FARM OR MINE

RISK ASSESSMENT

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title/job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed/authorised: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# Introduction

This is a risk assessment that is used to identify how people may be at risk of harm while working as farmers, miners and workers, and as members of cocoa farm cooperatives or artisanal mining associations, or related businesses.

The risk assessment contains a set of questions about key risks, and actions to implement if your answer is high risk. These actions – called mitigation measures - help to prevent or reduce the risks identified, in the short and long term. Note, it is possible to adapt mitigation measures to the local context, but changes should be recorded.

In many cases, the actions, or mitigation measures identified, require the business to collaborate with other stakeholders - people and organisations who have relevant expertise and resources, in the business, or the wider community, or local area.

* The term ‘stakeholders’ can mean, for example, officials in national and local government, and state agencies, community leaders and community groups, including women’s groups, agronomists and technical experts, charitable organisations and NGOs, parents and teachers, as well as workers, farmers, and miners.

There are four sections to complete in the risk assessment:

1. Community-wide risks
2. Child labour risks
3. Forced labour risks
4. Gender inequality risks

Each section contains a summary list of the questions, and a workbook to be used when conducting the assessment. The workbook provides a space to answer the question, record priority risks, and to explain the reason for the answer given. The workbook also lists the recommended mitigation measures to reduce risk.

Fig. 1. Example from the workbook assessment

|  |  |
| --- | --- |
| *[answer this question]*1. **Is there a …?**
 | *[select the answer]*YES – low risk**NO – high risk**PRIORITY/NOT PRIORITY |
| *[Explain your answer in more detail, and what sources of information you used to reach this conclusion]***NOTES: …….** |
| *[implement these mitigation measures if your answer is high risk]***MITIGATION**: | *If you answer NO (there is no …), x is more likely to happen, so there is a high risk of x. Take action!* |

## Community risk assessment

The questions in this section assess risk issues in the community, which have been identified by the ICI and other research organisations as potential indicators of risk for child labour and forced labour, and women’s rights.

Mitigation measures require collaboration with people and organisations across the local area to address community-wide issues.

### Questions

|  |
| --- |
| COMMUNITY RISK |
| SCHOOLS |
| Is there a school (public or private) in the community? |
| Are all pupils/students in your community fed through school feeding interventions (e.g. at school, community-support etc) |
| Are all pupils/students going to school every day in the week (e.g. if the school is on school feeding arrangements)? |
| Do schools ask parents to pay fees to cover uniforms, books or other school materials? |
| Is the public primary and junior high school more than 3km away (so too far away to walk or cycle to, safely)? |
| Do public primary and junior high schools use corporal punishment (violence) to discipline school pupils? |
| INFRASTRUCTURE AND ISOLATION |
| Does the community have difficulty accessing the local road network regularly, throughout the year? |
| Does the community have difficulty accessing the mobile phone network? |
| ADULT LABOUR  |
| Are there temporary or seasonal workers from other parts of Ghana or other countries who seek work in the community or mine sites? |
| SITUATION OF WOMEN |
| Are women in this community engaged in other livelihood activities, in addition to cocoa farming or mining? |
| Are women in this community considered for or involved in leadership roles? |
| Are most women in this community able to read and write? |

### Workbook

|  |  |
| --- | --- |
| **COMMUNITY RISK** | **Answer** |
| **SCHOOLS** |
| 1. **Is there a school (public or private) in the community?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION:** Advocacy for a local school * Identify why there is no local school.
* Meet with local stakeholders, including the local authority, to request, and support the provision of a local school, with a feeding programme.
 | *If you answer NO (there is no school), children are less likely to go to school, and more likely to work, so there is a high risk of child labour. Take action!* |
| 1. **Are all pupils/students in your community fed through school feeding interventions (e.g. at school, community-support etc)**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION:** Advocacy for feeding programmes at school* Identify why there is no feeding intervention

Collaborate with local stakeholders to request, and support provision of a feeding programme. | *If you answer NO (they are not fed) ), children are less likely to go to school, and more likely to work, so there is a high risk of child labour. Take action!* |
| 1. **Are all pupils/students going to school every day in the week (e.g. if the school is on school feeding arrangements)?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION:** Enable children who miss school to attend* Identify which children are not going to school every day, and why.
* Collaborate with local stakeholders, including parents and teachers, to request and support actions that enable children who are absent to go to school (such as, transport, costs, cash transfers, livelihood support)
 | *If you answer NO (they are not going to school every day), children are more likely to be working, and there is a high risk of child labour. Take action!* |
| 1. **Do schools ask parents to pay fees to cover uniforms, books or other school materials?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION:** Eliminate costs of school* Identify why parents are charged fees for children’s books, materials, and uniforms.
* Collaborate with local stakeholders to request and support actions to eliminate the costs of going to school (such as school kits, solidarity funds, uniform exchange, cash transfers, parent-teacher groups)
 | *If you answer YES (they have to pay fees) children are less likely to attend school, and there is a high risk that these children may be in child labour. Take action!* |
| 1. **Is the public primary and junior high school more than 3km away (so too far away to walk or cycle to, safely)?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Facilitate travel to school* Identify how children who go to school regularly travel.
* Collaborate with local stakeholders to request and support provision of safe transport, such as supervised walking, bicycles, or a bus service.
* Explore options longer term to provide a local school.
 | *If you answer YES (it is more than 3km away) children may not be able to get to school, and there is a high risk that they may be in child labour. Take action!* |
| 1. **Do public primary and junior high schools use corporal punishment (violence) to discipline school pupils?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Eliminate corporal punishment in school* Identify why and how corporal punishment is used in schools
* Collaborate with local stakeholders to request and support training for teachers and school staff, and the community, on disciplinary methods that keep children safe, and why violence harms children and discourages them from going to school.
 | *If you answer YES (they use corporal punishment) children may be frightened to go to school, and there is a high risk that they may be in child labour. Take action!* |
| **INFRASTRUCTURE AND ISOLATION** |
| 1. **Does the community have difficulty accessing the local road network regularly, throughout the year?**
 |
| NOTES: | YES – high riskNO – low risk PRIORITY/NOT PRIORITY |
| **MITIGATION**: Advocacy for temporary, local schools in wet season and/or improving the road network* Identify why and where there are problems on the road network (e.g. flooding, landslides)
* Collaborate with local stakeholders to request and support provision of a local school, or temporary facility, in the wet season
* Consult the local authority about improving the road network to the school in the longer term
 | *If you answer YES (it is difficult to access the road network), the community is likely to be poorer, and children may be unable to go to school, so there is a high risk of child labour. Take action!* |
| 1. **Does the community have difficulty accessing the mobile phone network?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Advocacy to improve mobile phone infrastructure* Identify why and where there are problems on the mobile phone network
* Collaborate with local stakeholders to request and support actions to boost the phone signal (e.g. at a community centre, or at the business site)
* Consult the local authority about improving the mobile phone infrastructure in the longer term
 | *If you answer YES (it is difficult to access the mobile phone network), the community is likely to be poorer, so there is a high risk of child labour. Take action!* |
| **ADULT LABOUR** |
| 1. **Are there temporary or seasonal workers from other parts of Ghana or other countries who seek work in the community or mine sites?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to protect seasonal workers* Identify when and how workers migrate to the area
* Collaborate with local stakeholders to request and support actions to protect vulnerable workers (e.g. awareness campaigns, and licensing and registration of labour providers)
 | *If you answer YES (there are temporary or seasonal workers seeking work), this means there are more vulnerable workers and a higher risk of forced labour. Take action!* |
| **SITUATION OF WOMEN** |
| 1. **Are women in this community engaged in other livelihood activities, in addition to cocoa farming or mining?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to support women to diversify livelihood activities* Collaborate with local stakeholders, including women’s groups, to request and support actions to:

- provide women with the skills, and resources they need to pursue alternative livelihoods to increase household income- ensure women have sufficient support to pursue alternative livelihoods so it is an opportunity not an additional burden | *If you answer NO (women are not engaged in other livelihoods), the household may be poorer, and there is a higher risk of child labour and gender inequality. Take action!**If you answer YES (women are engaged in other livelihoods), ensure women have sufficient support, so they do not rely on child labour instead.* |
| 1. **Are women in this community considered for or involved in leadership roles?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to support women’s access to leadership roles* Collaborate with local stakeholders, including women’s groups to request and support actions to:
* Raise awareness among women and men about the benefits of giving women and men the same rights, responsibilities and opportunities
* Provide capacity building skills for women who want to be leaders (e.g. agronomy, financial skills)
* Provide equal opportunities for leadership for women and men in local businesses
 | *If you answer NO (women are not considered for or involved in leadership), there will be fewer women involved in decision making and earning a living income, and there is a higher risk of child labour. Take action!* |
| 1. **Are most women in this community able to read and write?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to support women’s literacy* Collaborate with local stakeholders, including women’s groups to request and support actions to:
* Engage with women and men to raise awareness about the value of women’s literacy skills
* Provide adult literacy classes for women
* Raise awareness about the importance of girls going to school and support their attendance
 | *If you answer NO (women are not able to read and write), this means their children are less likely to go to school, and more likely to work, so there is a higher risk of both child labour and forced labour. Take action!* |

## Child labour risk assessment

These questions assess issues which have been identified as indicators of risk for child labour – situations where a child (under the age of 18) is doing hazardous tasks, or is working under-age (under the age of 15), and is missing school to work (under the age of 15).

Mitigation measures to prevent and reduce the risk of child labour involve improving the procedures and practices applied by the business, as well as working in collaboration with people and organisations in the local area.

### Questions

|  |
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| CHILD LABOUR |
| Are miners, farmers and cooperative or association members able to validate hired workers' ages at the time they are hired? |
| Has the business/mine/farm/cooperative/association listed any tasks or working conditions that could be hazardous to young workers and children, and which are banned? |
| Do children of mandatory school age miss school in order to work on cocoa farms or mines? |
| Are all children who are under-18 likely to work on any cocoa farm/mine site? |

### Workbook

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| --- | --- |
| **CHILD LABOUR** | **Answer** |
| 1. **Are miners, farmers and cooperative or association members able to validate hired workers' ages at the time they are hired?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Age verification procedure, and training* Provide regular training to miners, and all members of the cooperative or association (and others in hiring positions) on how to verify the age of a job candidate, including workers supplied by labour providers.
* Ensure that training communicates that the legal minimum age for regular (non-hazardous work) in cocoa farms is 15, and in mining it is 18.
* Have a procedure for how verification occurs, using official identity documents, school and medical records, or other verifiable forms of identification proof.
* Verify that age verification is being done according to the procedure and that it is effective
 | *If you answer NO (they are not able to validate age) children may be hired for work under-age, and may do hazardous tasks, and there is a high risk that they may be in child labour. Take action!* |
| 1. **Has the business/mine/farm/cooperative/association listed any tasks or working conditions that could be hazardous to young workers and children, and which are banned?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Hazardous and banned tasks list and training* Identify all tasks and working conditions that are hazardous for any worker under the age of 18 (in cooperation with experts or local authorities where necessary) and publish this list, preferably with illustrations for those who do not read.
* Provide regular training to all members of the cooperative or association, or business, on

a) what tasks are banned for workers under 18, and why; and, b) what tasks are permitted for workers aged 15-18.* All work at mining sites is banned for workers who are under the age of 18, and only non-hazardous regular work is permitted for young workers aged 18- 21.
 | *If you answer NO (they have not listed hazardous tasks for children) there is a high risk that they may be in child labour because they are doing tasks banned for children. Take action!* |
| 1. **Do children of mandatory school age miss school in order to work on cocoa farms or mines?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to stop children missing school in order to work* Identify why children of school age are working instead of going to school
* Train all members of the cooperative or association, or business on why children and the community benefit from sending children to school, and what restrictions there are on children’s work e.g.
* all children under the age of 15 must attend school
* children aged 13-15 can only do specified light tasks that are safe and age-appropriate on the family farm, and do not interfere with school.
* Collaborate with local stakeholders to support programmes that keep children in school (such as transport, school costs, school kits, solidarity funds, uniform exchange, cash transfers, and see Community Risk Assessment)
 | *If you answer YES (they miss school to work), there is a high risk that these children are in child labour. Take action!* |
| 1. **Are all children who are under-18 likely to work on any cocoa farm/mine site?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to stop under-age work* Identify the age of children currently working and why they are working
* Train all members of the cooperative or association, or business to identify:
* what tasks are banned for children because they are hazardous and
* what tasks are permitted for children
* note minimum age for regular non-hazardous work is 15 for cocoa farms, and 18 for mines
* Collaborate with local stakeholders to support poverty alleviation programmes such as:
* Training and resources to improve the productivity of farms and mines, so it is possible to earn a living income
* Capacity building that empowers women with skills, access to credit, and opportunities to diversify and increase household income
 | *If you answer YES (children aged 17 and younger work) there is a high risk that they are in child labour because they are working under-age, or in hazardous work. Take action!* |

## Forced labour risk assessment

These questions assess issues which have been identified as indicators of risk for forced labour – situations where a person is deceived or coerced, including through debt, into working against their will.

Mitigation measures to prevent and reduce the risk of forced labour involve improving the procedures and practices applied by the business, and any labour recruiters engaged, as well as working in collaboration with people and organisations in the local area.

### Questions

|  |
| --- |
| **FORCED LABOUR** |
| Are there any migrants, ethnic minorities or indigenous people who work for the mine or cocoa farms in the communities or sites that you operate? |
| Do mines or cocoa farmers in the communities you operate recruit or engage temporary or seasonal workers to support mine activities at different times of the year? |
| Do mines or cocoa farmers within your operations pay workers by production/quota/piece rate, at least at some times of year? |
| Are there known instances of human trafficking or debt bondage associated with the recruitment of workers for cocoa and gold mining activities? |
| Are workers provided with clear (preferably written) employment contracts that detail their terms and conditions of employment, including wages and working hours? |
| Do workers give any money (such as deposits) or original documents (such as passports) to mine management or cocoa farmers who engage them? |

### Workbook

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| --- | --- |
| **FORCED LABOUR** | **Answer** |
| 1. **Are there any migrants, ethnic minorities or indigenous people who work for the mine or cocoa farms in the communities or sites that you operate?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to protect vulnerable workers* Identify the number and location of workers from more vulnerable groups
* Verify that such workers are treated equally to all other workers (pay, conditions, contracts).
* Ensure that all workers, including those speaking a different language to the majority, know how to report any issues or grievances.
 | *If you answer YES (there are migrants, ethnic minorities or indigenous people working), this means there are people vulnerable to exploitation, and there is a higher risk of forced labour. Take action!* |
| 1. **Do mines or cocoa farmers in the communities you operate recruit or engage temporary or seasonal workers to support mine activities at different times of the year?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to protect seasonal or temporary workers* Ensure that labor recruiters are registered/licensed and do not require workers to pay recruitment fees or other recruitment related costs.
* Verify that all seasonal or temporary workers and those hired through labor recruiters are treated equally to all other workers (pay, conditions, contracts).
* Ensure that all workers, including those speaking a different language to the majority, know how to report any issues or grievances.
 | *If you answer YES (seasonal or temporary workers are recruited) this means there are people vulnerable to exploitation by labour recruiters, and there is a higher risk of forced labour. Take action!* |
| 1. **Do mines or cocoa farmers within your operations pay workers by production/quota/piece rate, at least at some times of year?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to ensure workers receive wages in full and on time* Collaborate with brands and other buyers in the supply chain to negotiate a price for production that adequately covers the cost of adult labour and provides a reasonable margin for cooperatives, associations, and related businesses.
* Ensure that the system for calculating wages is sufficient to pay workers the applicable daily minimum wage OR to ensure the worker is fully informed about the rate
* Have procedures in place to pay workers the wage/rate agreed in full and on time
* Ensure that all workers, including those speaking a different language to the majority, know how to report any issues or grievances.
 | *If you answer YES (workers are paid by production, quota or piece rate), it may be more difficult for workers to earn a stable, and living income, and so there is a higher risk of forced labour. Take action!* |
| 1. **Are there known instances of human trafficking or debt bondage associated with the recruitment of workers for cocoa and gold mining activities?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to prevent human trafficking and debt bondage* Raise awareness among miners, farmers, and workers, and in the community, about how to avoid the risks of trafficking and debt bondage.
* Only engage labour recruiters that are registered/licensed and verify their recruitment standards, especially how and where they source workers, and how they prevent workers from being charged fees or deposits.
* Verify that all workers employed understand and agree to the terms and conditions of work, are receiving their wages in full, and are not being forced to work to repay a debt, deposit or fee.
* Ensure that all workers, including those speaking a different language to the majority, know how to report any issues or grievances.
 | *If you answer YES (there are known instances of trafficking or debt bondage), this means there is a high risk of these practices affecting the business as well. Take action!* |
| 1. **Are workers provided with clear (preferably written) employment contracts that detail their terms and conditions of employment, including wages and working hours?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Procedure on contracts and measures to communicate terms and condition* Have a procedure in place to provide all workers with a written contract, in a language they understand. Ensure that workers who are illiterate understand and agree to the contract terms.
* Follow-up with workers who are employed, or supplied by a labour recruiter, to ensure that they understand the terms and conditions of work, including wages or rates, and hours.
* Have a procedure to verify that workers contracts are not switched during recruitment for worse conditions.
 | *If you answer NO (workers do not receive written or verbal contracts) there is more opportunity for deception about the terms and conditions of work, and a higher risk of forced labour. Take action!* |
| 1. **Do workers give any money (such as deposits) or original documents (such as passports) to mine management or cocoa farmers who engage them?**
 |
| NOTES: | YES – high riskNO – low riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to prevent deposits and withholding of identity documents* Raise awareness with all miners, farmers and workers and cooperative/association management about why it is not permitted for workers to pay a fee or deposit in return for a job, or to hand over their original documents.
* Have a procedure and controls to verify that workers:
* do not pay any form of deposit or fee during recruitment or employment and apply this control to labour recruiters as well.
* do not provide any original personal document to management, or the recruiter, other than to confirm age and identity at the time of hiring.
* If workers prefer to provide documents or other belongings to management for safe keeping, they must have permanent, unrestricted access to these locations at all times.
 | *If you answer YES (workers hand over money, deposits or documents), this means they are not free to leave the job, and can be coerced, so there is a higher risk that they may be exploited in forced labour. Take action!* |

## Gender inequality risk assessment

These questions assess issues which have been identified as indicators of risk for gender inequality – situations where women are not given the same rights, responsibilities, and opportunities as men. The risks addressed here include workplace violence and harassment, discrimination, and gender inequality.

Mitigation measures to prevent and reduce the risk of gender inequality involve improving the procedures and practices applied by the business, as well as working in collaboration with people and organisations in the local area.

### Questions

|  |
| --- |
| Gender inequality |
| Has management of the cooperative or association, or mine/farm, already taken any actions to prevent violence and harassment, including sexual harassment, among members and workers?  |
| Has management or the HRDD Committee taken action to address gender equality and/or women's empowerment for at least one year? |
| Do women represent at least 25% of the total number of members of the cooperative or association, or mine/farm? |
| Are women currently less than 25% of trainers, supervisors, management staff and/or other high skilled functions at the cooperative or association? |
| Are women who are miners or members currently less than 25% of total participants in training? |
| Do the wives of men who are miners and other women who are family workers participate in training activities? |

### Workbook

|  |  |
| --- | --- |
| **Gender inequality** | **Answer** |
| 1. **Has management of the cooperative or association, or mine/farm, already taken any actions to prevent violence and harassment, including sexual harassment, among members and workers?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to prevent violence and sexual harassment* Identify and cooperate with expert stakeholders to support or provide this training and awareness raising
* Provide training to all managers of the cooperative/association, and any person in a role supervising or training miners, farmers, or workers
* Provide regular awareness raising to all women and men, who are workers, miners and farmers, and cooperative/association members and their partners.
 | *If you answer NO (action has not already been taken), this means managers and supervisors, and all workers or members, may not understand what behaviour is not tolerated, and so there is a higher risk of workplace violence and harassment. Take action!* |
| 1. **Has management or the HRDD Committee taken action to address gender equality and/or women's empowerment for at least one year?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Management plan to promote gender equality* Collaborate with local stakeholders, including experts and women’s groups to:
* Develop a plan to promote women’s rights and to empower women
* Provide training on women’s rights for the HRDD Committee and management
* Raise awareness among women and men who are miners, farmers and members of the cooperative/association, about the benefits of giving women and men the same rights, responsibilities and opportunities
* Support and deliver capacity building programmes to promote and empower women e.g. through adult literacy, agronomy and business skills, alternative livelihoods.
 | *If you answer NO (action has not already been taken), this means managers and supervisors may not understand what behaviour is not tolerated, and so there is a higher risk of workplace violence and harassment. Take action!* |
| 1. **Do women represent at least 25% of the total number of members of the cooperative or association, or mine/farm?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to promote women’s representation as members* Keep a record of the number of group members who are women and men
* Identify the barriers to women’s membership, for example, by consulting farmers and miners and their partners, and women who are members and non-members
* Raise awareness among members of the cooperative/association, about the benefits of giving women and men the same rights, responsibilities and opportunities
* Change the policy on membership if it restricts women’s inclusion
* Identify how to increase the number of women who are members, so they can also benefit, for example, from training and other opportunities.
 | *If you answer NO (women do not represent at least 25% of all miners or members), this means women do not have equal rights and opportunities at work, so there is a higher risk of gender inequality. Take action!* |
| 1. **Are women currently less than 25% of trainers, supervisors, management staff and/or other high skilled functions at the cooperative or association?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to promote women’s representation in skilled roles* Keep records of job roles by gender e.g. the number of managers, trainers, or agronomists, who are women and men
* Establish a minimum quota for the number of women who are trainers, supervisors, management staff and other high-level functions.
* Raise awareness among women and men who are miners, farmers and members of the cooperative/association, about the benefits of giving women and men the same rights, responsibilities and opportunities
* Train management and relevant staff on how to ensure that women are not treated unfairly compared to men in recruitment. For example:
* Ensure job announcements reach men AND women
* Ensure women and men understand that all jobs are open to them
* Ensure job requirements do not exclude women
* Cooperate with stakeholders to identify what skills women need to qualify for higher skilled roles and provide relevant capacity building.
 | *If you answer NO (women do not represent at least 25% of all trainers, supervisors and management etc), this means women are excluded from opportunities for higher skilled roles, so there is a high risk of gender inequality. Take action!* |
| 1. **Are women who are miners or members currently less than 25% of total participants in training?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to promote women’s inclusion in training* Keep records of training participants by gender e.g. the number of women and men who attend training on health and safety
* Consult women who are members, wives/family workers, and workers to understand why they do not participate in training.
* Raise awareness with women and men about the benefits to the cooperative/association, and to household income, of including women in training
* Identify solutions to increase the number of women members participating in training, such as:
* Send personal invitations
* Conduct training at days/times/locations where women can easily attend
* Organise women-only training
* Facilitate communal childcare solutions
 | *If you answer NO (women do not represent at least 25% of all miners or members), this means women are excluded from opportunities to learn new skills to improve productivity and livelihoods, so there is a high risk of gender inequality. Take action!* |
| 1. **Do the wives of men who are miners and other women who are family workers participate in training activities?**
 |
| NOTES: | YES – low riskNO – high riskPRIORITY/NOT PRIORITY |
| **MITIGATION**: Measures to promote inclusion of women in training who are wives, and family workers, or farmers* Keep records of how many women who attend training are members or non-members, wives and family workers.
* Consult women who are wives/family workers, to understand why they do not participate in training.
* Raise awareness with women and men about the benefits to the cooperative/association, and to household income, of including all wives and family workers in training.
* Identify solutions to enable wives/family workers to participate in training such as:
* Sending personal invitations
* Conduct training at days/times/locations where women can easily attend
* Organise women-only training
* Facilitate communal childcare solutions
 | *If you answer NO (wives and family workers do not participate in training), this means women are excluded from opportunities to learn new skills to improve productivity and livelihoods, and there is a high risk of gender inequality. Take action!* |

END