

SOCIAL RISK ASSESSMENT PLAN

Information needed	Source of information (Secondary/ Primary)	Tool (Interview, Questionnaire / Focus Group Discussion, Checklist, etc.)	Information providers	Time Methodology (When, Random/ Announced)	Person in charge
1. Workers' Rights					
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2. Child Labour					
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3. Occupational safety and Health					
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4. Diversity, Inclusion & Gender Equality					
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GUIDELINES FOR DEVELOPING A QUESTIONNAIRE / INTERVIEW TOOL

1. Define the questions' objectives:

What is this tool intended to assess the investigated social aspects?

Examples: to assess the implementation of workers' rights;

or, to assess compliance with OSH regulations in alignment with 4C standards;

or, to ensure there is no child labour according to 4C requirements;

or, to ensure gender equality, social inclusion and non-discrimination.

2. Identify topics to be covered (to achieve the stated objectives)

List the topics/questions to be covered in order to fulfill the stated objectives.

Example: topics to be explored and assessed to evaluate the implementation of workers' rights may include:

- No existence of forced labour
- The right to join worker representative associations
- Regular consultation
- Labour contracts and grievance mechanisms, etc.

Compare the topics to the stated purposes -- have you covered everything needed to fully achieve them?

3. Formulate questions for each topic (see guidelines for constructing a good question)

4. Review, adjust and amend to ensure there are no redundant or missing questions

5. Assign questions to target groups: Which questions are for which groups, for example, employers/ employees/ or others? Which questions should be asked to both groups?

6. Conduct a pilot test: to ensure the questions are easy to understand and answer: Does it gather sufficient information as expected? Are there questions that need to be added or removed, etc.?

7. Revise and improve the questionnaire after the pilot test; and after each use (if necessary)

Note

There should be a checklist of items to observe in combination with the questionnaire; and a list of secondary data sources to review/ collect.

GUIDELINES FOR CONSTRUCTING A GOOD QUESTION

- Identify the area of interest, the question idea and its purpose.
Example: to find out the respondent's age/ years of work experience/ daily working hours/ labour contract/ agreements with the employer, etc.
- Select suitable question words.
Example: who, how many, when, why, with whom, by whom, where, yes/no, etc.
- Combine the question idea with the question word to formulate a complete question.
- Read the question aloud yourself to assess clarity and flow.
- Revise the wording to make it clear, specific and easy to understand; not too long, not too short.
- Incorporate closed questions (e.g., yes/no, is it true that...?) to confirm or verify information.
Example: "So you mean..., is that correct?"

Note

- A questionnaire consists of many questions.
- Each question should focus on a single concept.
- Open-ended questions (with words such as who, how many, how, when, why, in what way, etc.) are used to explore information.