**WÉCareAgri – Site Tour Checklist for Factories and Farms**

| **Number of Social Requirement** | **Observations** | **Comments** |
| --- | --- | --- |
| **Principle 1: The Rights of Freedom of Association and Collective Bargaining** |
| A.4 | ☐ Complaints and suggestion boxes available☐ Suggestion box Suggestion box is not monitored by camera or a person☐ Open dialogue between management and workers prevailing☐ Communication between workers and management observed |  |
| **Principle 2: No discrimination** |
| n/a | ☐ No artefacts and symbols (e.g. posters, wall signs) found that discriminate against people with certain personal characteristics  |  |
| B.8 | Systematic distribution of work found dividing labour according to ☐ Gender ☐ Nationality☐ Ethnic / religious groups ☐ Age☐ Other personal criteria |  |
| **Principle 3: Fair Remuneration** |
| C.12 | ☐ Free medical service or doctor found on site |  |
| C.18 | ☐ Policy on penalties and salary deductions posted in prominent area |  |
| **Principle 4: Decent working hours** |
| D.21 | ☐ Work time recording device found |  |
| D.26 | ☐ Workers taking breaks during the audit day observed☐ Rest area available, which can accommodate all workers or one shift |  |
| n/a | ☐ Policies on working hours and working conditions posted in visible areas and accessible to all employees. |  |
| **Principle 5: Occupational Health and Safety** |
| E.36 | ☐ Safety signs and instructions on work risks and injuries installed☐ Escape and rescue plans posted on walls in native language☐ Exit signs and the instructions on firefighting equipment posted in native language |  |
| E.37 | ☐ Workers handling sharp machines, working in loud or dusty areas or who work with chemicals wear appropriate PPE☐ PPEs worn comply with the safety signs posted on the wall or the machines ☐ Farmers wear equipment for sun protection, where applicable |  |
| E.38 | ☐ First aid kits available in each production area☐ Composition of first aid kits align with the potential injuries☐ Quantity of dressing material matches with the number of employees☐ No expired medicines and dressing material found in first aid kits☐ First aid kits are unlocked and accessible for workers  |  |
| E.41 | ☐ Machines have protective guarding.☐ Emergency stop buttons at machines available |  |
| E.42 | ☐ Fire extinguishers installed and marked☐ Fire extinguishers clearly visible and accessible☐ Fire extinguisher checked regularly by service providers☐ Clear instructions for fire extinguishers provided in the employees' native language☐ Escape routes clearly marked☐ Two emergency exits per area available ☐ Emergency exits clearly marked☐ Emergency exits are open ☐ Protective measures provided for working at heights☐ Railings installed on stairs☐ No naked, broken or messy wires found☐ Electricity distribution board labelled with warning signs☐ Ladders are regularly checked (by a service provider) |  |
| E.44 | ☐ Chemicals or hazardous waste are locked, not easily accessible or stored in open air☐ Chemicals stored below eye-level, not on grounds, balconies or on windows sills☐ Chemical containers labelled and covered☐ Chemical material safety data sheets (MSDS) posted or available for review.☐ Chemical warehouse is in a safe and well-maintained condition☐ Workers when using chemicals wear glovesو masks, and goggles. |  |
| E.45 | ☐ Portable drinking water available☐ Workers drinking water observed☐ Rest area is decent and clean ☐ Sufficient lighting in all areas☐ Areas have comfortable temperature, not too cold or too hot☐ Workers are protected from noise in noisy areas (e.g. ear plugs in production)☐ Sanitary facilities, separated for men and women, provided☐ Sanitary facilities is clean and seems to be maintained ☐ Soap available at sanitary facilities☐ Separated changing rooms for men and women available ☐ There is a safe and clean eating and resting area and safe food storage and cooking area.☐ Access to shade and hydration for outdoor workers in hot conditions |  |
| E.46 | Residential facilities and accommodations for employees:☐ Accommodation clearly segregated from the production area☐ Rooms and the sanitary facilities are clean☐ Doors of each bedroom have functioning locks for privacy☐ Number of accommodated persons allows privacy☐ No naked, broken or messy wires found☐ Electrical equipment in kitchen is maintained☐ Keys available to each person in the accommodation |  |
| **Principle 6: No Child Labour** |
| F.47 | ☐ Children at factory / on farm found☐ Children working under 15 years found☐ Children under 15 years working and not attending school anymore found☐ Children at factory/on farm are performing light work |  |
| F.48 | ☐ Children found working from the morning until the end of the day (long working hours)☐ Children under 15 years found, conducting light work ☐ Children found, conducting heavy or hazardous work (e.g. carry heavy items, work with sharp tools, chemicals like fertilisers, flavours, oils, cleaning agents)☐ Children found, working in risky processes (explosions, irradiation, poisonous substances, high-voltage electrical hazards, etc.) |  |
| **Principle 7: Special Protection for Young Workers** |
| G.59 | ☐ Young workers found conducting heavy or hazardous work (e.g. carry heavy items, work with sharp tools, chemicals like fertilisers, flavours, oils, cleaning agents)☐ Young workers found working in risky processes (explosions, irradiation, poisonous substances, high-voltage electrical hazards, etc.) |  |
| **Principle 8:  No Precarious Employment** |
| n/a | ☐ Workers seem to be happy ☐ Workers seem to be stressed☐ Workers exchange among each other and communicate to their supervisors during tour |  |
| **Principle 9: No Bonded Labour** |
| I.73 | ☐ Workers can freely move at site, e.g. to sanitary facility☐ Cameras found in rest area or sanitary facilities☐ Workers found with injuries might result from inhumane treatment and/or physical coercion☐ Lists with names of employees who have been penalised or received disciplinary procedures found☐ There is adequate lighting, temperature, noise prevention and ventilation.☐ Alarm systems is in place |  |