

Manual and codebook of the WageIndicator Collective Agreements Database - Version 2 - May 2016

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WageIndicator.org

About WageIndicator Foundation - www.wageindicator.org

The WageIndicator concept is owned by the independent, non-profit WageIndicator Foundation, established in 2003. Its Supervisory Board is chaired by the University of Amsterdam/Amsterdam Institute of Advanced labor Studies, the Dutch Confederation of Trade Unions (FNV) and Monster career site. The Foundation aims for transparency of the labor market by sharing and comparing wage data and labor conditions information. The Foundation operates national websites in some 85 countries. The websites have a so called 3 pillar structure: for wages, for labor law and minimum wages, and for vacancies and education related information. In more than 20 countries the national WageIndicator websites are supported with offline actions like face-to-face surveys, fact finding debates and media campaigns. The Foundation operates globally through a network of associated, yet independent regional and national partner organizations like universities, media houses, trade unions and employers organizations, and self-employed specialists for legal, internet, media issues, with whom the Foundation engages in long lasting relationships. WageIndicator Foundation has offices in Amsterdam (HQ), Ahmedabad, Bratislava, Buenos Aires, Cape Town, Dar es Salaam, Maputo and Minsk.

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Bibliographical information

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1 Introduction

In a globalised world comparative and up-to-date data on wages and wage setting institutions is needed to understand the global economy in relation to national labour markets and industrial relations systems. Collective bargaining is considered an important instrument in wage-setting processes. However, this assumption is not underpinned with rich empirical data, because very little is known about what exactly is agreed in these collective bargaining agreements. Social partners or governmental institutions in some countries maintain databases with collective agreement texts, but few of them code the text according to a predefined set of characteristics. One reason may be that such databases require prolonged efforts to collect, read and code collective agreements. Even if databases are maintained on a country basis, across countries these agreements will be coded differently and on different levels of detail; thus, cross-country comparisons are not possible. This lack of data is an obstacle to the exploration of the range of issues negotiated in collective agreements, as well as their impact on individual labour market outcomes. It challenges the need for a global collective agreement database.

The worldwide web has opened up new possibilities for global data collection. The WageIndicator Foundation with its websites on work and wages in 85 countries and millions of web visitors, its network of correspondents, and its central web-based technology has developed as an innovative method for collecting, annotating, coding and publishing bargaining agreements texts. In the second half of 2012, it became clear that collecting, annotating, coding and publishing of collective agreements was feasible, both from a technological perspective as well as from an organisational point of view. Paulien Osse, director of WageIndicator Foundation, explored her global network to see if social partners were willing to share their collective agreements. And they were so. Kea Tijdens, research coordinator of the University of Amsterdam/AIAS and scientific director of WageIndicator, designed a coding scheme and made a systems design for the WageIndicator programmers. This system, called COBRA, was ready by mid-2013. Daniela Ceccon took on the role of Collective Agreements Database coordinator, jointly with the team of Ernest Ngeh Tingum and Arcade Nduricimpa from the University of Dar es Salaam, Tanzania, and Nadia Pralitasari from the Indonesian team. By December 2013 they started to upload, annotate and code the collective agreements that meanwhile had been collected through the WageIndicator network. By April 2014, already more than 200 agreements from 18 countries were entered into the database from Africa and Latin American countries and from Indonesia.¹ By May 2016, 531 agreements from 29 countries have been archived, coded and published in their national language. Regularly, the WageIndicator Collective Bargaining team reports about news concerning the new Database. The team also provides overviews of topics in the agreements.² Persons interested in receiving the news updates can subscribe by emailing Daniela Ceccon <danielaceccon@wageindicator.org>.

The Collective Agreements Database primarily aims to enrich the content of the WageIndicator websites, but it also provides a unique opportunity to closely examine the variation in agreements within and across countries. This manual and codebook introduces the COBRA system (Section 2). It then shows the content of the webpages related to the Database (Section 3), and details how the Collective Agreements are coded (Section 4). The Appendix includes the full codebook of the database.

Version 2 of this Manual and codebook of the WageIndicator Collective Agreements Database is an update of the February 2016 version and reflects the changes in coding questions. Apart from the correction of some typos and the addition of a few extra explanations to existing questions, the main change is the inclusion of more specific questions about 1) free legal assistance, 2) paid leave for trade union activities or administrative duties, 3) flexible work arrangements, 4) severance pay, and 5) health and safety policy.

¹ See Newsletter-Cobra-1, 140422

² See Besamusca J, Tijdens KG (2015) Comparing collective bargaining agreements for developing countries, *International Journal of Manpower*, 36(1), p 86 - 102

2 Introducing the COBRA system

2.1 Aims of COBRA

COBRA is the web-based system for the WageIndicator Collective Agreements database. COBRA facilitates three steps:

- uploading of texts of Collective Agreements
- annotating and coding of these texts
- publishing of the texts, its annotations and its codes on the WageIndicator website.

COBRA generates web pages with full text, coded text, and annotated texts. The content of these pages are detailed in Section 3. COBRA also generates a monthly download of the coded content of the Collective Agreements Database. The content of this database is detailed in Section 4.

2.2 Scope of COBRA

COBRA allows to upload:

- Collective Bargaining Agreements for companies
- Collective Bargaining Agreements for industries
- Transnational Collective Bargaining Agreements
- Framework Agreements

COBRA does not facilitate the uploading of:

- Proposal letters for Bargaining negotiations
- Agendas of collective bargaining committees
- Pamphlets and the like

2.3 Countries and languages in COBRA

COBRA is designed such that agreements from any country and any language can be uploaded, whereby the following rules apply:

- The full texts of the agreements are uploaded and published in their original language, and these texts are not translated. The languages used thus far are English, French, Spanish, Portuguese, Swahili (Tanzania), Bahasa (Indonesia), Khmer (Cambodia), and Malagasy (Madagascar).
- The COBRA dashboard is in English, and so is the coding scheme. For the time being, the dashboard, the coding scheme and this manual will be available only in English.

2.4 Collecting, uploading, annotating and coding Agreements

For Collective Agreements to be brought online in the database these complex documents have to go through a number of steps. First they are collected. Social partners hand over their Collective Agreements to the WageIndicator, and these can be in any format, be it in Word or PDF format, but also in JPEG format or even as a printed booklet. The team can handle Word and PDF formats, they can copy booklets into a PDF file. JPEG files need to be retyped. In case of a Word file, the text is copied to Notepad and saved for uploading in COBRA. In case of a PDF file, the document is converted to text format using optical character recognition software. Once the Agreement is in a text format, it can be read as a HTML file, using Amaya software. Using this software, the headings H1, H2, H3 can be assigned to the document. In most agreements, an overall heading will be defined as H1; chapters will be defined as H2; and an article will be defined as H3. In a third step the text will be uploaded in the COBRA-program, where the text can be annotated. The annotation section in the COBRA coders platform has a total of 12 topics, containing over 80 questions to be answered as well as their corresponding clauses to be selected. Figure 1 shows the dashboard of the platform and the 12 topics, as well as a screenshot of the coding scheme. The latter are to be

discussed in Section 4. The COBRA coders platform is password protected. The director of WageIndicator Foundation assigns passwords.

Figure 1 COBRA dash board

The screenshot displays the COBRA dashboard interface. At the top, there is a navigation bar with the COBRA logo and a breadcrumb trail: Root / Topics & Steps. Below this, there are tabs for 'Contents' and 'Edit', and a section with buttons for '+ Add', 'Paste', and 'Clear paste buffer'.

The main section is titled 'Contents of 'Topics & Steps'' and contains a table with the following data:

	Id	Title
	general	General CBA data
	job-titles	Job Titles
	social-security-pensions	Social Security & Pensions
	training	Training
	employment-contracts	Employment Contracts
	sickness-disability	Sickness & Disability
	health-medical-assistance	Health & Medical Assistance
	work-family-arrangements	Work & Family Arrangements
	wages	Wages
	working-hours	Working hours
	coverage	Coverage

Below the table, there is a detailed view of a collective bargaining agreement document. The document is titled '6.HOURS OF WORK' and contains the following text:

The normal working week shall consist of 45 hours of work exclusive of meal, breaks, provided that:-

(a) An employee shall be entitled to not less than one rest day each week.

Below this, there is a section titled '7.OVERTIME' which contains the following text:

Authorized overtime shall be payable at the following rates:-

(a) For time worked in excess of the normal number of hours per week, as specified in paragraph 5 above, at one and half (1 ½) times the normal hourly rate.

(b) For time worked on the employee's normal rest day and Gazetted Public Holidays, at double the normal hourly rate. Provided that employees wishing to opt for additional time off in respect of hours worked during a Public Holiday shall be granted such time off with full pay.

(c) For the purposes of computing payment for overtime work, the hourly rate shall be 1/195 and multiplied by the basic monthly salary for all employees.

Below this, there is a section titled '8.ANNUAL LEAVE' which contains the following text:

After each period of twelve (12) months continuous service with the Company, an employee shall be entitled to annual leave of twenty two (22) working days with full pay on the anniversary date of the employee's employment. Where employment is terminated after the completion of two or more consecutive month's service, the employee

On the right side of the document view, there are several interactive elements, including a search bar and a list of questions related to the document, such as 'Does the agreement have clauses on standard working hours, schedules and holidays?' and 'Are working hours per day agreed?'. The bottom of the screenshot shows a Windows taskbar with various application icons and a system clock indicating 3:44 PM on 7/18/2013.

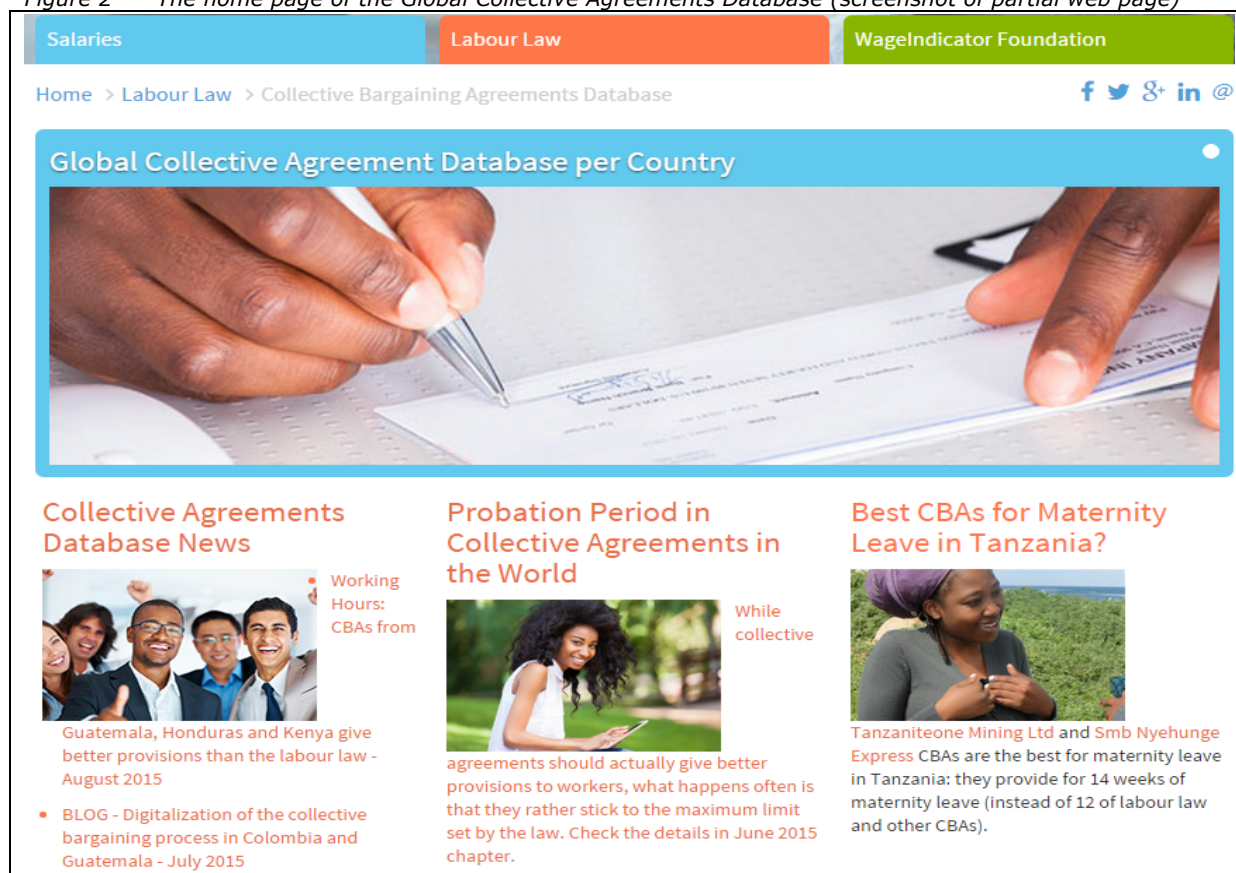
Source Screenshots of the COBRA dashboard³

³ Screenshot copied from CHAPTER 31 The Global Collective Bargaining Agreements Database. By Ernest Tingum Ngeh, global manager Collective Agreement database, University of Dar es Salaam, in Conference

3 Collective Agreements web pages

3.1 Home page of the database

Figure 2 The home page of the Global Collective Agreements Database (screenshot of partial web page)



Source <http://www.wageindicator.org/main/labour-laws/collective-bargaining-agreements>, accessed 14-9-'15

3.2 Countries with Collective Agreements in the database

Figure 3 Page after clicking the button Global Collective Agreement Database per Country (screenshot of partial web page)

Salaries **Labour Law** **WageIndicator Foundation**

Home > Labour Law > Collective Bargaining Agreements Database
> Collective Agreement Database per Country

Collective Agreements per country

WageIndicator compiles a global database of Collective Bargaining Agreements, which enables you to read the original texts of Collective Agreements and to compare clauses at national and international levels. By now, more than 400 agreements in 24 countries have been archived, coded and published in their national language.

Check for statutory **Minimum Wages** [this page](#). Check for **Public sector wages** [this page](#).

Thanks to the University of Dar es Salaam and the WageIndicator teams these pages are up to date and international comparable. **Donations are welcome.**

Collective Agreements - Countries A to F	Collective Agreements - Countries G to P	Collective Agreements - Countries Q to Z
Benin	Ghana	Rwanda
• Collective Agreements Votresalaire.org/Benin	• Collective Agreements Mywage.org/Ghana	• Collective Agreements Mywage.org/Rwanda
Burundi	Guatemala	Senegal
• Collective Agreements Votresalaire.org/Burundi	• Collective Agreements Tusalario.org/Guatemala	• Collective Agreements Votresalaire.org/Senegal
Brazil	Guinea	South Africa
• Collective Agreements Meusalario.org.br	• Collective Agreements Votresalaire.org/Guinee	• Collective Agreements Mywage.co.za
		Tanzania

Source <http://www.wageindicator.org/main/labour-laws/collective-bargaining-agreements/collective-agreement-database-per-country-1>, accessed 14-9-'15

3.3 Country pages of the database

Figure 4 Page shown after selection South Africa

Salary **Labour Laws** **Career Tips**

Home > Labour Laws > Collective Agreements Database

Collective Agreements in South Africa

Almost all South African collective agreements are published here soon. You can find the original texts, read them and navigate through single chapters and articles, according to the topics you are interested in. On the left there is the full text, while in the right column you will find a summary of the collective agreement. Trade unions and employers from South Africa contributed to the collection of these CBAs. Publication is developed by **WageIndicator Foundation** and University of Dar es Salaam. **Contact us.**

Compare the articles of the Collective Agreements from South Africa with other countries

Collective Agreements Full Text

Agreement in Respect of Wages and Conditions of Employment entered into by and between CWAU and CEPWAWU and Kimberly Clark Corporation SA
Agreement in Respect of Wages and Substantive Conditions of Employment for the Period 2013 to 2014
Columbus Stainless Substantive Agreement between Columbus Stainless and Solidarity, U.A.S.A and N.U.M.S.A.

Source <http://www.mywage.co.za/main/decent-work/collective-agreements-database>, accessed 14-9-'15

3.4 Pages per Collective Agreement

Each Collective Agreement is published on a separate web page. Such a page consists of four parts, notably a table of clauses, the full text, the coded clauses and the annotated clauses. Easy navigation facilitates searching the topics of interest.

Figure 5 The table of contents of a Collective Agreement (screenshot of partial web page)

Salary	Labour Law	Career
--------	------------	--------

Home > Labour Law > Collective Agreements Database /

- COLLECTIVE AGREEMENT BETWEEN DRY FOOD PROCESSING LTD AND THE NATIONAL UNION OF TEAMSTERS AND GENERAL WORKERS (NUTEG) OF GHANA FEDERATION OF LABOUR (GFL)
 - ARTICLE 1: PURPOSE AND INTENTION
 - ARTICLE 2: SCOPE AND COVERAGE
 - ARTICLE 3: DEFINITION
 - ARTICLE 4: CONDITIONS OF EMPLOYMENT
 - ARTICLE 5: REMUNERATION (SALARIES, WAGES & ALLOWANCES)
 - ARTICLE 6: HOURS OF WORK
 - ARTICLE 7: ABSENCE FROM WORK
 - ARTICLE 8: OVERTIME
 - ARTICLE 9: LEAVE REGULATION
 - ARTICLE 10: PROMOTION AND TRANSFER
 - ARTICLE 11: TRAINING AND DEVELOPMENT
 - ARTICLE 12: REWARD AND COMPENSATION
 - ARTICLE 13: PROVIDENT FUND
 - ARTICLE 14: UNION RECOGNITION
 - ARTICLE 15: ENVIRONMENTAL HEALTH, SAFETY AND WELFARE
 - ARTICLE 16: DISCIPLINE
 - ARTICLE 17: GRIEVANCE, AND DISPUTE RESOLUTION
 - ARTICLE 18: LEAVING THE COMPANY
 - ARTICLE 19: AMENDMENT TO AND VALIDITY OF AGREEMENT
 - ARTICLE 20: OBLIGATIONS OF PARTIES

Figure 6 The content of a Collective Agreement (screenshot of partial web page)

COLLECTIVE AGREEMENT BETWEEN DRY FOOD PROCESSING LTD AND THE NATIONAL UNION OF TEAMSTERS AND GENERAL WORKERS (NUTEG) OF GHANA FEDERATION OF LABOUR (GFL)

1st January 2014

PREAMBLE:

This Agreement is made this day of2013 between the Dry Food Processing Ltd of Companies (hereinafter called the Company) and the National Union of Teamsters and General Workers (hereinafter called the Union or NUTEG) for and on behalf of the employees.

ARTICLE 1: PURPOSE AND INTENTION

It is the intention and purpose of the parties to this Agreement to promote orderly and peaceful Labour/Management relations, to have full understanding of both the Company and the Union, and to set forth herein their agreement on salaries, wages, hours of work and other conditions and terms of employment. In consideration of their mutual desire in promoting the efficient conduct of business and growth of a stable Union, and in providing for the orderly settlement of disputes between them.

To this end, the Company recognizes the Union as the sole and exclusive collective bargaining representative for its employees as defined in Article 2 of this agreement, in all matters pertaining to salaries/wages, hours of work, and rules and conditions of employment.

This Collective Agreement compliments all existing Rules and Regulations. Where the Collective Agreement is silent, the Standing Negotiation Committee shall be summoned to determine the matter.

ARTICLE 2: SCOPE AND COVERAGE

This agreement shall apply to all permanent employees who opt to be members of the Union.

ARTICLE 3: DEFINITION

In this Agreement unless the context otherwise requires:

(a) The "Company" means the Dry Food Processing Ltd

(b) "Employee(s)" means all permanent male and female worker(s) who are members of the Union.

(c) "Union" shall mean the National Union of Teamsters and General Workers (NUTEG) of GFL

Figure 7 The coded content of a Collective Agreement (screenshot of partial web page)

Collective Agreement between Dry Food Processing Ltd and the National Union of TEAMSTERS and General Workers of Ghana Federation of Labour

Start date: → 2014-01-01
 End date: → 2015-12-31
 Ratified by: → Other
 Ratified on: → 2014-01-01
 Concluded by:
 Name industry: → Manufacturing
 Public/private industry: → In the private sector
 Name company: → Dry Food Processing Co Ltd
 Extension to other companies in the industry applies: → No
 Names trade unions: → National Union of Teamsters and General Workers (NUTEG of GFL)

SOCIAL SECURITY AND PENSIONS

Employer contributes to pension fund for employees: → No
 Employer contributes to disability fund for employees: → No
 Employer contributes to unemployment fund for employees: → No

TRAINING

Training programmes: → Yes
 Apprenticeships: → No
 Employer contributes to training fund for employees: → Yes

SICKNESS AND DISABILITY

Maximum for sickness pay: → 100 %
 Maximum days for paid sickness leave: → 150 days
 Pay in case of disability due to work accident: → Yes

Figure 8 The annotated text of a Collective Agreement, when selected Training programmes: Yes in Figure 7

ARTICLE 11: TRAINING AND DEVELOPMENT

Section 1: Training Within Industry

Parties to this Agreement acknowledge the importance of a sound training scheme as one of the means by which efficiency can be increased and therefore recommend that the fullest opportunity be taken of in-service and external training schemes designed to improve the skills of employees.

Pursuant to this, all employees shall be encouraged to take approved courses sponsored by the company or on the job training which would benefit such employees by improving their efficiency and thereby their suitability for promotion or advancement in their jobs.

Section 2: Training Course and Examination

For purpose of this Agreement, the company undertakes to train and retrain employees to enhance promotion prospects in accordance to its policies.

Source <http://www.mywage.org/ghana/home/labour-law/collective-agreements-database/collective-agreement-between-dry-food-processing-ltd-and-the-national-union-of-teamsters-and-general-workers-of-ghana-federation-of-labour>, accessed 14-9-'15

3.5 Comparing Collective Agreements

Within a topic, Collective Agreements can be compared across countries and across industries. Comparisons can be made for approximately 80 topics. As Figure 9 shows, in September 2015 comparisons could be made for 27 countries and for 21 industries. Figure 10 shows the output after selecting the topic 'Does the agreement have clauses on social security and pensions?'.

Figure 9 Screenshot of the page that allows to compare collective agreements, with ticked selections for search action

Figure 10 Results of the search action: annotated clauses of collective agreements are shown (partial web page)

Does the agreement have clauses on social security and pensions?	
Benin	Convention Collective de Travail Applicable au Personnel de l'Agence Nationale de l'Aviation Civile L'ANAC a l'obligation d'immatriculer ses travailleurs au régime de sécurité sociale afin de leur permettre de jouir des avantages et prestations qui en découlent. Cette protection est organisée conformément aux dispositions de l'article 92 de la présente Convention.
Benin	Convention Collective Nationale Manutention Portuaire Tout le personnel doit être obligatoirement immatriculé à la Caisse Nationale de Sécurité Sociale dès l'embauche afin de lui permettre de jouir des avantages et prestations découlant de cette affiliation. L'employeur est tenu d'être à jour de ses engagements vis-à-vis de l'organisme de sécurité sociale afin de ne pas pénaliser les employés.
Ethiopia	The 12th Collective Agreement Concluded Between Horizon-Addis Tyre S.C And Horizon-Addis Tyre S.C Basic Trade Union 24.2 All workers of the company shall be beneficiary of social security scheme as per Private Organization Employees Pension Proclamation No. 715/2011.
Guinea	Convention Collective Mines et Carrieres Les parties signataires reconnaissent que l'admission au bénéfice d'une retraite ne constitue pas un licenciement et ne peut par conséquent justifier l'octroi d'une indemnité de licenciement. Les conditions de départ à la retraite sont fixées ainsi qu'il suit: 55 ans pour les ouvriers et autres agents d'encadrement moyen 60 ans pour les cadres assumant des fonctions supérieures Dans le cadre de la présente convention, les employeurs peuvent maintenir en activité rémunérée des travailleurs ayant dépassé l'âge de la retraite tel que fixé ci-dessus. Ces travailleurs seront régis par des contrats de travail à durée déterminée, à charge pour les employeurs de négocier avec la CNSS les conditions de fonctionnement des travailleurs concernés (cotisations, prestations).
Indonesia	Perjanjian Kerja Bersama Antara PT. Ching Luh Indonesia Dengan Serikat Pekerja (SBKU - SPN - IKCI) PT. Ching Luh Indonesia JAMINAN SOSIAL DAN KESEJAHTERAAN PASAL 39 UMUM Jaminan sosial/kesejahteraan tenaga kerja adalah bantuan yang diberikan perusahaan kepada pekerja dalam rangka perlindungan, perawatan dan kesejahteraan pekerja. PASAL 40 JAMINAN SOSIAL TENAGA KERJA Sesuai dengan ketentuan peraturan dan perundang undangan yang berlaku maka pengusaha wajib mengikutsertakan seluruh pekerja pada program jaminan sosial tenaga kerja (UU No 3 Tahun 1992 Juncto PP No 83 Tahun 2000). 1. Program program jaminan sosial tenaga kerja yang dimaksud adalah sebagai berikut : a. Jaminan kecelakaan kerja (JKK) - Pengusaha mempertanggungkan pekerja kepada PT. JAMSOSTEK dengan mengikuti program jaminan kecelakaan kerja - iuran untuk program jaminan kecelakaan kerja ini sepenuhnya ditanggung oleh perusahaan sebesar 0,89 % dari upah. - Jika pekerja yang telah dipertanggungkan kepada PT. JAMSOSTEK Tertimpa kecelakaan kerja, maka berhak menerima jaminan kecelakaan berupa biaya

Source <http://www.mywage.org/ghana/home/labour-law/collective-agreements-database/compare-clauses>, accessed 14-9-'15

4 Coding the collective agreements

4.1 Introduction

As shown in section 2.5, the collective agreements are coded according to ten topics. In addition the meta-data of the agreements and its coverage is coded. For the coding, a coding scheme with a list of questions and answers has been developed. This section details the features related to the coding scheme. The full coding scheme is included in the Appendix.

The February 2016 update includes one new topic, notably topic 10, which will be explained in this chapter.

To facilitate the coding process, COBRA has several auxiliary databases, called vocab's in COBRA. For example, the database of employers' organisations provides the coders for every newly entered agreement with the choice to pick from the list of employer's organisations or to add a new name if the signatories from employers' side have to be registered. Maintaining such a database is efficient, because the names in question do not need to be retyped for every new agreement, and because it prevents that the same organisation is registered twice with slightly different names. The main databases are:

- List of companies/ plants / multinationals
- List of trade unions
- List of employers' organisations
- List of professional associations
- List of bank holidays
- List of regions (geographical characteristics)
- List of industries, coded according to the industry classification NACE v2.0.

4.2 Meta information about the Collective Agreements

This subtopic identifies the name and the operative and expiration dates. It identifies whether the agreement is a single company, multi-employer, framework or transnational agreement. The database details the signatories of the agreement: employers or their associations, trade unions, and if relevant professional associations. It also has questions about the ratification process of the Agreement, if relevant, and the extension of the Agreement to employers who did not conclude the agreement, if relevant.

4.3 Information about coverage

The database includes the following information concerning the coverage of the agreement:

- Coverage according to geographical characteristics, to job types, and to industries; this can apply to either inclusion or exclusion of specific groups in the agreement
- Number of employees covered, where possible broken down by gender; this information is hardly included in the texts of the agreements, and therefore the team usually ask the social partners for this information; sometimes the social partners are unable to provide this information

4.4 Topic 1: Job titles

This section aims to identify if the agreement refers to one or more job categories, such as skilled, semi-skilled or unskilled categories, or to specific jobs, such as foremen, domestic workers, drivers, sewers, drivers, and alike. This identification results in a database of so-called 'job types', which are used for the coding of wage scales or to other clauses in the agreement. The coding scheme also asks whether the Agreement includes job descriptions as well as a reference to a job classification system.

4.5 Topic 2: Wages

The coding scheme has an extensive set of questions aiming to identify how wages are regulated in the collective agreement. It includes questions about wage-setting processes, about the Statutory Minimum Wages, about pay scales, and alike. This section also asks whether extra payments apply to overtime hours, to working outside office hours, and alike.

4.6 Topic 3: Working Hours, Schedules, Paid Leaves And Paid Holidays

With this topic many features of working hours and related issues are coded. The questions related to schedules, paid and unpaid leave clauses, and the number of paid holidays.

4.7 Topic 4: Employment Contracts

The coding scheme has questions about the presence of clauses on individual employment contracts and job security, as well as questions about trial periods and severance pay.

4.8 Topic 5: Work And Family Arrangements

The coding scheme has questions about the presence of clauses on work and family arrangements, specifically about the presence of paid maternity leave, and if so for how many weeks, whether pay is maximized to a percentage of basic wage, and if there are clauses on job security for women wishing to return to work after maternity leave. It contains questions about clauses on the care for dependent relatives and clauses on employer-provided childcare facilities.

4.9 Topic 6: Health And Safety And Medical Assistance

The coding scheme has several questions about the presence of health and safety policies at the workplace, HIV-related policies and health and safety training. It asks about health or medical assistance, health insurance of the employees, and whether relatives are also covered by these arrangements.

4.10 Topic 7: Sickness And Disability

The coding scheme asks questions about sickness and disability clauses in the agreement. It asks about pay during periods of sickness, whether this pay is maximized to a percentage of basic wage, whether the days of paid sick leave per year are maximized, and whether some categories of employees are excluded. It contains also questions about pay in case of disability due to work accidents or working conditions.

4.11 Topic 8: Social Security And Pensions

The coding scheme asks questions about the presence of clauses on social security and pensions. If so, does the employer pay contributions to a pension fund for its employees, does the employer pay contributions to the disability fund for its employees, and does the employer pay contributions to the unemployment fund for its employees?

4.12 Topic 9: Training

The coding scheme has questions about clauses on training and apprenticeships, and asks whether the employer pays contributions to a training fund from which its employees can benefit.

4.13 Topic 10: Gender Equality Issues

The coding scheme asks questions about clauses on equal pay for work of equal value (also gender-related), discrimination at work, equal opportunities for promotion and training for women workers, gender equality trade union officer in the workplace, sexual harassment and violence at work, special leave for workers subjected to domestic or intimate partner violence, and support for women workers with disabilities.

Appendix 1 Codebook of the database

Metadata

Variable name	Variable label
manual_version	Which version of the codebook has been used to code this CBA?
cbadate_start	Is an operative start date mentioned?
cbadate_start_date	Start date
cbadate_end	Is an operative end date mentioned?
cbadate_end_date	End date
sample	Is the CBA a sample CBA?
do_not_show_on_website	Hide this CBA on the website (in plone)?
additionalCBA	Is this CBA an additional part of an existing CBA?
renewalCBA	Is this CBA a renewal of an existing (but expired) CBA included in the database?
framework	Is the CBA a national framework / inter-professional CBA?
transnational	Is the CBA a transnational CBA?
transnatcountry	Which countries?
cbaratification	Does the agreement require ratification?
cbaratified	By whom?
cbaratified_txt	Other:
cbaactorratified	Has this actor ratified the CBA?
cbaratificationdate	What is ratification date?
SECTOR1	What is the industry covered by the CBA?
SECTOR2	Do you need to specify above industries more detailed?
NACE2004	What is the more detailed industry (NACE2004) covered by the CBA?
FIRMPRI	Is the private or the public sector covered by the CBA?
cbasignsingle	Is the agreement concluded with a single employer / single company / single institution?
CBA_MNCOMPA_1	What is the name of the employer?
CBA_MNCOMPA_1_txt	Other name of employer:
multinationalcompany	Is this single employer part / partner of a multinational company (MNE)?
CBA_MNE_1	Which multinational company (MNE)?
CBA_MNE_1_txt	multinational company (MNE):
cbasignsinglesignatory	Is this single employer a signatory to the agreement?
cbasignsinglesignatory_txt	Who is signatory on behalf of this single employer?
cbasignmultiple	Is the agreement concluded with one or more employers' associations?
CBA_MEMEMPL_1	What is the name of the first or only association?
cbasignmultiplesignatory	Is this association / are these associations signatory to the agreement?
CBA_MEMEMPL_txt	Who is signatory on behalf of the association(s)?
cbasignmultipleemployerssignatory	Is the agreement concluded with multiple employers?
CBA_MNCOMPA_2	What is the name of the employer(s)?
CBA_MNCOMPA_2_txt	Other name(s) of employer(s):
cbamemtrad	Is the agreement concluded with trade unions?
CBA_MEMTRAD4_1	What is the name of the Trade Union(s)?
CBA_MEMTRAD4_1_txt	Other trade union:
cbamempro41	Is the agreement concluded with professional associations?
CBA_MEMPRO41_1	What is the name of the professional association(s)?
CBA_MEMPRO41_1_txt	Other professional association(s):
cbamemother	Is the agreement concluded with other signatories from the employees' side?
casignemployees	What is the name/are the names of the signatories?
casignemployeeestxt	COMMENTS

Topic 1: Job titles

Variable name	Variable label
JOBTITLE_trigger	Does the CBA include job descriptions or refers to a job classification system? (A job description generally includes duties, purpose, responsibilities, scope, and/or working conditions of a job along with the job's title).
JOBTYPE_descriptions	Does the agreement include job descriptions?
descripjobtype	For which jobs (max 5)
jobclassification1	Does the agreement refer to a job classification system?
jobclassification1_txt	Under which name?
JOBTYPE_comments_txt	COMMENTS:

Topic 2: Wages and allowances

Variable name	Variable label
WAGES_trigger	Does the agreement have clauses on wages?
WAGES_determined	According to the CBA, where are wages determined?
WAGES_comments_txt	COMMENTS:
PAYSCALES_trigger	Are wages determined in the CBA by means of pay scales?
PAYSCALES_period	What is the calculation basis for the wages in the pay scales?
PAYSCALES_amount	How many pay scales are determined?
PAYSCALES_type	Are these payscales amounts, indices or both?
WAGES_payscale1_start	Start wage payscale 1:
WAGES_payscale1_end	End wage payscale 1:
WAGES_payscale2_start	Start wage payscale 2:
WAGES_payscale2_end	End wage payscale 2:
WAGES_payscale3_start	Start wage payscale 3:
WAGES_payscale3_end	End wage payscale 3:
WAGES_payscale4_start	Start wage payscale 4:
WAGES_payscale4_end	End wage payscale 4:
WAGES_payscale5_start	Start wage payscale 5:
WAGES_payscale5_end	End wage payscale 5:
WAGES_payscale6_start	Start wage payscale 6:
WAGES_payscale6_end	End wage payscale 6:
WAGES_payscale7_start	Start wage payscale 7:
WAGES_payscale7_end	End wage payscale 7:
WAGES_payscale8_start	Start wage payscale 8:
WAGES_payscale8_end	End wage payscale 8:
WAGES_payscale9_start	Start wage payscale 9:
WAGES_payscale9_end	End wage payscale 9:
WAGES_payscale10_start	Start wage payscale 10:
WAGES_payscale10_end	End wage payscale 10:
WAGES_payscale11_start	Start wage payscale 11:
WAGES_payscale11_end	End wage payscale 11:
WAGES_payscale12_start	Start wage payscale 12:
WAGES_payscale12_end	End wage payscale 12:
WAGES_payscale13_start	Start wage payscale 13:
WAGES_payscale13_end	End wage payscale 13:
WAGES_payscale14_start	Start wage payscale 14:
WAGES_payscale14_end	End wage payscale 14:
WAGES_payscale15_start	Start wage payscale 15:
WAGES_payscale15_end	End wage payscale 15:
WAGES_payscale16_start	Start wage payscale 16:
WAGES_payscale16_end	End wage payscale 16:
WAGES_payscale17_start	Start wage payscale 17:
WAGES_payscale17_end	End wage payscale 17:

Variable name	Variable label
WAGES_payscale18_start	Start wage payscale 18:
WAGES_payscale18_end	End wage payscale 18:
WAGES_payscale19_start	Start wage payscale 19:
WAGES_payscale19_end	End wage payscale 19:
WAGES_payscaleindice1_start	Start indice payscale 1:
WAGES_payscaleindice1_end	End indice payscale 1:
WAGES_payscaleindice2_start	Start indice payscale 2:
WAGES_payscaleindice2_end	End indice payscale 2:
WAGES_payscaleindice3_start	Start indice payscale 3:
WAGES_payscaleindice3_end	End indice payscale 3:
WAGES_payscaleindice4_start	Start indice payscale 4:
WAGES_payscaleindice4_end	End indice payscale 4:
WAGES_payscaleindice5_start	Start indice payscale 5:
WAGES_payscaleindice5_end	End indice payscale 5:
WAGES_payscaleindice6_start	Start indice payscale 6:
WAGES_payscaleindice6_end	End indice payscale 6:
WAGES_payscaleindice7_start	Start indice payscale 7:
WAGES_payscaleindice7_end	End indice payscale 7:
WAGES_payscaleindice8_start	Start indice payscale 8:
WAGES_payscaleindice8_end	End indice payscale 8:
WAGES_payscaleindice9_start	Start indice payscale 9:
WAGES_payscaleindice9_end	End indice payscale 9:
WAGES_payscaleindice10_start	Start indice payscale 10:
WAGES_payscaleindice10_end	End indice payscale 10:
WAGES_payscaleindice11_start	Start indice payscale 11:
WAGES_payscaleindice11_end	End indice payscale 11:
WAGES_payscaleindice12_start	Start indice payscale 12:
WAGES_payscaleindice12_end	End indice payscale 12:
WAGES_payscaleindice13_start	Start indice payscale 13:
WAGES_payscaleindice13_end	End indice payscale 13:
WAGES_payscaleindice14_start	Start indice payscale 14:
WAGES_payscaleindice14_end	End indice payscale 14:
WAGES_payscaleindice15_start	Start indice payscale 15:
WAGES_payscaleindice15_end	End indice payscale 15:
WAGES_payscaleindice16_start	Start indice payscale 16:
WAGES_payscaleindice16_end	End indice payscale 16:
WAGES_payscaleindice17_start	Start indice payscale 17:
WAGES_payscaleindice17_end	End indice payscale 17:
WAGES_payscaleindice18_start	Start indice payscale 18:
WAGES_payscaleindice18_end	End indice payscale 18:
WAGES_payscaleindice19_start	Start indice payscale 19:
WAGES_payscaleindice19_end	End indice payscale 19:
PAYSCALES_comments_txt	COMMENTS:
SKILLEVEL_trigger	Are wages determined in the CBA by occupations/jobtitles/skill levels?
skillwagegroups	Are wages specified in the CBA according to skill level?
skilljobtype	Which skill levels are distinguished? (max 5)
skilljobtype_type	Are these wages amounts, indices or both?
skilljobtypeamount_1	Wage for skill level 1 (if +1 jobtypes list lowest first):
skilljobtypeamount_2	Wage for skill level 2 :
skilljobtypeamount_3	Wage for skill level 3 :
skilljobtypeamount_4	Wage for skill level 4 :
skilljobtypeamount_5	Wage for skill level 5 :
skilljobtypeindice_1	Indice for skill level 1 (if +1 jobtypes list lowest first):
skilljobtypeindice_2	Indice for skill level 2 :
skilljobtypeindice_3	Indice for skill level 3 :

Variable name	Variable label
skilljobtypeindice_4	Indice for skill level 4 :
skilljobtypeindice_5	Indice for skill level 5 :
skillwagegroupstxt	Comments regarding specified skill levels:
jobwagegroups	Are wages specified according to job title?
jobwagejobtype	Which occupations/job titles are specified? (max 5)
jobwagegroupsamount_1	Wage for job title 1 (if +1 jobtypes list lowest first):
jobwagegroupsamount_2	Wage for job title 2 :
jobwagegroupsamount_3	Wage for job title 3 :
jobwagegroupsamount_4	Wage for job title 4 :
jobwagegroupsamount_5	Wage for job title 5 :
jobwagegroupstxt	Comments regarding specified occupations/job titles:
jobwagegroupsperiod	What is the calculation basis for the wages?
LOWWAGE_trigger	Has the agreement clauses on the lowest wage to be paid?
LOWWAGE_government	Does the agreement provide that minimum wages set by the government have to be respected?
LOWWAGE_provision	Does the agreement set a minimum/lowest wage?
lowwageperiod	What is the calculation basis for the minimum/lowest wage?
lowwageamount	What is the minimum/lowest wage?
lowwagetxt	Comments regarding lowest wage:
STRUCINCR_trigger	Is a structural wage increase agreed? (=an increase that increases the basic pay on a permanent basis)
wageincreasetype	Is the extra payment for all or for some categories only?
wageincreasetype1	For which categories? (max 5)
wageincreasetype2	How is the extra payment given for a worker with one year of experience?
wageincreaseperc1	Extra payment in % for all per MONTH:
wageincreaseamount1	Extra payment in amount for all per MONTH:
wageincreasedays1	Number of working days per MONTH:
wageincreaseperc1_1	Extra payment in % for jobtype 1:
wageincreaseamount1_5	Extra payment in amount for jobtype 5:
wageincreaseperc1_2	Extra payment in % for jobtype 2:
wageincreaseamount1_2	Extra payment in amount for jobtype 2:
wageincreaseperc1_3	Extra payment in % for jobtype 3:
wageincreaseamount1_3	Extra payment in amount for jobtype 3:
wageincreaseperc1_4	Extra payment in % for jobtype 4:
wageincreaseamount1_4	Extra payment in amount for jobtype 4:
wageincreaseperc1_5	Extra payment in % for jobtype 5:
wageincreasefirmperformance	Is this extra payment related to the company's performance?
wageincreasedate	Is the date of the increase specified?
wageincreasedate_date	Date of the increase:
wageincreasetxt	Comments regarding structural wage increase:
ONCERISE_trigger	Is a once-only extra payment agreed?
incidentalbonustype	Is the extra payment for all or for some categories only?
incidentalbonustype1	For which categories? (max 5)
incidentalbonustype2	How is the extra payment given for a worker with one year of experience?
incidentalbonusperc1	Extra YEARLY payment in % for all:
incidentalbonusamount1	Extra YEARLY payment in amount for all:
incidentalbonusdays1	Number of days (per YEAR):
incidentalbonusperc1_1	Extra payment in % for jobtype 1:
incidentalbonusamount1_5	Extra payment in amount for jobtype 5:
incidentalbonusperc1_2	Extra payment in % for jobtype 2:
incidentalbonusamount1_2	Extra payment in amount for jobtype 2:
incidentalbonusperc1_3	Extra payment in % for jobtype 3:
incidentalbonusamount1_3	Extra payment in amount for jobtype 3:
incidentalbonusperc1_4	Extra payment in % for jobtype 4:
incidentalbonusamount1_4	Extra payment in amount for jobtype 4:

Variable name	Variable label
incidentalbonusperc1_5	Extra payment in % for jobtype 5:
extrapayfirmperformance	Is this extra payment related to the company's performance?
incidentalbonusdate	Is the date of the extra payment specified?
incidentalbonusdate_date	Date of the extra payment:
incidentalbonustxt	Comments regarding one time bonus:
NOCTPREM_trigger	Is a premium for evening or night work agreed?
shiftallowancetype	How is the extra payment given for a worker with one year of experience?
shiftallowanceperc1	What percentage of regular hourly wage is paid as premium for evening or night work? (Please note that if hours are paid 150% of the normal wage, then you should write 150)
shiftallowanceamount1	Premium in amount per month (leave empty if it is given per hour)
Shiftallowanceamount2	Premium in amount per day (leave empty if it is given per month)
shiftallowancedays1	Number of working days:
shiftallowancetype1	Does the premium apply to night work only?
shiftallowancetxt	Comments regarding evening or night work:
CONSIGN_trigger	Is a payment for standby/on-call/available/consignment work agreed?
standbyallowancetype	How is the extra payment given for a worker with one year of experience?
standbyallowanceperc1	Payment in % of basic wage:
standbyallowanceamount1	Payment in amount:
standbyallowancedays1	Number of working days:
standbyallowancetype1	Does the payment apply to Sundays only?
standbyallowancetype2	Does the payment apply to all days per week equally?
standbyallowancetxt	Comments regarding standby/on-call/available/consignment:
ANNLEAVE_trigger	Is an extra payment for the paid annual leave agreed?
annleaveallowancetype	How is the extra payment given for a worker with one year of experience?
annleaveallowanceperc1	Extra payment in % of basic wage:
annleaveallowanceamount1	Extra payment in amount:
annleaveallowancedays1	Number of working days:
annleaveallowancetype1	Is the extra payment for all employees or for some categories only?
annleaveallowancetype2	For which categories? (max 5)
annleaveallowancetxt	Comments regarding extra payment:
OVERTIME_trigger	Is there compensation for overtime work?
overtimeallowancetype_general	How is the overtime compensation for hours above the stipulated working week agreed?
overtimeallowanceperc1_general	What percentage of regular wage for hours above above the stipulated working week is paid as overtime payment? (please note that if hours are paid 150% of the normal wage - which means 50% MORE than nomrmal wage -, then you should write 150)
overtimeallowanceamount1_general	Premium in amount per hour overtime above the stipulated working week:
overtimeallowancedays1_general	Number of working days:
overtimeallowancetype	How is the overtime compensation for hours above 48 hours/week agreed?
overtimeallowanceperc1	What percentage of regular wage for hours above 48 hours/week is paid as overtime payment? (please note that if hours are paid 150% of the normal wage - which means 50% MORE than nomrmal wage -, then you should write 150):
overtimeallowanceamount1	Premium in amount per hour overtime above 48 hours/week:
overtimeallowancedays1	Number of working days:
overtimeallowancetype1	Is the allowance for all employees or for some categories only?
overtimeallowancetype2	For which categories? (max 5)
overtimeallowancetxt	Comments regarding overtime work:
HARDSHIP_trigger	Is a premium for hardship work agreed?
hardshipallowancetype	How is the premium given for a worker with one year of experience?
hardshipallowanceperc1	Premium in % of basic wage (please note that if the total wage is 130% of the basic wage, then the premium is 30%):
hardshipallowanceamount1	Premium in amount per day:
hardshipallowancedays1	Number of working days:
hardshipallowancetype1	Is the allowance for all employees or for some categories only?

Variable name	Variable label
hardshipallowancetype2	For which categories? (max 5)
hardshipallowancetxt	Comments regarding hardship:
SUNDAY_trigger	Is a premium for Sunday work agreed?
sundayallowancetype	How is the premium given for a worker with one year of experience?
sundayallowanceperc1	Premium in % of basic wage (please note that if the total wage is 130% of the basic wage, then the premium is 30%):
sundayallowanceamount1	Premium in amount per Sunday:
sundayallowancedays1	Number of working days:
sundayallowancetype1	Is the allowance for all employees or for some categories only?
sundayallowancetype2	For which categories? (max 5)
sundayallowancetxt	Comments regarding Sunday work:
COMMUTE_trigger	Is a commuting transport allowance agreed?
commutingallowancetype	How is the allowance given for a worker with one year of experience?
commutingallowanceperc1	Allowance in % of basic wage:
commutingallowanceamount1	Allowance in amount per month:
commutingallowancedays1	Number of working days:
commutingallowancetype1	Is the allowance for all employees or for some categories only?
commutingallowancetype2	For which categories? (max 5)
commutingallowancetxt	Comments regarding seniority allowances:
SENIOR_trigger	Is a seniority allowance agreed?
longserviceallowancetype	How is the allowance given?
longserviceallowanceperc1	Allowance in % of basic wage:
longserviceallowanceamount1	Allowance in amount per month:
longserviceallowancedays1	Number of working days:
longserviceallowancetype1	Is a certain number of years of service required to get this allowance?
longserviceallowancetype2	How many years of service are required for this allowance?
longserviceallowancetxt	Comments regarding seniority allowances:
mealvouchers	Are meals and/or meal vouchers and/or meals at a discounted price agreed?
MEALALL_trigger	Are meal allowances agreed?
mealvouchersamount	What is the minimum amount of the allowance for one meal?
mealvoucherstype1	Is the allowance for all employees or for some categories only?
mealvoucherstype2	For which categories? (max 5)
mealvoucherstxt	Comments regarding meal vouchers or allowances:
legalassistance_trigger	Does the company provide the worker with free legal assistance?
legalassistancetxt	Comments regarding free legal assistance:

Topic 3: Working Hours, Schedules, Paid Leaves And Paid Holidays

Variable name	Variable label
WORKHOURS_trigger	Does the agreement have clauses on standard working hours, schedules, holidays and days of leave?
hoursyday_select	Are working hours per day agreed?
hoursyday	How many working hours per day are agreed? (1 - 12)
hoursweek_select	Are working hours per week agreed?
hoursweek	How many working hours per week are agreed? (1 - 60)
hourspmonth_select	Are working hours per month agreed?
hourspmonth	How many working hours per month are agreed? (1 - 258)
hourspyear_select	Are working hours per year agreed?
hourspyear	How many working hours per year are agreed? (1 - 3096)
dayspweek_select	Are working days per week agreed?
dayspweek	How many working days per week are agreed? (1 - 7)
hourstxt	Comments regarding working hours:
MAXHOURS_trigger	Are maximum overtime hours agreed?

Variable name	Variable label
hoursovertimemax	What is the maximum overtime hours ABOVE the agreed hours per week? (1 - 60)
hoursovertimemaxtxt	Comments regarding maximum overtime hours above the agreed hours per week:
PAIDLEAV_trigger	Has the agreement clauses on paid annual leave?
holidaysdays	How many days for paid annual leave are agreed for a worker with one year of service? (1 - 100)
holidaysweeks	How many weeks for paid annual leave are agreed for a worker with one year of service? (1 - 20)
bankholidays1	Is paid leave agreed for specific bank holidays?
bankholidays2	For which bank holidays?
holidaysfixed	Are fixed periods for paid annual leave agreed due to holiday breaks applied to the whole company?
holidaysfixeddays	How many days of the paid annual leave are fixed due to holiday breaks applied to the whole company? (1 - 100)
holidaystxt	Comments regarding paid annual leave:
SCHEDULE_trigger	Does the agreement have clauses on schedules and rest periods?
schedulesrestpw	Are employees are entitled to weekly rest periods of at least one day per week?
schedulestxt	Comments regarding rest periods:
TRADEUNLEAV_trigger	Does the agreement provide for paid leave for trade union activities?
tradeunleavdays	What is the leave duration in working days? (1 - 100)
tradeunleavtxt	Comments regarding paid leave for trade union activities:
ADMINISTRATIVE_trigger	Does the agreement provide for paid leave to attend court or for administrative duties?
administrativedays	What is the leave duration in working days? (1 - 100)
administrativetxt	Comments regarding paid leave for administrative duties:
FLEXWORK_trigger	Does the agreement have clauses on flexible work arrangements?
flexible_work_options	Which option is provided? (You can select more than one) Extended leave / tele-work / work from home / job share / flexible hours / change work-status (for example from full-time to part-time)
flexworktxt	Comments regarding flexible work arrangements:

Topic 4: Employment Contracts

Variable name	Variable label
EMPCONTR_trigger	Does the agreement have clauses on individual employment contracts and job security?
contracttrial	Is a trial period agreed when commencing employment?
contracttrialperiod	How long is the trial period for a manual skilled worker in DAYS (including renewal)?
contracttrialtxt	Comments trial periods:
contractseverancepay	Is severance pay agreed in case of ending the employment contract?
contractseverancepay1	Does the pay relate to the years of service?
severance	Is severance pay offered in number of days or percentage of former monthly salary?
severance_perc	For a worker with 5 years of service, what percentage of monthly salary is paid as severance pay?
severance_perc_1_tenure	For a worker with 1 year of service, what percentage of monthly salary is paid as severance pay?
severance_number	For a worker with 5 years of service, how many days' wages are paid as severance pay?
severance_number_1_tenure	For a worker with 1 year of service, how many days' wages are paid as severance pay?
severance_dismissal_type	Severance pay is paid for: individual dismissal / collective dismissal / both / no clear provision / insufficient data
contractseverancepaytxt	Comments regarding severance pay in case of ending employment contract:

Topic 5: Work And Family Arrangements

Variable name	Variable label
WORKFAM_trigger	Does the agreement contain clauses on work and family arrangements (including pregnancy, maternity/paternity leave and childcare)?
paidmaternityleave	Does the agreement contain clauses on paid maternity leave?
paidmaternityleaveduration	What is the total duration of maternity leave in consecutive WEEKS?
paidmaternityleaveall	Are all female employees eligible for paid maternity leave?
paidmaternityleavepay	Does the agreement provide for the % of basic wage to be paid during maternity leave?
paidmaternityleavepayperc	What percentage?
jobsecuritymothers	Does the agreement contain clauses on job security for women wishing to return to work after maternity leave?
maternitydiscrimination	Does the agreement contain clauses which prohibit (any form of) discrimination related to maternity?
maternityexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?
maternityexcludedtxt	Please cite the group(s) of women workers that are excluded
maternitydifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers entitled to fewer months of paid maternity leave than regular workers)?
maternitydifferenttxt	Please cite the group(s) of women workers
maternityotherclause	Does the CBA contain any other clause on maternity leave arrangements?
paidmaternityleavetxt	Comments regarding paid maternity leave:
pregnancy	Does the agreement contain health and safety clauses related to pregnancy and/or breastfeeding?
breastfeeding_dangerouswork	Does the agreement contain clauses ensuring that pregnant or breastfeeding workers (and not ALL women) are not obliged to perform dangerous or unhealthy work?
riskassessment	Does the agreement contain clauses requiring the employer to carry out a workplace risk assessment on the safety and health of pregnant or nursing women and inform them accordingly?
alternatives	Does the agreement contain clauses ensuring that alternatives to dangerous or unhealthy work are available to pregnant or breastfeeding workers (namely, elimination of risk, adaptation of working conditions, transfer to another post, paid leave with right to return to work)?
timeoff	Does the agreement contain clauses on time off for prenatal medical examinations?
screeningnonstandard	Does the CBA contain clauses against screening for pregnancy before regularising non-standard workers?
screeningpromotion	Does the CBA contain clauses against screening for pregnancy before promotion?
pregnancyexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?
pregnancyexcludedtxt	Please cite the group(s) of women workers that are excluded
pregnancydifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?
pregnancydifferenttxt	Please cite the group(s) of women workers
pregnancytxt	Comments regarding special health and safety provisions during pregnancy and/or breastfeeding:
paidpaternityleave	Does the agreement have clauses on paid paternity leave?
paidpaternityleaveduration	What is the total duration in days of paid paternity leave at the time of delivery?
paidpaternityleavepay	Does the agreement provide for the % of basic wage to be paid during paternity leave?
paidpaternityleavepayperc	What percentage?
paidpaternityleavetxt	Comments regarding paid paternity leave:
childcare	Does the agreement contain clauses on paid leave to care for dependent relatives (children in particular)?
childcareleave	What is the total duration of paid leave per year in case of caring for relatives (children in particular) in days?
childcaretxt	Comments regarding paid leave to care for dependent relatives:
deathrelatives	Does the agreement provide for paid leave in case of death of relatives?
deathrelativesleave	What is the leave duration in DAYS?
deathrelativestxt	Comments regarding paid leave in case of death of relatives:

Variable name	Variable label
nursingmothers	Does the agreement contain clauses on time off (breastfeeding breaks) and/or facilities for nursing mothers?
maternity_nursing_breaks_duration	What is the duration of daily breastfeeding breaks, as provided by the CBA?
maternity_nursing_breaks_length	What is the duration of the entitlement to breastfeeding breaks (age of the child in MONTHS)?
breastfeeding_workingtime	Is there any clause providing that breastfeeding break has to be considered as working time and paid accordingly?
nursingfacilities	Does the agreement contain clauses on employer-provided nursing facilities?
nursingexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?
nursingexcludedtxt	Please cite the group(s) of women workers that are excluded
nursingdifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?
nursingdifferenttxt	Please cite the group(s) of women workers
childcareprovision	Does the agreement contain clauses on employer-provided childcare facilities?
childcaresubsidy	Does the agreement contain clauses on employer-subsidized childcare facilities?
educationtuition	Does the agreement provide for a monetary tuition/subsidy for children's education?
childcareexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?
childcareexcludedtxt	Please cite the group(s) of women workers that are excluded
childcaredifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?
childcaredifferenttxt	Please cite the group(s) of women workers
childcareotherclause	Does the CBA contain any other clause on childcare facilities?
childcare2txt	Comments regarding breastfeeding and/or employer-provided or subsidized childcare facilities:

Topic 6: Health And Safety And Medical Assistance

Variable name	Variable label
MEDICAL_trigger	Does the agreement provides for health or medical assistance for employees?
healthcareaccess	Does the agreement have clauses on access to free or subsidized medical assistance for sick employees?
disabilityfundtxt	Comments regarding clauses on health or medical assistance:
healthcareaccessrelatives	Is the access to medical assistance also available for the employees' relatives?
healthcareaccessrelativestxt	Comments regarding availability of medical assistance for employees' relatives:
healthinsurance	Does the agreement provide for employer contribution to health insurance of the employees?
healthinsurancetxt	Comments regarding employer contribute to health insurance of employees:
healthinsurancerelatives	Does the health insurance also cover the employees' relatives?
healthinsurancerelativestxt	Comments regarding insurance coverage of employees' relatives:
healthandsafetypolicy	Does the agreement refer to a health and safety workplace policy?
healthandsafetyext	Does the agreement ONLY refer to a Health and Safety policy/document that is not included in this agreement?
healthandsafetytraining	Does the agreement provide for health and safety training?
healthandsafetytrainingtxt	Comments regarding providing of health and safety training:
protectiveclothing	Does the agreement contain clauses stating that the employer will provide protective clothing for employees (for example steel capped boots or wet weather gear)?
code_application	Does the agreement contains clauses stating that the relevant Occupational Safety and Health Law or Code of Practice will be adhered to?
hivpolicy	Does the agreement refer to regular or yearly medical checkup or visits provided by the employer?
hivpolicytxt	Comments regarding HIV related policy:
monitoring	Does the agreement contain clauses for monitoring one of the following? (11) musculoskeletal solicitation of workstations / (22) professional risks / (33)

Variable name	Variable label
	the relationship between work and health / (44) employee involvement in the monitoring
healthandsafetyprovisions	Does the agreement include provisions regarding the following? (11) work accidents / (22) occupational diseases / (33) occupational overuse syndrome / (44) health impairments, incapacities / (55) general improvements in working conditions / (66) targeted improvements in working conditions / (77) individual working time and working hours arrangements / (88) individual working conditions arrangements / (99) reallocation / reclassification in case of health problems or incapacity for work
healthandsafetypolicytxt	Comments regarding health and safety workplace policy:
funeralpay	Does the agreement provide funeral assistance or related benefits for employees or their relatives?
funeralpaytype	Does the company contribute to funeral/burial expenses with an amount of money?
funeralpayamount	How much is the minimum contribution?
funeralpaytxt	Comments regarding funeral assistance or related benefits:

Topic 7: Sickness And Disability

Variable name	Variable label
SICDIS_trigger	Does the agreement have clauses on sickness and disability?
sicknesspay	Does the agreement provide for the maximum limit of sick leave pay?
maxsicknesspay	How does the agreement provide for the maximum amount/percentage of sick leave pay?
maxsicknesspayperc	Maximum in % of basic wage
maxsicknesspayamount	Maximum amount
maxsicknesspaytype	Is the maximum for all employees or for some categories only?
sickjobtype	For which categories? (max 5)
sicknesspaytxt	Comments regarding sick leave pay :
sicknessmaxdays	Does the agreement provide for a maximum of days of paid sick leave per year?
sicknessmaxdaysnr	Maximum paid sick days per year:
sicknessmaxdaystxt	Comments regarding paid sick days :
longtermillness	Does the agreement contain provisions regarding return to work after long-term illness, e.g. cancer treatment?
menstruationleave	Does the agreement provide for paid menstruation leave?
disabilitypay	Does the agreement provide for pay in case of disability due to work accidents or working conditions?
disabilitypaytxt	Comments regarding pay in case of disability due to work accidents or working conditions:

Topic 8: Social Security And Pensions

Variable name	Variable label
SOCSEC_trigger	Does the agreement have clauses on social security and pensions?
pensionfund	Does the employer pay contributions to a pension fund for its employees?
pensionfundtxt	Comments regarding employer contributions to pension fund :
disabilityfund	Does the employer pay contributions to the disability fund for its employees?
disabilityfundtxt	Comments regarding employer contributions to the disability fund for its employees:
unemploymentfund	Does the employer pay contributions to the unemployment fund for its employees?
unemploymentfundtxt	Comments regarding employer contributions to the unemployment fund:

Topic 9: Training

Variable name	Variable label
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Variable name	Variable label
TRAINING_trigger	Does the agreement provide for training/apprenticeship?
trainingprogrammes	Does the agreement refer to training programmes for the employees?
trainingprogrammestxt	Comments regarding training programmes for the employees:
apprenticeships	Does the agreement have clauses on apprenticeships?
apprenticeshipstxt	Comments regarding apprenticeships:
trainingfund	Does the employer pay contributions to a training fund from which its employees can benefit?
trainingfundtxt	Comments regarding employer contributions for training funds:

Topic 10: Gender Equality Issues

Variable label	Variable label
GENEQ_trigger	Does the agreement contain any clauses concerning equality and/or violence in the workplace?
eqpay	Does the agreement contain clauses on equal pay for work of equal value?
gender	Does the clause make a special reference to gender?
discrimination	Does the agreement contain clauses addressing discrimination at work?
eqpromotion	Does the CBA contain clauses on equal opportunities for promotion for women workers?
eqtraining	Does the CBA contain clauses on equal opportunities for training and retraining for women workers?
eqofficer	Does the CBA contain clauses which provide for a gender equality trade union officer at the workplace?
sexualhar	Does the agreement contain clauses addressing sexual harassment at work?
violence	Does the agreement contain clauses addressing violence at work?
violenceleave	Does the agreement provide for a special leave for workers subjected to domestic or intimate partner violence?
support_disabilities	Does the agreement provide for support for women workers with disabilities?
equalityexcludedtrigger	Are there groups of women workers (e.g. temporary workers) which are excluded from any of the above clauses?
equalityexcludedtxt	Please cite the group(s) of women workers that are excluded
equalitydifferenttrigger	Are there groups of women workers which are under different arrangements from those specified in the above clauses (e.g. part-time workers)?
equalitydifferenttxt	Please cite the group(s) of women workers
equalitymonitoring	Does the agreement contain clauses for monitoring gender equality?
equalityotherclause	Does the CBA contain any other clause on gender equality?
equalitytxt	Comments regarding gender equality issues:

Coverage

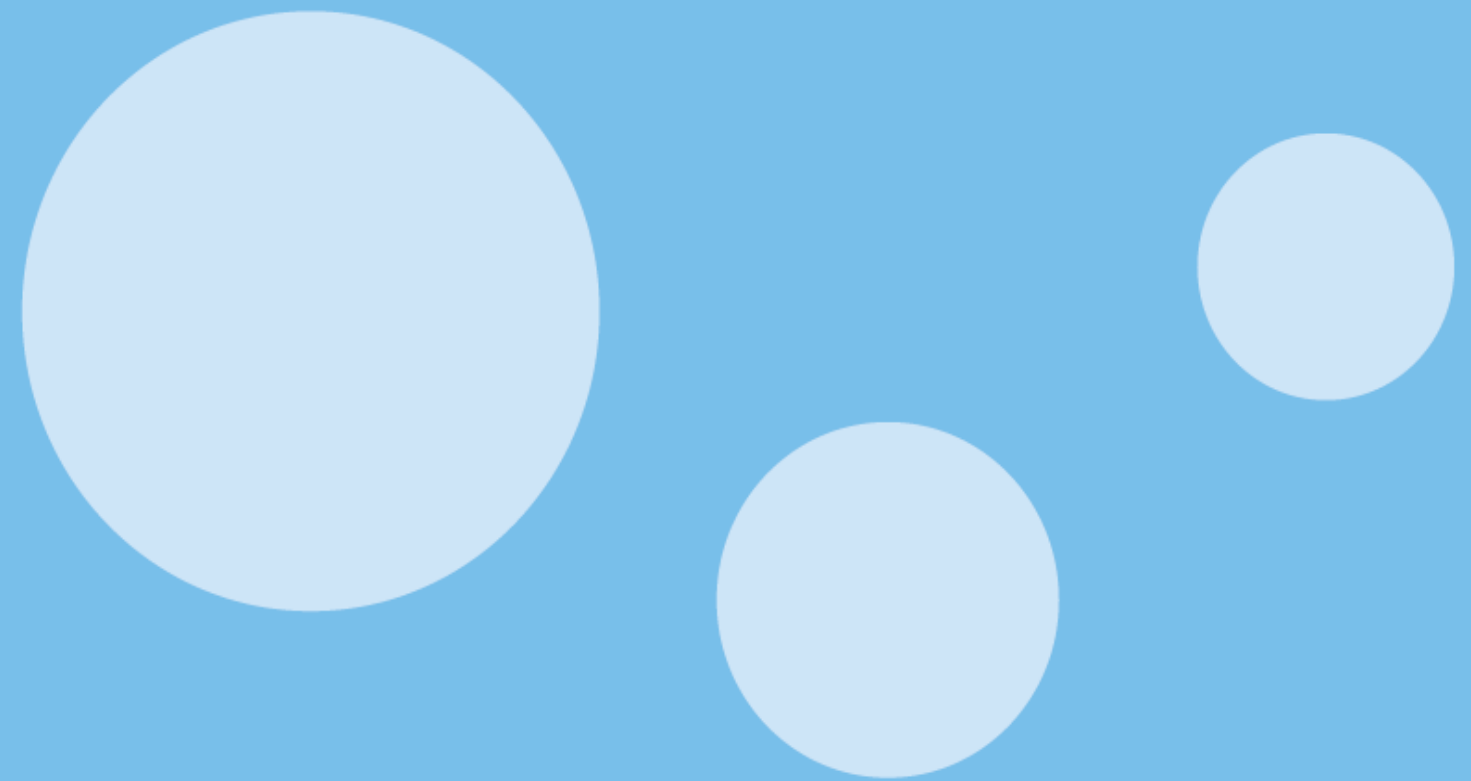
Variable name	Variable label
covercountry	Does the agreement cover the whole country?
coverregion	Which regions does the agreement cover?
covercountryregion_comments	Comments regarding coverage of country and regions:
coverunion_trigger	Does the agreement cover trade union members only?
coverunionsign	Does the agreement apply to members of the signatory trade unions only?
cover_MEMTRAD4_other	To what other trade unions does the agreement apply?
coverunion_comments	Comments regarding coverage of trade unions:
coveroccup1	Does the agreement explicitly INCLUDE specific occupations for coverage?
coveroccup2	Which occupations? (max 5)
coveroccup3	Does the agreement explicitly EXCLUDE specific occupations for coverage?
coveroccup4	Which occupations? (max 5)
coveroccup_comments	Comments regarding coverage of occupations:
coveragegroup1	Does the agreement explicitly INCLUDE specific age groups for coverage?
coveragegroup2	Which age groups?

Variable name	Variable label
coveragegroup3	Does the agreement explicitly EXCLUDE specific age groups for coverage?
coveragegroup4	Which age groups?
coveragegroup_comments	Comments regarding coverage of age groups:
coveremplnum_trigger	Does the agreement notify how many employees are covered?
coverage_date_cba	Which year does the coverage refer to?
coveremplnumtype	Do you know an exact number, an educated guess or a range?
coveremplnum1	Lower range
coveremplnum2	Upper range
coveremplnum_exact	Please fill in an exact number
coveremplnum_guess	Please fill in your educated guess (number)
coveremplnum3	Does the agreement notify how many of these employees are female?
coveremplnum3type	Do you know an exact number, an educated guess or a range?
coveremplnum4	Lower range
coveremplnum5	Upper range
coveremplnum_female_exact	Please fill in an exact number
coveremplnum_female_guess	Please fill in your educated guess (number)
coveremplnumoth	Do you know from other sources how many employees are covered?
coverage_date_other	Which year does the coverage refer to?
coveremplnumothtype	Do you know an exact number, an educated guess or a range?
coveremplnumoth1	Lower range
coveremplnumoth2	Upper range
coveremplnum_other_exact	Please fill in an exact number
coveremplnum_other_guess	Please fill in your educated guess (number)
coveremplnumoth3	Do you, from these other sources, know how many of these employees are female?
coveremplnumoth3type	Do you know an exact number, an educated guess or a range?
coveremplnumoth4	Lower range
coveremplnumoth5	Upper range
coveremplnum_other_female_exact	Please fill in an exact number
coveremplnum_other_female_guess	Please fill in your educated guess (number)
coveremplnum_comments	Comments regarding number of covered employees:

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