

# ETI GRACE Self-assessment questionnaire (SAQ)



## GRHRDD Step 1 Tool

### GRACE Self-Assessment Questionnaire (SAQ)

As a starting point, it may be helpful for brands to review the progress or challenges faced by suppliers in implementing GBVH prevention policies, procedures, and processes. One tool to support suppliers is the GRACE SAQ, which has been developed to understand whether a workplace/factory has the capacity and resources to prevent GBVH from happening in the first place, to encourage and enable GBVH to be reported when it does happen and to respond to reports when they are made. This questionnaire can serve as a first step to gaining those insights and pave the way for further collaborative action.

For brands which use this questionnaire, it is important to emphasise to suppliers that this is not a compliance requirement but rather an opportunity to work collaboratively and seek solutions to complex workplace issues like GBVH. Suppliers should be encouraged to share as much information as they can, and brands should be very clear from the outset about how this information will be used.

## Framing the SAQ to suppliers

### Supplier Assessment Questionnaire: Addressing GBVH in the Workplace

This Supplier Assessment Questionnaire (SAQ) has been developed to support suppliers in evaluating and strengthening efforts to prevent Gender-Based Violence and Harassment (GBVH) in the workplace. It is designed to help identify existing practices, policies, and resources that contribute to a safe and respectful working environment.

Completing this questionnaire can help highlight areas of strength as well as opportunities for improvement—whether in preventing GBVH, creating a safe space for workers to report incidents, or ensuring appropriate responses when issues arise. This is intended to be a starting point for reflection and action, paving the way for ongoing improvements and collaboration around workplace well-being.

Sharing detailed and honest information will help build a clearer picture of current efforts and support future progress.

## Questions

- 1) **Do you have a workplace policy on GBVH?**
  - a. What is included in it?
  - b. How is GBVH defined and what, if any examples, are used to explain it?
  - c. Who is responsible for its implementation?
  - d. How is it communicated to the workforce?
- 2) **Do you have a system in place to understand where risks of GBVH are likely to occur? Please explain your approach.**
- 3) **Have you engaged workers on the topic of GBVH for example through a survey or discussion with worker representatives/trade unions? Please explain how this was done.**
- 4) **Do you have a grievance mechanism or channel for workers to report issues specifically related to GBVH?**
  - a. How is the workforce informed about the grievance mechanism?
  - b. How can workers make reports?
  - c. Who is responsible for receiving the complaints from the grievance procedure?
    - i. What role do workplace committees play here? (E.g. Internal Committee as per the POSH Act in India)
  - d. How are the grievances recorded?
  - e. How many grievances have you received in the last year?
  - f. What is the process for addressing them?
  - g. Does this process include aspects of dealing with more serious issues? Please explain.
  - h. How do you manage reports anonymously and/or confidentially?
  - i. How do you ensure that the victim or survivor is protected from any further harm when they report an issue?
- 5) **Do you have any trainings or awareness-raising interventions at your workplace that focus on GBVH, including sexual harassment? Please tell us about it.**
- 6) **Have you collaborated with a trade union and/or worker committee on any GBVH-related issues, for example, developing the GBVH policy, implementing the grievance mechanisms, addressing reported cases, providing training etc.? Please explain the nature of the collaboration.**
- 7) **Has your workplace participated in any programmes on GBVH, past or present? Would you be interested in this?**
- 8) **Have any of your other customers, past or present, engaged with you on the issue of GBVH? Please tell us in what way.**
- 9) **What challenges have you encountered in attempting to prevent, identify and respond to GBVH in your workforce? Please tell us about any areas where you could use further information or assistance.**
- 10) **What additional support would you require to address GBVH risks in your operations?**

## Suggested next steps following completion of the SAQ by suppliers:

The information from SAQ should be used as one source of information to support brands to decide next steps with suppliers. **Results should always be followed by further action to verify or better understand information shared by a supplier.**

- ▶ Compare and analyse the survey responses across suppliers to identify patterns, red flags and areas for further support. Consider using a traffic-light system to rate suppliers.
- ▶ Use the results to engage suppliers in dialogue by sharing feedback, highlighting good practices and areas for improvement. Engage in honest conversations and identify ways to support improvement efforts.
- ▶ Where there are gaps or inconsistent responses, follow-up with additional verification measures e.g. dialogue with the supplier or with worker representatives (if available) or needs assessment.
- ▶ Agree on improvements plans, with emphasis on engaging workers and their representatives, NGOs and local gender experts. Include clear timelines, accountability points, and follow-up milestones.
- ▶ Build capacity and provide support to suppliers by offering training, tools and resources on GBVH prevention in the workplace.
- ▶ Use the results to inform ongoing risk assessment and supplier performance monitoring. Make GBVH prevention part of supplier scorecards or contracts where appropriate.

