



Artwork by Aaron Hughes from Food Chain Workers Alliance's COVID report

Chicago's Good Food Purchasing Initiative's
Food Chain Workers' Rights and Livelihood Manual
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Produced by: Policy Research Collaborative, Roosevelt University
Prc@roosevelt.edu

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Project Leads:

- Marlie Wilson, Chicago Food Action Policy Council (CFPAC)
- Laura Nussbaum-Barberena, Roosevelt University, Policy Research Collaborative

Project Coordinator

Rachel Malinga, Roosevelt University, Policy Research Collaborative

Worker Center Partners

- Fredy Amador, Chicago Workers Collaborative
- Martin Unzueta, Chicago Community, and Workers' Rights
- Alexandra Sossa and Sasha Reyes, Farmworker and Landscaper Advocacy Project-FLAP
- Tommy Carden, Warehouse Workers for Justice

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National Partners

- Christina Spach, Food Chain Workers Alliance
- Rosie Fitz & Jose Oliva, Heal Food Alliance

Workshop presenters

- Raise the Floor Alliance
- Howard Ankin & Anita M DeCarlo at Ankin Law

Worker Safety Committee organizers.

- Yolanda Alvarado, Maricela Gaytan, Gicela Medina, and Francisco Mora
- Rosalia Tenorio, Community Resources Program Coordinator at Chicago Workers Collaborative.

Student project assistant

- Kattie Ruvalcaba, Roosevelt University

The Good Food Purchasing Initiative & the Food Chain Worker Rights & Livelihood Project

The Food Chain Worker Rights & Livelihood Project is part of the **Metro Chicago Good Food Purchasing Initiative (GFPI)**, which supports **the public institutions providing food access to Chicago & Cook County’s communities** to transition towards purchasing and serving food that advances **a good food system for all**. GFPI involves public agencies, organizations, and others who provide access to food for communities across the Metro Chicago region and are committed to buying more local, sustainable, healthy, humane, and fairly produced food.

GFPI is Chicago’s specific implementation approach for the **Good Food Purchasing Program (GFPP)**, which was first passed as a policy resolution by the Chicago City Council in 2017. Two of the City of Chicago’s sister agencies, Chicago Public Schools and Chicago Park District, also adopted GFPP language in their Wellness Policies. In 2018, the Cook County Government, which runs the Cook County Jail, Juvenile Temporary Detention Center, and Cook County Hospitals adopted GFPP as a policy resolution as well.

GFPP commits all of the city- and county-run meal programs and food environments to shift the food that they purchase and serve to products that meet production standards for their impact on: contributing to **Local Economies**, advancing **Environmental Sustainability**, adhering to **Animal Welfare** standards, contributing to **Community Health & Nutrition** and meeting labor practices reflective of a **Valued Workforce**. GFPI provides a roadmap linking the policy’s goals to its values.

The Food Chain Workers’ Rights and Livelihood Project works to ensure that local food chain workers are informed about GFPI, included in creating GFPI goals and strategizing to leverage GFPI to support workplace organizing or support transitions to worker-owned models. Throughout 2023, key partners held workshops to conduct outreach and rights training with workers, to learn about GFPI, and to build

collective power in the workplace. Workshop themes included the history of food chain work, workers' rights, health and safety laws and regulations for the workplace; worker organizing, and advocacy. This first version of the handbook contains key information shared with workers in each workshop. The handbook will be updated as additional workshops are developed and the initiative advances.

Metro Chicago Institutions Implementing GFPP

Chicago Public Schools <ul style="list-style-type: none"> School Breakfast, Lunch, and Supper Programs 	Chicago Park District <ul style="list-style-type: none"> Afterschool Snacks and Summer Meal Program
Chicago Department of Family & Support Services <ul style="list-style-type: none"> The Emergency Food Assistance Program Senior Home-Delivered Meals The Golden Diners Program (senior congregate meals) 	Chicago City Colleges <ul style="list-style-type: none"> Chicago Department of Aviation <ul style="list-style-type: none"> O’Hare & Midway Airport Chicago Department of Assets, Information & Services <ul style="list-style-type: none"> Chicago Riverwalk
Chicago Housing Authority	Cook County Juvenile Temporary Detention Center
Cook County Jail	Cook County Health <ul style="list-style-type: none"> Stroger & Provident Hospitals
Chicago Department of Cultural Affairs & Special Events	

Under GFPP, each meal program that is run by the City of Chicago and Cook County Government works with the Center for Good Food Purchasing to analyze how their food purchases align with GFPP standards. The Chicago Food Policy Action Council (CFPAC) advises them as they develop action plans to build implementation pathways to purchase food products that are locally-sourced, sustainably-produced,

healthy, humane-raised, and supplied by business hubs upholding just labor practices.

HOW CAN GFPP BE USED AS AN ORGANIZING TOOL FOR SAFER WORKPLACES, CONDITIONS, AND HIGHER PAY FOR WORKERS?

- When companies violate their rights, workers can engage GFPP-committed institutions that source food and services from them, to support their organizing campaigns. In support of workers, institutions can publicly commit to suspending or terminating contracts with companies until they treat their workers fairly or bargain in good faith.
- To purchase more food that supports the GFPP Valued Workforce Standard, institutions are encouraged to buy from companies that are unionized, cooperatively owned by their workers, or maintain a certification from organizations like Fair Trade International, the Fair Food Program, Milk with Dignity, or the Agricultural Justice Project.

HOW CAN THE METRO CHICAGO GOOD FOOD PURCHASING INITIATIVE SUPPORT WORKERS WHO WANT TO USE GFPP AS A WAY TO SUPPORT THEIR ORGANIZING EFFORTS?

- Reinforce local Food Chain Workers' awareness of legal protections of their rights at work, including their rights to organize without retaliation and their right to fair compensation;
- Circulate information about legal procedures workers can employ to enforce workplace safety laws, including: filing workers' compensation claims in the event of injury on the job and complaints to the Occupational Safety and Health Administration (OSHA);
- Strengthen food chain workers' connections to local worker centers, labor organizations, and worker campaigns that can provide support for those experiencing issues at work;

- Build more transparency in the supply chain by disseminating information about the food companies that local institutions source food and food services from;
- Increase visibility and support for active campaigns that workers and labor organizations are pursuing against food companies that local GFPP-participating institutions are buying from.
- Explore and cultivate opportunities for GFPI to support **transitions to self/collective-determination models** for food chain workers.

WORKERS' RIGHTS

GFPI WORKERS RIGHTS AND WORKER PROTECTION

Institutions enrolled in the Good Food Purchasing Program make commitments to shift their food purchases to food sourced from producers that follow all labor laws and treat their workers with respect. The "Valued Workforce" Standard in GFPP requires that an institution develops sanctions for any company they buy food from who is:

- in violation of workers' right to organize;
- using slave or forced labor, including prison labor;
- using child labor;
- maintaining a pattern of serious, willful, repeated, and/or pervasive health and safety and/or wage and hour and/or other applicable local, state, or federal law violations; or
- retaliating against any whistleblowers, including workers, who report on worker rights and/or labor law violations

City and City County institutions that are participating in GFPP receive a list of all food companies that have violated Occupational Safety and Health Act laws over the past four years. If there is a pattern of health and safety violations by a certain company, the institution can sanction that company by cutting their contract, or not purchasing any more products from that company, until that company can prove they are creating a safer workplace environment.

If **you** are employed by a company that supplies food to a GFPP-participating institution, workers or a worker center can engage with, or pressure, that institution to put demand the company's management to follow city, state, and federal law, and GFPP standards otherwise risk sanctions. This threat to the company's sales can support workers' efforts to organize for safer working conditions for all employees.

WORKER PROTECTION

DISCRIMINATION, HARASSMENT, AND RETALIATION AT WORK

Unfortunately, many workers experience discrimination, harassment or retaliation on the job. All workers are protected from this.

Discrimination occurs when a worker or a job applicant is treated less favorably on the basis of their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

Some examples of discrimination include:

- Paying women less than men for the same work.
- Assigning all Latine employees to a particular work area.
- Promoting only certain employees based on their sex or race.

Harassment includes offensive remarks, actions, or treatment related to a person's identity, including their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran. **Harassment occurs when the treatment is so frequent or severe that it creates a hostile work environment** or results in a severe employment decision (such as the victim being fired or demoted). Harassers can be a woman or man, the victim's employer or boss, a supervisor in another area, a co-worker, a client, or a customer. Some examples of harassment include:

- Offensive or derogatory jokes
- Racial or ethnic slurs
- Offensive graffiti, cartoons, or pictures

Sexual harassment is a common form of harassment that workers may experience on the job. Sexual harassment can happen to any worker regardless of gender. Sexual harassment includes:

- Any unwelcome sexual advances or physical contact,
- Requests for sexual favors,
- Jokes or comments about sexual acts,
- Requiring you to engage in sexual acts to get or keep your job,
- Forcing you to view materials that are sexual in nature
- Comments on your appearance or attractiveness
- Other verbal or physical harassment of a sexual nature.

If you are experiencing discrimination, harassment or retaliation:

- **Keep track of all examples or incidents.** Write down in a notebook everything you can remember about all incidents you have experienced – be sure to include dates, names, what was said, where it was said.
- **Organize with co-workers or applicants to track who was affected by the activities and how in cases of discrimination.**
- **Follow your Company's anti-discrimination or anti-harassment policies.** If the Company has a policy regarding discrimination or harassment in the workplace, follow that policy. If there is no company policy, make sure to notify a manager, supervisor, human resources, the owner, etc. Try to notify your employer in writing. If the notification is verbal, take a witness with you.

HOW ARE WORKERS PROTECTED?

The **Illinois Human Rights Act** prohibits **discrimination, harassment, sexual harassment, and retaliation** against individuals in connection with employment, housing, and education. **Title VII of the Civil Rights Act of 1964** protects employees and job applicants from employment discrimination based on race, color, religion, sex, and national origin. The **Illinois Department of Human Rights (IDHR)** investigates charges of discrimination and violations of the Illinois Human Rights Act and Title VII of the Civil Rights Act of 1964.

Filing a complaint with the IDHR:

You must file a complaint with IDHR within **300 days** of the alleged discrimination. The process includes:

1. **Intake:** Fill out a **Complaint Information Sheet (CIS)**
 - a. Download on the IDHR website:
<https://dhr.illinois.gov/content/dam/soi/en/web/dhr/filingcharge/documents/idhr-complainant-information-sheet-cis-emp-pa-fc-sh-04-2023.pdf>
2. **Submit (file) the completed form** in person, via mail, email, or fax. At this time, due to COVID restrictions, you cannot fill out the form in person. If you need assistance or support filing a charge please call or email IDHR or contact your local workers center.
Mail to: 555 W Monroe, Suite 700 Chicago, IL 60661 or
524 S. 2nd Street, 3rd Floor Springfield, IL 62701
Email: IDHR.Intake@illinois.gov
Fax: Chicago: 312-814-625 or Springfield: 217-785-5106
call IDHR: [\(312\) 814-6200](tel:3128146200)

After you file (submit) your forms, the IDHR will take the following steps:

- **Option 1: Mediation:** Mediation is an opportunity for both you and your employer to discuss the dispute and hopefully come to a resolution. You and your employer must agree to participate in the meeting. You do not need a lawyer but we recommend having one present.
 - **More Information about the mediation process can be found here:**
 - <https://dhr.illinois.gov/filing-a-charge/mediation.html>

Another process both parties can agree to:

- **Option 2: Investigation:** An assigned IDHR investigator will contact both parties to discuss the matter in detail.

Findings and Result: If the investigator's findings suggest there's substantial evidence of a violation of the act, the case can be reviewed by an administrative law judge at the **Illinois Humans Rights Commission (HRC)** or the appropriate state circuit court.

- **HRC Public Hearings or Request for Review:** To request HRC review, the complainant must request that the IDHR file a complaint to the HRC on their behalf, within **90 days**. If charges are dismissed by an administrative judge for lack of evidence, the complainant also has 90 days to file a request for review. An administrative judge presides over cases that involve government and federal agencies like the Illinois Department of Human Rights.

Employer Relationships and Obligations to Workers

CATEGORIZING EMPLOYER-WORKER RELATIONSHIP

There are two relationship categories between workers and the person hiring them:

1. An employer and an employee relationship
2. When an employer hires an independent contractor.

Why is the difference important? Employers legally owe anyone classified as their employee the following:

- Minimum wages
- Overtime pay for anything worked over 40 hours in a week
- Workers' compensation if a worker is injured on the job
- Certain benefits, depending on the details of how long the worker is employed.
- Employers also have the responsibility for how they pay taxes on their income and payroll

Independent contractors are self-employed workers. This means that the person paying them has the right to control or direct the result of the work, only. They may not control *what will be done to achieve the result nor how it will be done*. Examples of independent contractor jobs are truck drivers or landscapers. Independent contractors are not protected by many laws and must pay their own taxes on income.

MINIMUM WAGE & OVERTIME

Minimum wage: Chicago, Cook County & Illinois all set out minimum hourly wages for tipped and non-tipped employees. You must be paid according to City, County, or Illinois law.

Overtime is the amount of time you work beyond normal working hours. Employees are entitled to minimum wages and overtime pay regardless of immigration status.

If you work over your normal working hours, you must receive **overtime pay** for the hours worked **over forty in an individual work week** at a rate *not less than time and one-half the regular rate of pay*. If you are paid **\$13 per hour** but you work **50 hours** in a week, you shall receive **\$13 per hour** for the first **40 hours** and **\$19.50 per hour** for the remaining **10 hours**.

An employee **paid on a biweekly basis** who works 50 hours in the first week and 30 hours in the second week is entitled to **10 hours of overtime pay** in that pay period.

City of Chicago Minimum Wage & Overtime Rates

Work Place Size	Tipped Employees	Non-Tipped Employees
21 or more workers	\$9.48/hour <i>Overtime: 1.5x wage</i>	\$15.80/hour <i>Overtime: 1.5x wage</i>
4 to 20 workers	\$9/hour <i>Overtime: 1.5x wage</i>	\$15/hour <i>Overtime: 1.5x wage</i>

Cook County Minimum Wage & Overtime Rates

Work Place Size	Tipped Employees	Non-Tipped Employees:
All workplaces	\$8/hour <i>Overtime: \$14.30/hour (1.78x)</i>	\$13.70/hour <i>Overtime: \$20.55/hour (1.78x)</i>
For tipped employees , wages plus tips must equal at least the full minimum wage for non-tipped employees.		

The Illinois Minimum Wage & Overtime Rates

Work Place Size	Tipped Employees	Non-Tipped Employees:
All workplaces	\$13/hour <i>Overtime: 1.5x wage</i>	\$7.80/hour <i>Overtime: 1.5x wage</i>
For tipped employees , wages plus tips must equal at least the full minimum wage for non-tipped employees.		

MISCLASSIFICATION

Misclassification is when an employer **hires workers as employees** but legally **classifies them as “independent contractors.”** Why do employers do this? Employers will attempt to misclassify workers’ employment status to avoid making payments towards workers’ critical benefits and ensuring their labor standards protections.

How does the law differentiate Independent Contractors from employees?

States have different measures for classifying Independent Contractors.

The **State of Illinois** uses a “1, 2, 3” test to determine who is an independent contractor:

1. The worker has been and will continue to **be free from control** or direction over their work, both under the contract with the payer and on the job; **and**
2. The work is either outside of the kinds of work the payer usually does **and**
3. The worker is doing business as an individual in an established trade.

All three of the parts of the test must be met for work to qualify as an independent contractor.

What to do if you are misclassified or want to file a complaint?

To file a complaint of misclassification, verify the following about your employer:

- Company’s name
- Address & phone number
- Type of company you work for or a company; for example, factory, packing, or warehouse.

To file a complaint of misclassification, please contact one of our project partners for help. You can download the complaint form here:

- <https://labor.illinois.gov/employees/employer-misclassification-of-workers.html>

Or obtain the form at IL Department of Labor’s office:

- 160 N LaSalle Street, Suite 1300
- Chicago IL 60601

Mail the form to the above address or email it to:

IDOL.ECA@illinois.gov

If you have questions, please call

- (217) 782-1710

ILLINOIS DAY AND TEMPORARY LABOR SERVICES ACT

Temporary and day labor is work performed for a specific or undefined time. Companies hire temp agencies to recruit workers for the companies. A temp agency is a staffing company that is hired by a business to find short-term workers or contract workers. The temp agency is responsible for paying worker.

The Illinois Day and Temporary Labor Act protects temporary workers and day laborer by regulating wages and the type of work performed, as well as prohibiting other abuses temp agencies commit.

The **act** requires day and temporary labor agencies to do the following:

- Post a notice in their agency office describing the law
- Provide written notice to workers describing:
 - What type of work the person will be doing,
 - How much they will be paid for services,
 - Where the work will be performed,
 - How workers will be transported to the job site and
 - Whether there will be deductions for expenses such as meals and equipment.

The law also requires that **temporary and day labor** agencies:

- Provide workers who worked one day with a work verification form at the end of the day showing the hours worked.
- Pay workers when they arrive at a job site even if no work is available.
- Register with the **State of Illinois** and keep records of whom they employed.
- **If temp worker is assigned to a location for more than 90 agency calendar days**, the worker is to be paid the rate or equivalent benefits as the lowest paid employee hired by the company who is doing similar work.
- Temporary and day labor agencies **may not** retaliate against a worker for filing a complaint with the **State of Illinois**.

If you are experiencing abuse, you can file a complaint with the Illinois Department of Labor (IDOL). Workers within Chicago can file a complaint with the Office of Labor Standards

Contact one of our worker center project partners to help you file a Day and Temporary Labor Service complaint

You can download the complaint form here:

- <https://labor.illinois.gov/complaints.html>

You must know the name and contact information of your temp agency and the worksite you were assigned to.

ENFORCMENT AGENCY OVERVIEW

Different state and national government agencies handle different types of employer violations and some agencies handle similar complaints. This section describes agencies' areas of work. Appendix A of the handbook includes a table with government agencies, complaints they address, and the documentation required to file charges.

THE ILLINOIS DEPARTMENT OF LABOR (IDOL)

The **Illinois Department of Labor (IDOL)** protects the rights, wages, working conditions, and safety of workers through the enforcement of state labor laws. It handles **wage theft claims** such as:

- Unpaid Wages
- Minimum Wages
- Unpaid Overtime

IDOL also enforces the **One Day Rest in Seven Act (ODRISA)**. ODRISA requires employers to provide employees with:

- **24 hours of rest** within every consecutive 7-day period
- A **meal period** of 20 minutes for every 7.5-hour shift

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

The **Occupational Safety Health and Administration (OSHA)** works to ensure safe and healthful working conditions for workers by setting standards and providing training and education. OSHA handles claims regarding:

- Hazardous Working Conditions
- Unsafe Working Conditions
- Unhealthful Working Conditions

The chapter on "Health and Safety in the Workplace," will describe how you can identify an OSHA violation, the documentation you need to report a complaint, and the process of an investigation.

THE CHICAGO OFFICE OF LABOR STANDARDS

The **Chicago Office of Labor Standards (OSL)** oversees Chicago's labor laws through community engagement and enforcement by processing complaints, conducting investigations, mediating disputes, directing settlement proceedings, issuing violations, and licensure discipline against employers.

OSL enforces city-wide labor claims including:

- Wage-theft
- Minimum Wages
- Overtime
- Fair Work Week
- Domestic Worker Rights
- Retaliation

Chicago's **Fair Workweek Ordinance** requires employers to provide workers with predictable work schedules. This applies to the following seven industries: Building Services, Healthcare, Hotels, Manufacturing, Restaurants, Retail and Warehouse Services.



THE UNITED STATES DEPARTMENT OF LABOR

The **United States Department of Labor** promotes the welfare of workers and retirees, regulates working conditions, and assures work-related benefits and rights. It oversees:

- Wage Theft Claims
- Family Medical Leave Act Claims
- Migrant and Seasonal Agricultural Worker Protection Act Claims

The **Family Medical Leave Act (FMLA)** entitles eligible employees to take unpaid, job-protected leave for family and medical reasons. Employees are entitled to **12 workweeks of unpaid leave** in a 12-month period for certain events. This handbook will expand on FMLA in the handbook section on 'Health and Safety in the Workplace.'

The **Migrant and Seasonal Agricultural Worker Protection Act (MSPA)** protects migrant and seasonal workers by establishing employment standards related to **wages, housing, transportation, and disclosures.**



EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)

The **Equal Employment Commission (EEOC)** is responsible for enforcing federal laws that make it unlawful to discriminate against a job applicant or employee based on:

- Race
- Color
- Religion
- Sex
- National Origin
- Age
- Disability
- Genetic Information

The EEOC extends to numerous work situations, including **hiring, firing, promotions, harassment, training, wages, and benefits.**

ILLINOIS DEPARTMENT OF HUMAN RIGHTS (IDHR)

The **Illinois Department of Human Rights (IDHR)** administers the **Illinois Human Rights Act**, which prohibits discrimination with respect to:

- Employment
- Financial Credit
- Public Accommodations
- Housing
- Sexual Harassment

The IDHR seeks to establish and promote **equal opportunity** and **affirmative action** as the policy of Illinois and all its residents.

NATIONAL LABOR RELATIONS ACT (NLRA)

You have the right to organize. You and your coworkers are protected from retaliation for organizing under the **National Labor Relations Act (NLRA)**. This law allows two or more employees to organize collectively to :

- Two or more workers taking some action at work (like presenting a petition)
- One worker calls on other workers to act (the “call to action”)
- Discussions of working conditions
- Circulating petitions
- Discussing joining a union
- advocate for changes in workplace conditions
- Striking

Under the NLRA an employer cannot fire you, transfer you, take away hours, cut overtime, demote you, or discipline you as a punishment for participating in a protected activity. If a company retaliates against you or your coworkers, **contact a worker’s center** to help you file for an investigation with the Department of Labor or the National Labor Relations Board (NLRB). A charge must be filed with the NLRB within 6 months of the violation

If you want to file a complaint against your employer with the NLRB, first contact the Information Officer in the Chicago office:

The contact information for the Chicago Office is:

- (312) 353-7570
relay.service@nlrb.gov

The NLRB complaint form can be found at this website:

- <https://www.nlrb.gov/guidance/fillable-forms>

For the form, you need to know your company's name, contact information, and how many people work for your company.

HEALTH AND SAFETY IN THE WORKPLACE

GFPI aims to ensure all workers in the food supply chain work in healthy workplace conditions. The Health and Safety in the Workplace section describes those conditions and the role and processes of the public agencies charged with enforcing them. To see how workers can use GFPI to support workers in advocating for a healthy workplace, please see the Worker Advocacy & Organizing section.

WHAT IS HEALTHY WORK?

A healthy job is a workplace that:

- Is free from chemical, physical, and other workplace hazards.
- Pays workers a stable and fair wage
- Ensures Workers have a consistent schedule
- Is free from discrimination and exploitation
- Offers job security and opportunities for advancement
- Provides benefits such as health insurance, vacation, sick leave, and retirement
- Allows and respects workers' personal time for family, friends, and community.
- Provides the freedom to express concerns, organize, and participate in workplace decisions



Many industries have higher injury rates than the national average including agriculture, manufacturing and warehousing, transportation, milling machine operators, landscaping, and food services. Food preparation workers have the 13th highest injury rate in the U.S. These numbers are likely an undercount of the true rate of injuries. The undercount of workplace injuries can result from:

- Employees' fear of disciplinary action for reporting an injury or illness
- Pressure on occupational health practitioners to downplay the severity of workplace injuries and illnesses from employers
- Intentional underreporting by employers
- Unintentional underreporting by employers because of a lack of awareness about what should be reported
- Inaccurate record keeping

Since 2014, new recordkeeping rules require employers to report the following directly to the Occupational Safety and Health Administration (OSHA).

- All work-related fatalities within 8 hours
- All inpatient hospitalization within 24 hours
- All amputations and/or losses of an eye within 24 hours

The most common risks for injury on the job include:

- Working in unfamiliar environments
- Violence at work
- Transportation
- Use of knives or sharp cutting
- Use of chemicals
- Landscaping and forestry
- Construction and drilling
- Climbing
- Use of machinery
- Lack of training

Fatalities on the job are most often caused by:

- Slips, trips, and falls
- Transportation
- Contact with heavy machinery or equipment
- Exposure to harmful substances or environments

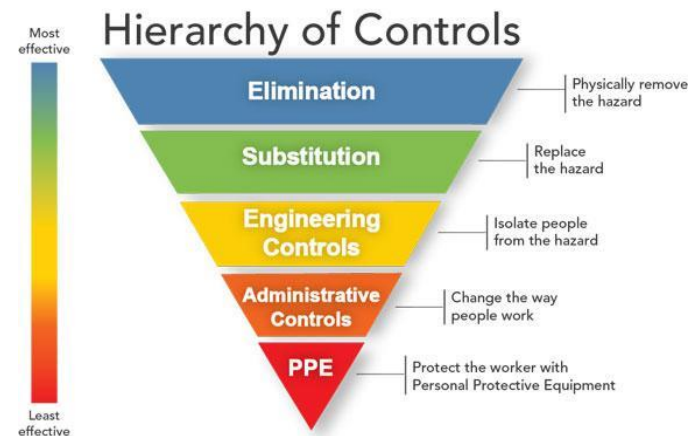
The rate of fatal injuries at work is highest for:

- Oldest workers (65+)
- Independent contractors, subcontractors, and temporary workers
- Latine workers and particularly foreign-born Latine workers

To prevent occupational injuries and illnesses, we want to **control exposure to workplace hazards**. The hierarchy of controls determines which actions are effective in controlling exposures. There are 5 levels to remove hazards.

The recommended order of action is:

1. Elimination
2. Substitution
3. Engineering controls
4. Administrative controls
5. Personal protective equipment (PPE)



Interventions and enforcement efforts have varying degrees of effectiveness. This list ranks these interventions from most to least

effective in terms of reducing workplace injury and improving compliance with health and safety regulations.

- Penalties
 - Engineering/environmental controls
 - Experience rating (WC premiums)
 - Enforcement/Inspections
 - Worker incentives
 - Praise/Feedback
 - Pre-employment examinations
 - Education/Training
 - PPE
 - Regulations alone
 - Subsidies to employers
 - Improving the safety of climate
- Most to
least
effective

There are several federal agencies dedicated to promoting worker health and safety including

- Illinois Department of Labor (IDOL)
- Occupational Safety and Health Administration (OSHA)
- Illinois Workers' Compensation Commission (IWCC)

These agencies set standards and promote healthy and safe jobs!

OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA)

Occupational Safety and Health Act:

All workers have the same basic rights under the **Occupational Safety and Health Act**. The act sets and enforces a set of standards that support workers' safety in the workplace. Under the Occupational Safety and Health Act, workers must be provided with a workplace that is free of known hazards that can cause death or serious injury to their employees. The **Occupational Safety and Health Administration (OSHA)** enforces this Act.

These rights include:

1. Right to a healthy and safe workplace
2. Right to receive information
3. Right to receive training
4. Right to request that a dangerous situation be changed, to file complaints, and to participate in the investigation process
5. Right to be protected against retaliation

WHAT DO EACH OF THESE RIGHTS COVER?

(1) You have the right to a healthy and safe workplace.

There are several hazards that a worker may be exposed to on the job including, but not limited to, **physical, chemical, and biological hazards**.

Physical hazards can cause illnesses or injuries when they transfer energy from the object to the person. Examples include:

- **Noises:** Loud noises can cause hearing damage, either immediately or over time
- **Heat:** A hot surface or overexposure to the sun or heat can cause burning or dehydration
- **Cold:** Exposure to cold or being trapped in a cold place can cause frostbite, hypothermia, and even death.
- **Miscellaneous:** Any other physical object that can cause injury or illness

Chemical hazards can be solids, dust, liquids, vapors, or gasses. They can enter a worker's body in the following ways:

- Inhalation (breathing)
- Ingestion (eating)
- Absorption (through your skin)
- Through cuts or openings in the skin

Biological hazards are living things that can cause injury or illness to humans. Biological hazards include:

- Animals

- Insects & rodents
- Sick people
- Needles & syringes
- Plants

Additional hazards that cannot be classified as chemical, physical, or biological include violence, stress, and psychosocial hazards. If a risk cannot be eliminated completely, the employer must provide protection, such as gloves or masks.

(2) You have the right to receive information, in writing, from your employer about the following:

- **Your rights as a worker.** Employers must have a copy of the OSHA poster explaining your rights posted in the workplace.
- **Injuries and illnesses in your workplace, including a copy of the OSHA 300 Log.** This is required from a company with more than 10 employees. The OSHA 300 log MUST record all work-related fatalities, injuries, and illnesses if they involved:
 - Death
 - Loss of consciousness
 - Transfer to another job
 - Significant injury or illness diagnosed by a doctor or licensed healthcare professional
 - Every injury and illness that resulted in lost workdays,
 - Restricted work,
 - Transfer to another job due to injury or illness,
 - Any other incident that required more than basic medical care (i.e., first aid).

You have the right to review this log and all logs kept by your employer for the last 5 years.

- **Medical records and hazardous exposure records.** OSHA requires that your employer measure the level of exposure to harmful substances in your workplace. Workers have the right to observe this and examine the results.

- **Exposure to dangerous chemicals.** Employers are required to provide information about dangerous chemicals in writing. This includes labeling containers, **Safety Data Sheets (SDS)**, and proper training.
- SDS lists the safety precautions, for handling and working with dangerous chemicals. This includes
 - Recommendations for handling incompatible chemicals or 2 chemicals that are dangerous when they interact.
 - How to minimize the release of dangerous chemicals into the environment
 - Provide advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited)

(3) You have a right to receive training from your employer about OSHA rules.

This training can be about different topics depending on your job but must cover your rights, and proper use of equipment, machinery, and substances.

(4a) You have the right to ask your employer to change a dangerous situation to and to file a complaint to OSHA to ensure a healthy and safe workplace.

If you complain to your employer about workplace conditions, OSHA says that your **employer cannot:**

- Transfer you to another position
- Deny you a raise
- Reduce your hours
- Fire you
- Penalize you in some other way

Complaints must be made “in good faith,” meaning that you really believe there is a violation and you are not complaining to bother or harass your employer.

(4b) You can file a complaint with OSHA if you believe that there has been a violation or if you believe you are in immediate danger at your workplace.

If you file a claim, you have the right to know what actions OSHA decided to take on your claim. You can ask for a review if OSHA does not do an inspection.

If you are going to make a complaint, the following tips will help make the process smoother. Worker centers can help you file these complaints if you need assistance.

- **File quickly:** after an event or violation has been identified.
- **Details:** Be specific when describing work processes, pieces of equipment used, if the hazard is ongoing, if there has been retaliation, and how many workers are at risk.
- **Your contact information:** so OSHA can follow up. Alternatively, you can request confidentiality.

(4c) You have the right to participate in an OSHA inspection and may:

- Have a representative accompany the OSHA inspector during the inspection.
- Have your work representative be involved in any meetings or hearings related to the inspection.
- Talk to the inspector privately. You can show the inspector hazards, and injuries, or ask questions you may have about workplace health and safety.
- Ask for the results of the OSHA investigation and ask for a review if OSHA does not cite your employer.
- Know the inspection results and what OSHA told your employer to do to correct the problem. OSHA requires the employer to post the results of the inspection and penalties. If the citation was not posted by the employer, you may contact OSHA.

- Object to the date that OSHA gave your employer to fix the problem by, and be notified if your employer appeals OSHA's decision

(5) Though you may want to file a complaint confidentially, you have the right to be protected against retaliation for asserting your rights.

This means that an employer cannot penalize or discriminate against workers for asserting their rights to:

- Complain to the employer, OSHA, your union, or any other government agency about workplace health and safety.
- Participate in OSHA inspections, conferences, hearings, and other OSHA activities.
- If you think you have been penalized for using your rights, you must contact OSHA within **30 days**. You have the right to refuse to do a job if you "in good faith" believe that you are going to be exposed to immediate danger. If there is time, the dangerous condition should be reported to OSHA or another government agency.

Immigrant workers may be concerned about filing a complaint and providing their name, or other identifying information. OSHA will **never** ask about workers' immigration status during an inspection. OSHA has recently acquired new authority to protect immigrant workers involved in active OSHA investigations. Under this authority, OSHA can:

- Support workers in gaining temporary legal immigration status for up to 2 years ("deferred action").
- Certify that workers should receive a visa to stay in the US for up to 4 years.

To file a complaint with OSHA, workers must call

- Chicago Area: (312)353-2220
- Northern Chicago Area (Arlington Heights): (847)227-1700
- **OR file a complaint online at**
<https://www.osha.gov/workers/file-complaint>

WORKPLACE INJURY AND ILLNESS

You may be entitled to compensation through the **Illinois Workers' Compensation Act** if you are injured or become sick doing your job. This includes:

- Nearly all chronic conditions that occur while doing your job
- Injuries caused by repeated use of a body part at work; also known as repetitive, cumulative trauma, or stress injuries
- Pre-existing conditions exacerbated by work
- Injuries caused by equipment at work
- Illnesses caused by exposure to chemicals at work

While your job does not need to be the only cause of your illness or injury, you must be able to demonstrate that your injury or illness is connected to your job in some way. You are covered in the time before and after you clock into work, and while you are traveling for work if you are a traveling employee.

If you are injured or become ill at work, you should:

- Notify your supervisor, lead, or human resource department immediately.
- Get medical treatment! If it is an emergency, call 911. If it is not an emergency, see an occupational physician.
- Keep records of what happened.
- Speak to an attorney who specializes in workers' compensation.

ILLINOIS WORKERS' COMPENSATION ACT

If you get injured or become sick because of your job, you have the right to be compensated by law under the **Illinois Workers' Compensation Act** requires employers to have Workers' Compensation insurance if their employees become injured or ill because of their job. If a company has one or more employees, even part-time employees, they **MUST** have workers' compensation insurance coverage.

If you are eligible for workers' compensation, each worker is covered by the employer's insurance on their first day of the job. Employees, even part-time employees, are entitled to workers' compensation benefits. Your immigration status does not matter and should not affect your eligibility for benefits. Independent contracts are **not** eligible for workers' compensation.

If you are eligible for workers' compensation, you are covered wherever you are working for your employer, even if it is not your regular workspace or site. This includes:

- Breakrooms
- Bathrooms
- Parking lots

You may be entitled to compensation through the Illinois Workers' Compensation Act if you are injured or become sick doing your job. The benefits you may be entitled to include:

- The time you miss from work
- Medical treatment
- Permanent, partial, or total disability
- Wage differentials
- Vocational rehabilitation to build skills for future employment

The workers' compensation system is complicated, and many people have questions throughout the process, which is why working with a qualified workers' compensation attorney is helpful. Typical questions are included below:

How long will this take?

Claims must be filed within 3 years of the date of your injury or illness. You must file within 2 years from the last payment of benefits if you received benefits.

Will I be fired?

While it may be scary to share your injury or illness with your employer, they **cannot** retaliate or fire you for filing a workers’ compensation claim.

The company never sent me to a doctor/never called to check on me.

The company does not need to “send” you to a doctor. If you need to go to an emergency room, do not wait for your employer. If you need to see a doctor, you can go to your primary care physician. If you go beyond your choices, the workers’ compensation insurance does not have an obligation to pay for medical treatment. Reviewing your medical treatment plan with a lawyer can confirm that you have not gone beyond your choices. The law does not require your employer to be kind or check in on you.

The company said I had to use up my sick/vacation/paid time off (PTO).

You are entitled to receive **temporary total disability (TTD)** for the time you miss from work related to your injury. TTD is an injury or an illness that causes a person to be completely disabled for a temporary and fixed amount of time. Some companies require that you use your sick/vacation/PTO. If this is a company policy that is enforced across the board, you must do it. However, if the company is making *only* you use your paid sick/vacation/PTO, you must receive that in addition to your TTD benefits. Also, you may apply for time off through the Family and Medical Leave Act (FMLA).

Should I apply for unemployment?

If you are unable to work, you should **not** apply for unemployment. Why? The corresponding benefit, or compensation, is through **TTD** while you are off work. =When you apply for unemployment, you are stating that you are capable of working. This contradicts your doctor’s note that you are unable to work. The insurance company will likely bring this up to argue that you were able to work and decline TTD.

How is child support paid?

Child support is paid exactly how it is done before the injury or illness. If your company was paying child support out of your wages before your accident, workers’ compensation insurance should pay your child support from your TTD check. Since the benefit is based on earnings, you may wish to attempt to change the payments when you are off work. If you owe an outstanding debt, child support will request a portion of the total to collect the outstanding debt.

Do I need a lawyer?

It is recommended that you work with an attorney to help resolve your case and increase the benefits you receive. You can visit the **Illinois Workers’ Compensation Lawyers Association** website to identify a qualified workers’ compensation lawyer.

The Illinois Workers’ Compensation Lawyers Association’s contact information is:
1018 W. Madison St, Suite 9
Chicago, Illinois 60607
Phone: 708.338.0760; E-mail: wcla@navandassoc.com

Additionally, you can contact one of the worker centers partnering on this project.

THE FAMILY MEDICAL LEAVE ACT (FMLA)

The Family and Medical Leave Act (FMLA) provides eligible employees with up to **12 work weeks of unpaid leave a year and requires health benefits to be maintained during the leave.** Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave. FMLA can be used for:

- Birth and care of a newborn child or placement of a child with the employee for adoption or foster care

- To care for an immediate family member with a serious health condition
- A serious health condition that makes the employee unable to work

A serious health condition that may qualify for leave under FMLA is a condition that:

- Requires overnight stay in any medical care facility
- Prevents you or a family member from attending work or school for more than 3 consecutive days and requires ongoing medical treatment
- Is chronic and can occasionally hinder you or a family member from working or attending school and requires medical treatment at least twice a year
- Pregnancy, in certain cases, can be considered a serious health condition.

Covered employers **must** provide FMLA benefits and protections to eligible employees and comply with other responsibilities required under the FMLA. Eligible employers include:

- Those who work for private sector employers who employ 50 or more employees in 20 or more work weeks a year
- Public agencies regardless of the number of employees
- Local educational agencies, including public school boards and public and private schools, regardless of the number of employees

If you work for one of the above employers, you are eligible to take leave under FMLA if

- You have worked for your employer for at least 12 months at least 1,250 hours over the past 12 months,
- and work at a location where the company employs 50 or more workers within 75 miles.

According to the Department of Labor (DOL), the time worked as a temporary employee does indeed count toward the 12-month service and 1,250-hour requirement. Although, the staffing agency and the employer must both employ 50 or more workers. Independent contractors are not eligible to take leave under FMLA.

When notifying your employer that you need to take leave, you do not have to tell your employer a diagnosis, but you do need to provide information indicating that your leave is due to an FMLA-protected condition.

WORKER ADVOCACY AND ORGANIZING

GOOD FOOD PURCHASING INITIATIVE AND WORKER ADVOCACY AND ORGANIZING

The organizations and institutions involved in the [Metro Chicago Good Food Purchasing Initiative \(GFPI\)](#) want to make sure that this initiative supports Food Chain Workers who are organizing for **better pay, safer working conditions, and union representation**. If you and your coworkers are forming campaigns to advocate for your rights at work, local institutions that are participating in GFPP may be supportive partners for workers.

The Chicago Food Policy Action Council (CFPAC), which stewards **GFPI**, will be releasing a website at the end of 2023 where workers can look up whether local institutions purchase the products that their companies produce, warehouse, or distribute, and how much has been spent on those products by the institutions over a year. Workers can then use this information to connect with local institutions and request that they take action in support of their workplace organizing. This might look like an institution signing a supportive letter, contacting the company to alert them of their awareness about the campaign, and/or buying products from a different company until the business responds to the workers' demands.

If workers decide to create their own alternative businesses that produce food in more ethical ways, **CFPAC** can also provide support to worker-owned cooperatives, unionized businesses, and companies with certifications in higher labor standards. The initiative is organizing networking events to help build relationships between food producers and potential buyers.

CFPAC also created a **Guide for Growers and Food Businesses** where food companies that are aligned with the Good Food Standards can learn more about the opportunities and requirements involved in supplying food to institutions and other community food access sites.

If you are a worker interested in creating your own food company with other workers, we encourage you to get involved with upcoming events connected to GFPI! Learn more by joining the GFPI newsletter: <https://www.chicagofoodpolicy.com/procurement#gfpi-get-involved>

ORGANIZING

Organizing is a tool workers have to bring change in the workplace. Throughout the history of the food chain workers have fought for laws addressing sexual harassment, immigration, safer workplaces, and just salaries. We recommend workers contact our project partners before confronting employers. Our partnering workers centers can provide training, information, guidance, and legal and resource support.

There is power in ORGANIZING!

Workers have the power and right to organize and advocate for change at work! This section will cover workers' first steps in organizing.

So, you and several coworkers have been discussing your common experiences at work and the issues you have. From these discussions, you want to organize a campaign to address a workplace issue. You are beginning to create an organizing committee. A worker organizing committee is a group of coworkers coming together to solve problems in the workplace. They organize meetings, conduct outreach, meet with management, inform workers of the progress of the campaign, and collectively organize actions. Here are some common and recommended steps that worker organizing committees take:

STEP #1: MAP YOUR WORKPLACE

Once the committee is formed, you and your coworkers should create a map of your workplace. Creating a map helps identify workers and leaders you can recruit for your campaign. This involves learning what departments exist, the number of workers, and other information to know who to talk to.

For mapping ask:

- How many workers are employed at your company?
- How many work per shift?
- How many different departments are in your company?

Once you map the different departments and shifts, identify possible leaders from each department and work shift who would be interested in organizing and can be discrete until it's time to announce to your fellow workers

STEP #2: LEARN ABOUT YOUR COWORKERS' EXPERIENCES

Once you have completed this, the committee should decide who is going to talk to learn about other workers' experiences and your campaign. Make sure you're talking to every worker. To do this, you have to think about:

- **When** will workers feel safe talking about their experiences at work or organizing? Is it during work? Is it before or at the end of their shift, during lunch break, or on the weekend?
- **Where** can you talk with your coworkers about your organizing campaign? Is it safe to talk to coworkers in the breakroom, cafeteria, bathroom, or parking lot? Or outside of work in a restaurant, at workers' homes, in a park?

These questions also apply to your **worker organizing meetings**: where and when is it safe to have meetings?

STEP #3: CONTACT COWORKERS ABOUT BUILDING A CAMPAIGN

Once you identify organizing committee members who will talk to your coworkers, remember, you not only want to inform them about the campaign but you want to learn about their experiences. For this step, we recommend contacting a worker center to learn how to talk to coworkers about organizing. Here are some steps to guide you for talking to your coworkers:

- **Don't just talk, listen.** You know what issues are important to you, but there are probably additional issues important to your coworkers. Let them tell you what their problems are, and then talk with them about how coming together can help to solve the problem.
- **Be honest about what you know.** If you don't know the answer to a question, admit it, but tell your coworker that you will get the answer. Then be sure to follow through as soon as possible and get the information back to the person with the question.
- **Keep your temper.** Some of your bosses or co-workers may harass you to try to get you to lose your temper so that they'll have an excuse to fire you. For example, they may move you to a different job and not give you proper training or the time to prepare, not provide the equipment to do your job, or change your schedule to impact your personal time with your family. Don't fall for this trick. If you get angry at work, hold it inside until you can talk to someone else on the worker committee. Also, remember it is illegal for your company to retaliate against workers for organizing.
- **Concentrate on talking to your coworkers, not your boss.** Your boss may try to talk with you about what you are doing, either to pick your brain or to keep you from talking to other workers. If this happens, you need to document what happened and ask your fellow organizers and coworkers if they had the same experience with your boss. Have everyone document exactly what happened, look for witnesses, and connect with a worker center. Remember, workers' organizing activities are protected by the **National Labor Relations Act**.

- **Be respectful when talking to your coworkers.** Even when they experience abuse, some people will be scared to organize and some people are not familiar with what is involved - which isn't the same thing as being stupid. If you know more than someone else about the process, share the information respectfully. Don't let the boss isolate anyone. If you're stronger than someone else, or less scared, share your strength and pick the right time and place to strike up a conversation.
- **Don't push too hard!** You need to convince people to join the campaign, not bully them. Ask them what is holding them back and address their concerns. Also, maybe another committee member knows this coworker better. If so, ask the committee members for help or to talk with them.



Artwork by Aaron Hughes from Food Chain Workers Alliance's COVID report

- **Remember this work is difficult.** When talking to a coworker, you may only be talking about work problems. That can be hard on you but also on your co-workers. Also, ask about what is going on in their lives.
- **If you feel you need to, take a break.** Talking to your coworkers about their and your work problems can be mentally and physically exhausting.

- **Be a good example to your coworkers.** Workers will judge what you are doing by how they feel about members of the organizing committee. If they think you are a good worker and a good person, they will respect the effort. If they see you, for example, come in late every day and pick fights they won't take the effort to come together seriously.
- **Finally, stay united!** Talk to every worker, shift, and department in your company. When employers learn that workers organizing, they want us to fight each other. They'll try to play full-timers against part-timers; tell different departments you don't have anything in common; and try to get higher-paid workers fighting lower-paid workers; Black workers against white; cis workers against trans workers, and men against women. **You are all in this together, and you've got to stay together.**



Artwork by Aaron Hughes from Food Chain Workers Alliance's COVID report

When your coworkers agree to join the campaign, you must decide democratically which work issue you're going to organize around. Learn from worker's centers how to fairly include everyone's opinions in setting priorities and decision-making. Discuss this with your coworkers. Have a respectful discussion and decide on a winnable change. Also, collectively decide how committee members communicate, where to have meetings, store important information, and make decisions.

STEP #4: CONNECT WITH OUTSIDE SUPPORTERS & ORGANIZATIONS

Work issues do not only affect workers but also people outside of work and your community. Connecting with outside supporters brings awareness to your campaign and the issues of the community as a whole. Also, outside supporters can connect you to resources that will help your cause. To find outside support, think about:

- *Who can we count on to support us or who will join us?*
Supporters can be community members, family members, friends, community groups, religious bodies, community organizations, and elected officials.
- *How to find the community support we seek?*
Talk to your organizing committee member if you are part of these groups. A coworker can ask for support from the pastor of their church and its congregations, their family, friends, and the community organizations they are a part of. Someone can personally reach out to a state representative, district representative, or other politicians.

A workers' center can aid you in identifying organization and communities that will support your cause. Also, they can provide training on workers' rights, how to identify workplace violations, which government agency processes your labor complaints, what type of documentation you need to file a complaint, and help you analyze the risks, and challenges you may face with organizing your campaign.

If you have completed training on workers' rights, protections, or organizing, share what you learned with committee members and coworkers. Sharing knowledge builds momentum for your campaign.

STEP #5: PREPARE DOCUMENTS TO FILE A COMPLAINT

You should be prepared to file a complaint with the appropriate agency if management doesn't act. This means organizing documentation, contacting witnesses, and evidence against your company, and connecting with a labor lawyer or workers' center before you meet with

management.

When gathering documents to help your case, think about:

- What evidence do you need?
- Where do I find these documents?

You might need some documents from your employer, for example, your personnel file. It is your right to have access to your personnel file or other documents from your employer. If you are concerned about management retaliating against you for requesting your personnel file or other company documents, contact a worker center for guidance. They can also help you with filing a complaint and if you have not, you connect you to a labor lawyer. Also please remember, it's illegal for your employer to reprimand you for this. If you are concerned about asking management for documents, please contact a worker center for guidance. They can also help you with filing a complaint and if you have not, you connect you to a labor lawyer.

STEP #6: PREPARE & MEET WITH MANAGEMENT

Once you have decided on a winnable complaint, request and prepare a meeting with management. A worker's center can provide important advice, based on experience, to assist your committee in making this choice. Before the meeting, choose an issue that impacts the majority of workers. You can choose to write a petition or meet with management in person. If you choose to write a petition, make sure everyone who supports the campaign signs their name. Also, make sure you include the date and the name of the person to whom the petition is addressed to.

If the committee agrees to meet with management or HR, plan out what you will say. You may need to contact a worker center for guidance on this. During the meeting, make sure someone is taking notes. The notes should include:

- The date, time, and where the meeting is taking place.
- Who participated in the meeting?
- What was discussed?

After the meeting, send a copy of the notes to management to verify the content and ask them to sign to confirm what happened during the meeting and what was discussed. If management refuses to sign the document, this gives you a stronger case of labor violation.

STEP #7: WORKERS ARE UNDER ATTACK, STAND UP, FIGHT BACK

After the meeting, there are two possible outcomes: management will make changes or ignore you. What do you do next? If you have your documents and other evidence ready, reach out to a worker center. They can guide you in filing your claim and help plan the next steps.

Having community support is a good tactic for amplifying your cause and amplifying workers' voices. Workers can contact the press or social media to put pressure on your employer. You can also call on your community supporters to help to organize a peaceful demonstration. Workers need to continue to build support networks.

Additionally, reach out to the neighborhood business that uses your company's products if they are willing to support you. place where the company is, or the area where its products are sold. You can hand out brochures, with campaign reports and other information.

Community and Project Partners

NATIONAL PARTNERS

FOOD CHAIN WORKERS ALLIANCE

The Food Chain Workers Alliance is a coalition of worker-based organizations whose members plant, harvest, process, pack, transport, prepare, serve, and sell food, organizing to improve wages and working conditions for all workers along the food chain. Currently, FCWA has 33 members representing over 375,000 food workers in the US and Canada.

Contact info:
(213) 700-8372
info@foodchainworkers.org

HEAL FOOD ALLIANCE

HEAL's mission is to build collective power to create and farm systems that are nourishing for our families, accessible and affordable for all communities, and fair to the hard-working people who grow, distribute, prepare, and serve our food — while protecting the air, water, and land we all depend on.

Contact info:
info@healfoodalliance.org

WORKERS CENTER PARTNERS

CHICAGO COMMUNITY AND WORKERS' RIGHTS

Chicago Community and Workers' Rights is an organization run by workers for workers – regardless of immigration status – dedicated to educating, building leadership, and gathering resources to develop organizing tools and collective strategies of resistance against employer abuse, toward conditions fair of life for our families.

Contact info:

(773) 653-3664; (773) 827-2490

info@chicagoworkersrights.org

CHICAGO WORKERS COLLABORATIVE

The Chicago Workers Collaborative' (C.W.C) mission is to promote the creation of stable, living-wage jobs with racial and gender equity through leadership, development, advocacy, and direct action by facilitating community resources to benefit working families.

C.W.C. Expanding labor education through various workshops where community members can learn about labor rights, to build leadership and collective workers' power. We use workshops as tools and resources like our Workers Family Legal Clinic to defend working families. Our legal services include Migration, Labor, and Family.

In 2021 CWC created a resource program that is in charge of finding community resources, filling out medical insurance applications for poor immigrant families, and making referrals to more than 60 organizations that participate in the state's access to justice program. CWC has offices in Chicago, Waukegan, and Elgin.

Contact info:

Info@chicagoworkerscollaborative.org/Chicago office: (773)456-5482

FARMWORKER AND LANDSCAPER ADVOCACY PROJECT

The organization carries out its mission through advocacy, community outreach and education, litigation, community legal education, information, and referrals, partnering with other organizations to fight human labor trafficking, preventing family separations by helping immigrants secure dual citizenship for their children and facilitating access to cash transfers to very low-income populations. FLAP provides these services free of charge and without regard to immigration status. They have offices in Chicago and Evanston

Contact info:

Phone number: 1-888-451-3527 (1-888-IL1-FLAP)

Email: info@flapillinois.org asossa@flapillinois.org

WAREHOUSE WORKERS FOR JUSTICE

Warehouse Workers for Justice (WWJ) is a worker center founded in 2008 to win stable, living wage jobs with dignity for the hundreds of thousands of workers in Illinois' logistics and distribution industry. WWJ provides workshops about workplace rights, unites warehouse workers to defend their rights on the job, builds community support for the struggles of warehouse workers, and fights for public and private policies that promote full-time work at decent wages in the warehouse industry. They have offices in Chicago and Joliet.

Contact info:

Phone numbers: 815-722-5003; 815-722-5003

Email: chicago@warehouseworker.org; joliet@warehouseworker.org

RESEARCH PARTNERS

UNIVERSITY OF ILLINOIS CENTER FOR HEALTHY WORK

The UIC Center for Healthy Work is a research and education center established in 2016 to advance the health and well-being of workers in Chicago, the state of Illinois, and the nation. The Center's mission is to remove barriers that impact the health of wage low-wage workers in the increasingly contingent workforce.

The Center for Healthy Work aims to identify and promote employment programs, practices, and policies that will improve worker and community health locally, across the state, and throughout the nation.

To that end, the center build long-term collaborations with organizations, professionals, and community partners to research, support, and implement activities to support healthy jobs that:

- Are free from workplace hazards
- Pay a thrivable living wage
- Offer job security
- Provide benefits such as health insurance, vacation, sick leave, retirement
- Are free from discrimination and exploitation
- Offer opportunities for advancement
- Provide freedom to express concerns, organize, and participate in workplace decisions

Contact information:

Phone: [312-996-2583](tel:312-996-2583)

Email: healthywork@uic.edu

WORKSHOP PRESENTERS

- Raise the Floor Alliance - (312) 795-9115
 - rtflegal@raisetheflooralliance.org
- Howard Ankin & Anita M. DeCarlo; Ankin Law
 - 312-600-0000
 - howard@ankinlaw.com ; adecarlo@ankinlaw.com

ORGANIZERS

Policy Research Collaborative

The PRC collaborates with community partners to conduct research informing their development of initiatives, policies and programs to build racial, class and gender equity. Contact: prc@roosevelt.edu

Chicago Food Policy Action Council

The Chicago Food Policy Action Council (CFPAC) co-facilitates, advocates, and implements policies that advance food justice & sovereignty in Chicago and across the region. We work to ensure that all Chicagoans, especially black, indigenous, and residents of color, have the right to produce and access culturally appropriate, nutritious, sustainable and fair food.

Contact: <https://www.chicagofoodpolicy.com/contact>

For these reasons it's important to document your work hours and incidents at work.(including the time, date, what happened, and the names of witnesses). Equally, it's important to know where to find documentation of workplace incidents (for example, medical records or information about your employer). This handbook includes additional materials on documentation at the end of the manual.

