




Sedex Members Ethical Trade Audit Report

Version 6.0



Audit Details				
Sedex Company Reference: (only available on Sedex System)	ZC: 1058177	Sedex Site Reference: (only available on Sedex System)	ZS: 1030885	
Business name (Company name):	J M Lopez Lima			
Site name:	J M Lopez Lima			
Site address: (Please include full address)	Sítio Jardim loc. Pau Branco Mossoró	Country:	Brazil	
Site contact and job title:	Reinaldo CHOTTEN			
Site phone:	+558494240051	Site e-mail:	agricolajardim@bol.com.br	
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety	<input type="checkbox"/> Environment	<input type="checkbox"/> Business Ethics
Date of Audit:	December 10 & 11, 2018			

Audit Company Name & Logo: 	Report Owner (payee): J M Lopez Lima
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Audit Conducted By					
Commercial	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.0 April 2017 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
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - 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 Customer's Supplier Code (Appendix 1)

(3) 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.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

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

- (1) 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.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Any exceptions to this must be recorded here (e.g. different sample size):	N/A
Auditor Team (s) (please list all including all interviewers):	
Lead auditor:	Xavier Henri Baudequin
Team auditor:	
Interviewers:	Xavier Henri Baudequin
Report writer:	Xavier Henri Baudequin
Report reviewer:	Silke Eidecker
Audit Company Report Reference:	18INT-1443097
Date of declaration:	2018/12/11

Note: The 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.

Non-Compliance Table

Issue (please click on the issue title to go direct to the appropriate audit results by clause) Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.	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*:			Findings (note to auditor, summarise in as few words as possible NCs, Obs and GE)
	ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A Universal Rights covering UNGP			<input type="checkbox"/>	<input type="checkbox"/>				
0B Management systems and code implementation	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3			<ul style="list-style-type: none"> One missing mandatory licence (NC) No system to check legal compliances (NC) Failure to solve management system no conformity (NC)
1. Freely chosen Employment	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
2. Freedom of Association	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
3. Safety and Hygienic Conditions	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	5			<ul style="list-style-type: none"> No emergency route in PH (NC) No adequate training upon PPE use on pack (NC) No fire licence (NC) No records for evacuation training (NC) Insufficient fire exit on PH (NC)
4. Child Labour	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				

5	<u>Living Wages and Benefits</u>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1		5	<ul style="list-style-type: none"> Miscalculation of one bonus on pay roll (NC) Minor wages applied on site is higher than Legal minimal wage (GE) Workers transportation is freely provided (GE) An extra bonus related to the working time of employees in the company is guaranteed (GE) A food assistance is monthly provided for all workers (GE) Logistic support is provided by company for lunch (GE)
6	<u>Working Hours</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
7	<u>Discrimination</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				
8	<u>Regular Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
8A	<u>Sub-Contracting and Homeworking</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10A	<u>Entitlement to Work</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10B2	<u>Environment 2-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
10B4	<u>Environment 4-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				N/A
10C	<u>Business Ethics</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				N/A

General observations and summary of the site:

J M LÓPEZ LIMA. is located at about 25 km from Mossoro, 2nd biggest city of Rio Grande of North State, north east of Brazil. It is dedicated to the growing and packing of melons and watermelons; 66 % of the harvest is shipped abroad (major client is GLOBAL with around 19% for external market) and 34% is sold on domestic market (Main client PILON 3%).

The company begun its activities on 2010.

J M LÓPEZ LIMA is member a larger producer group named COOPYFRUTAS, COOPERATIVA DOS FRUTICULTORES DA BACIA POTIGUAR in which includes four other local fruit growers who are working below the same quality management system. The company consists of a total size of 350 ha out of which 180 ha are cultivated.

The site includes a packing house, canteen, technical premises such as for irrigation and toxics products mixture point, chemicals and paper box warehouse for an average total built surface of 42 900 sq. meters. One worker is living on site.

During the audit the staff was composed of 141 workers out of which 133 are production workers and 8 are dedicated to administrative or management functions.

From Monday to Friday, working shift is from 06:30 am to 4:30 pm with two unpaid hours for lunch (from 11 am to 01:00 pm). Saturdays' working time is 06:30 am to 10:30 am. Holidays as well as Sundays are not worked but when occurring they are fully paid at the legal Brazilian rate i.e. double paid. Other extra hours are paid at rate defined in the local Collective bargain agreements (CBA) i.e. 1,5% for the first two hours then 1,65% the next one.

**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.*

Site Details

Site Details														
A: Company Name:	J M Lopez Lima													
B: Site name:	J M Lopez Lima													
C: GPS location: (if available)	GPS Address:	Latitude: Longitude:												
D: Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	<p>Environmental Licence: 2014-076269 valid until 04/13/21 issued by IDEMA</p> <p>Operational local licence: 015.830.5 valid to 12/31/2018</p> <p>ITR (Rural Property Tax): 3.062.414.2 (land registry number)</p> <p>Health survey: issued by Brazilian Agriculture Ministry (MAPA) on 09/18/2018 valid 1 year issued by F.M Negreiros MAPA Officer # 3002106/2018</p> <p>Water licence: #1: licence 138/2016 issued by IGARN on 30/03/2016 valid through 4 years</p> <p>#2: licence 0474/2016 issued by IGARN on 12/19/2016 valid through 4 years</p> <p>#3: licence 139/2017 issued by IGARN on 05/05/2017 valid through 4 years</p>													
E: Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc.	Melons, watermelons													
F: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<table border="1"> <thead> <tr> <th>Production Building no</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Packing house 14566 sq. met.</td> <td></td> </tr> <tr> <td>2</td> <td>Mechanical area 1614 sq. met</td> <td></td> </tr> <tr> <td>3</td> <td>Fertilizers warehouse and annex 1969 sq. met</td> <td></td> </tr> </tbody> </table>		Production Building no	Description	Remark, if any	1	Packing house 14566 sq. met.		2	Mechanical area 1614 sq. met		3	Fertilizers warehouse and annex 1969 sq. met	
Production Building no	Description	Remark, if any												
1	Packing house 14566 sq. met.													
2	Mechanical area 1614 sq. met													
3	Fertilizers warehouse and annex 1969 sq. met													

	4	Bio Fabric and chemicals 4928 sq. met	
	5	Gaz Station area 398 sq. met	
	6	Warehouse and boxes deposits 2690 sq. met	
	7	Canteen 2712 sq. met	
	8	Office 1011 sq. met	
	09	Water Pumping station 516 sq. met	
	10	Irrigation 4300 sq. met	
	11	Garages 8683 sq. met	
<p>The facility has a total area of 350 hectares out of which only 180,00 ha are currently cultivated. The facilities are located Sitio Jardim, Comunidade Pau Branco S/N, Rod. Br 304 Mossoro –RN Brazil. Facilities include a packing house, chemical and paper boxes warehouses, administrative offices, irrigation house, workers accommodation water treatment point and canteen. Total built area is 42 900 sq. mt.</p> <p>Visible structural integrity issues (large cracks) observed?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Please give details: All premises and structures are in a good condition</p> <p>Does the site have a structural engineer evaluation?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Please give details: no structural engineer evaluation available</p>			
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:	September, October, November		

(if applicable)	
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	Planting, weeding, spraying, irrigation, pruning and harvesting as fields operations, then reception of fruit, classification, packing, palletizing, quality control and final shipping to clients
J: What form of worker representation / union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None
K: Is there any night production work at the site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
L: Are there any on site provided worker accommodation buildings e.g. dormitories	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes approx. 0,76 % of workers in on site accommodation
M: Are there any off site provided worker accommodation buildings	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes approx. % of workers
N: Were all site provided accommodation buildings included in this audit	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, please give details N/A

Audit Parameters		
A: Time in and time out	Day 1 Time in: 09:00 am Day 1 Time out: 06:00 pm	Day 2 Time in: 07:30 am Day 2 Time out: 04:30 pm
B: Number of auditor days used:	2 man-days	
C: 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 If other, please define:	
D: Was the audit announced?	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Semi – announced: Window detail: weeks <input type="checkbox"/> Unannounced	
E: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, why not	
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause	
G: Who signed and agreed CAPR (Name and job title)	Reinaldo CHOTTEN agronomist and QMS Manager	
H: Is further information available (If yes please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
I: Previous audit date:	N/A	
J: Previous audit type:	N/A	
K: Were any previous audits reviewed for this audit	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	

Audit attendance	Management	Worker Representatives	
	Senior management	Worker Committee representatives	Union representatives
A: Present at the opening meeting?	<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
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 checked="" type="checkbox"/> Yes <input 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)	N/A		

E: If Union Representatives were not present please explain reasons why: <i>(only complete if no union reps present)</i>	No Union representatives are permanently present on site
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Worker Analysis

“ The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national and where they do not intend to remain permanently or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity

Worker Analysis								
	Local			Migrant*				Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Home workers	
Worker numbers – Male	63	63	0	0	0	0	0	126
Worker numbers – female	5	2	0	0	0	0	0	7
Total	68	65	0	0	0	0	0	133
Number of Workers interviewed – male	15	7	0	0	0	0	0	22
Number of Workers interviewed – female	2	2	0	0	0	0	0	4
Total – interviewed sample size	17	9	0	0	0	0	0	26

A: Nationality of Management	Brazilian
B: Nationality of workers <i>Please add more rows as applicable</i>	Countries: Country 1: Brazil Country 2: _____ Country 3: _____
C: For the majority nationality of workers:	Nationality 1 approx % total workforce 100% Nationality 2 approx % total workforce _____ Nationality 3 approx % total workforce _____
D: Worker remuneration (management information)	_____% workers on piece rate _____% hourly paid workers _100 % salaried workers Payment cycle: _____% daily paid _____% weekly paid _100 % monthly paid (40% paid on day 15 th)

	_____% other If other, please give details
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Worker Interview Summary	
A: Were workers aware of the audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Were workers aware of the code?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Number of group interviews: (Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria. If the auditor was not able to follow the BPG, please state within the declaration)	Group #1: 5 male workers Group #2: 5 male workers Group #3: 4 female workers Group #4: 4 male workers
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	Male: 8 Female: 0
E: 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. <i>Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible Recruitment</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details
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?	No complain were reported
I: What did the workers like the most about working at this site?	Benefits such as regularity of payments, overtime paid and monthly food support are given by the company.
J: Any additional comment(s) regarding interviews:	
K: Attitude of workers to hours worked:	No complaint about worked hours
L. Is there any worker survey information available?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details:	
M: 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	

Most of the workers at this farm are with temporary contracts. They come back to the site from year to year during peak season (from July to November). It is a common practice for other permanent workers to keep working a few years and then to ask and have an informal agreement to the company to be dismissed in order to receive the unemployment assistance salary and the related insurance. Workers feel positive to work and stay in the company. They said it is a great place to work.

N: Attitude of worker's 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

Worker committee representative was interviewed. Mrs Alda Ferreira Silva commented that the company is committed with resolving issues when pointed out.

O: Attitude of managers:

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

Manager staff, including the owner of the company on the second day of the audit got involved in the audit process.

Audit Results by Clause

0A: Universal Rights covering UNGP

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

0.A. Guidance for Observations

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights

0.A.3 Businesses shall identify their stakeholders and salient issues.

0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.

0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.

0.A.6 Businesses shall have a transparent system in place for confidentially reporting and dealing with human rights impacts without fear of reprisals towards the reporter.

Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

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.

The audited site representative in charge of QMS, Mr Reinaldo CHOTTEN presented various policies related to human rights, business analyses risk or processes committed to worker's security and Welfare. Training records upon these standards were also verified during the audit process.

Mr Reinaldo CHOTTEN is agronomist in charge of the implantation of the ETI code of conduct as well as for others quality standards. He is also responsible for the QMS of a group of farms, COOPYFRUTAS, in which is included J M LOPEZ LIMA, farms which are generally audited by sampling method upon the same policies and operational processes.

There are no Union representatives on site even when workers are aware of their liberty of association as define in an internal policy "Política de Ética e Responsabilidade social" AP01 versão 11 2018 valid to 2019 in which is clearly explained such rights.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Documents reviews, workers interviews

Any other comments: None

A: Policy statement that expresses commitment to respect human rights?

☒ Yes

☐ No

Please give details (mainly applicable for the parent company): Commitment to respect human right is described on page 46 of the Política de Ética e Responsabilidade social

B: Does the business have a designated person responsible for implementing standards concerning Human Rights?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Name: Reinaldo CHOTTEN Job title: Agronomist and QMS manager
C: Does the businesses have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: An internal process of suggestion and reclamation is available on site. This process in on free access, is free and anonymous
D: Does grievance mechanism meet with UNGP requirement of e.g. (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details:
E: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: A confidentiality commitment is inserted on page 57 from the Operational Process POP GR 28

Findings: None		
Finding: Observation <input type="checkbox"/> Company NC <input type="checkbox"/> Description of observation: Local law or ETI/Additional elements / customer specific requirement: Comments:	Objective evidence observed:	

Good examples observed: none	
Description of Good Example (GE):	Objective Evidence Observed:

Measuring Workplace Impact

Workplace Impact		
A: Annual worker turnover: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	Last year: _6,38 %	This year _5,27 %
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first of the 90 day period through to the last day of the 90 day period / [(number of employees on the 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	4,48%	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year	Last year: 7,37%	This year 5,10 %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month	10,10%	
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe: Procedure is in place but according to management representative no accidents were recorded in the last past two years. During interviews, workers asserted that they didn't heard about recent accident on site.	
F: Annual Number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	Last year: 2017 Number: 0	This year: 2018 Number: 0
G: Quarterly (90 days) number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	0	
H: Lost day work cases per 100 workers: [(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers]	Last year: 0	This year: 0
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	6 months _____0% workers	12 months _____0% workers

J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	0%	0%
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0B: Management system and Code Implementation

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

0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
 0.B.2 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with
 0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
 0.B.4 Suppliers are expected to communicate this Code to all employees.
 0.B.5 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.

The site has implemented a management system in order to apply ETI requirements but also other quality standards and good fields practices (as Global Gap on which the site is also certified on GGN 4049928377654 with last update on 2017/11/22 issued by Sativa). Social sustainability ETI code of conduct, Health and safety risk analysis (PIASS elaborated by Leonardo Lacerda Barros, Medics and Sarah Christina Rodrigues dos Santos Silveira, Work Safety Engineer on July 2018 with one year validity), conditions of works analysis (LTCAT issued and signed by Sarah Silveira on October 2018 – one year validity) , labour policy, freedom of association policy and environmental risk analysis for nature protection are for instance available and verified on site. Reinaldo CHOTEN is the person in charge responsible for the implementation of ETI code

All mandatory legal license such as Business License, Water licence or Environmental Legal register (CAR) are available on site. Land conflict are not verified when the company justified land property through ITR (Brazilian Tax upon Land property). ETI code of conduct is fully displayed around the site. Workers comments about that. Knowledge of this code was verified through workers interviews and ETI code on announcement boards on site.

Three issues were related to the general conditions of the management system. The first one is regarding general licence that the company must provide to certify that the buses used for workers transportation are fully authorized. The Brazilian labour Law state in its norm NR31 that company must have a valid licence issued by the local transportation authority for any of these buses.

Second issue is related with the workers representative meeting. The Brazilian labour Law state in its norm NR31 that the Workers committee (CIPA) have a predominant role in working security and health prevention. Its role is to review all possible issues that can endanger safe and healthy conditions of work and solve these issues by applying any proper solutions. When reviewing the CIPA minutes, it was verified that a same issue was systematically repeated from a meeting to another (people driving motorcycle on site don't use helmet) without any due solutions (meetings are monthly driven according to Brazilian Labour Laws). The same issue was repeated on 11/30/18, 10/26/2018 and 09/28/2018 and when checked minutes from 2017, it was also found the same point on each meeting minute reviewed configuring that the CIPA had identified a potential health and work risk on site, but with no effective actions to solve it as required by law.

Third issue is related to the local labour legislation which was not verified when only checked the National laws which state that no worker above 60 years should be employed in pesticides spraying when the local legislation stated that no workers above 50 years should do that (local law is more restrictive). Two workers above 50 were identified on spraying activities when no system is available to permanently checked legislation requirements.

Management Systems:	
A: 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 Please give details: company has not been subject to any fines or prescutions
B: 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 Please give details: a permanent survey of the Local and international legislation is driven by the QMS Manager. An internal Complain box is available on site to anonymously report any facts upon these topics
C: If Yes, is there evidence (an indication) of effective implementation? Please give details.	Policies and written commitment of the company was verified through documents review
D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: all workers and managers must be trained on site when training is mandatory
E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Training minutes reviewed on 10/16/2018 and 09/26/17
F: 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).	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: no ISO certifications
G: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Maria Vanessa de Melo is the person in charge for HR
H: Is there a senior person /manager responsible for implementation of the code	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Reinaldo CHOTTEN is the person in charge responsible for the implementation of ETI code
I: Is there a policy to ensure all worker information is confidential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Included Confidentiality policy POP GR28 page 57
J: Is there an effective procedure to ensure confidential information is kept confidential	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: all documents are kept on HR department on restricted area

K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: in Manual da Qualidade COD POL 01 vers.7 last update 06/05/18 and in PGMSSA signed by Leonardo Lacerda Barros and Sara Cristina Rodrigues Santos
L: Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Manual da Qualidade COD POL 01 vers.7 last update 06/05/18
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: Manual da Qualidade COD POL 01 vers.7 last update 06/05/18
Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: It was verified licences such as Operational Permits issued by IDEMA On 04/13/2014 (valid to 2021)
O: Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: recipes of Land Taxes payments (ITR) are available to prove that the site is legal owner
P: Does the site have a written policy and procedures specific to land rights. If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how does the company obtain FPIC:
Q: Is there evidence that facility / site compensated the owner/lessor for the land prior to the facility being built or expanded.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:
R: Does the Facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: the land was legally purchased when the site has a legal property identification number: 3.062.414-2
S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details:

Non-compliance:

<p>1. Description of non-compliance:</p> <p><input checked="" type="checkbox"/> NC against ETI/Additional Elements <input checked="" type="checkbox"/> NC against Local Law</p> <p><input type="checkbox"/> NC against customer code:</p> <p>During the review of the management system, it was a verified a Failure to provide other legally required documentation (Bus operation Licence)</p> <p>Local law and/or ETI requirement:</p> <p>ETI OB 19: Failure to provide other legally required documentation</p> <p>Brazil NR 31 16 1 bus dedicate to workers transportation must be licensed by the local transport authority</p> <p>Recommended corrective action:</p> <p>The company must provide all mandatory licenses required by law</p> <p>2. Description of non-compliance:</p> <p><input checked="" type="checkbox"/> NC against ETI/Additional Elements <input checked="" type="checkbox"/> NC against Local Law</p> <p><input type="checkbox"/> NC against customer code:</p> <p>During the review of the management system documents, it was verified an inadequate system to check performances against compliance requirements such as worker's security conditions and to solve identified issues</p> <p>Local law and/or ETI requirement:</p> <p>ETI OB 16: Inadequate systems to check the site's performance against compliance requirements e.g. internal audits not conducted regularly or missing crucial elements</p> <p>BR NR 5 5.16 CIPA must elaborate working plan to make possible preventive solution against issues related to Health and Safety conditions of works</p> <p>Recommended corrective action:</p> <p>Determinations and required actions stated by workers committee (CIPA) must be effective on site</p>	<p>Objective evidence observed:</p> <p>(where relevant please add photo numbers)</p> <p>Document review management interviews Worker interviews</p>
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Observation: None	
<p>Description of observation:</p> <p>Local law or ETI requirement:</p> <p>Comments:</p>	<p>Objective evidence observed:</p>

Good Examples observed: None	
<p>Description of Good Example (GE):</p>	<p>Objective evidence observed:</p>

1: Freely Chosen Employment

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

ETI

1.1 There is no forced, bonded or involuntary prison labour.

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.

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.

According to workers interviews, there is no forced labour on site. Workers are free to leave and go. No complain upon any retained documents or fees to pay when workers are hired was verified. No taxes are paid during selection and PPE are freely provided by the company. A Hiring policy is included in the Política de Ética e Responsabilidade social AP01 issued in 2018

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: worker's interviews, review of QMS documents.

Any other comments: none

A: Is there any evidence of retention of original documents, e.g. passports/ID's	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details and category of workers affected:
B: Is there any evidence of a loan scheme in operation	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details and category of workers affected:
C: Is there any evidence of retention of wages /deposits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details and category of workers affected:
D: Are there any restrictions on workers' freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe finding: All interviewed workers said they are free to quit. They are also used to put a voluntary end to their contract and to enter in an agreement with the site after one or two years spent in the company in order to be entitled to severance pay (FGTS) that the company, by law, must deposit each month. Deposit of these payments were verified through last payment record on 11/07/2018 : R\$ 12.573 paid.
E: If any part of the business is UK based or registered there & has a turnover over £36m, is there is a	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding:

published 'modern day slavery statement.	<input checked="" type="checkbox"/> Not applicable
G: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please describe finding: during interviews, all workers including those living on facilities declared they can leave the site without any restrictions. This point is included in the Política de Ética e Responsabilidade Social on page 47 (Emprego escolhido livremente)
H: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, please give details and category of workers affected: 100 %. All workers are trained and oriented upon this topic. The company is also hiring its own workers with no intermediate or agency in order to eradicate this risk. This point was verified through workers interviews.. <input type="checkbox"/> Not applicable
I: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding: the site doesn't accept any intermediate. All hiring process is controlled by the HR department in the Farm.

Non-compliance: None

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law: ☐ NC against customer code:

Local law and/or ETI requirement

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: none

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed: None

Description of Good Example (GE):	Objective evidence observed:
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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.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 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.

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: No union representatives on site. But Freedom of Association was verified on site where workers are free to contribute or not to Union, through a written declaration kept in their files. Unions are rarely used to enter and promote meetings, according to some worker. No one was able to say when was the last time.

A CBA is yearly negotiated with Unions in the region as they are two legal entities for workers: SINDICATO DOS TRABALHADORES NA LAVOURA DE MOSSORO- STLM (for basics activities on fields) and SINTFRUIT (for other activities such as administrative functions or technical functions such as Tractor driver or irrigator).

2 CBA were verified on site through legal publication: # 46217.009157/2017-12 (issued on 31/10/2017 valid from 01/09/2017 through 30/08/2018 for STLM - Legal registry number: RN000416/2017 (during the audit the new agreement valid from 01/09/2018 to 30/08/2019 wasn't available yet, but as verified on pay roll, salary updating had been already paid)) and # 46217.007666/2018-91 (issued on 24/10/2018 and valid from 01/09/2018 to 30/08/2019- Legal registry number: RN000346/2018). Both of CBAs were published in the internet site of the Brazilian Ministry of Labour.

Other workers representation is also available on site through legal requirements: CIPA (works prevention committee for workers) is freely chosen on site and included representatives of the site and representatives of the workers. Last election was initiated on 08/01/2018 with poll driven on 08/15/2018, statement of new CIPA counsel on 10/01/2018, training for members of the CIPA on 09/17 to 09/21/2018. One member of the CIPA was interviewed Mrs Alda Ferreira da Silva to check among other topics if CIPA meetings are really driven. It was also verified several minutes of CIPA meeting such as on 11/30/2018 in which comments were made for instance upon use of PPE for motorcycle drivers.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: workers interviews, reviews of QMS management, interviews with management, review of pay roll, interview with CIPA member

Any other comments: none

A: What form of worker representation/union is there on site?	<input type="checkbox"/> Union (name) <input checked="" type="checkbox"/> Worker Committee <input type="checkbox"/> Other (specify) <input type="checkbox"/> None	
B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
C: Is it a legal requirement to have a worker's committee?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Describe: there is an anonymous complain box system which was for example seen in the worker's canteen Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Details: there is a time schedule plan for meetings and this plan was verified through CIPA member interview	
F: Name of union and union representative, if applicable:	STTLM SINTFRUIT	Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
G: If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	yes	Is there evidence of free elections? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
H: Are all workers aware of who their representatives are?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Verified during worker interviews
I: Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date of last election: 08/01/2017
J: Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Verified during worker interviews
K: Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state how many: 1 Mrs Alda Ferreira da Silva	
L: Please describe any evidence that union/worker's committee is effective? Specify date of last meeting; topics covered; how minutes were communicated etc.	CIPA Member asserted that all meetings are monthly driven. Minutes of meeting were reviewed i.e. on 10/26/18 or 09/28/18. Last minute was registered on 11/30/2018 Last minute of CIPA meeting was written on 11/30/2018 in which comments are made upon use of PPE for moto drivers for instance	

M: Are any workers covered by Collective Bargaining Agreement (CBA)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If Yes , what percentage by trade Union/worker representation	100 % workers covered by Union CBA	____% workers covered by worker rep CBA
If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Non-compliance: none	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

Observation: none	
Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:

Good Examples observed: None	
Description of Good Example (GE):	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.

The site is well organized. Constructions are in a good state of conservation. All premises were renovated.

Workers are coming back home using the site's buses. The transportation is free of charge. There is a permanent technical survey of the vehicles used for transportation on site. The survey is driven by the H&S officer Fernando Antonio de Lima. Nevertheless, it was verified during the management system documentations review, and confirmed during workers interviews, that vehicles are also used to transport workers on public roads. According to Brazilian law NR 31, they should therefore have a Public License and technical inspection certificate. This issue was pointed out as a NC during the audit and the closing meeting.

Records of Health and Safety training were identified such as Tractor user (on 07/23/18), Pesticides spraying (on 08/19/2018) Fire drill (08/15/18),

Packing house premises are well structured and do not present any visible risks to workers.

Some issues were found such as absence of Fire licence, no emergency fire routes in the packing house, absence of MSDS on fertilizers mixture point area, no adequate training and use of PPE in the packing house (when Risk analysis asserts that PPE (earplugs) must be used on packaging area and when workers are not enough trained and inducted to properly use them) No evacuation training was documented and it was also verified that the number of fire exits were insufficient due to the extension of the packing house

As asserted by Mr Reinaldo CHOTTEN, QMS manager, no accidents were reported on site in the 2 previous years

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Visit of the premises, workers interviews, management interviews, reviews of the QMS documentation,

Any other comments: none

<p>A: Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: Mandatory training are given to workers about H&S as well as about PPE mandatory use although was identified improper training in the packing house. PPE are freely provided by the company. This point is included in the Política de Ética e Responsabilidade Social on page 47 (Condições de trabalho seguras e higiênicas)</p>
<p>B: Are the policies included in workers' manuals?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: Integration training are mandatory in site. All workers related during interviews that H&S instructions are given</p>
<p>C: Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Please give details:</p>
<p>D: Are visitors to the site informed on H&S and provided with personal protective equipment</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details:</p> <p>all access to technical premises are restricted and can only be authorized when using the related PPE as for example when visiting the fertilizers warehouse during the audit</p>
<p>E: Is a medical room or medical facility provided for workers?</p> <p>If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: a medical room is available to conduct admission, occupational and dismiss exam by contracted medic or for essential first aid care. In case of any serious injuries or health problems, the workers is freely transported to the nearest hospital</p>
<p>F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: Training upon 1st aid where reviewed such as on 08/08/2018 training driven by Sandra Andrea Duarte with participation of Francisco Jeronimo Barbosa</p>

<p>G: Where the facility provides worker transport - is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?</p>	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>Please give details: A certification of inspection for transportation vehicles as required by law is missing. This was reported as a NC</p>
<p>H: Is secure personal storage space provided for workers in their living space and is it fit for purpose?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: Workers were provided with individuals secured lockers. These lockers as also available on workers accommodations.</p>
<p>I: Are H&S Risk assessments conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: PIASS elaborated by Leonardo Lacerda Barros, Medics and Sarah Christina Rodrigues dos Santos Silveira, Work Safety Engineer on July 2018 with one year validity), conditions of works analysis (LTCAT issued and signed by Sarah Silveira on October 2018 – valid through October 2019</p>
<p>J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: all mandatory licences were verified on site</p> <p>Environmental Licence: 2014-076269 valid until 2021 issued by IDEMA</p> <p>Land property number is 3.062.414-2</p> <p>Various Water licence available such as : # 138/2016 issued by IGARN on 03/30/2016 valid through 4 years</p>
<p>K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Please give details: The site is certified Global Gap and as a mandatory and critical point, must not use any banned chemicals regarding to final markets regulation and customer's requirements (Global Gap number 4049928377654 issued on 2017-11-22 by SATIVA valid to 2018-12-08 in renovation process)</p>

Non-compliance:

1. Description of non-compliance:

☒ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

During the review of the management system document, it was verified that no evacuation training minute was recorded and maintained on site

Local law and/or ETI requirement

ETI 3.2.26 No / inadequate records for fire safety training / evacuation training

Recommended corrective action: Adequate records of all training must be maintained on site

2. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

During the visit of the premises, it was verified Inadequate number of fire exits due to building design in the packing house

Local law and/or ETI requirement:

ETI 3.2.13 No / inadequate fire exits due to building design / construction e.g. width, fire doors opening inwards / incorrect direction of evacuation flow / sliding doors

Brazil NR 23.2.2

Recommended corrective action: Numbers of emergency doors and exit must be adapted to the premises size extension

3. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

During the visit of the premises it was verified that they are no emergency routes in the packing house

ETI 3.2.17 No evacuation plan / emergency route / unclear signage including marking of fire assembly points

Brazil 23.2.5

Recommended corrective action: Emergency routes must be identified on all premises

4. Description of non-compliance:

☒ NC against ETI ☒ NC against Local Law ☐ NC against customer code:

During the visit of the packing house, it was verified an improper use, or no use, of PPE (EARPLUGS) in various activities for which the use of PPE is mandatory as defined in the Risk H&S analysis available on site.

ETI 3.5.02 No / inadequate training in how to use PPE

Brazil NR 6.6.1

Recommended corrective action: the company must train on a regular way all workers upon PPE correct use.

5. Description of non-compliance:

Objective evidence observed:

(where relevant please add photo numbers)

Site tour,
management
interviews,
document review,
worker interviews

<input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: During review of the management system, no legal fire license or certificate was available on place Local law and/or ETI requirement: ETI 3.2.23: Fire license / fire inspection / legal fire certificates not in place Recommended corrective action: the company must provide all legal documentation as required by the standard.	
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Observation: none	
Description of observation: Local law or ETI requirement: Recommended corrective action:	Objective evidence observed:

Good Examples observed: None	
Description of Good Example (GE):	Objective Evidence Observed:

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.

Current systems: No children are employed on site. No evidences of children presence were seen on audit days. Works said during interviews that the company do not agree with such practice.

Policy against child Labour is available in Política de Ética e Responsabilidade social AP01 issue 11 on page 46.

Operational process in HR is implemented and during the review of workers files, ID copies, Birth certificate, CFP (Brazilian Fiscal IDs) were observed to be used to verify and prove the age of hired Workers.

Policy against Child Labour is also communicated to all workers as verified during workers interviews. ETI code of conduct are largely posted on announcement board on each facility of the farms.

Youngs workers are available on site but upon Legal requirements and Ministry of Labour control. The youngest worker in site is Francisco Erick França da Silva, age 14, born on 05/17/2004. According to Brazilian law young workers can be hired when 14 year's old but must also have a part time contract in order to maintain an academic program in a Public College. Working Contract mustn't be higher than 20 worked hours by week. As defined on working contract signed by the minor and his legal representatives which is maintained on personal file, the young worker received a monthly salary of R\$ 477, free transportation and food, as well as the same internal training than any other regular workers. According to the Brazilian Labour laws CLT, young workers mustn't be hired to work upon any hazardous conditions and must be kept in conditions to drive his regular educational program. There were 11 young workers during the audit.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: workers interviews, tour of the premises, QMS documentation Review, Ministry of Labour inspection book review

Any further comments: none

A: Legal age of employment:	16
B: Age of youngest worker found:	15

C: Are there children present on the work floor but not working at the time of audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: % of under 18's at this site (of total workers)	3,75 %
E: Are workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details

Non-compliance: none	
1. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action: 2. Description of non-compliance: <input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code: Local law and/or ETI requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

Observation: None	
Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:

Good Examples observed: None	
Description of Good Example (GE):	Objective Evidence Observed:

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.

Current systems:

All workers are paid on a monthly base through money transfer on bank accounts. A pre-payment of 40% of the individual salary is also paid on day 15th.

According to working interviews, pay day is always provided near the 3rd day of the month and always before the 5th (which the deadline defined by Brazilian Labour Laws) Pre-payment is always on the 15th day. Workers who are not permanent on site also receive their payment by bank cheque. The pre-payment is also done by money transfer or bank cheque.

Salary on site is paid upon the salary negotiated in the 2018 Collective Bargain agreement for SINFRUIT (R\$ 982) and for STTLM (R\$ 978). This salary is higher than the Brazilian legal minimum wage (R\$ 954).

All wages are detailed on pay slip and workers are aware of composition of their salary, extra hours paid and any deductions on a legal or individual base. 26 workers were interviewed and then was reviewed the related files. For permanent workers, the three payments slip periods reviewed were April (low activity), July (regular activity) and October (peak activity) months. For temporary workers (under temporary contracts) payments periods reviews included peak season month (October) and two other months (from May to September) .

During the pay roll review, it was identified an issue related to a special bonus (20% upon the salary of a regular hour worked by day) that, according to Brazilian Labour Law, a worker must receive if working during night shift hours (from 09:pm to 05:00 am). It was verified that on October 2018, Mr Antonio Luiz da Silva worked several times during hours considered as night shift hours (example day 2: from 04:41 am, day 11 from 04:01 am or day 15 from 04:24 am) without receiving the bonus of 20% upon the rate of a regular hour (which is R\$ 6,80).

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Workers interview, review of pay roll

Any other comments: none

Non-compliance:	
<p>1. Description of non-compliance:</p> <p><input checked="" type="checkbox"/> NC against ETI <input checked="" type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p> <p>During the pay roll review, it was verified the miscalculation of one bonus applied upon night worked hours</p> <p>Local law and/or ETI requirement:</p> <p>ETI 5.21 Systemic failures of wage miscalculation / deductions leading to wage reduction (but not below legal minimum wage BR CLT art 73</p> <p>Recommended corrective action: Wage calculation must be verified and applied upon local legal requirements</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p> <p>Document review</p>

Observation: None	
<p>Description of observation:</p> <p>Local law or ETI requirement:</p> <p>Comments:</p>	<p>Objective evidence observed:</p>

Good Examples observed:	
<p>Description of Good Example (GE):</p> <p>Minor wages applied on site is higher than Legal minimal wage</p> <p>Workers transportation is freely provided</p> <p>An extra bonus related to the working time of employees in the company is guaranteed</p> <p>A food assistance is monthly provided for all workers</p> <p>Logistic support is provided by company for lunch.</p>	<p>Objective Evidence Observed:</p> <p>CBA</p> <p>Workers interviews</p> <p>CBA</p> <p>Workers and management interviews</p>

Summary Information

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: 8h /day 44h/week 220hmonth	8h /day 44h/week 220h/month	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Overtime hours: (Maximum legal and actual overtime hours, please state if possible per day, week, and month)	Legal maximum: 2 hours/day 11hours/week 1h/day for emergency purpose	2 hours/day 11hours/week 1h/day for emergency purpose	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: 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: RS 954	R\$ 978 (STLM) Or R\$ 982 (SINTFRUIT)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D: overtime wage: (Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)	Legal minimum: 2 first hours: 1,5% Sunday and Bank holydays: double paid	2 first hours: 1,5% Next hours: 1,65% Sunday and Bank Holydays: Double paid	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Wages analysis: (Click here to return to Key Information)		
A: Were accurate records shown at the first request?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If No , why not?		
B: Sample Size Checked (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)	26 workers records checked -17 permanents workers with records of months April (low activity), July (regular activity) and October (peak activity) -09 temporary workers with month of May, June, July, August and September reviewed (three period by workers)	
C: Are there different legal minimum wage grades? If Yes , please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If Yes , please give details: As they are two different CBA available on site, they are two different minimum wage. But minimum wage is the same for each worker in the same function on site.

D: If there are different legal minimum grades, are all workers graded and paid correctly?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	If No , please give details:
E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?	<input type="checkbox"/> Below legal min <input type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	Lowest actual wages found: <i>Note: full time employees and please state hour / week / month etc.</i> R\$ 978 / month R\$ 4,44/ hours Or R\$ 982/month RS 4,46/hours
F: Please indicate the breakdown of workforce per earnings:		____% of workforce earning under min wage ____% of workforce earning min wage 100% of workforce earning above min wage
F: Bonus scheme found: Please specify details:	Bonus Scheme found: -Bonus is paid for workers with major presence on site: 2% upon the nominal salary for 5 years on site, 5% for ten years. This bonus is part of the CBA -Family salary: R\$ 31,71 by children	
H: What deductions are required by law e.g. social insurance? Please state all types:	Social Insurance - INSS: 8% or 9% (upon legal requirements)	
I: Have these deductions been made? Please list all deductions that have/have not been made.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Please list all deductions that have been made. 1. Social Insurance - INSS: 8% or 9% 2. Please describe:
		Please list all deductions that have not been made. 1. 2. Please describe:
J: Were appropriate records available to verify hours of work and wages?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were any inconsistencies found? (if yes describe nature)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input checked="" type="checkbox"/> Repeated occurrence: same miscalculation was identified for the same workers which is the only one to work during night shift even if theses hours are not constantly done	
L: Do records reflect all time worked? (For instance, are workers asked to attend meetings before or after work but not paid for their time)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: it was commented by all workers that OT worked hour are fully paid at the correct rate, always appears on	

	pay slip, and that no meetings or extra activities are required after working hours.
M: Is there a defined living wage: <i>This is <u>not normally</u> 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:
If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation Other – please give details:
N: Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: According to CBA negotiated with Union Representatives, wages are annually reviewed in September
O: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
P: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: through pay roll review it was verified that each worker in same activities is fully equally paid
Q: How are workers paid:	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other If other, please 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.

From Monday to Friday, working shift is from 06:30 am to 4:30 pm with two unpaid hours for lunch (from 11 am to 13:00 am). Saturday offers a working time from 06:30am to 10:30 am. Banking days as well as Sundays are rarely worked but when occurring they are fully paid at the legal Brazilian rate i.e. double paid. Others extra hours are paid on rate defined on the local Collective bargain agreements (CBA) i.e. 1,5% for the first two hours then 1,65% the next one

According to Brazilian Labour laws as defined in CLT, the regular time worked on site by week is 44h and the max regular volume of working hours by month is 220h.

26 workers were interviewed and for each of them three times records (mainly April, July and October) were reviewed

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Workers interview, review of pay roll

Any other comments: none

Non-compliance: None	
<p>1. Description of non-compliance:</p> <p><input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement:</p> <p>Recommended corrective action:</p> <p>2. Description of non-compliance:</p> <p><input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement:</p> <p>Recommended corrective action:</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p>

Observation: None	
<p>Description of observation:</p> <p>Local law or ETI requirement:</p> <p>Comments:</p>	<p>Objective evidence observed:</p>

Good Examples observed: None	
<p>Description of Good Example (GE):</p>	<p>Objective Evidence Observed:</p>

Working hours' analysis

Please include time e.g. hour/week/month (Go back to Key information)					
Systems & Processes					
A. What timekeeping systems are used: time card etc.	Describe: Time card machine				
B: Is sample size same as in wages section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details				
C: Are standard/contracted working hours defined in all contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements. Please give details:			
D: 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:			
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, please detail hours, %, types of workers affected and frequency Please give details:			
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	Please select all applicable: <input checked="" type="checkbox"/> 1 in 7 days <input type="checkbox"/> 2 in 14 days <input type="checkbox"/> No If 'No', please explain:		Is this allowed by local law? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
	Maximum number of days worked without a day off (in sample):				
	6				
Standard/Contracted Hours worked					

G: Were standard working hours over 48 hours per week found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If yes, % of workers & frequency:
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:
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours:	38 hours /month 10 hours/week 03 hours /day
J: Combined hours (standard or contracted + overtime hours = total) over 60 found? Please give details:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
K: Approximate percentage of total workers on highest overtime hours:	1,50_%	
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: Verified during workers and management interviews
Overtime Premiums		
M: Are the correct legal overtime premiums paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium	Please give details of normal day overtime premium as a % of standard wages: STTLT Regular hour paid: R\$ 4,44 First 2 extra hours: 1,5% R\$6,66 After 2extra hours: 1,65% R\$7,32 Sunday bank holidays: 100% R\$8,88 SINTFRUIT Regular paid Hour: R\$4,46 First 2 extra hours: 1,5% R\$6,69 After 2 extra hours: 1,65% R\$7,35 Sunday Bank Holidays: 100% R\$8,92

<p>N: Is overtime paid at a premium?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<p><i>If yes, please describe % of workers & frequency:</i></p> <p>100% of workers. OT occurred much more frequently during peak season (September, October, November)</p>
<p>O: If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.</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	<p>Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other</p>
	<p>P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant.</p>	<input type="checkbox"/> Overtime is voluntary <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 specify)
<p>Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?</p>		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>If yes, please give details:</p>
<p>R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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.

Current systems:

All workers are equally treated in rights and opportunities. A policy is available on site in Política de Ética e Responsabilidade social AP01 issue 11 on page 48 (Assédio, Práticas Disciplinares, Discriminações). ETI code of conduct are largely posted on announcement board on each facility of the farms. It was also verified that no complain upon discrimination are reported by workers

On dismiss process Pregnancy questionnaire is applied during medical screen when woman, if pregnant, can't be dismissed and is protected by law.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Interviews of workers, policies and ETI Code

Any other comments: none

A: Gender breakdown of Management + Supervisors (Include as one combined group)	Male: 94,73% Female_5,27 %
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst:	#: 0
C: Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?:	<input type="checkbox"/> Hiring <input type="checkbox"/> Compensation <input type="checkbox"/> access to training <input type="checkbox"/> promotion <input type="checkbox"/> termination or retirement

Professional Development

A: What type of training and development are available for workers?	<p>ETI training for any workers entering the company</p> <p>Specialized training depending on workers activity. All training are provided by external providers (as SENAR - Public Department for worker's improvement) or H&S officer Fernando Antonio de Lima (official register : RN 0002313)</p>
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	<p>Example:</p> <ul style="list-style-type: none"> • Toxics Sprayers: Training on 09/27/18 with Aldemir Cosme Freire register 201802637 • Tractor Operator: Training on 07/13/2018 with Francisco Caninde de Aquino • Oil Provider: Training on 08/17/2018 with Paulo Pereira 4h
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<p>B: Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria?</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If no, please give details:</p>
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Non-compliance: None	
<p>1. Description of non-compliance:</p> <p><input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement:</p> <p>Recommended corrective action:</p> <p>2. Description of non-compliance:</p> <p><input type="checkbox"/> NC against ETI <input type="checkbox"/> NC against Local Law <input type="checkbox"/> NC against customer code:</p> <p>Local law and/or ETI requirement:</p> <p>Recommended corrective action:</p>	<p>Objective evidence observed: (where relevant please add photo numbers)</p>

Observation: None	
<p>Description of observation:</p> <p>Local law or ETI requirement:</p>	<p>Objective evidence observed:</p>

Comments:

Good Examples observed: None

Description of Good Example (GE):

Objective Evidence
Observed:

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.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

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.

Workers files included all required documentation as defined on its POLITICA DE ÉTICA E RESPONSABILIDADE SOCIAL AP01 issued 11 on page 47.

According to the Collective Bargain Agreement of STTLM in its 11th paragraph, " Hiring workers through contract agency is permanently prohibited".

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: workers interviews, CBA registered agreement.

Any other comments: none

Non-compliance:

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: none	
Description of observation: Local law or ETI requirement: Comments:	Objective evidence observed:

Good Examples observed: none	
Description of Good Example (GE):	Objective Evidence Observed:

Responsible Recruitment

All Workers	
A: Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Understood by workers <input checked="" type="checkbox"/> Same as actual conditions If any are unchecked, please describe finding and specific category(ies) of workers affected:
B: Did workers pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please describe details and specific category(ies) of workers affected:

C: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other – please give details
D: If any checked, give details:	

Migrant Workers: N/A <i>The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national and where they do not intend to remain permanently or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity</i>		
A: Type of work undertaken by migrant workers:	No migrant workers on site	
B: Migrant worker recruitment	Total number of (in country recruitment agencies) used: Total number of (outside of local country) recruitment agencies used	
C: Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding:	Observations
D: Are any migrant workers in skilled, technical, or management roles <i>Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal workers)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes number and example of roles:	

NON-EMPLOYEE WORKERS

N/A

Recruitment Fees:	
A: Are there any fees?	<input type="checkbox"/> Yes <input type="checkbox"/> No
B: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other – please give details
C: If any checked, give details:	

Agency Workers (if applicable) N/A

(workers sourced from a local agent who are not directly paid by the site, but paid by the agency, Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)

A: Number of agencies used (average):	N/A Names if available:
B: Were agency workers' age / pay / hours included within the 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
D: Is there a legal contract / agreement with all agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please give details:
E: 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 give details:

Contractors: N/A <i>Note: contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider,</i>	
A: Any contractors on site?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many contractors are present, please give details:
B: If Yes , how many workers supplied by contractors?	
C: Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe finding:
D: If Yes , please give evidence for contractor workers being paid per law:	

8A: Sub-Contracting and Homeworking:

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.

Note to auditor on subcontracting: auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

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: no Subcontracted and homeworkers on site

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):
If any processes are sub-contracted – please populate below boxes

Process Subcontracted	Process 1	Process 2
Name of factory		
Address		
Process Subcontracted	Process 3	Process 4
Name of factory		
Address		
Process Subcontracted	Process 5	Process 6
Name of factory		
Address		

Details: document review, management and worker interviews

Non-compliance: none
1. Description of non-compliance:
☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

Local law and/or ETI /Additional Elements requirement:
Recommended corrective action:
Objective evidence observed:

(where relevant please add photo numbers)

Observation: none	
Description of observation: Local law or ETI/Additional elements requirement: Comments:	Objective evidence observed:

Good Examples observed: none	
Description of Good Example (GE):	Objective Evidence Observed:

Summary of sub-contracting – if applicable <input checked="" type="checkbox"/> Not Applicable please x	
A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work or undeclared sub-contracting	<input type="checkbox"/> Yes <input type="checkbox"/> No Please describe:
B: 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 Yes , summarise details:
C: Number of sub-contractors/agents used:	
D: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , summarise details:
E: What checks are in place to ensure no child labour is being used and work is safe?	

Summary of homeworking – if applicable <input checked="" type="checkbox"/> Not Applicable please x			
A: 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 Yes , summarise details:		
B: Number of homeworkers	Male:	Female:	Total:

C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents	If through agents, number of agents:
D: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No	
E: How does the site ensure worker hours and pay meet local laws for homeworkers?		
F: What processes are carried out by homeworkers?		
G: Do any contracts exist for homeworkers?	<input type="checkbox"/> Yes <input type="checkbox"/> No Please give details:	
H: Are full records of homeworkers 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.

Additional elements:

9.2 companies should provide access to a confidential grievance mechanism for all workers

A: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3 rd party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Please give details: An internal process of suggestion and reclamation is available on site. This process is displayed on various announcement board (for example on Canteen). This internal process is free, anonymous and is largely known by all the workers
B: If Yes , are workers aware of these channels and have access? Please give details.	Verified during workers interviews
C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	Comment boxes displayed for instance in the canteen
D: Which of the following groups is there a grievance mechanism in place for?	<input checked="" type="checkbox"/> Workers <input type="checkbox"/> Communities <input type="checkbox"/> Suppliers <input type="checkbox"/> Other Please give Details: Comment and complains boxes
E: Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details
F: Does the site encourage its business partners (e.g., suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. help lines or whistle blowing mechanism)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If no, please give details Such policy was identified in the QMS review
G: Is there a published and transparent disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please explain: defined on POLITICA DE ÉTICA E RESPONSABILIDADE SOCIAL AP01 issued 11 on page 48

H: If yes, are workers aware of these the disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details Verified during workers interviews
I: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please give details

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:

ETI code of conduct is largely spread all over the site. A policy is also available in Política de Ética e de Responsabilidade social AT01 issue 11

Workers during interviews reported that they never heard about such incidents of inhuman treatment on site. According to them the management would not admit such acts and would immediately correct any issue

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: workers interviews, visit of the premises, management system documents review

Any other comments: none

Non-compliance: none

1. Description of non-compliance:

☐ NC against ETI ☐ NC against Local Law ☐ NC against customer code:

Local law and/or ETI requirement:

Recommended corrective action:

Objective evidence observed:
 (where relevant please add photo numbers)

Observation: None

Description of observation:

Local law or ETI requirement:

Comments:

Objective evidence observed:

Good Examples observed: none

Description of Good Example (GE):

**Objective Evidence
Observed:**

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

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

Additional Elements

10A.1 Only workers with a legal right to work shall be employed or used by the supplier.

10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

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:

Only legal workers are hired and can work on site. This point is included in an internal Policy, Política de Ética e de Responsabilidade social AT01 issue 11 on page 47. As defined in the policy, each workers file included all ID's and legal documents.

New mandatory registry and hiring process available in Brazil (named E-Social) also turned quite impossible the hiring of illegal workers as all their documents and personal information must be verified online by the Brazilian labour ministry before being officially contracted

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: workers file reviews, QMS documents reviews

Any other comments: none

Non-compliance: none

1. Description of non-compliance:

☐ NC against ETI/Additional Elements

☐ NC against Local Law

☐ NC against customer code:

Local law and/or ETI /Additional Elements requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: none

Description of observation:

Local law or ETI/Additional Elements requirement:

Comments:

Objective evidence observed:

Good examples observed: none

Description of Good Example (GE):

**Objective Evidence
Observed:**

10. Other issue areas 10B2: 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.

Current systems:

As already certified by other quality standard such as Global-Gap, the company shows a solid environmental plan with documents such as:

- Plan against risk of contamination ANRC 04 issued on 07/08/18
- Water analysis risk assessment ANRC 01 ISSUED ON 03/09/18
- Waste assessment plan PNAC01 issued on 06/08/18
- Environmental Impacts plan PNAC04 issued on 06/08/18
- Forbidden products PNAC2 issued on 06/08/18
- Environmental Preservation plan PNAC4 issued on 06/08/18

The company also have an Operational process upon empty toxic can withdraw which must be collected by legally authorized operator as ACASA. Last minute of collect was verified with minute from ACASA on 11/06/2018 register # 3053 name of motorist Antonio Gomes Batista or on 11/21/2018 register # 3074. Collect is mainly made twice or three times a year. Recycled material is also made by JA Ambiental as on 07/30/2018 with 200 kgs of paper and 100kg of plastics collected.

Evidence examined – to support system description (Documents examined & relevant comments. Include renewal/expiry date where appropriate):

Details: Policies, QMS documents

Any other comments: none

Non-compliance: none

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: none	
Description of observation: Local law or ETI/additional elements requirement: Comments:	Objective evidence observed:

Good examples observed: none	
Description of Good Example (GE):	Objective Evidence Observed:

Other Findings Outside the Scope of the Code
None

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>
The company offers various Health prevention meetings to its workers such as Breast or prostate Cancer, alcohol and drugs addicts, HIV information, condoms for men, etc..

Appendix 1

Comparison between ETI code and Customer's Supplier's Code. Any areas where a site complies with the Customer's Supplier Code, but not with the ETI code are discussed at the audit close out meeting and recorded on the CAPR. Note to supplier "for this customer it may not be necessary to complete corrective actions where NC's DO NOT meet the ETI code, but DO meet your customer's code. If the audit is shared with other customers who work to the ETI code or an equivalent international standard, corrective actions will be necessary."

☒ Not Applicable please x

NOTE: The provisions of the ETI base Code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying the ETI Base Code are expected to comply with national and other applicable law and, where the provisions of law and the ETI Base Code address the same subject, to apply that provision which affords the greater protection.

Instruction to Audit Company: fill in the relevant clauses from the Customer Supplier Code - where applicable.

ETI Code / Additional Elements

Customer's Supplier Code equivalent

0.A. Universal Rights covering UNGP

0.A. Universal Rights covering UNGP

0.A. Guidance for Observations

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.
0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights
0.A.3 Businesses shall identify their stakeholders and salient issues.
0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.
0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.
0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.

0.B. Management Systems & Code Implementation

0.B. Management Systems & Code Implementation

0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.

<p>0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.</p> <p>0.3 Suppliers are expected to communicate this Code to all employees.</p> <p>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.</p>	
ETI 1. Forced Labour	ETI 1. Forced Labour
<p>1.1 There is no forced, bonded or involuntary prison labour.</p> <p>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.</p>	
ETI 2. Freedom of association and the right to collective bargaining are respected	ETI 2. Freedom of association and the right to collective bargaining are respected
<p>2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.</p> <p>2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.</p> <p>2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.</p> <p>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.</p>	
ETI 3. Working conditions are safe and hygienic	ETI 3. Working conditions are safe and hygienic
<p>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.</p> <p>3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.</p> <p>3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.</p>	

<p>3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.</p> <p>3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.</p>	
ETI 4. Child labour shall not be used	ETI 4. Child labour shall not be used
<p>4.1 There shall be no new recruitment of child labour.</p> <p>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.</p> <p>4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.</p> <p>4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.</p>	
ETI 5. Living wages are paid	ETI 5. Living wages are paid
<p>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.</p> <p>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.</p> <p>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.</p>	
ETI 6. Working Hours are not excessive	ETI 6. Working Hours are not excessive
<p>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.</p> <p>6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.</p> <p>6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the</p>	

<p>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.</p> <p>6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.</p> <p>6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:</p> <ul style="list-style-type: none"> – 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. <p>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.</p>	
ETI 7. No discrimination is practised	ETI 7. No discrimination is practised
<p>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.</p>	
ETI 8. Regular employment is provided	ETI 8. Regular employment is provided
<p>8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.</p> <p>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.</p>	

<p>Additional Elements: Responsible Recruitment</p> <p>8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.</p> <p>8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.</p> <p>8.5 Employment agencies must only supply workers registered with them.</p> <p>8.6 Workers pay no recruitment fee at any stage of the recruitment process.</p> <p>8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.</p>	
8A: Sub-Contracting and Homeworking	8A: Sub-Contracting and Homeworking
<p>8A.1 There should be no sub-contracting unless previously agreed with the main client.</p> <p>8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.</p>	
ETI 9. No harsh or inhumane treatment is allowed	ETI 9. No harsh or inhumane treatment is allowed
<p>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.</p> <p>Additional elements:</p> <p>9.2 companies should provide access to a confidential grievance mechanism for all workers</p>	
10. Other Issue areas: 10A: Entitlement to Work and Immigration	
<p>Additional Elements</p> <p>10A.1 Only workers with a legal right to work shall be employed or used by the supplier.</p> <p>10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.</p>	
10. Other issue areas 10B2: Environment 2-Pillar	
<p>10B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.</p>	

10B2.2 The supplier should be aware of and comply with their end clients' environmental requirements. <i>Note for auditors and readers, This is not a full environmental assessment but a check on basic systems and management approach.</i>	
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SMETA Extra Sections for 4 Pillar Audit:	SMETA Extra Sections for 4 Pillar Audit:
Environment Section	Environment Section
B.4. Compliance Requirements 10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards. 10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc. 10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements 10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers. 10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes. 10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details). 10B4.7 Businesses shall make continuous improvements in their environmental performance. 10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation 10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance. B4. Guidance for Observations 10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor. 10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.	
Business Practices Section	
10C. Compliance Requirements	

10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

10C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.

10C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.

10C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.

10C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,

10C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics



10C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.










10C. Guidance for Observations

10C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

10C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented.

Photo Form

		
#1 Main entrance	#2 general view of premise	#3 Pumping water station
		
#4 workers toilets ON FIELDS	#5 Irrigation mixing fertilizer point	#6 Security instruction on point 5
		
#7 workers canteen with lockers	#8 ETI code on wall	#9 Chilled water on canteen

		
# 10 Suggestion Box	# 11 Complain procedures on wall	# 12 Fire fighter squad on wall
		
# 13 2nd canteen with workers lockers	# 14 Toilets for workers	# 15 washing hand point for workers
		
# 16 Gaz Station	# 17 Pesticides Station	# 18 Inside Pesticide Station with security instructions on wall



#19 Pesticides mixture area



#20 1st aid kit on pesticides



#21 Bio Chemical area



#22 fertilizer warehouse



#23 Inside fertilizer warehouse



#24 General view of PH



#25 Main entrance of PH with workers lockers



#26 good secure disposal on PH



#27 NC: no fire routes on paper box warehouse



For more information visit: [Sedexglobal.com](https://www.sedexglobal.com)

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 Buyer \(A\) & Buyer/Supplier \(A/B\) members:](http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=riPsbE0PQ52ehCo3lnq5lw_3d_3d

[Click here for Supplier \(B\) members:](http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d)

http://www.surveymonkey.com/s.aspx?sm=d3vYsCe48fre69DRglY_2brg_3d_3d

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