

Checklist of the Women Workers Committee

The following checklist shall serve as a summary of what the WWC should be like, as well as a guideline for an effectively working committee in general. It also should enable the reader to perceive the progress made, by comparing it to previous versions.

	YES	NO
The committee is getting elected, and this process is made transparent to all employees.		
The committee meets regularly.		
All members attend regularly.		
There are clear roles inside the committee, which define the tasks of the several members.		
There are detailed minutes of every meeting.		
The committee has a clear and direct line to the HR-Director.		
The committee has regular meetings with the Farm-Director.		
There is a standard report form for the employees.		
There are clear guidelines on how to report issues (workers to committee, as well as committee to management).		
There are clear guidelines on how to investigate issues.		
The committee regularly receives training.		
The committee is involved in the development and implementation of policies, which concerns their topic.		
The committee has access to a computer and its own email address.		
The committee has the right to bring recruitment/promotions into question, if they receive complaints.		
It is possible to approach the committee anonymously.		
The committee has the opportunity for an annual field-trip, which shall enhance their competencies, as well as help with team building.		