**WÉCareAgri - SOCIAL AUDIT**

**Agenda for the On-Site Visit**

**Name** **of the supplier:**

**Date of the audit**: XX / XX / XXXX

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| --- | --- | --- |
| **Duration** | **Actions** | **Participants by function** |
| **45 min** | Opening meeting | Social impact team (customer)  Senior management (supplier)  Contact sales manager (supplier)  HR manager (supplier)  Health & safety manager (supplier) |
| **15 min** | Preparation for the factory / farm tour, *e.g. take precautions to hygiene regulations* | Social impact team  Contact sales manager  Health & safety manager |
| **60 min** | Factory / Farm tour | Social impact team  Contact sales manager  Health & safety manager |
| **30 min – 60 min** | Worker group interview 1 | Workers  Social impact team member |
| **30 min – 60 min** | Worker group interview 2 | Workers  Social impact team member |
| **15 min – 45 min** | Individual worker interview 1 | Selected worker  Social impact team member |
| **15 min – 45 min** | Individual worker interview 2 | Selected worker  Social impact team member |
| **30 min** | Lunch break |  |
| **30 min – 45 min** | Works council interview | Works council members  Social impact team member |
| **45 min – 60 min** | HR manager interview and, if necessary, document review | Social impact team member  HR manager |
| **45 min – 60 min** | Health & safety manager interview and, if necessary, document review | Social impact team member  Health & safety manager |
| **30 min** | Senior management interview | Social impact team member  Senior manager |
| **45 min** | Exchange and summary of information from observations and interviews | Social impact team members |
| **15 min** | Closing meeting | Social impact team  Senior management  Contact sales manager  HR manager  Health & safety manager |

**Important notes**:

* Please ensure that the interviews take place in a private, comfortable setting that allows for open and honest communication. The location should be private enough to allow for confidential discussions. Designate a room corresponding to the number of interviewees, e.g. a conference room.
* If housing is provided to workers and / or farmers, a visit would be desirable, if possible.
* The average duration of an interview is 15 to 45 minutes.
* The average duration of a focus group is 30 to 60 minutes.
* The number of focus groups conducted depends on the size of the organization.