

## 2018 Questions regarding human rights due diligence in the construction industry in [country]

### I. Scope and nature of operations in [country]

1. Please describe the nature and scope of your company's operations in [country] including any labour rights standards governing these projects

### II. Human rights policy and due diligence

2. Please explain your approach to mapping human rights risks in your operations.
3. Does your company have a **publicly-available written policy** to respect the human rights of your workers?
4. Does your company have **publicly- available written policies** on protection of refugees?
5. Does your company have **publicly- available written policies** on migrant workers' rights? that specifies fair recruitment such as:
  - a. no payment of recruitment fees?
  - b. Availability of a written employment contract in the worker's language, with a copy provided to the worker?
  - c. Prevention of contract substitution?

*Please provide links or attachments to the company's relevant policies.*

### III. Subcontracting

6. Does your company have policies and procedures to safeguard the human rights of workers employed by your subcontractors and Do these make specific provision for safeguarding the rights of migrant workers and refugees?
7. How does your company monitor compliance of contractors and subcontractors (in tier 1 and beyond) with its policies and standards?

### IV. Payment and wages

8. Does your company pay a living wage? Does it differentiate between nationals and migrant workers or refugees or by country of origin? If yes, why?
9. How does your company guarantee it pays it workers?

### V. Freedom of movement

10. What policies and procedures does your company have in place to ensure workers have free and secure access to their passports and identity documents?
11. How does your company ensure that all workers on its project sites have valid work permits and other documents required for employment, including workers employed by subcontractors?
12. Please describe your company's policies and procedures for when workers want to:
  - a. Go home for annual leave
  - b. Change employer or resign before the end of their contract term
  - c. Change employer or resign after the end of their contract

### VI. Occupational Safety and Health (OSH)

13. Please describe your company's policies on OSH in project(s) worksites and how do you ensure implementation?
14. Does your company provide OSH training to its employees?
15. Please describe your company's procedures when an injury or a fatality takes place at the worksite. Please provide details if procedures differ between locals, migrants, and refugees and between directly employed and subcontracted workers.

## **VII. Remedy**

16. Does your company have policies regarding worker organization, and do these policies cover national, migrant workers, and refugees? Are there organized workers in your company?
17. Does your company have a grievance mechanism in place for directly employed and subcontracted workers on your projects to raise concerns, in their own language, and in a way that ensures grievances can be reported safely, without intimidation or retaliation? *If so, please describe.*
18. How many grievances were raised in 2017 by directly employed and/or subcontracted workers on your projects? Please provide a summary of the grievances and the remedial actions that were taken by the company and its subcontractors.

## **VIII. Engagement with civil society organizations and rights defenders**

19. Does your company engage with civil society organizations? If yes, in what capacity? For what purposes? How often? *Please provide details of such engagement.*

## **IX. Other information**

20. Is there anything else that you would like to tell us about how your company takes a responsible approach to managing its operations in [country], including any challenges it faces in doing so?