**WÉCareAgri - SOCIAL AUDIT**

**Agenda for the On-Site Visit**

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

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

|  |  |  |
| --- | --- | --- |
| **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 managerHealth & safety manager |
| **60 min** | Factory / Farm tour | Social impact team Contact sales managerHealth & safety manager |
| **30 min – 60 min** | Worker group interview 1 | WorkersSocial impact team member |
| **30 min – 60 min** | Worker group interview 2  | WorkersSocial impact team member |
| **15 min – 45 min** | Individual worker interview 1 | Selected workerSocial impact team member |
| **15 min – 45 min** | Individual worker interview 2 | Selected workerSocial impact team member |
| **30 min** | Lunch break |  |
| **30 min – 45 min** | Works council interview | Works council membersSocial impact team member |
| **45 min – 60 min** | HR manager interview and, if necessary, document review | Social impact team memberHR manager |
| **45 min – 60 min** | Health & safety manager interview and, if necessary, document review | Social impact team memberHealth & safety manager |
| **30 min** | Senior management interview | Social impact team memberSenior 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 managerHR 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.