Manual and codebook of the WageIndicator Collective Agreements Database
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Manual and codebook of the WageIndicator Collective Agreements Database

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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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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/IAAS 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 Ndoricimpa 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 September 2015, more than 450 agreements in 25 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.

1 See Newsletter-Cobra-1, 140422
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 11 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 11 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 dashboard

<table>
<thead>
<tr>
<th>Id</th>
<th>Title</th>
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<tr>
<td></td>
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<td></td>
<td>Job Titles</td>
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<tr>
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<tr>
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<td>Working Hours</td>
</tr>
<tr>
<td></td>
<td>Coverage</td>
</tr>
</tbody>
</table>

Source  Screenshots of the COBRA dashboard

---

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)

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)


3.3 Country pages of the database

Figure 4  Page shown after selection South Africa


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)

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

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

4 Coding the collective agreements

4.1 Introduction

As shown in section 2.5, the collective agreements are coded according to nine 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.

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.
# Appendix 1 Codebook of the database

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<td>Does the agreement have to be ratified? [YN]D</td>
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<tr>
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<td>Does the agreement have to be ratified: By whom?</td>
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<td>Has the agreement to be ratified: By whom: other? [TXT]</td>
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<td>cbactorratified</td>
<td>Has this actor ratified the CBA? [YN]</td>
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<td>cbaratificationdate</td>
<td>What is ratification date? [DATE]</td>
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<td>What is the name/are the names of the signatories? [TXT]</td>
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<td>casignemployeestxt</td>
<td>Which other signatories from the employee side? [TXT]</td>
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**Topic 1: Job titles**

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<td>Does the agreement include job descriptions? [YN]</td>
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<td>Job descriptions: For which jobs? [TXT]</td>
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## Topic 2: Wages and allowances

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<td>Where are wages determined?</td>
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<td>Comments regarding clauses on wages: [TXT]</td>
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<td>PAYScales_trigger</td>
<td>Are wages determined by means of pay scales? [YN]</td>
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<td>What is the calculation basis for the wages in the pay scales? [TXT]</td>
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<td>How many pay scales are determined? [1-19]</td>
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What is the calculation basis for the wages?

Wage for job title 5: jobwagegroups[AMOUNT]_5
Wage for job title 4: jobwagegroups[AMOUNT]_4
Wage for job title 3: jobwagegroups[AMOUNT]_3
Wage for job title 2: jobwagegroups[AMOUNT]_2
Wage for job title 1 (if 1 job types list lowest first):

Indice for skill level 5: skilljobtypeindice_5
Indice for skill level 4: skilljobtypeindice_4
Indice for skill level 3: skilljobtypeindice_3
Indice for skill level 2: skilljobtypeindice_2
Indice for skill level 1 (if 1 job types list lowest first):

Wage for skill level 5: skilljobtype[AMOUNT]_5
Wage for skill level 4: skilljobtype[AMOUNT]_4
Wage for skill level 2: skilljobtype[AMOUNT]_2
Wage for skill level 1 (if 1 job types list lowest first):
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<td>Is a premium for evening or night work agreed? [YN]</td>
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Variable name | Variable label | Type
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shiftallowancetype | Is the extra payment agreed in % or in amounts of money or in both? | Numeric
shiftallowanceperc1 | Premium in % of basic wage: [PCT] | Numeric
shiftallowancemount1 | Premium in amount per month: [AMOUNT] | Numeric
shiftallowancetype1 | Does the premium apply to night work only? [YN] | Numeric
shiftallowancetxt | Comments regarding evening or night work: [TXT] | String
CONSIGN_trigger | Is a payment for standby/on-call/available/consignment agreed? [YN] | Numeric
standbyallowancetype | Is the extra payment agreed in % or in amounts of money or in both? | Numeric
standbyallowanceperc1 | Payment in % of basic wage: [PCT] | Numeric
standbyallowancemount1 | Payment in amount: [AMOUNT] | Numeric
standbyallowancetype1 | Does the payment apply to Sundays only? [YN] | Numeric
standbyallowancetype2 | Does the payment apply to all days per week equally? [YN] | Numeric
standbyallowancetxt | Comments regarding standby/on-call/available/consignment: [TXT] | String
ANNLEAVE_trigger | Is an extra payment for the paid annual leave agreed? [YN] | Numeric
annleaveallowancetype1 | Is the extra payment agreed in % or in amounts of money or in both? | Numeric
annleaveallowanceperc1 | Extra payment in % of basic wage: [PCT] | Numeric
annleaveallowancemount1 | Extra payment in amount: [AMOUNT] | Numeric
annleaveallowancetype1 | Is the extra payment for all employees or for some categories only? | Numeric
annleaveallowancetype2 | For which categories? (max 5) [TXT] | String
annleaveallowancetype2_0 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_0 | Numeric
annleaveallowancetype2_1 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_1 | Numeric
annleaveallowancetype2_2 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_2 | Numeric
annleaveallowancetype2_3 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_3 | Numeric
annleaveallowancetype2_4 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_4 | Numeric
annleaveallowancetype2_5 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_5 | Numeric
annleaveallowancetype2_6 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_6 | Numeric
annleaveallowancetype2_7 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_7 | Numeric
annleaveallowancetype2_8 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_8 | Numeric
annleaveallowancetype2_9 | Is an extra payment for the paid annual leave agreed: annleaveallowancetype2_9 | Numeric
annleaveallowancetxt | Comments regarding extra payment: [TXT] | String
OVERTIME_trigger | Is a premium for overtime work agreed? [YN] | Numeric
overtimeallowancetype1 | Is the premium agreed in % or in amounts of money or in both? | Numeric
overtimeallowancetypeperiod | Is the premium in % basic wage or hourly wage? | Numeric
overtimeallowanceperc1 | Premium in % of basic wage: [PCT] | Numeric
overtimeallowancemount1 | Premium in amount per hour overtime: [AMOUNT] | Numeric
overtimeallowancetype1 | Is the allowance for all employees or for some categories only? | Numeric
overtimeallowancetype2 | For which categories? (max 5) [TXT] | String
overtimeallowancetype2_0 | Overtime premium for category: overtimeallowancetype2_0 | Numeric
overtimeallowancetype2_1 | Overtime premium for category: overtimeallowancetype2_1 | Numeric
overtimeallowancetype2_2 | Overtime premium for category: overtimeallowancetype2_2 | Numeric
overtimeallowancetype2_3 | Overtime premium for category: overtimeallowancetype2_3 | Numeric
overtimeallowancetype2_4 | Overtime premium for category: overtimeallowancetype2_4 | Numeric
overtimeallowancetype2_5 | Overtime premium for category: overtimeallowancetype2_5 | Numeric
overtimeallowancetype2_6 | Overtime premium for category: overtimeallowancetype2_6 | Numeric
overtimeallowancetype2_7 | Overtime premium for category: overtimeallowancetype2_7 | Numeric
overtimeallowancetype2_8 | Overtime premium for category: overtimeallowancetype2_8 | Numeric
overtimeallowancetype2_9 | Overtime premium for category: overtimeallowancetype2_9 | Numeric
overtimeallowancetxt | Comments regarding overtime work: [TXT] | String
HARDSHIP_trigger | Is a premium for hardship work agreed? [YN] | Numeric
hardshipallowancetype1 | Is the premium agreed in % or in amounts of money or in both? | Numeric
hardshipallowanceperc1 | Premium in % of basic wage: [PCT] | Numeric
hardshipallowancemount1 | Premium in amount per Sunday: [AMOUNT] | Numeric
hardshipallowancetype1 | Is the allowance for all employees or for some categories only? | Numeric
hardshipallowancetype2 | For which categories? (max 5) [TXT] | String
hardshipallowancetype2_0 | Hardship work premium for category: hardshipallowancetype2_0 | Numeric
hardshipallowancetype2_1 | Hardship work premium for category: hardshipallowancetype2_1 | Numeric
hardshipallowancetype2_2 | Hardship work premium for category: hardshipallowancetype2_2 | Numeric
hardshipallowancetype2_3 | Hardship work premium for category: hardshipallowancetype2_3 | Numeric
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<td>What is the amount of the allowance for one meal? [AMOUNT]</td>
<td>Numeric</td>
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<tr>
<td>mealvouchersamount2_0</td>
<td>Meal allowances agreed for category: mealvouchersamount2_0</td>
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</tr>
<tr>
<td>mealvouchersamount2_1</td>
<td>Meal allowances agreed for category: mealvouchersamount2_1</td>
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</tr>
<tr>
<td>mealvouchersamount2_2</td>
<td>Meal allowances agreed for category: mealvouchersamount2_2</td>
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</table>
### Topic 3: Working Hours, Schedules, Paid Leaves And Paid Holidays

<table>
<thead>
<tr>
<th>WORKHOURS_trigger</th>
<th>Does the agreement have clauses on standard working hours [YN]</th>
<th>Numeric</th>
</tr>
</thead>
<tbody>
<tr>
<td>hourspday_select</td>
<td>Are working hours per day agreed? [YN]</td>
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<tr>
<td>hourspweek_select</td>
<td>Are working hours per week agreed? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>hourspmonth_select</td>
<td>Are working hours per month agreed? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>hourspyear_select</td>
<td>Are working hours per year agreed? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>dayspweek_select</td>
<td>Are working days per week agreed? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>hourspday</td>
<td>How many working hours per day are agreed? (1 - 12)</td>
<td>Numeric</td>
</tr>
<tr>
<td>hourspweek</td>
<td>How many working hours per week are agreed? (1 - 60)</td>
<td>Numeric</td>
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<tr>
<td>hourspmonth</td>
<td>How many working hours per month are agreed? (1 - 258)</td>
<td>Numeric</td>
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<tr>
<td>hourspyear</td>
<td>How many working hours per year are agreed? (1 - 3096)</td>
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<tr>
<td>hourstxt</td>
<td>Comments regarding working hours: [TXT]</td>
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<table>
<thead>
<tr>
<th>MAXHOURS_trigger</th>
<th>Are maximum hours set on overtime? [YN]</th>
<th>Numeric</th>
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<tbody>
<tr>
<td>hoursovertimemax</td>
<td>What is the maximum overtime hours above the agreed hours per week? (1 - 60)</td>
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<td>hoursovertimemaxtxt</td>
<td>Comments regarding maximum overtime hours above the agreed hours per week: [TXT]</td>
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<table>
<thead>
<tr>
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<tbody>
<tr>
<td>holidaysdays</td>
<td>How many days for paid annual leave are agreed? (1 - 100)</td>
<td>Numeric</td>
</tr>
<tr>
<td>holidaysweeks</td>
<td>How many weeks for paid annual leave are agreed? (1 - 20)</td>
<td>Numeric</td>
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<tr>
<td>bankholidays1</td>
<td>Is paid leave agreed for specific bank holidays? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>bankholidays2</td>
<td>For which bank holidays? [max 5] [TXT]</td>
<td>String</td>
</tr>
<tr>
<td>bankholidays2_0</td>
<td>Paid leave for bank holiday: bankholidays2_0</td>
<td>Numeric</td>
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<tr>
<td>bankholidays2_1</td>
<td>Paid leave for bank holiday: bankholidays2_1</td>
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<tr>
<td>bankholidays2_2</td>
<td>Paid leave for bank holiday: bankholidays2_2</td>
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<tr>
<td>bankholidays2_3</td>
<td>Paid leave for bank holiday: bankholidays2_3</td>
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<td>bankholidays2_4</td>
<td>Paid leave for bank holiday: bankholidays2_4</td>
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<td>bankholidays2_6</td>
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<tr>
<td>bankholidays2_7</td>
<td>Paid leave for bank holiday: bankholidays2_7</td>
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<td>bankholidays2_8</td>
<td>Paid leave for bank holiday: bankholidays2_8</td>
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<tr>
<td>bankholidays2_9</td>
<td>Paid leave for bank holiday: bankholidays2_9</td>
<td>Numeric</td>
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<tr>
<td>holidaysfixed</td>
<td>Are fixed periods for paid annual leave agreed due to collective shut down? [YN]</td>
<td>Numeric</td>
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<tr>
<td>holidaysfixeddays</td>
<td>How many days of the paid annual leave are fixed? (1 - 100) [1-100]</td>
<td>Numeric</td>
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<tr>
<td>holidaystxt</td>
<td>Comments regarding paid annual leave: [TXT]</td>
<td>String</td>
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</table>

<table>
<thead>
<tr>
<th>SCHEDULE_trigger</th>
<th>Does the agreement have clauses on schedules and rest periods? [YN]</th>
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<tbody>
<tr>
<td>schedulesrestpw</td>
<td>Are employees are entitled to weekly rest periods of at least one day per week? [YN]</td>
<td>Numeric</td>
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<tr>
<td>shifttype1</td>
<td>Does the agreement define which working hours are beyond office hours? [YN]</td>
<td>Numeric</td>
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**WORKHOURS_trigger**  
Does the agreement have clauses on standard working hours? [YN]  
Numeric

<table>
<thead>
<tr>
<th>shiftstype2</th>
<th>For which working hours are beyond office hours? (max 5) [TXT]</th>
<th>String</th>
</tr>
</thead>
<tbody>
<tr>
<td>shiftstype2_0</td>
<td>Working hours beyond office hours: shiftstype2_0</td>
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<tr>
<td>shiftstype2_1</td>
<td>Working hours beyond office hours: shiftstype2_1</td>
<td>Numeric</td>
</tr>
<tr>
<td>shiftstype2_2</td>
<td>Working hours beyond office hours: shiftstype2_2</td>
<td>Numeric</td>
</tr>
<tr>
<td>shiftstype2_3</td>
<td>Working hours beyond office hours: shiftstype2_3</td>
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</tr>
<tr>
<td>shiftstype2_4</td>
<td>Working hours beyond office hours: shiftstype2_4</td>
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<td>shiftstype2_5</td>
<td>Working hours beyond office hours: shiftstype2_5</td>
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<tr>
<td>shiftstype2_6</td>
<td>Working hours beyond office hours: shiftstype2_6</td>
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<tr>
<td>shiftstype2_7</td>
<td>Working hours beyond office hours: shiftstype2_7</td>
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<tr>
<td>shiftstype2_8</td>
<td>Working hours beyond office hours: shiftstype2_8</td>
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</tr>
<tr>
<td>shiftstype2_9</td>
<td>Working hours beyond office hours: shiftstype2_9</td>
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</tbody>
</table>

**schedulestxt**  
Comments regarding paid annual leave: [TXT]  
String

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**Topic 4: Employment Contracts**

<table>
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<th>Variable label</th>
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<tr>
<td>EMPCONTR_trigger</td>
<td>Does the agreement have clauses on individual employment contracts and job security? [YN]</td>
<td>Numeric</td>
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<tr>
<td>contracttrial</td>
<td>Is a trial period agreed when commencing employment? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>contracttrialperiod</td>
<td>How long is the trial period in weeks? [WEEKS]</td>
<td>Numeric</td>
</tr>
<tr>
<td>contracttrialtxt</td>
<td>Comments regarding trial periods: [TXT]</td>
<td>String</td>
</tr>
<tr>
<td>contractseverancepay</td>
<td>Does severance pay agreed in case of ending the employment contract? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>contractseverancepay1</td>
<td>Does the pay relate to the years of service? [YN]</td>
<td>Numeric</td>
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<tr>
<td>contractseverancepaytxt</td>
<td>Comments regarding severance pay in case of ending employment contract: [TXT]</td>
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**Topic 5: Work And Family Arrangements**

<table>
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<tr>
<th>Variable name</th>
<th>Variable label</th>
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<tbody>
<tr>
<td>WORKFAM_trigger</td>
<td>Does the agreement have clauses on work and family arrangements? [YN]</td>
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</tr>
<tr>
<td>paidmaternityleave</td>
<td>Does the agreement have clauses on paid maternity leave? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>paidmaternityleaveaduration</td>
<td>What is the total duration of maternity leave in consecutive weeks? [WEEKS]</td>
<td>Numeric</td>
</tr>
<tr>
<td>paidmaternityleaveall</td>
<td>Are all female employees eligible for paid maternity leave? [YN]</td>
<td>Numeric</td>
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<tr>
<td>paidmaternityleavepay</td>
<td>Is the maternity pay restricted to a % of basic wage? [YN]</td>
<td>Numeric</td>
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<tr>
<td>paidmaternityleavepayperc</td>
<td>What percentage? [PCT]</td>
<td>Numeric</td>
</tr>
<tr>
<td>jobsecuritymothers</td>
<td>Has the agreement clauses on job security for women wishing to return to work after maternity leave? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>paidmaternityleavectxt</td>
<td>Comments regarding work and family arrangements: [TXT]</td>
<td>String</td>
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<tr>
<td>childcare</td>
<td>Does the agreement have clauses on the care for dependent relatives? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>childcareleave</td>
<td>What is the total duration of paid leave per year in case of caring for sick relatives in days? [DAYS]</td>
<td>Numeric</td>
</tr>
<tr>
<td>childcaretxt</td>
<td>Comments regarding paid leave to care for dependent relatives: [TXT]</td>
<td>String</td>
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<tr>
<td>nursingmothers</td>
<td>Does the agreement have clauses on time off and/or facilities for nursing mothers? [YN]</td>
<td>Numeric</td>
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<tr>
<td>childcareprovision</td>
<td>Does the agreement have clauses on employer-provided childcare facilities? [YN]</td>
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<tr>
<td>childcaresubsidy</td>
<td>Does the agreement have clauses on employer-subsidized childcare facilities? [YN]</td>
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<tr>
<td>childcaretxt2</td>
<td>Comments regarding employer-provided or subsidized childcare facilities: [TXT]</td>
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<tr>
<td>paidpaternityleave</td>
<td>Does the agreement have clauses on paid paternity leave? [YN]</td>
<td>Numeric</td>
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<tr>
<td>paidpaternityleaveaduration</td>
<td>What is the total duration in days of paid paternity leave at the time of delivery? [DAYS]</td>
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<td>paidpaternityleavectxt</td>
<td>Comments regarding paid paternity leave: [TXT]</td>
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### Topic 6: Health And Safety And Medical Assistance

<table>
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<tr>
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<tbody>
<tr>
<td>MEDICAL_trigger</td>
<td>Does the agreement have clauses on health or medical assistance? [YN]</td>
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<tr>
<td>healthcareaccess</td>
<td>Does the agreement have clauses on access to medical assistance for sick employees? [YN]</td>
<td>Numeric</td>
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<tr>
<td>healthcareaccessrelatives</td>
<td>Is the access to medical assistance also available for the employees relatives? [YN]</td>
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<tr>
<td>healthinsurance</td>
<td>Does the employer contribute to health insurance of the employees? [YN]</td>
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<tr>
<td>healthinsurancecmailbox</td>
<td>Comments regarding employer contribute to health insurance of employees: [TXT]</td>
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<tr>
<td>healthinsurancecoverage</td>
<td>Does the health insurance also cover the employees relatives? [YN]</td>
<td>Numeric</td>
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<tr>
<td>healthandsafetypolicy</td>
<td>Does the agreement refer to a health and safety workplace policy? [YN]</td>
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<tr>
<td>healthandsafetypolicytxt</td>
<td>Comments regarding health and safety workplace policy: [TXT]</td>
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<tr>
<td>healthandsafetytraining</td>
<td>Does the agreement provide for health and safety training? [YN]</td>
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<tr>
<td>healthandsafetytrainingtxt</td>
<td>Comments regarding providing of health and safety training: [TXT]</td>
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<tr>
<td>hivpolicy</td>
<td>Does the agreement refer to regular or yearly medical checkup or visits? [YN]</td>
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<tr>
<td>hivpolicytxt</td>
<td>Comments regarding HIV related policy: [TXT]</td>
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<tr>
<td>funeralpay</td>
<td>Does the agreement provide funeral assistance or related benefits for employees or their relatives? [YN]</td>
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<td>funeralpaytxt</td>
<td>Comments regarding funeral assistance or related benefits: [TXT]</td>
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### Topic 7: Sickness And Disability

<table>
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<tr>
<td>sicknesspay</td>
<td>Does the agreement maximize supplementary sickness pay? [YN]</td>
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<tr>
<td>maxsicknesspay</td>
<td>How does the agreement maximize supplementary sickness pay? [YN]</td>
<td>Numeric</td>
</tr>
<tr>
<td>maxsicknesspayperc</td>
<td>Maximum in % of basic wage [PCT]</td>
<td>Numeric</td>
</tr>
<tr>
<td>maxsicknesspayamount</td>
<td>Maximum amount</td>
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<tr>
<td>maxsicknesspaytype</td>
<td>Is the maximum for all employees or for some categories only?</td>
<td>Numeric</td>
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<tr>
<td>sickjobtype_0</td>
<td>Clauses on sickness and disability: For which categories? JOBTYPE_0</td>
<td>String</td>
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<tr>
<td>sickjobtype_1</td>
<td>Clauses on sickness and disability: For which categories? JOBTYPE_1</td>
<td>Numeric</td>
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<td>sickjobtype_2</td>
<td>Clauses on sickness and disability: For which categories? JOBTYPE_2</td>
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<td>sickjobtype_3</td>
<td>Clauses on sickness and disability: For which categories? JOBTYPE_3</td>
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<td>sickjobtype_4</td>
<td>Clauses on sickness and disability: For which categories? JOBTYPE_4</td>
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<td>sickjobtype_5</td>
<td>Clauses on sickness and disability: For which categories? JOBTYPE_5</td>
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<td>Clauses on sickness and disability: For which categories? JOBTYPE_7</td>
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<tr>
<td>sickjobtype_9</td>
<td>Clauses on sickness and disability: For which categories? JOBTYPE_9</td>
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<tr>
<td>sicknessmaxptxt</td>
<td>Comments regarding maximization sickness pay : [TXT]</td>
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<td>sicknessmaxdays</td>
<td>Does the agreement maximize the days of paid sick leave per year? [YN]</td>
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<tr>
<td>sicknessmaxdaysnr</td>
<td>Maximum paid sick days per year: [DAYS]</td>
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<tr>
<td>sicknessmaxdaysxt</td>
<td>Comments regarding maximization of paid sick days : [TXT]</td>
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<tr>
<td>disabilitypay</td>
<td>Does the agreement provide pay in case of disability due to work accidents or working conditions? [YN]</td>
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<tr>
<td>disabilitypaytxt</td>
<td>Comments regarding pay in case of disability due to work accidents or working conditions: [TXT]</td>
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## Topic 8: Social Security And Pensions

<table>
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<td>Does the agreement have clauses on social security and pensions? [YN]</td>
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<tr>
<td>pensionfund</td>
<td>Does the employer pay contributions to a pension fund for its employees? [YN]</td>
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<tr>
<td>pensionfundtxt</td>
<td>Comments regarding employer contributions to pension fund: [TXT]</td>
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<tr>
<td>disabilityfund</td>
<td>Does the employer pay contributions to the disability fund for its employees? [YN]</td>
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<tr>
<td>disabilityfundtxt</td>
<td>Comments regarding employer contributions to the disability fund for its employees: [TXT]</td>
<td>String</td>
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<tr>
<td>unemploymentfund</td>
<td>Does the employer pay contributions to the unemployment fund for its employees? [YN]</td>
<td>Numeric</td>
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<tr>
<td>unemploymentfundtxt</td>
<td>Comments regarding employer contributions to the unemployment fund: [TXT]</td>
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## Topic 9: Training

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<td>Has the agreement clauses on training? [YN]</td>
<td>Numeric</td>
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<tr>
<td>trainingprogrammes</td>
<td>Does the agreement refer to training programmes for the employees? [YN]</td>
<td>Numeric</td>
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<tr>
<td>trainingprogrammes</td>
<td>Comments regarding training programmes for the employees: [TXT]</td>
<td>String</td>
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<tr>
<td>apprenticeships</td>
<td>Does the agreement have clauses on apprenticeships? [YN]</td>
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<tr>
<td>apprenticeshipstxt</td>
<td>Comments regarding apprenticeships: [TXT]</td>
<td>String</td>
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<tr>
<td>trainingfund</td>
<td>Does the employer pay contributions to a training fund from which its employees can benefit? [YN]</td>
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<tr>
<td>trainingfundtxt</td>
<td>Comments regarding employer contributions for training funds: [TXT]</td>
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## Coverage

<table>
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<th>Variable label</th>
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<td>agreeextend</td>
<td>Is the agreement extended to employers in the industry who did not conclude the agreement (general extension)? [YN]</td>
<td>Numeric</td>
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<tr>
<td>agreeextend_txt</td>
<td>Which conditions? [TXT]</td>
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<td>coverregion</td>
<td>Does the agreement cover the whole country? [YN]</td>
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<td>Regions covered by agreement: coverregion_0</td>
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<td>Regions covered by agreement: coverregion_1</td>
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<td>coverregion_2</td>
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<td>Regions covered by agreement: coverregion_3</td>
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<td>coverregion_4</td>
<td>Regions covered by agreement: coverregion_4</td>
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<td>Does the agreement apply to members of the signatory trade unions only? [YN]</td>
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<td>To what other trade unions does the agreement apply? [TXT]</td>
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<td>Does the agreement explicitly INCLUDE specific occupations for coverage? [YN]</td>
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<td>Which occupations? (max 5) [TXT]</td>
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