



Internal and External Questionnaires

Human Rights Interview Guide for Internal Stakeholders

Note: This is an interview guide intended to initiate conversations with internal stakeholders about human rights and help identify priority risk areas. This interview guide can support in filling out the Rapid Risk Assessment. The guide should be tailored depending on the role of the interviewee.

General Questions

- What is your role and scope of responsibilities? What are your business priorities in the next 1-3 years?
- What are the social issues that you think the company has the greatest potential to impact, both positively and negatively?
- Where do you see the greatest risk areas – both to the company and that the company may create?
- What mitigation measures are in place to manage these risks and opportunities?
- Which social or human rights issues do you expect to become more important and see arise more frequently over the next 3 years within your business area?

Issue-Specific Questions

Human Resources

- How does the company monitor and ensure compliance with applicable labor and employment standards?
- What are the greatest non-compliance risks the company faces (including those that are most severe and those that are most common)?
- What trainings are conducted with employees? Do they cover any content with respect to human rights, diversity, discrimination, etc.?
- Is the company aware of greater human rights risks or complaints that have been raised by employees (e.g. union representation, collective bargaining, excessive working hours, freedom of movement, high injury rates, forced labor, child labor, etc.)?
- What are the main discrimination risks that employees might face?
- What health and safety risks are present for on-the-ground and corporate employees?

Supply Chain

- What are the company's primary sourcing streams?
- How does the company prioritize or categorize high risk suppliers or high-risk products? What data sources are used for this prioritization process?
- What supplier expectations are in place and how are they enforced?
- What do you see as the company's key challenges and risks related to supply chain management?
- Are there specific opportunity areas where you think the company could improve or expand its consideration of human rights risks in its supply chain?
- Are there certain suppliers the company won't do business with? What types and how are they identified?

Customer-facing

- Are there certain customers the company won't do business with? What types and how are they identified?
- Are human rights risks and opportunities considered in the design phase of the products?
- What processes are in place to address breaches in security or privacy?
- How are the products or services the company provides having a positive impact on human rights? Are there opportunities to have greater impacts?

Human Rights Self-Assessment Questionnaire for Suppliers

Note: This is a brief questionnaire intended to initiate conversations with suppliers about human rights and help identify priority risk areas. We do not recommend using this in place of more robust auditing or assessment. This questionnaire can support in filling out the Rapid Risk Assessment.

Supplier Name,

Our company is committed to respecting human rights and we want to ask you a few standard questions that may improve our understanding of your operations and help us establish a baseline of human rights in our supply chains. Please note that this is not a test: there are no “right” or “wrong” answers. We would like to collaborate with you to find practical solutions and improvements if there are any issues related to labour relations and decent working in your company. Please reply openly and honestly. If there are issues you would like to discuss with us in detail, please contact [insert relevant contact details].

Question	Response
Company Name:	
Company Location:	
Your name:	
Your title:	
Phone number:	
Email address:	
Questions about your company and its policies:	
1. Please list your total number of employees.	#:
2. Please list the percentage of employees that are female and male.	% Female: % Male:
3. Please list the percentage of employees that are foreign/migrant workers.	%:
4. Please list the percentage of temporary contract workers employed.	%:
5. Please list the number of suppliers you have (direct and indirect).	# Direct: # Indirect:
6. Does your company have a policy concerning human rights including labour rights?	Y/N and details
7. Has your company undertake due diligence in relation to its impacts on human rights including labour rights?	Y/N and details
8. What priority human rights risks may arise in your operations or supply chain (please refer to the Universal Declaration on Human Rights)?	List and details
9. Do you have a management system in place, or are you developing one, to assess labor, health, and safety risks?	Y/N and details
10. Do you have written personnel policies that cover: <ul style="list-style-type: none"> <input type="checkbox"/> Benefits and deductions <input type="checkbox"/> Discipline and termination <input type="checkbox"/> Grievance procedures <input type="checkbox"/> Harassment and abuse <input type="checkbox"/> Overtime hours <input type="checkbox"/> Overtime wage rates <input type="checkbox"/> Regular hours 	Y/N and details

Question	Response
<input type="checkbox"/> Vacation and leave <input type="checkbox"/> Wages	
11. Do you have written personnel policies in place to prevent discrimination on the basis of: <ul style="list-style-type: none"> <input type="checkbox"/> Age <input type="checkbox"/> Physical or mental disability <input type="checkbox"/> Gender <input type="checkbox"/> Gender identity and/or expression <input type="checkbox"/> Marital status <input type="checkbox"/> Nationality <input type="checkbox"/> Pregnancy status <input type="checkbox"/> Race <input type="checkbox"/> Religion <input type="checkbox"/> Sexual orientation <input type="checkbox"/> Social or ethnic origin 	Y/N and details
12. Do you have a policy against employing child labor (workers younger than 14 or 15)?	Y/N and details
13. Are workers free to leave their employment at any time without penalty, giving reasonable notice?	Y/N and details
14. Do you have a process in place for preventing and mitigating identified potential corrupt practices?	Y/N and details
15. What grievance mechanisms do you have in place?	Details
16. Have you established remediation processes in the case of human rights violations?	Y/N and details

I certify that the answers given above are correct and to the best of my knowledge and agree that it may be followed up by means of audits or checks.

Place and date:

Name and surname:

Role: