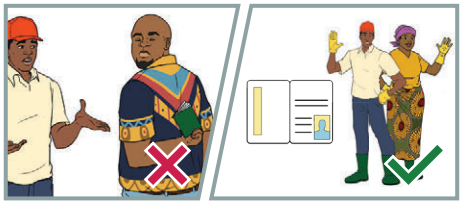
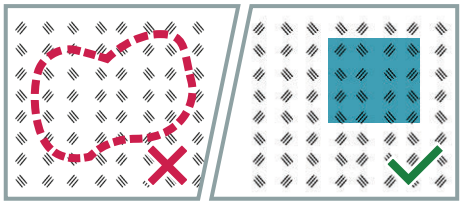
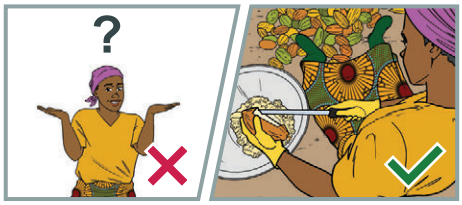
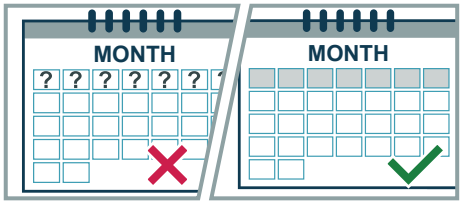
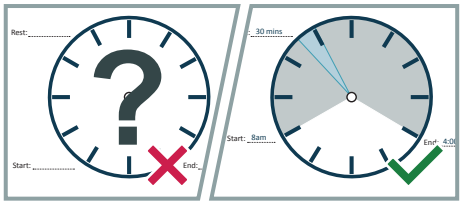
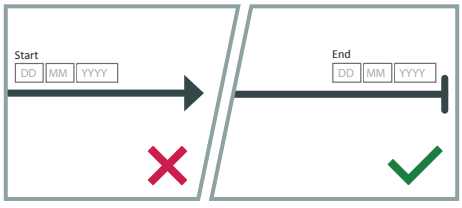
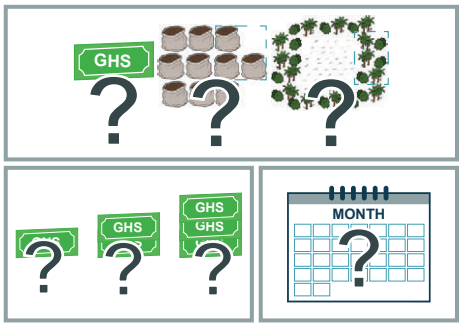
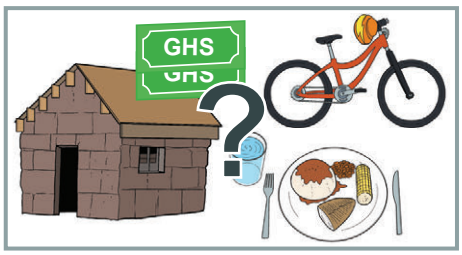
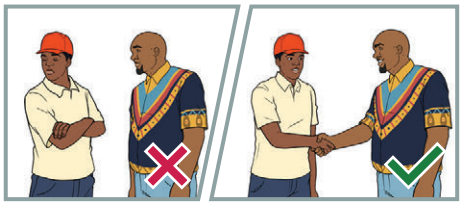
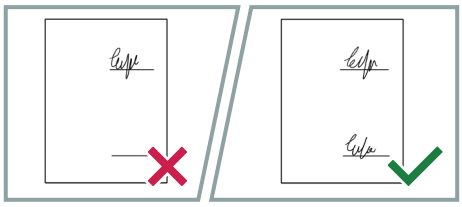
Witness checklist

International COCOA Initiative

If you are a witness to a contract between an employer and a worker, check the following…

Information to check	✖✔	Comment
 Is the worker over 18?	☐	....
 If the worker is aged 15-17, is it understood by the employer that the worker will only perform non-hazardous tasks appropriate for their age?	☐	....
 Does the worker have their ID documents? Does the worker understand that they can't be taken away?	☐	....
 Does the worker know the total area/size of the farm(s)?	☐	....
 Have the worker and the employer agreed on the tasks to be performed and the tools to be provided.	☐	....
 Does the worker know how many days they have to work per week?	☐	....
 Have the working hours been discussed and agreed on?	☐	....
 Have they agreed how long the contract is for?	☐	....

Information to check	✖✔	Comment
	• Does the worker know how they will be paid? • Does the worker know how much they will be paid? • Does the worker know when they will be paid?	☐ ☐ ☐	…… …… ……
	Have the employer and the worker discussed if there will be any additional benefits like meals, housing, transportation or healthcare costs, provided along with the earnings? Have they agreed on the details?	☐	……
	Does the worker understand the contract?	☐	……
	Is the worker agreeing to the work and the pay?	☐	……
	Have both parties agreed what to do if there is a problem between them?	☐	……
	Have both parties signed the agreement and have a copy of it (if there is a written document)?	☐	……
	Has the contract been signed by two witnesses of both parties?	☐	……

Witness First Name and Surname:

……

Date:

……

Signature:

……

or Thumb Print: