during that month.

It should be paid in cash or into your bank account. The wage should be paid on time and in full accordance to your contract and the local law.

Illegal behavior

The factory cannot pay you later than two months after the work is done. So the work you do in February should be paid by the end of March and not by the end of April or later.

The factory cannot withhold any wage that you have earned, no matter the reason.

What can you do?

If you do not receive your money you can apply to the local People's Court for an order to pay. If you are in doubt of how to handle this, you are always welcome to contact a local Bestseller representative. Please see the contact information in this booklet for more information.

DEDUCTIONS IN YOUR PAYMENT

Correct behavior

The factory can deduct an amount from your wage if:

- You turn in sick one day and cannot provide a doctor's certificate
- You live in the factory dormitories (only for the amount agreed upon between you and the factory, and/or stipulated in the contract).
- You receive breakfast, lunch, or dinner from the factory (only for the amount stipulated in the contract)
- You need to pay tax (if your amount is exceeding the minimum taxable amount limit)
- You need to pay the social insurance personal portion
- You need to pay a union fee if you join a union.
- Other deductions agreed upon between you and the factory, and/or stipulated in the contract.

Illegal behavior

The factory is not allowed to deduct an amount from your wage if:

- You have a note from your doctor saying that you are sick
- You are having a break on a Saturday, Sunday, or national holiday
- You are on maternity leave
- You are having a paid annual leave
- The factory may have some disciplinary actions when breaking factory regulations, but the factory cannot discipline you by cutting your wage.

What can you do?

If an amount is deducted from your wage, and you do not know if the deduction is legal or not, you can ask the Bestseller representative (see contact information at the end of this booklet) or you can contact the local Labour Bureau.

FINAL REMARKS

This information was to help you to know your rights in regards to wages and working hours.

Remember, it is important that you always require your monthly payslip and sign it.

It is also a good idea to ask about the detailed calculation method when you receive wages.

If you have any questions regarding anything in this booklet or other subjects, please contact your manager or a Bestseller Representative.

CONTACT INFORMATION

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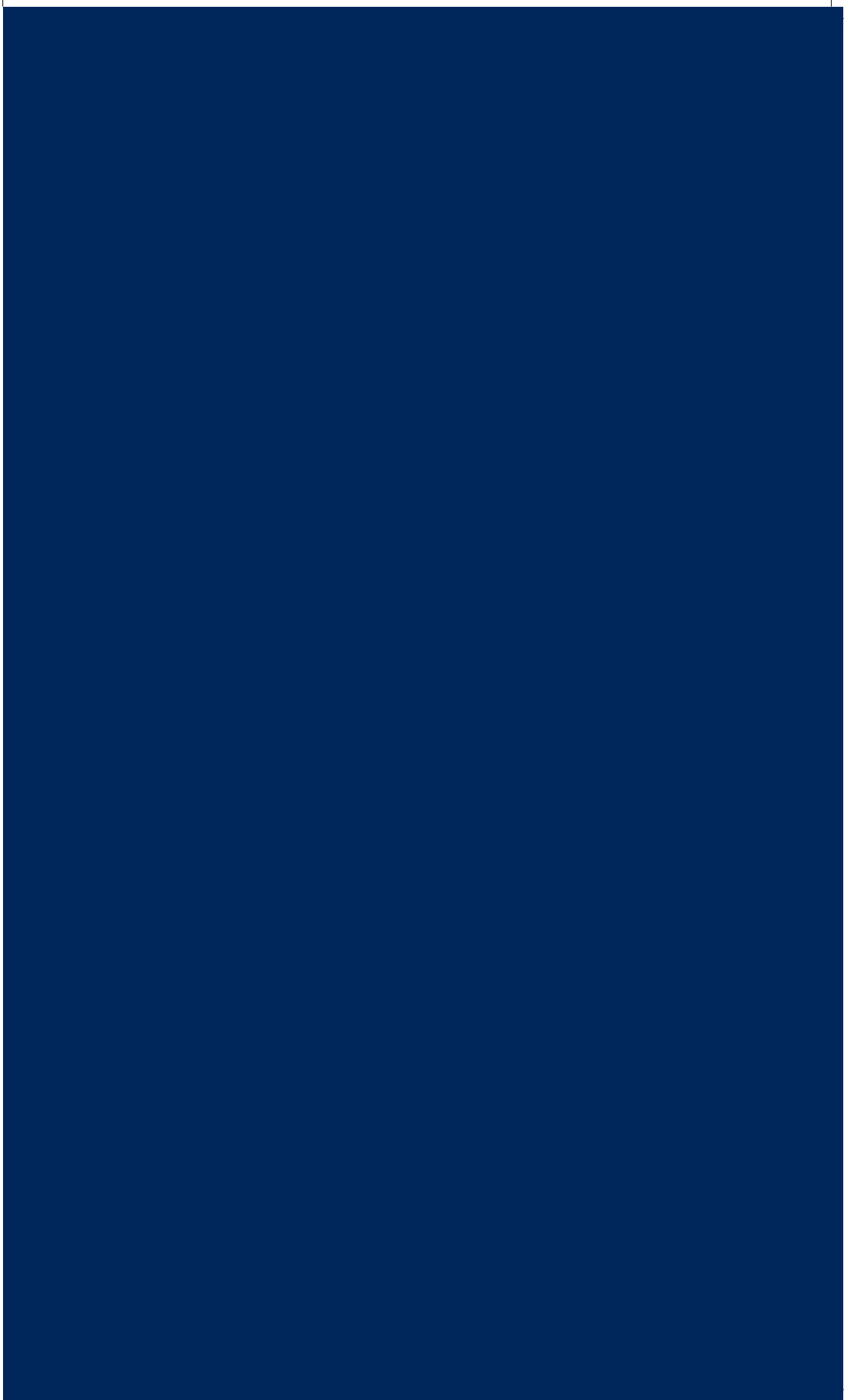
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We thank you in advance for your cooperation and hope that you will help us improve your working conditions.





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