



Questionnaire to be used for home-based work enquiries

FWF requires its members as part of their due diligence to investigate, whether home-based work is used in their supply chain.

Homework can be defined as the production of goods or services carried out in premises other than those of the main employer, often in private homes. Homeworking refers both to individuals or family groups working together in their own home or groups of workers who come together in informal workshops, often home-based. In part, homework is used because of traditional skills, such as embroidery or weaving, that are needed in the production of certain garments. But increasingly, homeworkers are used to perform less skilled tasks such as inspection of finished goods or packing.

If a FWF member uses home-based work for its production, FWF requires the FWF member to collect the data outlined in the below questionnaire within one year after joining FWF. The data should be ordered per supplier/contractor who is using homeworkers in its production. The information must be updated annually and submitted to FWF before the member's next financial year, together with the supplier information in the database:

1. The supplier / contractor must be included in the FWF supplier database and must have filled in the FWF questionnaire for suppliers.
2. Sample / Cut-Make-Trim (CMT) departments must be registered as suppliers in the FWF supplier database and must fill in the FWF questionnaire of suppliers as well.
3. The comment field of the general supplier questionnaire of the supplier / contractor must state that production takes place at homeworker units.

The questionnaire is part of the monitoring by the FWF member. Therefore, this questionnaire must not be sent to the supplier as an FWF document, but as a document from the FWF member (with a company covering letter and optionally with the company logo on it). Please note that in several places the FWF member must replace "[Name of FWF member]" with the company name.

Finally, FWF requires that the suppliers who use homeworkers manage and monitor the described information in an information system and keep a register containing information about individual workers (personal data and payment documentation) as outlined in the [FWF guidance on home-based work](#).

FWF asks its members to check the information system as well as the register when visiting the supplier.



Questionnaire for home-based work

Details factory

(Site which commissions home-based work for **[Name of FWF member]** production)

Name factory:

Contact person (at management level):

E-mail address:

Address:

Postal code:

City:

Province:

Country:

Phone:

1. Which parts or specific tasks of the whole production cycle are done at home worker units?

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2. What share (%) of total production for **[Name of FWF member]** takes place at home worker units?

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3. Are the home workers individuals, families or do they work in collective groups?

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Relation between supplier / contractor / subcontractors (if applicable) and homeworkers:

4. Are home workers registered workers to the supplier / contractor / subcontractor (if applicable)? If not, on what basis agreements are made and controlled?

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5. Is the relation regulated in a contract? If yes, in what terms?

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6. What are the terms of payment (e.g. per piece, period of payments)? If applicable describe the terms of loans or pre-funding. In case the production takes place at a factory and at home, do workers at the factory receive the same pay as those working from home?

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7. What is the system of placing orders to home workers?

a. What lead times are given?

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b. Time frame of delivery?

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c. Can home workers influence the amount of production they need to do?

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d. Frequency of order placement (number of orders in one year, period of order)?

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8. What is provided to the homeworkers?

a. Machinery (specify ownership and whether loans are given to homeworkers; if so under what terms)?

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b. Fabric?

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c. Other supplies?

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