**Knowledge, Attitudes and Practices Survey: Labour Rights**

This KAP (Knowledge - Attitudes - Practices) survey is administered as a structured interview, with employers and workers.

Sections 1, 3 and 4 are for all respondents. There are two versions of Section 2: 2A for employers and 2B for employees.

During the interview, the data collector asks the respondent questions about their knowledge, attitudes and practices regarding several topics without reading the list of possible answers, This allows the interviewee to answer the questions freely.

As a result, several questions offer "other (specify)" options where the data collector can record the relevant answer.

In this question sheet, we include the corresponding scores for different answers for information. However, to reduce the likelihood of errors and avoid any bias, we recommend that data collectors note the answers given by the respondent. The calculation of scores can be done during the analysis phase.

## Section 0: Presentation and informed consent

Before beginning the interview, the interviewee must give their informed consent.

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| **Informed consent** |
| Hello, my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_. I work with \_\_\_\_\_\_\_\_\_\_. We're carrying out a study about work in cocoa-growing communities. We are asking you and other members of the community a few questions about your experiences and opinions.  If you agree to take part in our study, we will ask you a few questions about labour relations, practices and your knowledge of workers' and employers’ rights. This will take about [...] minutes.  **Risks and benefits**  There are no known risks to participating in this study. There is no compensation or direct benefit to you for participating, but the information we gather may help improve programs and policies aimed at improving the lives of farmers and workers in the future.  **Confidentiality**  Your participation is anonymous to protect your privacy. While we will collect some personal information from you, it will be used for tracking and quality assurance purposes only and will not be shared with anyone outside the research team. Any personally identifiable data will be removed or anonymized prior to any public release of the results. Once completed, all personal information will be destroyed.  **Voluntary Participation and Right to Withdraw**  Your participation in this study is voluntary. You do not have to agree to be interviewed and can choose to say no without any consequence. You also do not have to answer all the questions if you do not want to and can choose to stop the survey at any time. There are no consequences is you refuse to take part in or withdrawing from this study..  **Contact for Additional Information**  If you have any questions, complaints, or concerns regarding this research kindly contact [e.g. the Research Manager, ...], at [phone number: ...]. [leave business card or contact information]  Do you have any questions?  Do you agree to participate in the survey?  1. YES 0. NO 🡪 End interview |

## Section 1: General information

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|  | This section collects general information about the respondent to facilitate data analysis. | | | |
| **#** | **Identification** |  | | |
| **IG01** | GPS coordinates | Record GPS coordinates | | |
| **IG02** | Community name |  | | |
| **IG03** | Date of interview (dd/mm/yyyy) | \_ \_ \_ \_  / \_ \_ \_ \_  / \_ \_ \_ \_ \_ \_ \_ \_ | | |
| **IG04** | Duration of interview | Start time : \_ \_ \_ \_ h \_ \_ \_ \_  End time : \_ \_ \_ \_ h \_ \_ \_ \_ | | |
| **IG05** | Gender | Male  Female | | |
| **IG06** | Year of birth | \_ \_ \_ \_ \_ \_ \_ \_ | | |
| **IG07** | Can the respondent read and write simple sentences?  *Read: My cocoa plot is large*  *Write: My name is xxx and I am a cocoa farmer* | 1. Yes 2. No | | |
| **IG08** | Does the respondent work on a Cocoa Farm? | 1. Yes 2. No | | If 2, go to IG10 |
| **IG09** | Status of the respondent on the cocoa farm. | 1. Owner 2. Worker 3. Other (specify) : \_ \_ \_ \_ \_ \_ \_ \_ \_ | | |
| **IG10** | Has the respondent ever participated in an awareness-raising session on forced labour? | 1. Yes 2. No | If 2, go to Section 2 | |
| **IG10a** | If yes, type of awareness session | 1. Group / Community session 2. Individual session / visit to the household | | |
| **IG10b** | If so, when? | 1. Within last month 2. Within last six months 3. Within last twelve months 4. More than a year ago | | |

## Section 2: Practices linked to forced labour

### 2A – version for employers

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|  | This section collects information on practices. There are two versions, one for employers and one for employees. | | |
| **#** | **Questions** | **Answer options** | **Scoring** |
| **PTF01** | Have you recruited at least one worker during the past twelve months? | 1. Yes 2. No | If Yes, go to PTF02  If No, go to Section 3 |
| **PTF02** | What kind of agreement do you have with your workers? | 1. Verbal agreement (without witness) 2. Verbal agreement with witness 3. Written agreement without witness 4. Written contract with witness 5. Other (specify) | 0 = if 1  1 = if 2, 3 or 4 |
| **PTF03** | Were the tasks to be performed by the worker clarified with them during the recruitment? | 1. Yes 2. No | 0 = if 2  1 = if 1 |
| **PTF04** | Does the worker perform tasks for you or your family members other than those agreed upon? | 1. Yes 2. No | 0 = if 1  1 = if 2 |
| **PTF05** | What do you do when a worker refuses to perform a task? | 1. I withdraw part of their salary 2. I issue a warning 3. I find a compromise 4. Other (specify): ......................... 5. Not applicable | 0 = if 1 or 4 (if threat or penalty mentioned)  1 = if 2 or 3 |
| **PTF06** | Do your workers receive their full salaries? | 1. Always 2. Sometimes 3. Rarely 4. Never | 0 = if 2, 3 or 4  1 = if 1 |
| **PTF07** | Do you agree to us speaking with your worker(s)? | 1. Yes 2. No | If Yes, go to PTF07a  If No, go to PTF07c |
| **PTF07a** | Number of workers | ……………………………….. | **At the end of the questionnaire, conduct the survey with the workers.** |
| **PTF07b** | Why not?\* | Specify …………. |  |

\*Note: if the employer refuses access to their employees, this could be a cause for concern and should be reported. Those responsible for conducting the survey and research activities should be trained to identify potential problems and should know who to report these problems to.

### 2B – version for workers

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| **#** | **Questions** | **Answer options** | **Scoring** |
| **PTFT01** | How long have you been working for your employer? | 1. Less than a month 2. Between 1-6 months 3. Between 6-12 months 4. More than a year |  |
| **PTFT02** | What type of agreement do you have with your employer? | 1. Verbal agreement without a witness 2. Verbal agreement with witness 3. Written agreement without witness 4. Written contract with witness 5. Other, please specify ......... | 0 = if 1 or 5  1 = if 2, 3 or 4 |
| **PTFT03** | Are the tasks to be performed the same as those indicated when you were hired? | 1. Yes 2. No | 0 = if 2  1 = if 1 |
| **PTFT04** | Do you have to carry out tasks for your employer or members of their family other than those agreed? | 1. Yes 2. No | 0 = if 1  1 = if 2 |
| **PTFT05** | What happens if you refuse to carry out a task? | 1. Part of my salary is withdrawn 2. I receive a warning 3. I reach a compromise 4. Other, please specify: ...... 5. Not applicable | 0 = if 1 or 4 (if threat or penalty is mentioned)  1 = if 2, 3, or 5 |
| **PTFT06** | Is your full salary paid when it is due? | 1. Always 2. Sometimes 3. Rarely 4. Never 5. Not applicable | 0 = if 2, 3, 4 or 5  1 = if 1  *Note: Tick 5 (Not Applicable) if the employee has just been hired.* |
| **PTFT07** | Under what conditions can you stop working for your employer? | 1. At the end of your mutual agreement 2. Following your desire to leave the job 3. Once you have paid off your debts 4. Other, please specify: ... | 0 = 3 or 4 (if threat or penalty is mentioned)  1 = 1 or 2 |

## Section 3: Knowledge of labour rights

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|  | *This section measures the respondent's level of knowledge on labour rights* | | |
| **#** | **Questions** | **Answer options** | **Scoring** |
| **CTF01** | What is forced labour? | 1. Don't know 2. Work without rest 3. Work carried out against the worker’s will and under threat of any penalty 4. Dangerous work 5. Other (specify) : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | If the respondent answers ‘don't know’, go directly to the ‘Attitudes’ section.  0 = wrong answer (1, 2, 4)  1 = correct answer (3) |
| **CTF02** | Who can be in a situation of forced labour?  *(multiple selection allowed)* | 1. Child 2. Man 3. Woman 4. Everyone 5. Don't know | 0 = wrong answer (5)  1 = correct answer (1+2+3 or 4) |
| **CTF03** | Is forced labour permitted? | 1. Yes 2. No 3. Don’t know | 0 = wrong answer (1, 3)  1 = correct answer (2) |
| **CTF04** | In your opinion, at what level of employer-worker relations can a risk of forced labour be identified? | 1. In the recruitment process 2. In living and working conditions 3. In the possibility of worker leaving the employer 4. All of the above 5. Don't know 6. Other (specify):\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | 0 = 0 correct answer  1 = at least 1 correct answer (1, 2, 3, or 4) |
| **CTF05** | What are the risk factors of forced labour? | 1. Poor working conditions 2. Threat of punishment/ Penalty 3. No employment contract 4. Lack of consent to work 5. Other (specify) : \_ \_ \_ \_ \_ \_ \_ 6. Don’t know | 0 = 0 correct answers  1 = at least 1 correct answer (1, 2, 3, or 4) |
| **CTF06** | In your opinion, what can be done at the community level to prevent or reduce the risk of forced labour? | 1. Don't know 2. Raise awareness of Ghana’s labour laws or workers’ rights 3. Training/Awareness about risks 4. Involvement of community leaders 5. Setting up rules at local level 6. Other (specify) : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | 0 = if 1  1 = at least 1 suggestion provided (2, 3, 4, 5 or 6 if a fair suggestion) |
| **CTF07** | Is a person who works without a written document likely to be at higher risk of forced labour? | 1. Yes 2. No 3. Don’t know | 0 = if 2 or 3  1 = 1 |
| **CTF08** | Is a person whose tasks are not initially agreed upon likely to be at higher risk of forced labour? | 1. Yes 2. No 3. Don’t know | 0 = if 2 or 3  1 = 1 |
| **CTF09** | Is an employee who does not have the opportunity to leave work likely to be at risk of forced labour? | 1. Yes 2. No 3. Don’t know | 0 = if 2 or 3  1 = 1 |

## Section 4: Attitudes towards worker rights

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|  | *This* section helps measure the respondent’s attitudes to worker rights Read the following statements to the interviewee and ask if they:  Agree OR Disagree | | |
| **#** | **Statements** | **Response** | **Scoring** |
| **Attitudes towards recruitment** | | | |
| **ATF02a** | It is acceptable to recruit someone for work without their consent | /\_\_\_ / | Disagree  = 1 point |
| **ATF02b** | It is acceptable for a person who cannot pay their debts to work for the creditor to reimburse the debt. | /\_\_\_ / | Disagree  = 1 point |
| **ATF02c** | It is acceptable for an employer not to reveal the true nature of the work during recruitment. | /\_\_\_ / | Disagree  = 1 point |
| **Attitudes towards working conditions** | | | |
| **ATF03a** | A worker is obliged to work whenever he is called upon by his employer | /\_\_\_ / | Disagree  = 1 point |
| **ATF03b** | A worker is not entitled to move freely | /\_\_\_ / | Disagree  = 1 point |
| **ATF03c** | A worker must be free to communicate with his or her family and friends | /\_\_\_ / | Agree  = 1 point |
| **ATF03d** | A worker is obliged to adapt to any living conditions imposed by the employer | /\_\_\_ / | Disagree  = 1 point |
| **ATF03e** | It is acceptable for an employer and their family to interfere in a worker's private life | /\_\_\_ / | Disagree = 1 point |
| **Attitudes towards the possibility of leaving one's employer** | | | |
| **ATF04a** | A worker should not have the freedom to leave work whenever they wish | /\_\_\_ / | Disagree  = 1 point |
| **ATF04b** | A worker should be required to stay longer than expected while waiting for unpaid salary | /\_\_\_ / | Disagree  = 1 point |
| **ATF04c** | A worker should not be able to leave their employer when they owe money to their employer | /\_\_\_ / | Disagree  = 1 point |
| Warning with solid fill | **Question for the interviewer** | | |
| **S01** | Please note any concerns about the interview or the situation of the person interviewed | 1. Not applicable  2. \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ | |