# Monitoring questions

**Purpose**

This is a library of questions to support the monitoring of human rights risks. Each question set addresses a specific human rights risk, such as child labour, forced labour, discrimination and workplace violence or harassment, and gender inequality related issues.

The questions can be adapted to reflect the local situation and risk identified.

It is presumed that a set of relevant questions are given to monitors for interviews that they conduct with households or persons at risk and stakeholders.

There is space for the monitor to record the answer to the questions.

## Table

Use the tables to assemble a list of relevant questions for monitors to use when conducting interviews.

Where possible, note the inclusion of women and men, and persons from vulnerable groups in any monitoring activities.

Child labour

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| **CHILD LABOUR** | |
| **Monitor name** |  |
| **Interviewee name /role / gender** |  |
| **Location** |  |
| **Date (DD-MM-YY)** |  |
| **QUESTIONS** | **ANSWER** |
| **Questions for Households:** |  |
| Are the children enrolled in school? If so, in which year? |  |
| Are the children regularly attending school? |  |
| Other remarks about family/farm that impact possible child labour (e.g. Female headed household, migrant family, failed crop etc) |  |
| Was a child found to be in child labour? If so describe for each child the type of child labour: |  |
| a. underage child labour |  |
| b. hazardous child labour |  |
| c. please define tasks child was involved in (e.g. weeding, household tasks, load carrying) |  |
| d. please define the number of hours the child has worked during the last week |  |
| e. please define the number of hours the child works on average (define periods – e.g. harvest, preparing, weeding, drying etc) |  |
| Name of member where children were found to work (if not parents) |  |
| If the child was not found do be in child labour, but is at risk of child labour, please describe why (e.g. not going to school, migrant family, recent death in family, drop income) |  |
| Suggestions on actions that should be taken to remediate child labour |  |
| If identified at another farm, follow up with family of child |  |
| Next steps planned for verifying child labour case & remediation (with Grievance Mechanism) |  |
| **Questions for Teachers:** |  |
| Are there children who regularly do not attend school? |  |
| Are there children who combine school and work? |  |
| Are there children who are not doing well in school & repeating years? |  |
| Are there children who are particularly vulnerable because of home situation (e.g. orphan/living with stepparents /female or child headed household, migrant/refugee) |  |
| For all of the above, follow up questions should be: |  |
| If so, notify names/broken down by gender/age/year of school |  |
| If so, what follow up action is the teacher taking with these children |  |
| **Questions for Community Leaders:** |  |
| Are there families whose children regularly do not attend school? |  |
| Are there families whose children combine school and work? |  |
| Are there children who are not doing well in school & repeating years? |  |
| Are there children who are particularly vulnerable because of home situation (e.g. orphan/living with step parents /female or child headed household, migrant/refugee)? |  |
| For all of the above, follow up questions should be: |  |
| If so, notify names/broken down by gender/age/year of school |  |
| If so, what follow up action is the community taking with these children to assess their risk of child labour and steps to prevent this? |  |

Forced labour

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| **FORCED LABOUR** | |
| **Monitor name** |  |
| **Interviewee name /role / gender** |  |
| **Location** |  |
| **Date (DD-MM-YY)** |  |
| **QUESTIONS** | **ANSWER** |
| **Questions for Workers/Unions or other Workers' Organisations:** |  |
| Do you know any workers who wish to leave/stop working but feel they cannot? If not, why do they feel they cannot? |  |
| Do workers feel they are being paid the wages they agreed to? If any deductions are taken from their pay, do they understand them and agree to them? |  |
| If workers work any overtime, did they agree to work overtime and are they paid the overtime wages? |  |
| Are workers paid on time? Are they paid at least once a month? |  |
| Are workers ever required to pay fines or financial penalties? |  |
| Do you know any workers who owe debts to the management or to labor recruiters and are having difficulty repaying them? |  |
| Have workers experienced, or seen any other workers experience, poor treatment by supervisors or management? |  |
| Are workers able to eat, drink water, and use sanitary facilities as needed? Are there any restrictions? |  |
| Are workers permitted to keep their own belongings at all times, such as phones, personal papers/documents, etc.? |  |
| Do workers feel their work tasks and conditions are the same as what they agreed to? |  |
| If any problems are raised --> ask workers if they feel safe discussing the issue with their supervisor/management, or bringing it to the Grievance Committee. |  |
| **Questions for Community Members:** |  |
| Do you hear about any poor working conditions, poor treatment, or problems with wages on [X farm/coop]? |  |
| If workers had complaints, where do you think they would bring them, how would they try to get them resolved? |  |
| Did you know that [X farm/coop] has a Grievance Committee, and do you think workers would use it? |  |

Discrimination

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| **DISCRIMINATION** |  |
| **Monitor name** |  |
| **Interviewee name /role / gender** |  |
| **Location** |  |
| **Date (DD-MM-YY)** |  |
| **QUESTIONS** | **ANSWER** |
| **Questions for Workers/Unions, committees or other workers organisations:** |  |
| Do workers of the group you represent/you are part of experience that their wages are lower than wages for other groups of workers who do the same work? |  |
| Do workers of the group you represent/you are part of feel that it is more difficult for them to get a higher function like supervisor, trainer, manager than for other workers? |  |
| Do workers of the group you represent/you are part of feel that it is more difficult for them to have access to workers committees or other workers organisations than for other workers? |  |
| Do workers of the group you represent/ you are part of experience that they have less access to certain benefits related to work like pleasant working hours, promotions than other workers |  |
| Is it a habit to ask female workers to undergo a pregnancy test while being hired or during any other moment of the working cycle? |  |
| Do workers know what discrimination means and do they know their right to file a grievance in case they are discriminated against? |  |
| Do workers know where to go to in case of discrimination and how the grievance mechanism works? |  |
| Do workers of the group you represent/you are part of feel comfortable to go to the grievance committee and talk about their grievance and do they trust it will be handled in the right way? |  |

Workplace violence and harassment

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| **WORKPLACE VIOLENCE AND HARASSMENT** | |
| **Monitor name** |  |
| **Interviewee name /role / gender** |  |
| **Location** |  |
| **Date (DD-MM-YY)** |  |
| **QUESTIONS** | **ANSWER** |
| **Questions for workers/unions, committees, or other workers organisations** |  |
| Do workers (especially young and/or female workers) feel safe in their workplace? |  |
| Is it common in the workplace that violent, racial or sexual language is used? |  |
| Is it common in the workplace that physical violence, like slapping, kicking etc. is used either by co-workers or the supervisor or other staff member? |  |
| Have workers ever felt threatened by a co-worker or supervisor or another person related to the farm? |  |
| Have workers (especially female workers) been asked to do certain favours for their supervisor or another staff member in return for certain job advantages? |  |
| In case of guards, are there special female guards to check on the female workers? |  |
| Are there specific working conditions in which people don't feel safe, eg. working in remote areas, working after dark, working with certain supervisors? |  |
| Do workers know what workplace violence and harassment, including sexual harassment means and their right to file a complaint in case they face such a situation? |  |
| Do workers know where to go to in case of workplace violence and harassment, including sexual harassment and how the grievance mechanism works? |  |
| Do workers feel comfortable to go to the grievance committee and talk about their grievance and do they trust it will be handled in the right way? |  |
| **Questions for community leaders, teachers and/or other persons who know the local context well:** |  |
| Do you know of any situation of (sexual) violence within the farm, related to the workers? If yes, what kind of situation and how was it dealt with? |  |
| Do you know if workers are able to complain about any mistreatment regarding (sexual) violence and that it will be dealt with in a correct manner? |  |

Gender inequality

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| **GENDER EQUALITY** | |
| **Monitor name** |  |
| **Interviewee name /role / gender** |  |
| **Location** |  |
| **Date (DD-MM-YY)** |  |
| **QUESTIONS** | **ANSWER** |
| **Questions for households** |  |
| Are adult women in the household able to read and write? |  |
| Do the adult women in the household engage in other livelihood activities other than cocoa or mining? |  |
| Are the adult women in the household registered members of the cooperative or association? |  |
| Do the adult women in the household hold any leadership positions at the cooperative/association, or in the community? |  |
| Do adult women in the household know about and participate in training organised by the cooperative/association? |  |
| Do adult women in the household take part in any women’s groups? |  |
| Do men and women in the household share decision making about livelihoods and family issues? |  |
| Do girls in the household attend school up to the mandatory school completion age? |  |
| **Questions for workers organisations, unions etc** |  |
| Do female workers earn the same pay as men doing equal work? |  |
| Are there any obstacles to women becoming members of the cooperative/association? |  |
| Are there any obstacles to women attending training organised by the cooperative/association? |  |
| Are there any obstacles to women joining the union/workers’ organisation? |  |

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