

Signing a contract benefits both workers and employers



International
COCOA
Initiative

A contract is an agreement between a worker and an employer.

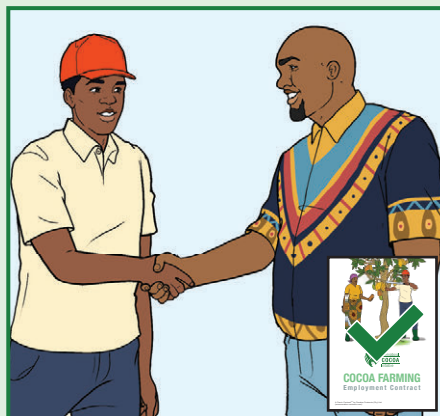
It helps protect labour rights and makes sure both sides understand and respect what was agreed.



Contracts are for **everyone**. This is **your** right. They are made to **protect** you!



Free of charge



Clarity on tasks, rights and responsibilities



Reduce conflicts

Why use contracts?

Both workers and employers have rights. A contract protects both sides:



It makes things clear, fair, and agreed.



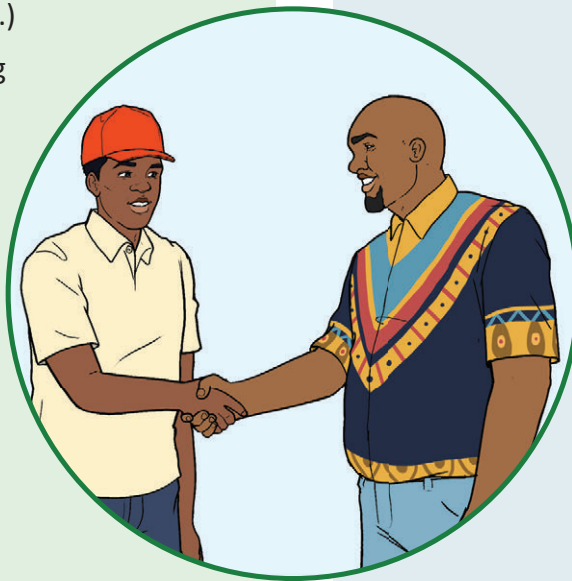
It helps avoid or resolve problems and conflicts.



It reduces risks of forced labour and abuse.

For workers, a contract helps you...

- Know the job and conditions (tasks, hours, pay, benefits...)
- Have better working conditions (rest, safety...)
- Be protected from being treated unfairly or not getting paid
- Have more stable work (less risk of suddenly being dismissed)
- Reduce the risk of abuse and exploitation
- Build trust with the employer
- Feel safe and respected
- Have proof of employment



For employers, a contract helps you...

- Agree on what work the worker will do
- Reduce the risk of workers refusing agreed tasks
- Make sure work is done well and as agreed
- Protect goods or produce from being stolen (beans, equipment...)
- Reduce risk of conflicts, complaints, or legal issues
- Increase motivation from workers and enhance relationship with them
- Improve service delivery and productivity
- Find workers more easily in the future

- ✓ Know your rights and responsibilities
- ✓ Protect good reputation of both parties

- ✓ Prevent disputes
- ✓ Help resolve conflicts easily and for free – ask the CCLPC for help!

Understanding tasks and rights

A contract includes many elements. Two important ones are the worker's tasks and rights.

Tasks =

What the worker must DO

Example:
weed the farm,
harvest cocoa,
carry bags



Rights =

What the worker must GET or is entitled to

Example:
salary, rest,
safety equipment

Who can use contracts?



Any **employer** who wants to hire a worker (permanently, temporarily, or seasonally)



Any **worker** who wants to work for an employer (permanently, temporarily, or seasonally)

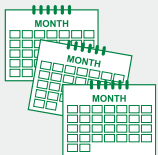
Who is a worker?

A **worker** is anyone who is engaged in any activity to produce goods or provide services for pay or profit, according to the instructions and under the supervision of another party.

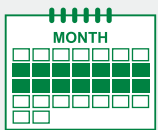
This includes people who work:



Full-time or part-time



Permanently or temporarily



For a short time or a season

For example...



Farm caretaker or sharecropper (Abusa or Abunu systems)



Farm manager (usually regular or permanent worker on a farm)



Seasonal worker on a farm (e.g. engaged for specific seasonal tasks such as weeding, harvesting, etc.)

Who is involved in signing a contract?

The Employer



The Worker



The Witnesses



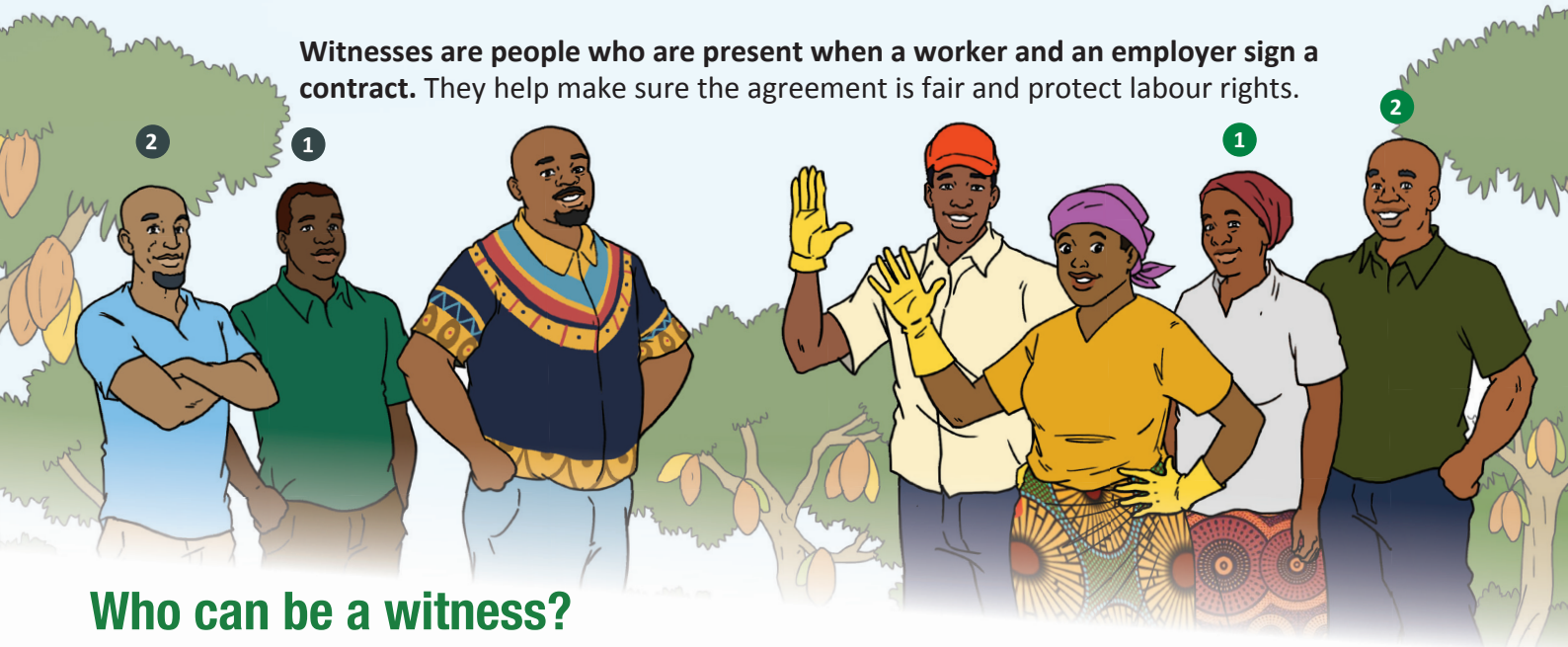
IMPORTANT:

Middlemen or recruitment agents linking prospective workers to employers are not party to the contract and have no mandate to influence the process.



What are witnesses for?

Witnesses are people who are present when a worker and an employer sign a **contract**. They help make sure the agreement is fair and protect labour rights.



Who can be a witness?

Witnesses are **adult** volunteers – they are **not paid**.

Both the worker and the employer choose **two** witnesses each.

They should **choose the witness freely**. No one should force a witness on the worker or the employer. It is a personal choice. They can be...

- Friends, family members, co-workers, or a community member
- Anyone **you trust** to support you in the signing of the contract

Witnesses should be trustworthy, honest and fair.

What witnesses DO:

- ✓ Witness the **signature** of the contract
- ✓ Can guide the parties through the **provisions of the signed contract**, in case of future disagreement
- ✓ Advise the parties to **contact the CCLPC**, if a dispute arises
- ✓ Can provide **evidence** about the contract signed in case of dispute
- ✓ Help ensure contracts are **fair, understood, and do not breach** labour rights, thanks to the **checklist**

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

Information to check	✓	✗	Comments
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?	☐	☐	

What witnesses DON'T DO:

- ✗ They don't mediate, solve or handle disputes.
- ✗ They don't represent any official or legal authority.
- ✗ They don't have any share in what is being paid or given to the worker.
- ✗ They don't get paid.

