

# Sedex Members Ethical Trade Audit (SMETA) Report

Version 5.0 Dec 2014, 2/4 Pillar Audit; replaces version 4.0 May 2012

Supplier name:	<b>Cooperativa dos Fruticultores da Bacia Potiguar</b>	
Site country:	Brasil	
Site name:	<b>Rod BR 304 km 38 Parte do Contorno, Nova Betania, Mossoró, Rio Grande Do Norte, Brasil</b>	
Parent Company name (of the site):	<b>Cooperativa dos Fruticultores da Bacia Potiguar</b>	
SMETA Audit Type:	<input checked="" type="checkbox"/> 2-Pillar	<input type="checkbox"/> 4-Pillar
Date of Audit	Sep. 22; 23; 24 and 26, 2015	

## Audit Content:

- (1) A SMETA audit was conducted which included some or all of Labour Standards, Health and Safety, Environment and Business ethics. The SMETA Best Practice Guidance Version 5 December 2015 was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers, and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.
- (2) The audit scope was against the following reference documents
  - 2-Pillar SMETA Audit
    - ETI Base Code
    - SMETA Additions
      - Management systems and code implementation,
      - Entitlement to Work & Immigration,
      - Sub-Contracting and Home working,
  - 4-Pillar SMETA
    - 2-Pillar requirements plus
    - Additional Pillar assessment of Environment
    - Additional Pillar assessment of Business Ethics
  - The new ETI Working Hours Clause
    - Now integrated into this latest SMETA version.

Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non compliances on both the audit report, CAPR and on Sedex.





Audit Company Name: LSQA S.A.	Report Owner (payee): Cooperativa dos Fruticultores da Bacia Potiguar
Sedex Company Reference: (only available on Sedex System)	S 869672063170
Sedex Site Reference: (only available on Sedex System)	<p><b>Audited production sites:</b></p> <p>1. Fruta Vida (P000000040785)  2. Norfruit (PS974429034707)  3. J.M. Lopez Lima (P000000040787)</p> <p><b>Other production sites non audited:</b></p> <p>4. Agricola Bom Jesus (P000000040789)  5. Dina Dinamarca (P000000040784)</p>

Audit Conducted By			
Commercial	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>
NGO	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Trade Union	<input type="checkbox"/>	Brand Owner	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)	

Auditor Reference Number: (If applicable)	NA
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## SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

Any exceptions to this must be recorded here (e.g. different sample size): on agreement with main customer, a sampling plan has been applied: 3 sites have been selected by LSQA, and 1 audit-day was added for management system review. A combined report is elaborated and uploaded into SEDEX for all sites (5).

Auditor Name(s) (please list all including all interviewers):  
Lead auditor: Marcia Edna Sa de Andrade Nobre

Date: Sep. 30, 2015

## Non-Compliance Table

Issue (please click on the issue title to go direct to the appropriate audit results by clause)	Area of Non-Conformity (Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)			Record the number of issues by line*:		
	ETI Base Code	Local Law	Additional Elements (i.e. not part of ETI code )	NC	Obs	GE
0 Management systems and code implementation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
1 Employment Freely Chosen	<input type="checkbox"/>	<input type="checkbox"/>				
2 Freedom of Association	<input type="checkbox"/>	<input type="checkbox"/>				
3 Safety and Hygienic Conditions	<input type="checkbox"/>	<input type="checkbox"/>				
4 Child Labour	<input type="checkbox"/>	<input type="checkbox"/>				
5 Wages and Benefits	<input type="checkbox"/>	<input type="checkbox"/>				
6 Working Hours	<input type="checkbox"/>	<input type="checkbox"/>				
7 Discrimination	<input type="checkbox"/>	<input type="checkbox"/>				
8 Regular Employment	<input type="checkbox"/>	<input type="checkbox"/>				
8A Sub-Contracting and Homeworking		<input type="checkbox"/>	<input type="checkbox"/>			
9 Harsh or Inhumane Treatment	<input type="checkbox"/>	<input type="checkbox"/>				
10A Entitlement to Work		<input type="checkbox"/>	<input type="checkbox"/>			
10B2 Environment 2-Pillar		<input type="checkbox"/>	<input type="checkbox"/>			
10B4 Environment 4-Pillar		<input type="checkbox"/>	<input type="checkbox"/>			
10C Business Ethics		<input type="checkbox"/>	<input type="checkbox"/>			

\*Please note the table above records the total number of Non compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.

## Summary of Findings

Summary of main findings: (positive and negative)  
(Please give a short summary of the main findings per clause)

**The day of the audit, the auditor observed the harvesting, irrigation and other basic tasks of crop management; were visited the permanent facilities, storage areas (warehouses), laundry and packing plant.**

0 - The company has a good management system, the code was informed to all workers, through meetings.  
*/A empresa possui um bom sistema de gestão, o código foi informado para todos os trabalhadores, durante reuniões.*

1 - All employees work freely, there is no any indication that people are forced to work.  
*/Todos os funcionários trabalham livremente, Não há nenhuma indicação que as pessoas sejam forçadas a trabalhar.*

2 - The region has some unions and some employees are affiliated to them, union representatives visit the farms and talk to the workers.

*/ A região possui alguns sindicatos e alguns funcionários são afiliados a eles, os representantes do sindicato visita as fazendas e conversa com os trabalhadores.*

3 - The farm is certified GLOBALGAP and Tesco all training and installations for the well being of workers are provided, the safety standards are monitored by the technician in safety at work.

*/A fazenda é certificada pela GLOBALGAP e Tesco todos os treinamentos e instalações para o bem estar dos trabalhadores são providos, a norma de segurança são monitorados pelos técnicos em segurança do trabalho.*

4 - The policy of the company does not allow the hiring of children under 18 years, was not found any child working in the company.

*/A política da empresa não permite a contratação de menores de 18 anos, e não foi encontrado nenhum criança trabalhando na empresa.*

5 - All salaries are paid regularly. */Todos os salários são pagos regularmente.*

6 - Working hours are not excessive. However, one irrigator of the Fruta Vida farm does 2 extra hours everyday. */As horas de trabalho não são excessivas. Porém o irrigante da fazenda Fruta Vida faz 2 horas extras todos os dias.*

7 - It was not found hint of the discrimination in the company. */Não foi encontrado nenhum indício de discriminação na empresa.*

8 - It is provided regularly job to the worker. Monthly, all workers receive their salaries and all necessary information is available to workers */São providos regularmente emprego a todos os funcionários. Mensalmente, todos os funcionários recebem seus salários e todas as informações necessárias estão disponíveis aos trabalhadores.*

8A - The rules for all workers are the same */As regras são as mesmas para todos os trabalhadores*

9 - All workers are respected, there is no abuse, insults, etc. to any worker. */Todos os funcionários são respeitados, não existe abuso, insultos, etc a nenhum trabalhador.*

10A - All workers have the right to work. All national laws are respected. */Todos os trabalhadores possuem o direito a trabalhar. Todas as leis nacionais são respeitadas.*

10B2. During the document inspection it was evidenced that the company has a commitment to comply with the legal regulations regarding the protection of the environment. Legal requirements and procedures are well documented and implemented on the farm. */ Durante a inspeção da documentação evidenciou-se que a empresa tem um compromisso de cumprimento das normas legais em matéria de proteção do ambiente. Requisitos e procedimentos legais estão bem documentados e implementados na fazenda*

## Audit Details

Audit Details				
A: Report #:	BR-30.09.15			
B: Time in and time out (SMETA Best Practice Guidance and Measurement Criteria recommends 9.00–17.00 hrs. if any different please state why in the SMETA declaration )	Day 1 8:00 -17:30	Day 2 7:30 -17:00	Day 3 7:30 - 19:00	Day 4 7:30 - 15:00
C: Number of Auditor Days Used: (number of auditor x number of days)	4 day, one auditor			
D: Audit type:	<input type="checkbox"/> Full Initial <input checked="" type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other – Define			
E: Was the audit announced? (AAG recommends a window of three weeks for semi-announced, this gives optimum results)	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Semi – announced: Window detail:      weeks <input type="checkbox"/> Unannounced			
F: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
If <b>No</b> , why not? (Examples would be, site has not completed SAQ, site has not been asked to complete the SAQ.)				
G: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If <b>Yes</b> , please capture detail in appropriate audit by clause			
H: Auditor name(s) and role(s):	Marcia Edna Sá de Andrade Nobre, Auditor			
I: Report written by:	Marcia Edna Sá de Andrade Nobre			
J: Report reviewed by:	Ana Varsi			
K: Report issue date:	Sep. 30, 2015			
L: Supplier name:	Cooperativa dos Fruticultores da Bacia Potiguar			
M: Site name:	Rod BR 304 km 38 Parte do Contorno, Nova Betania, Mossoró, Rio Grande Do Norte, Brasil  <b>Audited production sites:</b> 1. Fruta Vida			

	<b>2. Norfruit</b> <b>3. J.M. Lopez Lima</b>  <b>Other production sites in the scope, not audited:</b> <b>4. Agricola Bom Jesus</b> <b>5. Dina Dinamarca</b>
N: Site country:	Brazil.
O: Site contact and job title:	<b>Emanuela Moreira Cunha</b> - Cooperative Manager and responsible for ETI compliance of all farms / <i>Emanuela Moreira Cunha - Gerente da cooperative e repsonsavel pelo ETI da cooperative e das fazendas.</i>
P: Site address: (Please include full address)	<b>Rod BR 304 km 38 Parte do Contorno, Nova Betania, Mossoró, Rio Grande Do Norte, Brasil</b>  <b>Audited production sites:</b>  <b>1. Fruta Vida: BR 304 Km 13, ona rural, Mossoro RN</b> <b>2. Norfruit: Sitio Aroeira, zona rural, Mossoro RN</b> <b>3. J.M. Lopez Lima: Sitio Jardim, Localidade de Pau Branco, zona rural, Mossoro RN</b>  <b>Other production sites in the scope, not audited:</b> <b>4. Agricola Bom Jesus: Sitio Toca da Raposa, zona rural, Mossoro RN</b> <b>5. Dina Dinamarca: Sitio Pau Branco, zona rural, Mossoro RN</b>
Site phone:	55 (84) 33141668
Site fax:	55 (84) 33141668
Site e-mail:	<a href="mailto:emanuela@copyfrutas.com">emanuela@copyfrutas.com</a>
Q: Applicable business and other legally required licence numbers: for example, business license no, and liability insurance	<b>Fazenda Fruta Vida (CNPJ: 10.731.217 / 0001-25)</b> <b>Fazenda Dina Dinamarca (CNPJ: 00.900.625 / 0001-00)</b> <b>Fazenda JM Lopes Lima (CNPJ: 11.922.335 / 0001-83)</b> <b>Fazenda Norfruit (CNPJ: 04.835.429 / 0001.50)</b> <b>Fazenda Agricola Bom Jesus Ltda (CNPJ: 08.061.652 / 0001.48)</b>
R: Products/Activities at site, for example, garment manufacture, electricals, toys, grower	<b>FOOD: PRODUCE: FRUIT: MELONS and WATERMELONS (production, Harvest and packing)</b>
S: Audit results reviewed with site management?	Yes
T: Who signed and agreed CAPR (Name and job title)	<b>Emanuela Moreira Cunha</b> - Cooperative Manager and responsible for ETI compliance of all farms / <i>Emanuela Moreira Cunha - Gerente da cooperative e responsavel pelo ETI da cooperative e das fazendas.</i>

U: Did the person who signed the CAPR have authority to implement changes?	Yes			
V: Present at closing meeting (Please state name and position, including any workers/union reps/worker reps):	<b>Emanuela Moreira Cunha</b> - Cooperative Manager and responsible for ETI compliance of all farms / <i>Emanuela Moreira Cunha - Gerente da cooperativa e repsonsavel pelo ETI da cooperative e das fazendas.</i>  <i>Fruta Vida-Antonia Arlee Negreiros-auxiliar de escritorio</i> <i>Norfruit – Vicente de Lemos Junior-agronomo</i> <i>JM Lopez-Maria Jesyka M. Maia-Cordenadora de qualidade</i>			
W: What form of worker representation / union is there on site?	<input checked="" type="checkbox"/> Union (Rural Workers Union of Mossoró-RN) <input type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None			
X: Are any workers covered by Collective Bargaining Agreement (CBA)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
Y: Previous audit date:	Oct. 2013			
Z: Previous audit type:		SMETA 2–pillar	SMETA 4–pillar	Other
	Full Initial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Periodic	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Full Follow–Up Audit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Follow–Up	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Partial Other*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	*If other, please define:			



## Audit Scope/Actual Results

Criteria	Local Law (Please state legal requirement)	Actual at the Site (Record site results against the law)	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: (Maximum legal and actual required working hours excluding overtime, please state if possible per day, week and month)	Legal maximum: 8 hour/day Máximo por lei: 8 horas/dia	8 hour/day 8 horas/dia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B: Legal Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week and month)	Legal maximum: 2 hour/day Máximo por lei: 2 horas/dia	2 hour/day 2 horas/dia	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Legal age of employment: (Minimum legal and actual minimum age at site)	Legal minimum: 18 years Mínimo por lei: 18 anos	18 years 18 anos	
D: Legal minimum wage for standard/contracted hours: (Minimum legal and actual minimum wage at site, please state if possible per hr, day, week and month)	Legal minimum: BRL 788.00 / month - Nacional Mínimo por lei: BRL 788,00/mês - Nacional	BRL 800.00 / month - Rural worker	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
E: Legal minimum overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week and month)	Legal minimum: 150% Mínimo por lei: 150%	150% primeiras 2 horas 200% domingos e feriados 150% first 2 hours 200% at sundays and holidays	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Audit Scope (Please select the code and additional requirements that were audited against during this audit)	
2-Pillar Audit	<input checked="" type="checkbox"/>
10B4: Environment 4-Pillar	<input type="checkbox"/>
10C: Business Ethics	<input type="checkbox"/>
All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors.	<input checked="" type="checkbox"/>

*Note: The main focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.*

*This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.*

## Audit Overview

Audit Overview			
	Management	Worker Representatives	
Audit attendance	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives were not present please explain reasons why (only complete if no worker reps present)	<i>Sim. Todas as fazendas possuem uma CIPATR quando necessario.</i> /Yes. All farms have a CIPATR when needed. Worker reps. were interviewed in different farms.		
E: If Union Representatives were not present please explain reasons why: (only complete if no union reps present)	<i>A cidade de Mossoró é distante do campo e a representante do sindicato não compareceu no dia da auditoria.</i> /Union is located in Mossoro, which is far from the farm and the union rep. did not show up during the audit.		
F: Site description: (Include size, location and age of site. Also include structure and number of buildings)	The company is located in Rod Br 304 Km 38 Parte do Contorno, Nova Betânia, Mossoró, Rio Grande do Norte, Brasil. The company is a group of producers, with 5 producers. The producers have melon and watermelons. Each farm is divided into lots with individual and unique identification. All the fruit harvest is carried through the packing plant to this unique wagon. The company has a central office, where the checks of payroll, and training records. All the management control is done by Coopyfrutas – the central management system.		
G: Site function:	<input type="checkbox"/> Agent <input type="checkbox"/> Factory Processing/Manufacturer <input type="checkbox"/> Finished Product Supplier <input checked="" type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider <input checked="" type="checkbox"/> Pack House <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-Contractor		
H: Month(s) of peak season: (if applicable)	Aug. to Dec.		

**I: Process overview:**

*(Include products being produced, main operations, number of production lines, main equipment used)*

Products being produced: Melon and watermelons

Main operations:

- Soil tillage
- Installation of irrigation system
- Placement munch
- Planting
- Placement and removal of the blanket 10 to 15 days after planting.
- Product protection (agrochemical applications)
- Fertilization
- Weed control.
- Harvest
- Packing of Melon and watermelons

**J: Attitude of workers:**

*(Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk*

Everyone involved with the audit, even during the interviews, showed active, hospitable and transparent behaviour. There are only positive aspects to be pointed out regarding the attitudes of all of them. Workers appear to be satisfied and accepting their working conditions.

*/Todos os envolvidos com a auditoria, mesmo durante as entrevistas, mostraram um comportamento ativo, hospitaleiro e transparente. Há apenas aspectos positivos a serem apontadas em relação as atitudes de todos eles. Os trabalhadores parecem estar satisfeitos e aceitam suas condições de trabalho.*

**K: Attitude of workers committee/union reps:**

*(Include their attitude to management, workplace and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk*

All employees are satisfied with the company's management, there were no comments about negative aspects.

*/Todos os funcionários estão satisfeitos com a administração da empresa, não há comentários sobre aspectos negativos*

**L: Attitude of managers:**

*(Include attitude to audit, and audit process. Both positive and negative information should be included)*

The factory managers were very collaborative during the audit and willing to improve any issue identified during the audit and at the closing meeting.

*/Os gerentes de fábricas colaboraram muito durante a auditoria e estavam dispostos a melhorar qualquer problema identificado durante a auditoria e na reunião de encerramento.*

## Key Information

Key Information (click on the key information title to go to appropriate section of the report)		
A: Do all workers (including migrant workers) have contracts of employment/employment agreements? <a href="#">(Go to clause 8 – Regular Employment)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Are maximum standard/contracted working hours clearly defined in contract/employment agreements? <a href="#">(Go to clause 8 – Regular Employment)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Were appropriate records available to verify hours of work and wages? <a href="#">(Go to clause 5 – Living Wage)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
D: Were any inconsistencies found? (if yes describe nature) <a href="#">(Go to Wages Table)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence	
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum? <a href="#">(Go to clause 5 – Living Wage)</a>	Wages found:  <input type="checkbox"/> Below legal min <input checked="" type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	Please indicate the breakdown of workforce according to earnings:  _____% of workforce earning under min wage 82% of workforce earning min wage 18% of workforce earning above min wage
F: % of piece rate workers: (if applicable)	N/A	
G: Do the standard/contracted hours stated in a contract/employment agreement exceed the law or 48 hours per week? <a href="#">(Go to clause 6 – Working hours)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
H: If yes, what are the standard/contracted hours per week as stated in the contract/employment agreement? <a href="#">(Go to clause 6 – Working hours)</a>	44 hrs/week	100% of <b>ALL</b> workers on these contacted hours
I: Combined hours (standard/contracted plus overtime = total hours) over 60 per week found? <a href="#">(Go to Working Hours Analysis)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
J: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If 'No', please explain:	

K: Are the correct legal overtime premiums paid? <a href="#">(Go to Wages Table)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium
L: Please state what actual OT is paid. (As a percentage of the workers standard rate) <a href="#">(Go to Working Hours Analysis)</a>	<p><i>Please give details of overtime premium as a % of standard wages:</i></p> <input type="checkbox"/> 0% <input type="checkbox"/> 1% – 115% <input type="checkbox"/> 116% – 124% <input checked="" type="checkbox"/> 125% – 199% <input checked="" type="checkbox"/> 200%+ Please give details: 150% over standard hourly wage on weekdays; and 200% on Sundays and holidays <i>150% em relação salário-hora normal em dias de semana; e 200% aos domingos e feriados.</i>
M: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
N: % of workers living in site provided accommodation (if applicable):	Average 5 farms: 21%  Approximately 58,2% of Norfrut and 50% of Dina workers live in site  <i>Aproximadamente:          58,82% dos funcionarios da Norfrut moram na fazenda          50% dos funcionarios da Dina moram na fazenda</i>
O: Age of youngest worker found: <a href="#">(Go to clause 4 – Child labour)</a>	18 years
P: Workers under 18 subject to hazardous work assignments? <a href="#">(Go to clause 3 – Health and Safety)</a>	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A
% of under 18's at this site (of total workers)	0 %
Q: What form of worker representation/union is there on site? <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input checked="" type="checkbox"/> Union Rural Workers' Union of Mossoró-RN <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None
R: Is it a legal requirement to have a union? <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
S: Is It a legal requirement to have a workers committee? <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
T: Is there any other form of effective worker/management communication channel? (Other than union/worker committee) <a href="#">(Go to clause 2 – Freedom of Association)</a>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: <i>Reuniões mensais com a gerencia e encarregados.          /Monthly meetings with management and commissioners.</i>

<p>U: Are there any External Processes?  <a href="#">(Go to clause 8A – Sub-contracting and Home working)</a></p>	<input type="checkbox"/> Sub-Contracting <input type="checkbox"/> Homeworking <input type="checkbox"/> Other External Process <input checked="" type="checkbox"/> No external processes
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## Management Systems

Management Systems:	
A: Nationality of Management	Brazilian
B: Gender breakdown of Management + Supervisors <i>(Include as one combined group)</i>	Male: 80 % Female 20 %
C: Majority nationality of workers	Brazilians
D: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	65 % of average total number of workers.
E: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
F: If <b>No</b> , why not?	N/A
G: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
H: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>Please describe: Is there a policy on the farm, widespread and known by managers and supervisors on the prohibition of child labor, and the age of the workers is verified in the documents by the human resources sector. About forced labor, harassment and discrimination meetings are held with supervisors on the subject, and meetings with representatives of the subject is also discussed.</p> <p><i>Existe uma política na fazenda, bem difundida e conhecida pelos gerentes e supervisores sobre a proibição do trabalho infantil, e na admissão a idade é verificada nos documentos de todos os trabalhadores pelo setor de recursos humanos. Sobre o trabalho forçado, assédio e discriminação são realizadas reuniões com os supervisores sobre o tema, e nas reuniões com os representantes o assunto também é discutido.</i></p> <p>A empresa possui um código de conduta e uma pasta onde constam todos os procedimentos da empresa como por exemplo:</p>



	<p>The company has a code of conduct and a folder which contains all company procedures such as:</p> <ul style="list-style-type: none"> <li>• Direitos humanos /Human Rights</li> <li>• Crianças e jovens trabalhadores – Trabalho infantil /Child and Young Workers – Child Labor</li> <li>• Emprego escolhido livremente /Employment freely chosen</li> <li>• Emprego Regular /Regular Job</li> <li>• Liberdade de Associação e direito a negociação coletiva /Freedom of association and right to collective bargaining</li> <li>• Condições de Trabalho Seguras e higiênicas /Safe and hygienic work conditions</li> <li>• Saúde e Segurança dos trabalhadores /Occupational Health and Safety</li> <li>• Igualdade de Oportunidades /Equal opportunities</li> <li>• Assédios, Práticas Indisciplinares, Discriminatórias /Harassment, undisciplined and discriminatory practice</li> <li>• Carga horaria de trabalho /Workload</li> <li>• Remuneração Salario /Wage Remuneration</li> <li>• Envolvimento comunitário /Community engagement</li> <li>• Ética nos negócios /Business Ethics</li> <li>• Suborno, corrupção e fraude /Bribery, corruption and fraud</li> </ul>
I: If <b>Yes</b> , is there evidence (an indication) of effective implementation? Please give details.	<p>The company has a procedure that prevents the hiring of children under 18 years. It request all the applicant's documentation and hiring is only made after the presentation of all the requested documentation. In all places there are information signs about company policy against forced labor, child labor, discrimination, harassment and abuse. It was checked some trainings on the topics above.</p> <p><i>/A empresa possui um procedimento que previne a contratação de crianças menores de 18 anos. Toda a documentação do requerente é solicitada e a contratação é feita apenas após a apresentação de toda a documentação requisitada. Em todas as partes, há informações sobre a política da empresa contra trabalho forçado, trabalho infantil, discriminação, assédio e abuso. Foram analisados alguns treinamentos sobre os tópicos acima.</i></p>
J: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<p><input checked="" type="checkbox"/> <b>Yes</b>  <input type="checkbox"/> <b>No</b></p> <p><b>Please describe:</b></p> <p>Trainings performed on September 2015 in all group companies, by the respective safety-at-work technician. Training Records checked.</p> <p><i>/Treinamentos ministrados no mês de setembro 2015 em todas as empresa do grupo, pelos seus respectivos técnicos em segurança no trabalho.</i></p>
K: If <b>Yes</b> , is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<p>Yes. Trainings performed on September 2015 in all group companies, by the respective safety-at-work technician.</p> <p><i>/Treinamentos ministrados no mês de setembro 2015 em todas as empresa do grupo, pelos seus respectivos técnicos em segurança no trabalho.</i></p>



<p>L: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&amp;S or any other grievances to a 3<sup>rd</sup> party?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe: There is in the company several suggestion boxes. <i>/Há nas empresas algumas caixas de sugestões.</i> Workers have direct contact with the unions and the Ministry of labor, in addition to meetings at the company with the representatives of employees and employers. <i>Os trabalhadores tem um contato direto com os sindicatos e Ministério do trabalho, além das reuniões na empresa com os representantes dos empregados e empregadores</i></p>
<p>M: If <b>Yes</b>, are workers aware of these channels? Please give details.</p>	<p>Yes /Sim. All workers know their rights and have direct contact with the unions and the Ministry of labor, in addition to meetings at the company with the representatives of employees and employers. <i>/Todos os trabalhadores conhecem seus direitos e tem um contato direto com os sindicatos e Ministério do trabalho, além das reuniões na empresa com os representantes dos empregados e empregadores.</i></p>
<p>N: Have health and safety risks been identified e.g. through internal audits, formal risk analysis process, worker involvement etc.?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe: There is a program of actions on health and safety "(PIASS) elaborated for all farms made by Emanuela Moreira da Cunha Cavalcante. The document evaluates all functions of farm, the risks, the necessity of trainings, as well as the safety equipments for individual or collective use. <i>/Existe um programa de implementação de acciones sobre la salud y la seguridad" (PIASS) elaborado para todas as fazendas por Emanuela Moreira da Cunha Cavalcante. El documento evalúa todas las funciones de finca, os riscos, a necessidade de treinamento, além dos equipamentos de segurança individual e coletivo a serem utilizados.</i></p>
<p>O: If <b>Yes</b>, has effective action been taken to reduce or eliminate these risks?</p>	<p>Trainings, lectures, mandatory use of protective equipment, identification of all hazardous sites found in the company, proper signage of the dangers, sizing extinguishers, quantitative risk assessment. <i>/Treinamentos, palestras, obrigatoriedade do uso dos equipamentos de proteção, identificação de todos os locais perigosos encontrados na empresa, sinalização adequada dos perigos, dimensionamento dos extintores, avaliação quantitativa dos riscos.</i></p>
<p>P: Are accidents recorded?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe: Não houve nenhum acidente nos últimos 12 meses. <i>/There were no accidents in the last 12 months.</i></p>
<p>Q: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work hours?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe:</p>

	<p>Some activities executed by rural workers can be measured in hours of work, such as harvesting of certain parcels, and the farm has records of these activities and workers involved. This way can be analyzed the working time performed.</p> <p><i>/Algumas atividades executadas pelos trabalhadores rurais podem ser medidas em horas de trabalho, como a colheita de certas parcelas, e a fazenda tem registros destas atividades e dos trabalhadores envolvidos. Desta forma, pode ser analisados o tempo de trabalho realizado .</i></p>
R: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	Yes
S: Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	GLOBALGAP and Tesco
T: Is there a Human Resources manager/department? If Yes, please detail.	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Please describe: Each farm has a person responsible for human resource with the function to check the time sheet, verification of payroll information, verify overtime pay, control payments and vacation, admissions and dismissals, etc.</p> <p><i>/Cada fazenda possui uma pessoa responsavel pelos recursos humanos com a função de conferir folha de ponto, verificação das informações da folha de pagamento, verificar pagamento de horas extras, controlar pagamento e período de ferias, admissões e demissões etc.</i></p>

## Worker Analysis

Worker Analysis								
	Local			Migrant				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – male	110	300	0	0	0	0	0	410
Worker numbers – female	38	47	0	0	0	0	0	85
Total	148	347	0	0	0	0	0	495
Number of Workers interviewed	31							31

### Contractors:

(Individuals supplying workers to site with the workers paid by contractors, not by site)

A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If <b>Yes</b> , how many workers supplied by contractors	N/A
C: Are all contractor workers paid according to law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If <b>Yes</b> , Please give evidence for contractor workers being paid according to law:	N/A

### Migrant Workers:

(Please see SMETA Best Practice Guidance and Measurement Criteria for definitions of migrant workers)

D: Originating Locations/Countries:	N/A
E: Type of work undertaken by migrant workers :	N/A
F: Were migrant workers recruited through an agency? If yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe:
If <b>Yes</b> , is there a contract with	N/A

the agency? Provide details of agencies and contractual arrangements including any fees lodged during the recruitment process.	
G: Does the site have a system for checking labour standards of agencies? If yes, please give details.	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe:
H: Percentage of migrant workers in company provided accommodation:	N/A

## Audit Results by Clause

### 0: Managements system and Code Implementation

[\(click here to return to NC Table\)](#)

- 0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.  
 0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.  
 0.3 Suppliers are expected to communicate this Code to all employees.  
 0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

#### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

#### Documents checked & comments:

- *Direitos humanos /Human Rights*
- *Crianças e jovens trabalhadores – Trabalho infantil /Child and Young Workers – Child Labor*
- *Emprego escolhido livremente /Employment freely chosen*
- *Emprego Regular /Regular Job*
- *Liberdade de Associação e direito a negociação coletiva /Freedom of association and right to collective bargaining*
- *Condições de Trabalho Seguras e higiênicas /Safe and hygienic work conditions*
- *Saúde e Segurança dos trabalhadores /Occupational Health and Safety*
- *Igualdade de Oportunidades /Equal opportunities*
- *Assédios, Práticas Indisciplinadas, Discriminatórias /Harassment, undisciplined and discriminatory practice*
- *Carga horaria de trabalho /Workload*
- *Remuneração Salario /Wage Remuneration*
- *Envolvimento comunitário /Community engagement*
- *Ética nos negócios /Business Ethics*
- *Suborno, corrupção e fraude /Bribery, corruption and fraud*

#### Description of Current Status:

01. *The systems for compliance to the Code rely on the several documents mentioned above. /O Sistema para a observância do código conta com diversos documentos mencionados acima.*  
 02. *The responsible for implementation and maintenance of the Code is Mrs. Emanuela Moreira da Cunha Cavalcante. /O responsável pela implementação e manutenção do código Emanuela Moreira da Cunha Cavalcante.*  
 03. *During the interviews with employees it was evidenced that the company has communicated the requirements of the Code. /Durante a entrevista com os funcionários ficou evidenciado que a empresa tem comunicado os requisitos do Código.*  
 04. *The main suppliers of the company is: The main suppliers of the company are: Rigesa (Cardboard Boxes), Fertine, Agrofert, Crop agrícola, terra fertil (Pesticides and fertilizers suppliers), Agristar (Seeds). (Listed suppliers have been communicated on the Code content. /Os fornecedores listados têm sido comunicados sobre o conteúdo do Código.*

*During this audit, a sampling plan has been applied: 3 sites out of five have been visited, and 1 day has been assigned to Management system review. Emanuela Moreira Cunha is the responsible for the implementation of the ETI base code in all farms and Coopyfrutas headquarters, as well as internal audit. Latest internal audits took place*

on the following dates:

Norfruit Sept 09, 2015

Dina Sept 11, 2015

JM Sept 10, 2015

Fruta Vida Sept 08, 2015

Agricola Bom Jesus Sept 12, 2015

*Emanuela Moreira Cunha é a pessoa responsável pela implementação do código em todas as fazenda e na sede da Coopyfrutas e pela auditoria interna. As auditoria internas foram realizadas nas seguintes datas:*

*Norfruit 09 de setembro de 2015*

*Dina 11 de setembro de 2015*

*JM 10 de setembro de 2015*

*Fruta Vida 08 de setembro de 2015*

*Agricola Bom Jesus 12 de setembro de 2015*

There are copies of all policies and procedures of Coopyfrytas in the farms, as well as the Internal Manual of Quality management, edition 001/2003 version 17 and Cod ORG GR 01.

*Existe uma copia de todas politicas e procedimento na Coopy Frutas nas fazendas, alem do Manual interno de Gestao da Qualidade, Edição 001/2003, versão 17 e Cod. ORG GR 01*

Emanuela Moreira is Agricultural Engineer and of Safety at work. Is Quality Manager of Coopyfrutas Group including GobaI.G.A.P., TESCO TN, ETI / SEDEX, FIELD to FORK, PIF TTPS, manager of main office responsible for environmental compliance and Labour legislation. Is responsible for total quality management, elaboration and implementation of all norms and internal audits for all programs in all 5 farms. Responsible for updates of processes and procedures, and training of quality team on the different production units.

*Emanuela Moreira da Cunha e Engenheira Agrônoma e de segurança no trabalho – CREA - RN: 2100215507 – Gerente Geral da Gestão de Qualidade do grupo Coopyfrutas abrangendo as normas GLOBALG.A.P. TN – TESCO NATURE'S – ETICA\SEDEX – FIELD TO FORK, PIF – TTPS - gerente do escritório central – responsável pelas obrigações ambientais junto a órgãos governamentais – responsável pelo cumprimento das leis do ministério do trabalho e emprego). Responsável por gestão da qualidade total, pelas elaborações e implantações das normas e auditorias internas de todos os selos de qualidade, nas cinco fazendas da organização de produtores e na coopyfrutas. Representante técnica de certificação em geral do PMO. É responsável em atualizar todas as mudanças nas normas e procedimentos dos selos e capacitar e treinar as equipes do sistema de gestão da qualidade nas unidades de produção.*

There is also a Company Doctor (Dr. Leonardo Lacerda de Barros, a Nurse (Sandra Andreia Duarte De Queiroz) And 2 Health Technician ( Welitania Bezerra De Sousa, Maria Edilania Dos Santos Oliveira Silva, 3 Safety At Work Technician (Antônio Rivanildo De Medeiros, Fernando Antônio De Lima, Francisco Sávio Lucas Santos Azevedo)

**Non-compliance:**

**1. Description of non-compliance:**

☐ NC against ETI/Additional Elements  
NA

☐ NC against Local Law

**Local law and/or ETI requirement:**

NA

**Recommended corrective action:**

NA

**Objective evidence observed: NA**

*(where relevant please add photo numbers)*

**Observation:**

**Description of observation:**

NA

**Local law or ETI requirement:**

NA

**Comments: NA**

**Objective evidence observed: NA**

**Good Examples observed:**

**Description of Good Example (GE):**

NA

**Objective evidence observed: NA**

## 1: Employment is Freely Chosen

[\(Click here to return to NC-table\)](#)

### ETI

1.1 There is no forced, bonded or involuntary prison labour. / Não há trabalho forçado, escravo ou trabalho prisional involuntário.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice. /Trabalhadores não são obrigados a se alojar em "depósitos" e seus documentos não ficam com seus empregadores e são livres para saírem do emprego após aviso prévio.

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

### Documents checked & comments:

- Direitos humanos /Human Rights
- Emprego escolhido livremente /Employment freely chosen
- Emprego Regular /Regular Job

### Description of current status:

During the interviews with employees it was evidenced that there is no forced labour. Workers mentioned there is a very good working environment. /Durante as entrevistas com os funcionários, foi evidenciado que não há trabalho forçado. Os trabalhadores mencionados acima possui um ambiente de trabalho muito bom.

Workers have been informed they can leave the employment after reasonable notice. /Os trabalhadores tem sido informados que eles podem deixar o emprego após aviso prévio.

There is no evidence of deposits being lodged or any costs transferred to workers. Only copies of documents are kept. Nao foi evidenciada a cobrança de depositos em dinheiro pelos trabalhadores, são solicitados as copias dos documentos.

### Non-compliance:

#### 1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law:

NA

Local law and/or ETI requirement

NA

Recommended corrective action:

NA

#### Objective evidence observed:

(where relevant please add photo numbers)



**Observation:**

**Description of observation:**

NONE

**Local law or ETI requirement:**

NA

**Comments:**

NA

**Objective evidence  
observed: NA**

**Good Examples observed:**

**Description of Good Example (GE):**

NA

**Objective evidence  
observed: NA**

## 2: Freedom of Association and Right to Collective Bargaining are Respected

[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key Information\)](#)

### ETI

2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively. / Trabalhadores, sem distinção, tem o direito se juntar ou formar sindicatos de sua própria escolha e de negociação coletiva

2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities. /O funcionário adota uma atitude aberta para as atividades dos sindicatos e suas atividades organizacionais.

2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace. /Os representantes dos trabalhadores não são discriminados e possui permissão a exercerem suas funções representativas no local de trabalho

2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining. / Sempre que o direito à liberdade de associação e negociação coletiva é restrita por lei, o empregador facilita, e não dificulta, o desenvolvimento de meios paralelos para a associação e negociação livre e independente.

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

### Documents checked & comments:

- Collective Labour Agreement 2015/2016 ("Convenção Coletiva de Trabalho 2015/2016")
- Liberdade de Associação e direito a negociação coletiva /Freedom of association and right to collective bargaining

### Description of current status:

All farm workers are members of the rural workers' union established in the region. This union was not founded specifically for this farm, but represents workers from several farms in the area.

*/Todos os funcionários da fazenda são membros dos sindicatos dos trabalhadores rurais estabelecidos na região. Este sindicato não foi fundado especificamente para esta fazenda, mas representa os trabalhadores de várias fazendas da região.*

The union occasionally visits the farm and organizes meetings with the workers. It has free access to the company. Workers pay a monthly contribution of BRL15.76 (fifteen Brazilian real and seventy-six cents) to the union, which is 2% of the minimum wage. This payment is deducted directly from the salary (in accordance with the authorization of the Social Contribution to Unions). The deduction is informed on the payslip.

*/A união ocasionalmente visita a fazenda e organiza reuniões com os trabalhadores. Tem acesso livre à empresa. Trabalhadores pagam uma contribuição mensal de BRL 15,76 (quinze reais e setenta e setenta e seis centavos) ao sindicato, que é de 2% do salário mínimo. Este pagamento é deduzido diretamente do salário (de acordo com a autorização da Contribuição Social para Sindicatos). A dedução é informada na folha de pagamento.*

The farm allows the entry of trade union representatives, provide rooms for meetings and activities of trade unions of workers. /A fazenda permite a entrada dos representantes dos sindicatos, disponibilizam salas para as atividades do sindicatos e reuniões dos trabalhadores.

Workers reported that they have easy access to the management and human resources sector.

*/Os Trabalhadores informaram que têm acesso fácil à gerência e ao setor de recursos humanos.*

Non-compliance:	
<b>1. Description of non-compliance:</b> <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law NA  <b>Local law and/or ETI requirement:</b> NA  <b>Recommended corrective action:</b> NA	<b>Objective evidence observed:NA</b> <i>(where relevant please add photo numbers)</i>

Observation:	
<b>Description of observation:</b> NA <b>Local law or ETI requirement:</b> NA <b>Comments:</b> NA	<b>Objective evidence observed:</b>

A: Name of union and union representative, if applicable:	Rural Workers' Union of Mossoró-RN	Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
B: If no union what is parallel means of consultation with workers e.g. worker committees?	<p>Workers comitees in all farms:  JM Lopez  Paulo Ricardo da Silva  Francisco Maicon Negreiros  Paulo Pereira</p> <p>Bom Jesus  Marcos Antonio de Souza  Francisco das Chagas F. Dantas  Jose Paz Lima Filho</p> <p>Norfruit  Leticia Batista da Silva  Robson Dantas de Oliveira  Chrithon Kelly da Silva  Maria Jucilene da Silva</p> <p>Dina  Erika Bethania de O. Mendes  Italo Thiago da Silva Maia  Damiao Dantas da Silva  Antonio Marcos da Silva</p>	Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

C: Were worker representatives/union representatives interviewed	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , please state how many: There were interviewed 2 Worker's representatives. <i>Foi entrevistado 2 representantes dos trabalhadores Norfruit - Robson Dantas de Oliveira JM Lopez - Paulo Ricardo da Silva</i>		
D: State any evidence that union/workers committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Employee representatives and employees, monthly meet to discuss the difficulties encountered. <i>Sim. Os representantes dos funcionários mensalmente se reúnem para discutir as dificuldades encontradas</i> Examples of topics discussed in meetings (records checked): <ul style="list-style-type: none"> <li>• 20 Ago, 2015 - JM Lopez- CIPATR: fire extinguishers recharge, general housekeeping / <i>Dia 28 de Agosto de 2015 foi realizada reuniao na fazenda JM Lopez com os membros da CIPATR, entre outros assuntos foi dicutido sobre a necessidade de recarga dos extintores e realização da limpeza da fazenda.</i></li> <li>• 28 Ago, 2015 - Bom Jesus – CIPATR: mandatory use of helmet inside the farm / <i>Dia 28 de Agosto de 2015 foi realizada reuniao na fazenda Bom Jesus com os membros da CIPATR, entre outros assuntos foi dicutido sobre a obrigatoriedade do uso do capacete dentro da fazenda.</i></li> <li>• 30 Ago, 2015 – Norfruit – CIPATR: participation of everybody on health and safety performance / <i>30 de Agosto de 2015 foi realizada reuniao na fazenda Norfruit com os membros da CIPATR, entre outros assuntos foi dicutido sobre a participação de todos na manutenção da segurança.</i></li> <li>• 30 Ago, 2015 - DINA – CIPATR: gratefulness towards management for training incentives / <i>30 de Agosto de 2015 foi realizada reuniao na fazenda Dina com os membros da CIPATR, entre outros assuntos foi feito um agradecimento a direção pelo incentive aos treinamentos.</i></li> </ul>		
E: Are any workers covered by Collective Bargaining Agreement (CBA)	Yes.		
F: If <b>Yes</b> what percentage by trade Union/worker representation	<table border="1"> <tr> <td data-bbox="614 1415 1034 1644">           100% workers covered by Union CBA             Union members:            Norfruit 80%            Jm 100%            Fruta Vida 90%         </td><td data-bbox="1034 1415 1490 1644">           _____% workers covered by worker rep CBA         </td></tr> </table>	100% workers covered by Union CBA  Union members: Norfruit 80% Jm 100% Fruta Vida 90%	_____% workers covered by worker rep CBA
100% workers covered by Union CBA  Union members: Norfruit 80% Jm 100% Fruta Vida 90%	_____% workers covered by worker rep CBA		
G: If <b>Yes</b> , does the Collective Bargaining Agreement (CBA) include rates of pay	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Good Examples observed:	
Description of Good Example (GE): NA	Objective evidence observed:

### 3: Working Conditions are Safe and Hygienic

[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key Information\)](#)

#### ETI

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

#### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

#### Documents checked & comments:

- Management Program for Health, Safety and Environment in Rural Labour ("PIASS - Programa de Gestão em Saúde, Segurança e Meio Ambiente no Trabalho Rural")
- Condições de Trabalho Seguras e higiênicas /Safe and hygienic work conditions
- Saúde e Segurança dos trabalhadores /Occupational Health and Safety

#### Description of current status:

The document that describes all related actions taken on the farm is the PIASS (Management Program in Health, Safety and Environment in Rural Work), which has been elaborated by professionals of this field Emanuela Moreira da Cunha Cavalcante (Technician in Safety at Work).

Each farm has an annual training program, defined by each H&S technician and supported / monitored by Emanuela.

Workers have access to clean facilities.

*/O documento que descreve todas as ações tomadas relacionadas a fazenda é o PPRA (Programa de Gestão de saúde, Segurança e Meio Ambiente no Trabalho Rural), que tem sido elaborado por profissionais da área – Emanuela Moreira da Cunha Cavalcante - Técnica em segurança no trabalho.*

*Os trabalhadores possuem acesso a instalações limpas.*

Treinamentos /Trainings:

Norfruit:

- All workers exposed to risks of accidents and injuries at work were trained on Aug. 05, 2015 by Francisco Sergio Lucas Santos Azevedo. /Todos os trabalhadores que são expostos a riscos de acidentes e lesões no trabalho foram treinados em 05 de agosto de 2015 por Francisco Sergio

*Lucas Santos Azevedo .*

- There are records of a basic training in hygiene, with the participation of management and employees on Sep. 14, 2015 by *Francisco Sergio Lucas Santos Azevedo.. /Existem registros de treinamentos básicos em higiene, com a participação do gerente e funcionários, em 14 de setembro de 2015 por Francisco Sergio Lucas Santos Azevedo ..*
- All workers who handle pesticides have been trained on Jun. 29, 2015 by *Francisco Sergio Lucas Santos Azevedo . /Todos os funcionários que manejam pesticidas foram treinados, em 29 de junho de 2015 por Francisco Sergio Lucas Santos Azevedo ..*
- The farm employees were trained in First Aid, on Jul. 07 2015 by Sandra Andreia Duarte de Queiroz (nurse). */Os funcionários da fazenda foram treinados em Primeiros Socorros, Jul. 07 2015 by Sandra Andreia Duarte de Queiroz (enfermeira).*
- Combate a Incendio com simulacao de abandon do local de trabalho em virtude de qualquer acidentemte, emergencia e outros sinistros, em 22 de setembro de 2015, por *Francisco Sergio Lucas Santos Azevedo (Tecnico m Seguranca no trabalho).*

Fruta Vida:

- Riscos, Etica e Responsabilidade social na empresa em 21 de setembbro de 2015 por Fernando Antonio de Lima (Tecnico em Seguranca no Trabalho).
- All workers exposed to risks of accidents and injuries at work were trained on Aug. 19, 2015 by Fernando Antonio de Lima.
- The farm employees were trained in First Aid, on Jul. 09 2015 by Sandra Andreia Duarte de Queiroz (nurse).
- All workers who handle pesticides have been trained on Aug. 03 and 04, 2015 by Fernando Antonio de Lima.

JM Lopez:

- Riscos, Etica e Responsabilidade social na empresa em 23 de setembbro de 2015 por Fernando Antonio de Lima (Tecnico em Seguranca no Trabalho).
- All workers exposed to risks of accidents and injuries at work were trained on Aug. 04, 2015 by Fernando Antonio de Lima.
- The farm employees were trained in First Aid, on Jul. 07 2015 by Sandra Andreia Duarte de Queiroz (nurse).
- Treinamento sobre tabagismo e alcoolismo on Aug. 18, 2015 by Sandra Andreia Duarte de Queiroz (nurse).
- Treinamento sobre DST e AIDS on Aug. 04, 2015 by Sandra Andreia Duarte de Queiroz (nurse).
- Treinamento sobre saude masculine e feminina on Aug. 11, 2015 by Sandra Andreia Duarte de Queiroz (nurse).
-

Non-compliance:	
<b>1. Description of non-compliance:</b> <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law  NA <b>Local law and/or ETI requirement</b> NA <b>Recommended corrective action:</b> NA	<b>Objective evidence observed:NA</b> <i>(where relevant please add photo numbers)</i>

Observation:	
<b>Description of observation:</b> NA  <b>Local law or ETI requirement:</b> NA  <b>Recommended corrective action:</b> NA	<b>Objective evidence observed:NA</b>

Good Examples observed:	
<b>Description of Good Example (GE):</b>  NA	<b>Objective Evidence Observed:NA</b>



#### 4: Child Labour Shall Not Be Used

[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key Information\)](#)

##### ETI

4.1 There shall be no new recruitment of child labour.

4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.

4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

#### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

#### Documents checked & comments:

- Crianças e jovens trabalhadores – Trabalho infantil /Child and Young Workers – Child Labor

#### Description of current status:

During interviews with employees and verified through document review, it was evidenced that minors are not hired. Workers mentioned during interviews that in order to be employed at the farm, the minimum age is necessarily 18 years.

*/Durante entrevistas com funcionários e verificado através de documentos, foi evidenciado que menores de idade não são contratados. Os trabalhadores mencionados durante entrevistas que, a fim de ser empregado na fazenda, a idade mínima é necessariamente 18 anos.*

#### Non-compliance:

##### 1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law

NA

Local law and/or ETI requirement: NA

Recommended corrective action: NA

##### Objective evidence

observed: NA

*(where relevant please add photo numbers)*

#### Observation:

Description of observation: NA

Local law or ETI requirement: NA

Comments: NA

Objective evidence

observed: NA

#### Good Examples observed:

Description of Good Example (GE):

NA

Objective Evidence

Observed: NA

## 5: Living Wages are Paid

[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key information\)](#)

### ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

### Documents checked & comments:

- Payslips

### Description of current status:

Salaries are updated once a year, as determined by national legislation.

Workers confirmed they receive their payment on time. The payslip is very detailed and includes all deductions, ordinary and overtime hours, as well as hours worked on holidays and Sundays, which are paid in double. It is not common for employees to work on holidays or Sundays, but the company pays those days as determined by law. Workers receive many benefits. According to interviewed workers, union representatives visit the farm randomly in order to verify working conditions.

*/Os salários são atualizados uma vez ao ano, como determinado pela legislação nacional.*

*Trabalhadores confirmaram que eles recebem seus pagamentos em dia. A folha de pagamento é muito detalhada e inclui todas as deduções, horas normais e extras, bem como horas trabalhadas nos feriados e Domingos, que são pagas em dobro. Não é comum para os funcionários trabalhar nos feriados ou Domingos, mas a empresa paga estes dias como determinado por lei.*

*Os trabalhadores recebem muitos benefícios. De acordo com os trabalhadores entrevistados, os representantes do sindicato visita a fazenda aleatoriamente, a fim de verificar as condições de trabalho.*

The current minimum wage is 788.00 reais. Minimum wages in the rural sector 800.00 reais

All employees before they are hired are informed of salary, to be hired they need to sign a contract confirming the working hours and salary.

There are no deductions against evaluated in check; and interview workers reported that the company does not make any deduction in their wages.

*/O salário mínimo atual é de 788,00 reais.*

*Salário mínimo do setor rural 800,00 reais*

*Todos os trabalhadores antes de serem contratados são informados do salário, ao serem contratados assinam um contrato confirmando a jornada de trabalho e o salário.*

*Não existem deduções nos contra cheque avaliados e em entrevista os trabalhadores informaram que a empresa não faz nenhuma dedução no seu salário*

Non-compliance:	
<b>1. Description of non-compliance:</b> <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law  <b>Local law and/or ETI requirement:</b>  <b>Recommended corrective action:</b>	<b>Objective evidence observed:</b> <i>(where relevant please add photo numbers)</i>

Observation:	
<b>Description of observation:</b>  <b>Local law or ETI requirement:</b>  <b>Comments:</b>	<b>Objective evidence observed:</b>

Good Examples observed:	
<b>Description of Good Example (GE):</b>	<b>Objective Evidence Observed:</b>

Wages analysis:		
<a href="#">(Click here to return to Key Information)</a>		
<b>A: Sample Size Checked</b> <i>(State number of worker records checked and from which weeks/months – should be current, peak and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	31 Norfruit - 11 interviewees Fruta vida - 10 interviewees JM Lopez - 10 interviewees	
<b>B: Are there different legal minimum wage grades? If Yes, please specify all.</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  by collective agreements	If <b>Yes</b> , please give details: The minimum in the country is independent in the category, but collective agreements determine a minimum for activities that are not considered unskilled as an example (tractor, administrative, storekeeper and field auxiliaries etc.). /O mínimo no país é independente na categoria, porém as convenções coletivas determinam um mínimo para as atividades que não são consideradas braçais como exemplo (tratorista, administrativo, almoxarife e auxiliares de campo etc).

C: If there are different legal minimum grades, are all workers graded correctly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If <b>No</b> , please give details:
D: What deductions are required by law e.g. social insurance? Please state all types:	Social Security ("INSS - Instituto Nacional de Seguridade Social") Income Tax ("Imposto de Renda") Trade Union Contribution ("Contribuição Sindical")	
E: Have all of these deductions been made? Please list all deductions that have/have not been made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If <b>Yes</b> , Please list all deductions that have been made: Social Security ("INSS - Instituto Nacional de Seguridade Social") Income Tax ("Imposto de Renda") Trade Union Contribution ("Contribuição Sindical")  If <b>No</b> , please give details on any deductions which have <b>not</b> been made:
F: Industry norm for this region: (please include time period e.g. hour/week/month)	BRL 788,00 /month / BRL 788,00/mês BRL 800,00 /month / BRL 800,00/mês for rural workers. determinado na convenção coletiva /determined in the collective convention	

Wages table			
<a href="#">(Click here to return to Key information)</a>			
Worker Type	Process Operator (Lowest paid)	Process Operator (Average paid)	Process Operator (Highest paid)
<i>Select from individual worker records one worker from, lowest, average and highest wages and populate the boxes. Ensure comparison is made for same pay period and only uses full-time workers. See SMETA Best Practice Guidance and Measurement Criteria for completing this:</i>			
A: Pay period: (State month selected)	Monthly - August Fruta vida	Monthly – August Norfrut	Monthly – August JM Lopez Lima
B: <b>Anonymous</b> Employee Reference/Dept.	Rural worker / Trabalhador Rural	Rural worker Trabalhador Rural	Rural worker Trabalhador Rural
C: Employee Gender	Female /Feminino	Male /Masculino	Male /Masculino
D: Contracted/Standard working hours: (excluding OT – please include time period e.g. hour/week/month)	44 hours/week 44 horas/semana	44 hours/week 44 horas/semana	44 hours/week 44 horas/semana

E: Contracted /Standard work pay rate: (excluding OT – please include time period e.g. hour/week/month)	BRL 800,00 /month	BRL 800,00 /month	BRL 800,00 /month
F: Standard day overtime – hours: (please include time period e.g. hour/week/month)	0	15 OT hours (this month) to 150%	2 OT hours (this month) to 150%
G: Standard day overtime – wage: (please include time period e.g. hour/week/month)	0	BRL 81,82 / 15 OT hours (this month)	BRL 10,91 / 2 OT hours (this month)
H: Rest day overtime – hours: (please include time period e.g. hour/week/month)	0	0	0
I: Rest day overtime – wage: (please include time period e.g. hour/week/month)	0	0	0
J: Statutory Holiday overtime – hours: (please include time period e.g. hour/week/month)	0	0	0
K: Statutory holiday OT – wages: (please include time period e.g. hour/week/month)	0	0	0
L: Total overtime hours: (please include time period e.g. hour/week/month)	0	BRL 81,82 / 15 OT hours (this month)	BRL 10,91 / 2 OT hours (this month)
M: Incentives/Bonus/ Allowances etc.: (please include time period e.g. hour/week/month)	0	Productivity Bonus BRL 70,00	0
N: Gross wages: (please include time period e.g. hour/week/month)		BRL 800,00 /month  Regular overtime BRL 81,82	BRL 800,00 /month  Regular overtime BRL 10,91  Remunerated weekly rest BRL 2,10
	Total BRL 800,92 /month	Total BRL 967,74 /month	Total BRL 813,13 /month

O: Social insurance and other deductions; please list which and amount.	Social Insurance: BRL 64,00 /month  Meal ticket BRL 1,00  Advance Compensation BRL 320,00 /month       Total BRL 385,92 / this month	Social Insurance: BRL 76,37 /month  Meal ticket BRL 24,50 /month  Advance Compensation BRL 320,00 /month  Loss of rest day remuneration BRL 2,48 /month  Absence BRL 12,90 /month    Total BRL 436,74 / this month	Social Insurance: BRL 65,04 /month  Contribuição sindical / union dues BRL 15,76 /month  Advance Compensation BRL 320,00 /month       Total BRL 401,13 / this month
P: Actual wage paid after deduction: (please include time period e.g. hour/week/month)	BRL 415,00 /month	BRL 531,00 /month	BRL 412,00 /this month
Comments: (Please state here any specific reasons/circumstances that explain the lowest and highest gross wages)			
<p>Made in sampling, there was no change in gross wages of rural workers in August.</p> <p>When there is absenteeism, the worker loses the benefit of remunerated Sunday. There are productivity bonus (benefit related to reaching productivity targets).</p>			
Q: Is there a defined living wage: <i>This is <u>not</u> normally minimum legal wage. If answered Yes please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please specify amount/time period:		
R: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
S: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: All payment vouchers reviews show that the wages are the same for equivalent categories. It has been also corroborated by interviews with workers.		

	<i>/Todos os comprovantes de pagamentos avaliados mostram que os salários são os mesmos para as categorias equivalentes. Isto foi também comprovado por entrevistas com funcionários.</i>
T: How are workers paid:	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Check <input type="checkbox"/> Bank Transfer <input type="checkbox"/> Other If other explain:

## 6: Working Hours are not Excessive

[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key Information\)](#)

### ETI

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where **all** of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

#### Documents checked & comments:

- Payslips (Folhas de pagamento)
- Carga horaria de trabalho /Workload
- Work contracts

#### Description of current status:

During the inspection of payslips (31) it was evidenced that working hours comply with the requirements of the Code. All overtime is correctly remunerated, as evidenced during payslips review and employees interviews.

*20 % dos trabalhadores fazem o maximo de horas extras no periodo da safra -12 hs extras / sem (media de todas as fazendas), todos os trabalhadores de packing fazem hora extra de todas as fazendas*

All packing workers in all farms are working 12 hs OT during peak season. This represents 20% of total workers.



Mr. Antonio Leudo Maia Pereira, irrigation employee, is doing 2 overtime hours every day, all year round.  
*Antonio Leudo Maia Pereira, irrigante da fazenda Fruta Vida, faz 2 horas extras todos os dias.*  
 2 OT hours/day is legal, overtime is voluntary and remunerated adequately. Although there are structural (all year round,) the total worked hours are below 60 hs /week (44 regular + 12 OT).

#### Non-compliance:

##### 1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law

Local law and/or ETI requirement:

Recommended corrective action:

##### Objective evidence observed:

(where relevant please add photo numbers)

#### Observation:

Description of observation:

Local law or ETI requirement:

Comments:

##### Objective evidence observed:

#### Good Examples observed:

Description of Good Example (GE):

##### Objective Evidence Observed:

<b>Working hours analysis</b> Please include time period e.g. hour/week/month <a href="#">(Go back to Key information)</a>			
<b>Systems &amp; Processes</b>			
A: What timekeeping systems are used: time card etc.	Time card		
B: Sample Size Checked (State number of worker records checked and from which weeks/months and type – should be current, peak and random/low: See SMETA Best Practice Guidance and Measurement Criteria)	<b>31</b>  <b>10 Fruta Vida</b> <b>10 JM Lopez</b> <b>11 Norfruit</b>		
C: Do ALL workers have contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, state which type of workers do NOT have contracts/employment agreements:  NA	
D: Are standard/contracted working hours defined in <b>all</b> contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, please state which type of workers do NOT have standard hours defined in contracts/employment agreements.  NA	
E: Are there any other types of contracts/employment agreements used?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, Please complete as appropriate: <input type="checkbox"/> 0 hrs <input type="checkbox"/> Part time <input type="checkbox"/> Variable hrs <input type="checkbox"/> Other If "Other", Please define: NA	
<b>Standard/Contracted Hours worked</b>			
F: Do standard/contracted standard hours ever exceed the law <b>or</b> 48 hours per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES give details and comparison (local law/48 hrs week)  NA	
G: What are the actual standard/contracted hours worked in sample (State per week/month)	Highest hours:	44 hs / week	
	Lowest hours:	44 hs/ week	

H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If YES, Please give details					
<b>Overtime Hours</b>							
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	12,00/ week					
	Lowest OT hours:	2,00/ week					
J: Range of overtime hours over all workers/or as large a sample as possible. (State per week/month and details)	02 to 12 OT hs / week in 01 rural workers - Irrigator 02 to 12 OT hs / week in 3 packing workers.						
K: Approximate percentage of workers on highest overtime hours	20,00%						
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	Please detail evidence e.g. Wording of contract/employment agreement/handbook/worker interviews/refusal arrangements:					
		<p>The interviews show that overtime is done voluntarily, are not made many overtime when they occur, they are made only 2 extra hours per day. The request to carry out the overtime is done verbally to workers and no worker feels obliged to work overtime in the company.</p> <p><i>As entrevistas comprovam que as horas extras são feitas voluntariamente, não são feitas muitas horas extras quando ocorrem, são feitas apenas 2 horas extras por dia. A solicitação para a realização das horas extras é feita verbalmente ao trabalhador e nenhum trabalhador se sente obrigado a fazer horas extras na empresa.</i></p>					
<b>Overtime Premiums</b>							
M: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please give details of normal day overtime premium as a % of <b>standard</b> wages:					
		<input type="checkbox"/> 0%	<input type="checkbox"/> 1 – 115%	<input type="checkbox"/> 116 – 124%	<input type="checkbox"/> 125 – 149%	<input checked="" type="checkbox"/> 150 – 199%	<input checked="" type="checkbox"/> 200%+
		Any other comments:  50% over standard hourly wage on weekdays (150%); and 100% extra on Sundays and holidays (as determined by collective bargaining agreement) (200%). <i>50% em relação salário-hora normal em dias de semana</i>					

		(150%) e 100% aos domingos e feriados (conforme determinado pelo acordo coletivo) (200%)
<p>N: ETI Code requires a prevailing standard to give greatest worker protection.</p> <p>If a site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<input type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other	
	Please explain any checked boxes in N above e.g. detail of consolidated pay CBA or Other.	
	NA	
<b>Rest Days</b>		
<p>O: Are workers provided with 1 day off in every 7-day-period, or 2 in 14-day-period (where the law allows)?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>Maximum number of days worked without a day off (in sample):</p>
		Work from Monday to Saturday and Sunday off.
<b>Total Hours</b>		
<p>P: Range of total hours: (Quote highest and lowest please include time period e.g. hour/week/month)</p>	Highest total hours	56,00h/ week
	Lowest total hours	44,00h/ week
<p>R: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant. Multi select is possible.</p>	<input type="checkbox"/> <b>Overtime is voluntary</b> <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons	
	Please explain any checked boxes in R above	
	NA	
<p>Comments: (please state here any specific reasons/circumstances that explain the highest working hours)</p>		
<p>Please add details of examples where the site has demonstrated "exceptional circumstances".</p> <p>NA</p> <p>Please give details of any appropriate safeguards in place at the time of the 60+ hours working.</p> <p>NA</p> <p>Any other comments:</p> <p>NA</p>		

## 7: No Discrimination is Practiced

[\(Click here to return to NC-table\)](#)

### ETI

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

#### Documents checked & comments:

- Igualdade de Oportunidades /Equal opportunities
- Assédios, Práticas Indisciplinares, Discriminatórias /Harassment, undisciplined and discriminatory practice

#### Description of current status:

Workers mentioned during interviews that there is no discrimination in hiring, promotions or personnel trainings. All workers have equal rights. Women can achieve high positions at the farm.

*/Os trabalhadores mencionaram que durante as entrevistas que não há discriminação na contratação, promoção ou treinamento do pessoal. Todos os trabalhadores possui direitos iguais. As mulheres podem alcançar posições elevadas na fazenda.*

There were no differences of wages for workers with the same function. Men and women work together without discrimination and do activities compatible with their qualifications.

Workers come to the company looking for work, or are indicated by former workers, they are instructed to fill out a form, then they are hired. Managers are female and male.

*/Não foram encontradas divergências de salários para trabalhadores com a mesma função. Homens e mulheres trabalham juntos sem nenhuma discriminação e fazem atividades compatíveis com a sua qualificação.*

*Os trabalhadores vem a empresa procurar trabalho, ou são indicados pelos outros funcionários que já trabalham na empresa, são orientados a preencher uma ficha, são contratados. Os gerentes são do sexo feminino e masculino.*

Non-compliance:	
<b>1. Description of non-compliance:</b> <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law  <b>Local law and/or ETI requirement:</b>  <b>Recommended corrective action:</b>	<b>Objective evidence observed:</b> <i>(where relevant please add photo numbers)</i>

Observation:	
<b>Description of observation:</b> <b>Local law or ETI requirement:</b> <b>Comments:</b>	<b>Objective evidence observed:</b>

Good Examples observed:	
<b>Description of Good Example (GE):</b>	<b>Objective Evidence Observed:</b>

## 8: Regular Employment Is Provided

[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key Information\)](#)

### ETI

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

### Documents checked & comments:

- Emprego Regular /Regular Job
  - Worker files: Work contracts and payslips

### Description of current status:

All employees are hired directly by the company. During the inspection of worker files, it was evidenced that all legal documents for hiring workers are kept in the files.

*/Todos os funcionários são contratados diretamente pela companhia. Durante a inspeção dos arquivos dos trabalhadores, ficou evidenciado que todos os documentos legais para contratação dos trabalhadores são armazenados nos arquivos.*

### Non-compliance:

#### 1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law

#### Local law and/or ETI requirement:

#### Recommended corrective action:

#### Objective evidence observed:

*(where relevant please add photo numbers)*

Observation:	
<b>Description of observation:</b> <b>Local law or ETI requirement:</b> <b>Comments:</b>	<b>Objective evidence observed:</b>

Good Examples observed:	
<b>Description of Good Example (GE):</b>	<b>Objective Evidence Observed:</b>



## 8A: Sub-Contracting and Homeworking

[\(Click here to return to NC-table\)](#)  
[\(Click here to return to Key Information\)](#)

8A.1. There should be no sub-contracting unless previously agreed with the main client.

8A.2. Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

*Note to auditor on homeworking:*

*Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.*

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

### Current systems:

There is no subcontracting, homeworking or external processing.

Fruit is produced and processed in the site.

/Não há subcontratado, trabalho em casa ou processos externos.

A fruta é produzida e processada no local

### Non-compliance:

#### 1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

**Local law and/or ETI /Additional Elements requirement:**

**Recommended corrective action:**

#### Objective evidence observed:

*(where relevant please add photo numbers)*

### Observation:

**Description of observation:**

**Local law or ETI/Additional elements requirement:**

**Comments:**

**Objective evidence observed:**

### Good Examples observed:

**Description of Good Example (GE):**

**Objective Evidence Observed:**

Summary of sub-contracting – if applicable NOT APPLICABLE /NÃO APLICÁVEL	
A: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , summarise details:
B: Number of sub-contractors/agents used	
C: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , summarise details:
D: What checks are in place to ensure no child labour is being used and work is safe?	
E: What processes are sub-contracted?	

Summary of homeworking – if applicable NOT APPLICABLE /NÃO APLICÁVEL			
F: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , summarise details:		
G: Number of homeworkers	Male:	Female:	Total:
H: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents		
I: If through agents, number of agents			
J: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
K: How does site ensure worker hours and pay meet local laws for homeworkers?			
L: What processes are carried out by homeworkers?			
M: Are written agreements in place for homeworkers that include regular employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
N: Are full records available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No		

## 9: No Harsh or Inhumane Treatment is Allowed

[\(Click here to return to NC-table\)](#)

### ETI

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

#### Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Documents checked & comments:

- Direitos humanos /Human Rights

Description of current status:

Workers mentioned that treatment from superiors and managers is very respectful.

/Os trabalhadores mencionaram que o tratamento dos superiores e gerentes é muito respeitoso.

### Non-compliance:

#### 1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law

Local law and/or ETI requirement:

Recommended corrective action:

#### Objective evidence observed:

(where relevant please add photo numbers)

### Observation:

Description of observation:  
Local law or ETI requirement:  
Comments:

Objective evidence observed:

### Good Examples observed:

Description of Good Example (GE):

Objective Evidence Observed:

## 10. Other Issue areas: 10 A: Entitlement to Work and Immigration

[\(Click here to return to NC-table\)](#)

### Additional Elements

10A1 Only workers with a legal right to work shall be employed or used by the supplier.

10A2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

10A3 Employment agencies must only supply workers registered with them.

10A4 The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

### Current Systems and Evidence Examined

*To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.*

#### Documents checked & comments:

- Worker files

#### Description of current status:

The company only hires workers with all legal rights to work.

All workers are hired directly by the company.

There are no foreign workers in the company.

A empresa contrata somente trabalhadores com todos os direitos legais para trabalhar.

Todos os trabalhadores são contratados diretamente pela a empresa.

### Non-compliance:

#### 1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

Local law and/or ETI /Additional Elements requirement:

Recommended corrective action:

#### Objective evidence observed:

*(where relevant please add photo numbers)*

Observation:	
<b>Description of observation:</b> <b>Local law or ETI/Additional Elements requirement:</b> <b>Comments:</b>	<b>Objective evidence observed:</b>

Good examples observed:	
<b>Description of Good Example (GE):</b>	<b>Objective Evidence Observed:</b>

## 10. Other issue areas 10 B 2: Environment 2-pillar

[\(Click here to return to NC-table\)](#)

To be completed for a 2-Pillar SMETA Audit, and remove the following page which is 10B4 environment 4 pillar

10B2. 1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.

10B2. 2 The supplier should be aware of and comply with their end clients' environmental requirements.

*Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.*

### Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

### Documents checked & comments:

- Política De Preservação Ambiental /Environmental Preservation Policy;

### Description of current status:

During the document inspection it was evidenced that the company has a commitment to comply with the legal regulations regarding the protection of the environment. Legal requirements and procedures are well documented and implemented on the farm.

Legal concessions for the use of water for irrigation were presented to the audit team.

*/Durante a inspeção da documentação evidenciou-se que a empresa tem um compromisso de cumprimento das normas legais em matéria de proteção do ambiente. Requisitos e procedimentos legais estão bem documentados e implementados na fazenda.*

*Concessões legais para o uso de água para irrigação foram apresentados à equipe de auditoria.*

### Non-compliance:

#### 1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

#### Objective evidence observed:

*(where relevant please add photo numbers)*

#### Local law and/or ETI/Additional Elements requirement:

#### Recommended corrective action:

Observation:	
<b>Description of observation:</b> <b>Local law or ETI/additional elements requirement:</b> <b>Comments:</b>	<b>Objective evidence observed:</b>

Good examples observed:	
<b>Description of Good Example (GE):</b>	<b>Objective Evidence Observed:</b>

## Worker Interview Summary

Worker Interview Summary		
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
C: Number of group interviews: (Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria)	three groups of 4	
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 09	Female: 10
E: Total number of interviewed workers (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 14	Female: 17
F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent	
H: What was the most common worker complaint?	There was no common complaint. /Não houve queixa comum.	
I: What did the workers like the most about working at this site?	The working environment and the benefits. /O ambiente de trabalho e os benefícios.	
J: Any additional comment(s) regarding interviews:	None /Nenhum	
K: Attitude of workers to hours worked:	The employees are satisfied with their working hours, /Os funcionários estão satisfeitos com suas horas de trabalho.	



Agency Workers (if applicable) <i>(workers sourced from a local agent who are not directly paid by the site)</i>	
A: Number of agencies used (average):	NOT APPLICABLE /NÃO APLICÁVEL And names if available:
B: Were agency workers' age/pay/hours included within scope of this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No
C: Were sufficient documents for agency workers available for review?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## Other findings

Other Findings Outside the Scope of the Code
NONE/NENHUM

Community Benefits <i>(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)</i>
NONE/NENHUM

**Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.**

**You can leave feedback by following the appropriate link to our questionnaire:**

Click here for A & AB members:

[http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

Click here for B members:

[http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY\\_2brg\\_3d\\_3d](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRgIY_2brg_3d_3d)



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