**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 |  |