

ANNEX 2: LIST OF GUIDING QUESTIONS TO ASK WORKERS FROM LABOUR PROVIDER AGENCIES

For the right implementation of this "checklist" it is of vital importance that a series of questions or interviews are carried out in a confidential manner by the user company to the workers assigned by the LP. It is important that questions and interviews be approached in a way that is not counterproductive and puts the worker at risk (for example, interviewing in small groups, or not interviewing a worker who shows signs of having a close relationship with the external recruiters).

In order to be able to assess best practices by the temporary agency or, on the contrary, to identify risks, this annex lists a series of guiding questions to be able to determine the labour status of the workers.

Important: interviews with workers must always be confidential, and it is strictly forbidden to pass data related to interviews with workers and / or their testimonies to the labour provider.

Workers in any of these situations have the right to receive help.

- Have you paid to get your job?
- Have your identification documents (visa, passport or birth certificate) been withheld?
- Is there verbal, physical or sexual abuse?
- Do they monitor or restrict their movements and communications?
- Do they control your money, or do you not get paid for your work?
- Are they (and their families) threatened with physical harm or deportation?

If any of these occur, it is important to conduct an investigation of the incidents. [Annex 6 of the Spanish Stronger Together guide](#) offers a series of steps to conduct this research. If you have questions about how to act in a risky situation, you can contact:

- Police: free line 900 10 50 90 or email trata@policia.es
- Guardia Civil: free line 062 or email to trata@guardiacivil.es

Other questions to ask workers in interviews:

1. How did you hear about the job?
2. Did you have to pay an amount or commission for the job?
3. Have you paid, and if so, how much, who or what, to get this job?
4. How did you travel to Spain?
5. Who organized and paid for the trip?
6. Where is your passport or identification document?
7. Does someone else keep your passport or identification document? If so, who?
8. How much did you get paid last week? Was the payment correct?
9. Do they receive your payroll? If the answer is yes: is it clear and do you understand it?
10. What deductions are made from your salary?
11. Can you open and collect from the bank account what you need? Does anyone else use your bank account?
12. How have you been treated since you've been here?
13. Have they provided you with PPE (masks) and necessary material for the job, such as jackets when it's cold, tools, gloves, etc.? Who paid for the cost of the PPE and the work tools?
14. Has part of your salary been withheld as a deposit for the cost of PPE and work tools?
15. Do you know what a union is, who are the representatives in the company and how they can help you?
16. If there was a problem or incident at work, what would you do?
17. If you wanted to report a problem or incident, but without anyone knowing, would you know how to do it? Where, to whom?