

A close-up photograph of a woman with dark hair, wearing a yellow and blue plaid shirt, focused on weaving a basket. She is using thin, light-colored wooden strips and a black metal frame. The background is blurred, showing a workshop environment.

IWAY STANDARD HOME WORK SECTION

Requirements apply to *homeworkers* in the IKEA *value chain* replacing the IWAY General Section.

For the *workshop* and *workshop workers*, the IWAY General Section applies.



1 IWAY principles are supported by effective *routines* and open dialogue

WORKER/MANAGEMENT DIALOGUE

BASIC

- HW 1.1 *Homeworkers* are informed of their rights and responsibilities related to IWAY topics.
- HW 1.2 There is a *structured dialogue* with *homeworkers* related to IWAY topics.

3 *Children are protected and opportunities for work, learning and family life are promoted*

PROTECTION OF *CHILDREN*

MUST

HW 3.1 There is no *child labour*. Any potential or confirmed case of *child labour* is immediately reported to IKEA.

BASIC

HW 3.2 *Young workers* do not perform work in other people's homes.

HW 3.3 *Children* below the *minimum legal working age* may perform work only if:
a) the conditions related to *light work* are complied with at all times; and
b) they work only at their own homes.

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Fundamental labour rights are respected

WORKER FREEDOM

MUST

HW 4.1 There is no *forced, bonded or prison labour*. Any potential or confirmed case of *forced, bonded or prison labour* is immediately reported to IKEA.

FREEDOM OF ASSOCIATION AND GRIEVANCES

BASIC

HW 4.2 *Homeworkers* are free to exercise their right to form or participate (or not) in work-related organisations, as well as engage in *collective bargaining*. These rights are exercised without fear of *discrimination*, violence or harassment, whether physical or psychological.

HW 4.3 A grievance mechanism is in place and known to *homeworkers*, enabling them to raise complaints or concerns without retaliation. This includes the ability to raise complaints or concerns directly to the *supplier* delivering products or services to IKEA. Complaints are recorded and acted upon and the anonymity of *homeworkers* is protected.

RECRUITMENT AND EMPLOYMENT PRACTICES

BASIC

HW 4.4 *Homeworkers* sign a written contract or equivalent before they start work or introductory training, whichever comes first. The contract outlines the work to be performed, piece or hourly rates, applicable minimum wage, applicable *work-related costs*, allowable deductions, benefits, contract duration (when relevant) and contact details of the *homeworker*, the *supplier* and any intermediaries. *Homeworkers* receive a copy of the contract and understand its terms prior to signature. Significant changes in contractual terms are agreed upon by the *homeworker* in writing.

HW 4.5 In case orders are delayed or cancelled, *homeworkers* are notified at least 10 working days in advance.



HW 4.6 In case of *dismissal*, *homeworkers* are offered a *notice period* of at least 30 working days prior to termination of the contract.



HW 4.7 *Homeworkers* are provided stable and predictable work.

EQUALITY, DIVERSITY AND INCLUSION



HW 4.8 *Homeworkers* are free from *discrimination*, violence or harassment, whether physical or psychological.

5 Workers have time off work, are paid responsibly and have opportunities to develop competence

WORKING HOURS AND TIME OFF WORK

BASIC

- HW 5.1 Order placement by *supplier* is planned in such a way that *working hours* do not exceed 60 hours per week, based on the *time motion studies*. *Time motion studies* include these criteria:
- a) Are done at least two different times, before the start of production of a new product and two months after the start of delivery;
 - b) The working speeds of a minimum of five *homeworkers* are measured, covering different ages and levels of experience;
 - c) Includes the time of the completion of a minimum of two pieces of a product. If necessary, a product can be divided into several production steps; each step should be timed at least two times; and
 - d) Includes the time for additional work-related tasks, including setting up and taking down workstations, packing and unpacking materials and finished products, rest breaks and routine administration.
- HW 5.2 Records of work assigned to *homeworkers* are maintained, including the name and the amount of work allocated and completed for each *homeworker*.

ADVANCED

- HW 5.3 *Time motion studies* are conducted in accordance with the criteria outlined in HW 5.1 and are carried out either at *homeworkers'* homes or in a location similar to the homeworking environment.

WAGES AND BENEFITS

MUST		
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HW 5.4 *Homeworkers* have the ability to earn at least the legal minimum wage. When a *piece rate* is used, the piece rate paid to *homeworkers* is calculated based on the *piece rate* resulting from the *time motion study* and adjusted in accordance with any changes to the legal minimum wage.

	BASIC	
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HW 5.5 Wages are paid according to contractual terms, on time and at least monthly. *Work-related costs* are reimbursed to the *homeworker*.

HW 5.6 *Homeworkers* receive a *payslip* with complete pay, reimbursements for *work-related costs*, benefits and deduction information that reflects the pay received. Information provided in *payslips* is understandable for *homeworkers*.

		ADVANCED
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HW 5.7 The *piece rate* paid to *homeworkers* is the calculation of the *piece rate* resulting from the *time motion study* multiplied by 1.2.

COMPETENCE DEVELOPMENT

	BASIC	
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HW 5.8 *Homeworkers* receive training or other competence development activities that allow them to fulfil their tasks in a healthy and safe manner.

		ADVANCED
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HW 5.9 *Homeworkers* have the opportunity to develop their competence, in areas related or unrelated to their current area of work.

6 *Workers' health and safety are protected*

OCCUPATIONAL HEALTH AND SAFETY MANAGEMENT

MUST

- HW 6.1 *Homeworkers* are not exposed to *severe occupational health and safety hazards*. Fatalities are immediately reported to IKEA.
- HW 6.2 Insurance is provided to all *homeworkers*, covers medical treatment for work-related injuries and illnesses and provides compensation for work-related injuries and illnesses resulting in permanent disability or death.

BASIC

- HW 6.3 Occupational health and safety risks, including those related to mental health and ergonomics, are assessed and actions are taken to mitigate them.
- HW 6.4 Equipment used by *homeworkers* is safe and used under safe conditions.
- HW 6.5 *Homeworkers* use personal protective equipment and protective clothing that are clean, free of charge, in working order and appropriate for the risks identified.

Glossary

Business ethics	Rules, principles, and standards for deciding what is morally right or wrong when doing business.
Children	Persons under the age of 18 years, unless, under the law applicable to the <i>child</i> , majority is attained earlier.
Child labour	Work performed by <i>children</i> under the <i>minimum legal working age</i> that deprives them of their childhood, potential and dignity and that is harmful to their physical and mental development. Furthermore, work done by any person under 18 years of age can also be considered “<i>child labour</i>”, depending on the type and hours of work performed and the conditions under which it is performed.
Collective bargaining	Negotiations between the <i>supplier</i> and <i>worker</i> representatives, freely and independently chosen by <i>workers</i> .
Discrimination	<i>Discrimination</i> occurs when a person is treated less favourably than another in a comparable situation on grounds that are not related to their capability to do the job. Grounds for <i>discrimination</i> include: age, gender identity, sexual orientation, mental or physical disability, ethnicity, nationality, religion, marital or family status or any other dimension of a person's identity that bears no relation to their capability to perform the job.
Dismissal	The situation in which an employer officially makes someone leave their job for any reason, unless because of a disciplinary process agreed with or not contested by the <i>worker</i> or confirmed by the authorities. This includes cases where <i>workers</i> are laid off or made redundant.

Forced, bonded or prison labour	<i>Forced labour</i> is any work or service that is performed by any person under the menace or threat of a penalty, and which the person has not entered into of his or her own free will. This includes the confiscation of personal belongings, the inability to terminate employment at any time and the inability to leave work premises. <i>Bonded labour</i> is a form of <i>forced labour</i> in which <i>workers</i> are bound to their job through debt bondage, as a result of being charged, directly or indirectly, recruitment fees or costs, paying deposits, receiving loans or wage advances or having payments delayed. <i>Prison labour</i> is work conducted by prisoners.
Fundamental labour rights	For the purpose of IWAY, <i>fundamental labour rights</i> include freedom from <i>forced</i> and <i>bonded labour</i> , <i>non-discrimination</i> , freedom of association and the right to <i>collective bargaining</i> .
Hazard	A situation that poses a level of threat to life, health, or the environment. This can include physical, chemical, biological, ergonomic, or occupational <i>hazards</i> .
Hazardous work	Work in which <i>workers</i> are susceptible to <i>hazards</i> .
Home work	Work carried out by a person in his/her home, or in premises of his/her choice, other than the workplace of the <i>supplier</i>. The work results in a product or service as specified by the <i>supplier</i>, for which the person is paid. <i>Home work</i> does not include occasionally performing work as an employee at home rather than at the usual workplace, or performing work as an independent worker with a certain degree of autonomy and economic independence.
Homeworker	A person who carries out <i>home work</i> .
IWAY topics	<i>Business ethics</i> , human rights, labour rights, decent work conditions, occupational health and safety, environment, animal welfare, etc. (see the 10 IWAY Principles in the IWAY Standard General Section).
Light work	Work that is not harmful to the health and development of a <i>child</i> , does not interfere with their schooling or training, is under the supervision of an adult, and does not exceed 14 hours a week.

Minimum legal working age	The <i>minimum legal working age</i> is defined by the national legislation and is the age at which a person can be employed.	Time motion study	A study of the time it takes for a <i>homeworker</i> to complete a specific task (i.e. a product, part of a product or a service). By timing a number of <i>homeworkers</i> as they complete a task, the average hourly output can be calculated and used to determine the <i>piece rate</i> for a specific product/service.
Notice period	The time period between the notice of termination and the end of the last working day. The <i>notice period</i> is paid in line with the <i>worker's</i> contract.	Value chain	The full range of activities required to bring a product or service from its conception to the final consumer and re-integration back into the <i>value chain</i> . This includes activities such as design, production, distribution, and support to the consumer. At different stages of the <i>value chain</i> , stakeholders add value to the product or service to increase its end value.
Payslip	A physical or electronic note given to a <i>worker</i> at the end of each pay period, clearly indicating the components of the compensation. This includes exact amounts for wages, benefits, incentives/bonuses and any deductions.	Work-related costs	The costs borne by the <i>homeworkers</i> in association with their completion of work include but are not limited to, materials, equipment/ tools, utilities, cost of delivery, etc.
Piece rate	A fixed rate paid per product or service completed.	Worker	A person performing work full-time or part-time. This includes piece rate <i>workers</i> , vocational trainees and <i>workers</i> undergoing a probationary period, as well as <i>sub-contractor workers</i> working eighteen (18) hours or more per week on-site.
Routines	A set of actions designed to accomplish a task. Unless specified, <i>routines</i> may be unwritten.	Working hours	The period in which a <i>worker</i> is working. They exclude time not worked, even if paid, such as paid annual leave, paid public holidays, paid sick leave, meal breaks, time spent on travel from home to work and vice versa.
Severe occupational health and safety hazards	Health and safety <i>hazards</i> that are likely to pose an immediate risk of causing death, permanent injury, or illness.	Workshop	A production space provided by a <i>supplier</i> for the purpose of handmade production/manual labour, including a production space at a <i>sub-contractor's</i> own premises for onsite <i>workers</i> . The <i>workshop</i> houses common facilities and a common tool pool. A <i>workshop</i> is not a workspace within a home or a place where <i>homeworkers</i> temporarily gather to work outside of their homes.
Structured dialogue	A method of communication, sharing of information, and discussion between the <i>supplier</i> and representative of <i>homeworkers</i> regarding the issues relevant to the rights and interests of the parties. Dialogue is needed to strengthen the understanding and cooperation of the parties and work out mutually beneficial solutions. Dialogue shall be held by the <i>supplier</i> at least once a year or whenever requested by one or both parties.	Workshop worker	A person who carries out work in a <i>workshop</i> , which results in a product or service as specified by the <i>supplier</i> , for which the person is paid.
Sub-contractor	Any entity or individual that provides a product, component, material, or service as part of the IKEA <i>value chain</i> .	Young workers	Persons under 18 years of age, but above the <i>minimum legal working age</i> , who are engaged in work.
Supplier	A company or organisation with which an IKEA company has an agreement and also any <i>sub-contractors</i> to that agreement that supply products, services, materials, or components. For the purpose of this document, the term <i>supplier</i> applies to <i>suppliers</i> , service providers and other contracting parties.		