Appendices

Appendix- I

Questionnaire to Woman Employee

Section-I Personal Data

1.1 Name:

1.2 Address of Woman Employee:

1.3 Contact Tel.No: (self) Office: Tel.No

1.4 Native Place- Taluka- Dist. - State-

1.5 Are you a migrant? (1st Generation) Yes/No If Yes,

1.5.1 When did you migrate to Mumbai? (Year- )

1.5.2 Why?

1.6 Do you have land? Yes/No. If yes,

1.6.1 How much land do you possess?

1.6.2 Do you have share in land? Yes/No.

1.7

<table>
<thead>
<tr>
<th>Age (Specify)</th>
<th>Marital Status</th>
<th>Housing Status</th>
<th>Education</th>
<th>Caste</th>
<th>Religion</th>
<th>Savings Yes/No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Below-18</td>
<td>Unmarried</td>
<td>Owned</td>
<td>Illiterate</td>
<td>Open</td>
<td>Hindu</td>
<td></td>
</tr>
<tr>
<td>18-25</td>
<td>Married</td>
<td>Rented</td>
<td>Up to Primary</td>
<td>SC</td>
<td>Muslim</td>
<td></td>
</tr>
<tr>
<td>26-35</td>
<td>Divorced</td>
<td>P.G.</td>
<td>Up to Secondary</td>
<td>ST</td>
<td>Christian</td>
<td></td>
</tr>
<tr>
<td>36-45</td>
<td>Separated</td>
<td>Any Other (specify)</td>
<td>S S C</td>
<td>OBC</td>
<td>Jain</td>
<td></td>
</tr>
<tr>
<td>46-60</td>
<td>Widowed</td>
<td>H S C</td>
<td>DTNT</td>
<td>Buddhist</td>
<td></td>
<td></td>
</tr>
<tr>
<td>60 and above</td>
<td>Others (specify)</td>
<td>Graduate</td>
<td>Others (specify)</td>
<td>Any other (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Post-Graduate</td>
<td></td>
<td>Vocational (Specify)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1.8 Do you have ration card? Yes/No.

1.9 Do you have election card? Yes/No.
1.10 Family Information:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relation with Respondent</th>
<th>Age</th>
<th>Education</th>
<th>Occupation</th>
<th>Income</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

Total Earners

1.11 Total Monthly Family Income - Rs-

1.12 Current Monthly Savings - Rs-

1.13 Any outstanding Loans -Yes/No. If Yes,

<table>
<thead>
<tr>
<th>Sr No.</th>
<th>purpose</th>
<th>Amount</th>
<th>Sources</th>
<th>Period of Loan</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section- II Working Conditions

2.1 Working before the current job? Yes/No. If yes,

<table>
<thead>
<tr>
<th>Type of job</th>
<th>Salary/Income</th>
<th>Left Why</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
2.2 Current Employment Status:

<table>
<thead>
<tr>
<th>Nature of job</th>
<th>Full /Part time</th>
<th>Service With current Employer</th>
<th>Shifts</th>
<th>Pay period</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of Appointment</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Managerial</td>
<td>Permanent</td>
<td>Less than 1 year</td>
<td>General</td>
<td>Daily</td>
<td>Piece Rate</td>
</tr>
<tr>
<td>Technical</td>
<td>Temporary</td>
<td>1-5 years</td>
<td>1st</td>
<td>Weekly</td>
<td>Time Rate</td>
</tr>
<tr>
<td>Teaching</td>
<td>Casual</td>
<td>6-10 years</td>
<td>2nd</td>
<td>Fortnightly</td>
<td></td>
</tr>
<tr>
<td>Clerical</td>
<td>Contract</td>
<td>Above 10</td>
<td>3rd</td>
<td>Monthly</td>
<td></td>
</tr>
<tr>
<td>Supervisory</td>
<td>Trainee</td>
<td></td>
<td>All</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2.3 Do you have the following facilities at work place? Yes/No.

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Yes ( )</th>
<th>Separate</th>
<th>Common</th>
<th>Satisfied or not Yes ( )----- No (x)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinking water</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washing facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rest Room</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Others (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Section- III Equal Remuneration

3.1 Is there any difference in pay among the employees doing the same nature of job? Yes/No. If yes, what are the reasons

1. 
2. 
3. 
4. 

3.2 Salary of female employee doing the same nature of job Rs.

3.3 Salary of male employee doing the same nature of job Rs.

3.4 Whether benefits are common to men and women? Yes/No. If No,
3.4.1 What are those?

3.5 Are there any deductions in salary applicable to only women? Yes/No.

3.5.1 If yes, Specify.

3.6 What are the promotion rules?

3.6.1 Have you been promoted? Yes/No. If No,

3.6.2 On what basis?

3.7 Is it a transferable job? Yes/No. if yes,

3.7.1 What are the transfer rules?

3.7.2 Who is transferred male or female employee?

3.7.3 Have you been transferred before? Yes/ No. If yes,

3.7.4 Place- Local Transfer / Outstation Transfer

3.7.5 What family arrangements you have made in case of transfer?

3.8 Does job involve training? Yes/No if Yes,

3.8.1 Did you have the opportunity? Yes/No. If Yes,

3.8.2 Training at- Work Place / Outside

3.8.3 Duration of Training-

3.8.4 If no specify why?

3.9 What do you suggest regarding--

1. Equal Remuneration- /Equal Wages-

2. Training to Women Employees-

3. Promotion to Women Employees-

4. Transfer of Women Employees-

5. Others-
Section- IV Maternity

4.1 Do you feel the need for change in nature of work during pregnancy or after delivery? Yes/ No. If Yes, Give reasons.

4.1.1 If yes did the employer make any change in your nature of work? Yes/ No. If no, give reasons

4.2 At the time of pregnancy /after delivery did you inform your employer in writing that you wish to avail of maternity benefits? Yes /No.

4.2.1 If not why?
1. Not aware of the facility
2. Not fulfilled the eligibility conditions
3. Not required
4. Others (specify).

4.3 Did you receive maternity benefits from your employer? Yes / No. If yes,

<table>
<thead>
<tr>
<th>Maternity Leave</th>
<th>Rate of Payment</th>
<th>Medical Bonus</th>
<th>Time of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Months</td>
<td>Full</td>
<td>Rs-25</td>
<td>Before delivery</td>
</tr>
<tr>
<td>3 Months</td>
<td>Partial</td>
<td>Rs-60</td>
<td>After delivery</td>
</tr>
<tr>
<td>4 Months</td>
<td>Others</td>
<td>Rs-250</td>
<td>Monthly Basis</td>
</tr>
<tr>
<td>Others</td>
<td>Others</td>
<td>Others</td>
<td>Others</td>
</tr>
</tbody>
</table>

4.4 Have you been prohibited from work due to pregnancy / delivery? Yes/No.

4.5 Did you receive any notice of dismissal from duty when you were absent due to pregnancy /delivery? Yes/No.

4.6 Have you taken additional leave for illness during pregnancy or after delivery? Yes/No If yes,

4.6.1 Days of leave- 10 days/20 days /30 days

4.6.2 Wages- Nil / Full / Partly/

4.7 Do you get leave and wages for miscarriage and abortion? Yes/No. If yes,

<table>
<thead>
<tr>
<th>Miscarriage</th>
<th>Days of Leave</th>
<th>Wages</th>
<th>Abortion</th>
<th>Days of Leave</th>
<th>Wages</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Weeks</td>
<td>Full</td>
<td></td>
<td>2 Weeks</td>
<td>Full</td>
<td></td>
</tr>
<tr>
<td>4 Weeks</td>
<td>Partial</td>
<td></td>
<td>4 Weeks</td>
<td>Partial</td>
<td></td>
</tr>
<tr>
<td>6 Weeks</td>
<td>Nil</td>
<td></td>
<td>6 Weeks</td>
<td>Nil</td>
<td></td>
</tr>
</tbody>
</table>
4.8 Did the employer withhold your cash allowance like DA, HRA when you were absent from work due to pregnancy or delivery? Yes/No.

4.9 What steps did you take when you did not get the maternity facility?

1. Approach the management  
2. Approach the Union
3. Approach the Court  
4. Others (specify)

4.9.1 If not, give reasons.

1. Lack of awareness  
2. Complicated legal procedure
3. Not interested  
4. Doesn't fulfill eligibility conditions
5. Fear of losing job  
6. Others

4.10 Do you have creche facility Yes/No. If yes, mention:

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Deficiencies</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

4.11 Do you get break for nursing the infant? Yes/No. If yes,

4.11.1 Duration: 1. 15 minutes  
2. 30 minutes  
3. Others

4.11.2 No. of breaks: 1. One Time  
2. Two Times  
3. Three/Four times

4.12 In absence of creche facility what alternative arrangement have you made?

4.13 Are you happy with the present maternity benefit provisions? Yes/No. Yes/No. If no specify.

4.14 What do you suggest regarding-

1. Medical bonus
2. Maternity payment
3. Nursing break
4. Maternity leave
5. Maternity benefit to no. of births
6. Others
Section- V Night Work

5.1 Does your job involve night work? Yes/No. If yes,

<table>
<thead>
<tr>
<th>Night work frequency</th>
<th>Working hours</th>
<th>Timing</th>
<th>Rate of payment</th>
<th>Facilities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Daily</td>
<td></td>
<td></td>
<td></td>
<td>Rest Room</td>
</tr>
<tr>
<td>One week</td>
<td></td>
<td></td>
<td></td>
<td>Food</td>
</tr>
<tr>
<td>15 days</td>
<td></td>
<td></td>
<td></td>
<td>Vehicle</td>
</tr>
<tr>
<td>Not fixed</td>
<td></td>
<td></td>
<td></td>
<td>Library</td>
</tr>
<tr>
<td>Any other</td>
<td></td>
<td></td>
<td></td>
<td>Gymkhana</td>
</tr>
</tbody>
</table>

5.2 Do you get rest interval? Yes/No. If yes,

5.2.1 Duration- 1- 10 Minutes 2- 15 Minutes 3- 20 Minutes

5.2.2 No. of breaks-1- 1Break 2- 2 Breaks 3- 3 Breaks

5.3 Does nature of work during night duty differ from the normal hours duty? Yes/No. If yes,

5.3.1 Give reasons.

5.4 What problems you face under night duty?

5.5 Suggest measures to overcome those difficulties.

5.6 Should Govt. lift prohibition on night work for women workers in all occupations? Yes/ No. Give reasons.

Section- VI Sexual Harassment at Work Place

6.1 Have you experienced sexual harassment at work place? Yes/No, If yes,

6.1.1 Nature of sexual harassment-verbal/physical............ (Others specify)

6.2 What was your response?......Disclosed/Not Disclosed.

6.3 Disclosed to-colleagues/ management/ family members/ friends/.... (Others Specify)

6.4 What was the reaction of colleagues, boss, management? (supported/not supported)

6.5 What was the reaction of family members? (supported/not supported)

6.6 What was the reaction of friends? (supported/not supported)
6.7 Was any action taken? Yes/No, If yes.

6.7.1 Nature of action-Oral warning/ issue of memo/women commission/women cell/police/ complaint committee/court/...

6.7.2 Are you satisfied with the action taken? Yes/No,

6.7.3 If yes, why?

6.7.4 If no, why?

6.8 If no action was taken, what were the reasons given by the management?

6.9 Why did you not pursue the matter when you knew that action was not going to be taken?

6.10 Did you approach the union? Yes/No if yes, what was the outcome?

6.10.1 If no why?

6.11 Do you have Complaint Committee at work place? Yes/No, If no.

6.11.1 Have you attempted to get complaint committee at work place? Yes/No

6.11.2 What was your experience?

6.12 Are you aware of Supreme Court guidelines about sexual harassment at work place? Yes/No

Section - VII General

7.1 Do you have union? Yes/No. If Yes,

7.1.1 Are you a member of the same?

7.2 Awareness about beneficial legal provisions:

1. Factories Act 1948- Fully/Partially/No
2. The maternity benefit Act 1961 /ESI Act. Fully/Partially/No
3. Equal remuneration Act 1976- Fully/Partially/No
Appendix- II

Questionnaire to Trade Union

1. Name and Address of the Union and Affiliation:

2. Name of Office Bearers:

3. Union Members: Male ____ Female ____ Total ____

4. Union work for ______ industry

5. What action do you take in bringing justice to women who were denied salary at par with men/promotion/training/transfer on the basis of gender?

6. How many cases of sexual discrimination in terms of training/promotion/transfer are reported every month?

7. Many employers deny the following maternity benefits to women workers. What action do you take to provide the same?
   Maternity leave/Payment of salary/Medical Bonus/Cash Allowance/---

8. Many units by law should provide crèche facility. But they do not provide the same. What is your opinion?

9. There is a practice of not sanctioning leave and salary in case of abortion. What is your opinion?

10. What problems did night duty women workers report? What is union doing to solve those problems?

11. Have you received any complaints of sexual harassment? If yes, how it was dealt with?

12. Does union have Women’s Wing?

13. What is the involvement of women in the union activities?

14. What is union doing to encourage women workers to participate in union’s activities?

15. What action have you taken to create awareness about labour laws among women workers?

16. Suggest measures to improve working conditions of women workers.
Appendix- III

Questionnaire to Employer

Section- I Personal Data

1.1 Name-

1.2 Company Name and Address-

1.3 Product of the Company-

Section- II Equal Remuneration

2.1 Maintenance of Records:

1. Muster 2. Register of wages 3. Register of overtime
4. Register of advance 5. Register of fines
8. Others

2.2 What are the criteria while selecting the workers?

2.2.1 For Women= Age/Education/merit/Caste/Relation/Community/........

2.2.2 For Men= Age/Education/merit/Caste/Relation/community/

2.3 Is there preference for men for certain jobs? Yes/No. If yes, specify the reasons.

2.4 Is there preference for women for certain jobs? Yes/No. If yes, specify the reasons.

2.5 Do workers get any training? Yes/No. If yes,

2.5.1 Only men only women both.

2.6 Is there salary difference between men and women? Yes/No. If Yes,

2.6.1 Why? 1. 2. 3. 4.

2.7 What are the criteria for promotions?

Time bound/Qualifications/Performance/ Training/ Caste/ Religion/
/Sex/Region/community/ any others specify.
2.7.1 Criteria for men-
2.7.2 Criteria for women-

2.8 Do you have transfer system? Yes/No. If yes,
2.8.1 Who is transferred? Men / women or both?
2.8.2 Criteria for men-
2.8.3 Criteria for women-

Section-III - Maternity

3.1 Is the unit covered by Maternity Benefit Act or ESI Act? Or both?
3.2 Do you provide maternity benefits? Yes/No
3.3 What conditions should be fulfilled by women workers to avail the maternity benefits?
1. 2. 3.
4. 5. 6.

3.4 What facilities were provided?

<table>
<thead>
<tr>
<th>Maternity Leave</th>
<th>Rate of payment</th>
<th>Medical bonus</th>
<th>Time of Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 month</td>
<td>Full</td>
<td>Rs-25</td>
<td>Before delivery</td>
</tr>
<tr>
<td>2 months</td>
<td>Partial</td>
<td>RS-60</td>
<td>After delivery</td>
</tr>
<tr>
<td>3 Months</td>
<td>Nil</td>
<td>RS-250</td>
<td>Monthly Basis</td>
</tr>
<tr>
<td>More than 3 Months</td>
<td>Others</td>
<td>Others</td>
<td></td>
</tr>
</tbody>
</table>

3.5 Do you provide leave and wages for miscarriage and abortion?
3.6 Do you provide women workers their due of allowance and promotion during maternity leave? Yes/No. If no, give reasons.
1 2 3
4 5 6

3.7 Do you provide crèche facility? Yes/No. If no, give reasons.
3.8 Do you provide maternity benefits in case of adoption by employees? Yes/No. If no,
3.8.1 Give reasons.
Section-IV- Night Work

4.1 Does the job involve night duty? Yes/No. If yes,

4.1.1 1. Only Men 2. Only Women 3. Both Men and Women

4.2 Should govt. lift prohibition on night work for women in all occupations? Yes/no. Give reasons.

1. 2. 3. 4. 5. 6.

4.3 What facilities do you give to women workers on night work?

1. 2. 3. 4. 5. 6.

Section-V General

5.1 Have you received any complaints of sexual harassment? If yes how it was dealt with?

5.2 Do you provide the following?

<table>
<thead>
<tr>
<th>Facilities</th>
<th>Yes/No</th>
<th>Separate</th>
<th>Common</th>
<th>Adequate or not</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drinking water</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Washing facility</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recreation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical aid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Education cost of workers' children</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transport</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rest shelter</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social security</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toilet</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

5.3 What are your suggestions to improve working conditions of women?

1. 2. 3. 4. 5. 6.
Appendix-IV

Questionnaire to Labour Inspector

Section-I-General

1.1 Name-

1.2 Address-

1.3 Years of Service-

1.4 Area of Jurisdiction-

1.5 What records are generally maintained by the employers?

1. Muster 2. Register of wages 3. Register of advance
4. Register of overtime 5. Register of fines
6. Register of Maternity benefits 7. Register of overtime

Section-II- Equal Remuneration

2.1 What are the reasons for women earning less than men for similar work?

1. 
2. 
3.
4. 
5.
6.

2.2 What are your attempts in providing equal wages/ promotion/training to women workers at par with men?

1. Equal wages 2. Training 3. Promotion

2.3 What problems do you face in dealing with women workers' issues?

Section-III- Maternity

3.1 How do employers react to the following provisions of the Maternity Benefits Act?

1. Retaining the pregnant women workers on job.
2. Changing the nature of work of pregnant women from heavy to light work.
3. Maternity leave.
4. Maternity payment.
5. Medical bonus.
6. Leave and wages for miscarriage
7. Leave and wages for Abortion
8. Crèches.
10. Any others (specify)

3.2 Do women approach court for not getting the Maternity benefits?

3.3 If employers repeat the offence of denying the Maternity benefits how do you deal with such an employer?

3.4. As women workers were unaware of Maternity Benefits and Equal Remuneration Act, what action do you take to bring awareness among them?

1. 2. 3.

4. 5. 6.

Section-IV  Night Work

4.1 Should govt. lift prohibition on night work for women workers in all occupations? Yes/No. Give reasons.

4.2 What are the problems of night work women workers?

Section-V  Sexual Harassment

5.1 Have you come across any cases of sexual harassment? Yes/No.

5.1.1 If yes, what type? Verbal/physical/............

5.1.2 What steps were taken in such cases?