




# Sedex Members Ethical Trade Audit Report

**Version 6.1**



Audit Details			
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC: 1058177	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS: 1017241
Business name (Company name):	DINA DINAMARCA INDUSTRIAL AGRÍCOLA		
Site name:	Dina Agricola		
Site address: <i>(Please include full address)</i>	Sítio Pau Branco, Sn Zona Rural- MOSSORÓ /RN CEP: 59600-970	Country:	Brazil
Site contact and job title:	Reinaldo CHOTTEN Agronomist and QSM Manager		
Site phone:	+5584994240050	Site e-mail:	amandadina@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:	November 18 <sup>th</sup> and 19 <sup>th</sup> ,2019		

<b>Audit Company Name &amp; Logo:</b>  ALGI INTERNATIONAL 	<b>Report Owner (payer):</b> <i>(If paid for by the customer of the site please remove for Sedex upload)</i>  DINA DINAMARCA INDUSTRIAL AGRÍCOLA
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Audit Conducted By					
Affiliate Audit Company	<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 6.1 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: Mr. Xavier Henri Baudequin

APSCA number: ASCA 21703212

Lead auditor APSCA status: In good standing

Interviewers: Mr. Xavier Henri Baudequin

APSCA number: ASCA 21703212

Report writer: Mr. Xavier Henri Baudequin

Report reviewer: Mrs Silke Eidecker

Date of declaration: 11/19/2019

*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.*

## Summary of Findings

Issue (please click on the issue title to go direct to the appropriate audit results by clause) <i>Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.</i>		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	<a href="#">Universal Rights covering UNGP</a>			<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	
0B	<a href="#">Management systems and code implementation</a>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
1.	<a href="#">Freely chosen Employment</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	
2	<a href="#">Freedom of Association</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	1	0	<p>OBS</p> <ul style="list-style-type: none"> <li>The workers committee available on site is dealing, according to local Labour laws, with Health and Safety conditions of works. It should be also associated to discuss other topics introduced by the ETI Code of conduct</li> </ul>
3	<a href="#">Safety and Hygienic Conditions</a>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	4	0	0	<p>NCs</p> <ul style="list-style-type: none"> <li>Inadequate H&amp;S risk analysis (NC1)</li> <li>No Firemen licence (NC2)</li> <li>Occurrences of electrical connections in poor conditions (NC3)</li> <li>Insufficient fire emergency electrical devices and escape routes (NC4)</li> </ul>
4	<a href="#">Child Labour</a>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	

5	<u>Living Wages and Benefits</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1	0	2	NC <ul style="list-style-type: none"> <li>Premium paid but doesn't not meet legal requirements (NC1)</li> <li>GE's</li> <li>Lower salary on site is higher than minimum Brazilian mandatory salary (GE1)</li> <li>Food provided to workers against symbolic cost (GE2)</li> </ul>
6	<u>Working Hours</u>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		<input type="checkbox"/>	1	0	0	NC <ul style="list-style-type: none"> <li>Unproper use of overtime upon specifics activities (NC1)</li> </ul>
7	<u>Discrimination</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	0	0	0	
8	<u>Regular Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	
8A	<u>Sub-Contracting and Homeworking</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	
10A	<u>Entitlement to Work</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	
10B2	<u>Environment 2-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	0	

#### General observations and summary of the site:

Dina Dinamarca Industrial Ltda. begun its activities in 1995 and is a medium size grower and packer of watermelon and melons located in the Region of Mossoró, North East of Brazil, state of Rio Grande do Norte.

The site belongs to a group of growers named COOPYFRUTAS, a cooperative of growers which ships fruits on the Brazilian domestic market as well as abroad. As the site belongs to this group of growers, it showed a full pack of politics and internal operational process included in a common quality system management through which, such like other growers, the site is certified upon good agricultural practices and other social compliance standards. As evidenced during the visit of the premises, the site is well organized and maintained in good conditions of conservation.

During the audit, a sample of 26 workers were interviewed as well as reviewed a sample of three payments and attendance periods: April 2019 (low activities), August 2019 (regular activities) and October 2019 (high activities and last payment).

On the day of the audit, the site was composed of 288 workers, 5% of which were on working probation period and 95% permanent workers. 3 shifts were noted on site:

Shift 1: from Monday to Friday from 06:30am to 11:00am and 01:00pm to 04:00pm with two unpaid hours for rest and lunchbreak and on Saturday, from 06:30 am to 10:30 am.

Shift 2 (exclusively for Tractor Sprayer activities) Monday to Friday from 01:00pm to 10:00pm with one unpaid hour for dinner time from 05:pm to 06:00pm and on Saturday from 06:30am to 10:30am.

Shift 3 (exclusively for security guards (which belong to the company staff): 12x36 scale time (12 hours of works for 36h of rest time) from 06:00pm to 11:00pm and 00:00am to 06:00am with one unpaid break time for dinner from 11:00pm to 00:00am (as authorized by the local labour laws).

Wages on site are paid on a monthly base. A partial payment is made by the mid-month (on the 15<sup>th</sup>) and represents 40% of the monthly income for workers who are mostly paid by direct deposit to their bank accounts, in case of permanent workers, or by Bank cheque when short contracted workers. A total of 40 workers are currently living on site in accommodation provided free of charge by the company.

4 NCs related to Health and safety conditions of works, 1 related to Working hours and 1 related to Wages and salary were highlighted during the audit process.

*\*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:	DINA DINAMARCA AGRICOLA LTDA	
B: Site name:	DINA AGRICOLA	
C: GPS location: (If available)	GPS Address:	Latitude: 4°55'01,33" S Longitude: 37°24'34,46" O
D: Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	<p><b>Business licence:</b> 4 475-0 valid till 12/31/2019</p> <p><b>Environmental Licence:</b> issued by IDEMA on 08/21/2018 2017116141/TEC/LO-0319 valid till 08/21/2024</p> <p><b>Water Licence #1:</b> issued on 06/20/2018 by IGARN nº 324/2018 valid till 2022</p> <p><b>Water licence # 2:</b> issued on 03/20/2016 by IGARN nº 137/2016 Valid till 2020</p> <p><b>Land Property registry issued by Registro de Imóveis 2º zona de Mossoró</b> AV.1.19.135 Matricula 19135 folha 47 livro 2-189 and R.17.12.225 Matricula 12225 folha 34 livro 2-154</p> <p><b>Export Licence</b> issued on 03/08/2017 Receita Federal Brazil</p> <p><b>CAR (Land registry):</b> Nº RN-2411056-BFC33481E6264B5F92602622FG62F636 Nº RN-2411056-5E63C5C5DEA24B45ADE31FDBF7A22548 RN-2411056-7597381ADED4CA2A012B37573130809</p>	
E: Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Melons and watermelons	
F: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>The total size of 760ha ha and the productive area has an average size of 450 ha. The site is located on Sitio Pau Branco s/n Zona Mossoro RN -Brazil</p> <p>Main facilities of the site are a Packing house (2475m²) Paper boxes warehouse #1 (606 m²), Paper boxes warehouse #2 (373m²), workers dormitories (420m²), Canteen (230m²), Pesticide deposit (60m²), Fertilizers deposit (400m²), mechanic repair station (330m²), Gaz and Oil station (75m²), Irrigation working station 1 (50m²), Irrigation working station 2 (50m²), Irrigation working station 3 (35m²), Irrigation working station 4 (35m²)</p> <p>Average total constructed area : 5127m²</p> <p>F1: Visible structural integrity issues (large cracks) observed?  <input type="checkbox"/> Yes  <input checked="" type="checkbox"/> No</p> <p>F2: Please give details:</p>	



	<p>F3: Does the site have a structural engineer evaluation?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>F4: Please give details:</p>
G: Site function:	<p><input type="checkbox"/> Agent</p> <p><input type="checkbox"/> Factory Processing/Manufacturer</p> <p><input type="checkbox"/> Finished Product Supplier</p> <p><input checked="" type="checkbox"/> Grower</p> <p><input type="checkbox"/> Homeworker</p> <p><input type="checkbox"/> Labour Provider</p> <p><input checked="" type="checkbox"/> Pack House</p> <p><input type="checkbox"/> Primary Producer</p> <p><input type="checkbox"/> Service Provider</p> <p><input type="checkbox"/> Sub-Contractor</p>
H: Month(s) of peak season: (if applicable)	September to November
I: Process overview: (Include products being produced, main operations, number of production lines, main equipment used)	<p>Planting, weeding, spraying, irrigation, pruning and harvesting. After the packing process, the fruits are stored in cold rooms before final shipping</p> <p>Main machines available on site are: 4 grades machines, 8 chemicals sprayers, 2 Manure spreaders, 1 Plastic Mulching applier, 3 Paper box builder, 5 brush machines, 2 compressors,</p>
J: What form of worker representation / union is there on site?	<p><input checked="" type="checkbox"/> Union (name): SINTRAFRUT &amp; STTLM</p> <p><input checked="" type="checkbox"/> Worker Committee</p> <p><input type="checkbox"/> Other (specify)</p> <p><input type="checkbox"/> None</p>
K: Is there any night production work at the site?	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
L: Are there any on site provided worker accommodation buildings e.g. dormitories	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>L1: If yes, approx. % of workers in on site accommodation 15%</p>
M: Are there any off site provided worker accommodation buildings	<p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>M1: If yes, approx. % of workers</p>
N: Were all site-provided accommodation buildings included in this audit	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>N1: If no, please give details</p>

Audit Parameters		
A: Time in and time out	Day 1 Time in: 08:30 AM Day 1 Time out: 05:30 PM	Day 2 Time in: 08:30 am Day 2 Time out: 05:30pm
B: Number of auditor days used:	1 auditor / 2 audit day	
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 – 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 <b>Yes</b> , please capture detail in appropriate audit by clause	
G: Who signed and agreed CAPR (Name and job title)	Reinaldo CHOTTEN agronomist and MS 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:	11/29-30/2018	
J: Previous audit type:	Periodical	
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

D: If Worker Representatives were not present please explain reasons why <i>(only complete if no worker reps present)</i>	During the opening meeting the worker's representant wasn't available. He was already off when conducting the closing meeting
E: If Union Representatives were not present please explain reasons why: <i>(only complete if no union reps present)</i>	No union representative available on site

## 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 or permanent resident 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	229	14	0	0	0	0	0	243
Worker numbers – female	45	0	0	0	0	0	0	45
Total	274	14	0	0	0	0	0	288
Number of Workers interviewed – male	9	6	0	0	0	0	0	15
Number of Workers interviewed – female	5	6	0	0	0	0	0	11
Total – interviewed sample size	14	12	0	0	0	0	0	26



A: Nationality of Management	Brazilian	
B: Please list the nationalities of all workers, with the three most common nationalities listed first. <i>Please add more nationalities as applicable to site. Add more rows if required.</i>	Nationalities: B1: Nationality 1: Brazilian B2: Nationality 2: _____ B3: Nationality 3: _____	Was the list completed during peak season? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No  If no, please describe how this may vary during peak periods:
C: Please provide more information for the three most common nationalities.	C: approx % total workforce: Nationality 1 100% C1: approx % total workforce: Nationality 2 _____ C2: approx % total workforce: Nationality 3 _____	
D: Worker remuneration (management information)	_____% workers on piece rate _____% hourly paid workers 100 % salaried workers  Payment cycle: _____% daily paid _____% weekly paid __100_ % monthly paid _____% other If other, please give details 40% of salary is paid on the 15 <sup>th</sup> day of the month	



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)	2 groups of 5 men 2 groups of 5 women	
D: Number of individual interviews (Please see SMETA Best Practice Guidance and Measurement Criteria)	D1: Male: 5	D2: Female: 1
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 during interviews	
I: What did the workers like the most about working at this site?	Main comment was about the regularity of payments	
J: Any additional comment(s) regarding interviews:	No	
K: Attitude of workers to hours worked:	No comments about hours was made when generally workers are favourable to Overtime.	
L. Is there any worker survey information available?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: 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*

According to all worker's interview the site is a good place to work where the higher management is dedicated to worker's welfare

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's representant commented upon the company's commitment upon health and safe conditions of works

O: Attitude of managers:

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

The management remained present during all the audit process and declared to be committed to continuous improvement



## Audit Results by Clause

### 0A: Universal Rights covering UNGP

[\(Click here to return to summary of findings\)](#)

#### 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.*

#### Current systems:

The site presented a summarized but comprehensive policy related to ETI code of conducts and Human rights. This policy is inserted in the MS of the grower's group in which is included Dina Dinamarca. Although workers didn't seem to be deeply familiar with the ETI code of conduct, they stated during interviews that they had been involved in a general training upon these principles.

A Senior manager in charge of the implementation of the code was named: Mr Reinaldo CHOOTEN is both in charge of the Quality system management as well as of the commitment to the ETI code of conduct.

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

Details:

Human right policy review

Training records reviews

Management and workers interviews

Any other comments: None

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

☒ Yes

☐ No

A1: Please give details: inserted in POLÍTICA DE ÉTICA E RESPONSABILIDADE SOCIAL COD: POL 01

Versão: 01n1ª Edição: 06/08/2019

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: Mr. Reinaldo CHOTTEN Job title: agronomist and QMS manager
C: Does the business 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 C1: Please give details: an internal communication system named Caixa de reclamações is available on site but not fully operational
D: Does the grievance mechanism meet UNGP expectations? (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 D1: 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 E1: Please give details: workers documents are kept in a restricted access area

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

Good examples observed: none	
<b>Description of Good Example (GE):</b>	<b>Objective Evidence Observed:</b>

## 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)	A1: Last year: ___7,35 %	A2: This year ___5,9 %
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first day of the 90 days period through to the last day of the 90 day period / [(number of employees on the 1 <sup>st</sup> day of 90 day period + number of employees on the last day of the 90 day period) / 2]	2,43%	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 <sup>st</sup> day of the year + number employees on the last day of the year) / 2] * number available workdays in the year	C1: Last year: ___2,30_ %	C2: This year ___2,21 %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 <sup>st</sup> of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month	1,83%	
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please describe:	
F: Annual Number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	F1: Last year: Number: 1	F2: This year: Number:1
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]	H1: Last year: 36,45	H2: This year: 52,77
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	I1: 6 months ___0_% workers	I2: 12 months ___0% workers
J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	J1: 6 months ___0 % workers	J2: 12 months ___0 % workers

## 0B: Management system and Code Implementation

[\(Click here to return to summary of findings\)](#)

- 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.

#### Current systems:

It was verified that the site assigned Mr Reinaldo CHOTTEN as officer in charge to implement the company in full compliance with the ETI code. A wide system of health and safe conditions of works was reviewed, as well as various internal processes directly related to other ETI principles commitment.

The site presents all legal licences usually required in the economic activity (except the Firemen licence which remains in a transition phase of implementation).

Workers annually receive a mandatory induction training upon ETI principles and Business partner are partially but formally communicated through a specifics clauses inserted in business contract that they must be also compliant to social responsibility main commandments.

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

Details:

Review of MS records

Management interviews

Workers interviews

Any other comments: None

### Management Systems:

A: In the last 12 months, has the site been subject to any fines/prosecutions for non-compliance to any regulations?

☐ Yes

☒ No

A1: Please give details:

B: Do policies and/or procedures exist that reduce the risk of forced labour, child labour, discrimination, harassment & abuse?

☒ Yes

☐ No

B1: Please give details: various internal procedures such as harassment and complain reclamation channels, age and legal conditions of works verification, H&S program are among the procedures maintained on site

C: If Yes, is there evidence (an indication) of effective implementation? Please give details.	Id's and worker's documents were reviewed in personal files, as well as training records, legal licences or workers meeting constitution minutes acts
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 D1: Please give details: last training was performed by Mr Francisco Savio Lucas Azevedo on 11/01/2019 as for Mr. Raymundo Ferreira Silva
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 E1: Please give details: workers stated during interviews they received such training
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: Please give details: On 2018, the site was certified Rainforest Alliance (reference number IBD-G-101998)
G: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details: Mrs. Mardiania Moreira de Freitas
H: Is there a senior person / manager responsible for implementation of the code	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please give details: Mr. Reinaldo CHOTTEN
I: Is there a policy to ensure all worker information is confidential?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I1: Please give details
J: Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No J1: Please give details: All worker's data are exclusively maintained in a restricted access area
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No K1: Please give details:
L: Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1 Please give details:
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: Please give details:

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 N1: Please give details:  <b>Environmental Licence:</b> issued by IDEMA on 08/21/2018 2017116141/TEC/LO-0319 valid till 08/21/2024 <b>Water Licence #1:</b> issued on 06/20/2018 by IGARN n° 324/2018 valid till 2022 <b>Water licence # 2:</b> issued on 03/20/2016 by IGARN n° 137/2016 Valid till 2020
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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No O1: Please give details:
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 P1: 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 Q1: 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 R1: Please give details:
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 S1: Please give details:

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

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

Good Examples observed: none	
<b>Description of Good Example (GE):</b>	<b>Objective evidence observed:</b>



## 1: Freely Chosen Employment

[\(Click here to return to summary of findings\)](#)

### 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.

#### Current systems:

No forced labour or involuntary labour was identified during the audit works. Workers said they received full payment on a regular basis. All receipts of such payments were reviewed in the provided records. As also confirmed by workers, anyone is free to resign the company when solicited. Workers living on site are also free to leave the premises after working hours.

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

Details:

Reviews of pay rolls

Interviews of workers and security guard.

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 A1: 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 B1: If yes, please give details and category of worker affected:
C: Is there any evidence of retention of wages /deposits	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: If yes, please give details and category of worker affected:
D: Are there any restrictions on workers' freedom to terminate employment?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: Please describe finding:
E: If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement'?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable E1: Please describe finding:

F: 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 F1: Please describe finding:
G: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable G1: If yes, please give details and category of workers affected:
H: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please describe finding: the site directly hires all its staff and doesn't work with labour agency

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

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

Good Examples observed: none	
<b>Description of Good Example (GE):</b>	<b>Objective evidence observed:</b>

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

[\(Click here to return to summary of findings\)](#)

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

### 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:

Workers commented that sometimes legal Union Representant have access on site to talk and have meeting with workers. Workers are free to participate or not. They also confirmed that they are no limitations to monthly contribute to Unions through an individual written will.

An internal worker committee mainly dealing with H&S conditions of works is maintained on site as required by Brazilian Labour laws. It is democratically chosen through anonymous poll.

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

Details:

MS review

Workers interviews

Any other comments: None

A: What form of worker representation/union is there on site?	<input checked="" type="checkbox"/> Union (name): SINTRAFRUT & STTLM <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 D1: Please give details: an anonymous reclamations channel is maintained on site

	D2: 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 E1: Please give details: As stated by workers representant, Workers committee are monthly held on site on worker's canteen area	
F: Name of union and union representative, if applicable:	SINTRAFRUT STLM	F1: Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (elections for union representative is an external and independent process performed by the Unions)
G: If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	Worker Committee	G1: 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	Mr. Ray Onilson Oliveira
I: Were worker representatives freely elected?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I1: Date of last election: June 2018
J: Do workers know what topics can be raised with their representatives?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
K: Were worker representatives/union representatives interviewed?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If <b>Yes</b> , please state how many: 2	
L: Please describe any evidence that union/worker's committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	Worker committee constitution process was reviewed, meeting minute were verified. The workers representant through interviews stated that worker committee is effective on site	
M: Are any workers covered by Collective Bargaining Agreement (CBA)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
If <b>Yes</b> , what percentage by trade Union/worker representation	M1: ___100 % workers covered by Union CBA	M2: ___% workers covered by worker rep CBA
M3: If <b>Yes</b> , does the Collective Bargaining Agreement (CBA) include rates of pay?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

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

Observation: one	
<b>Description of observation:</b> It was verified during the review of the MS and through interviews on site that a workers committee is maintained on site but is only dealing, in accordance to local Labour laws requirements, with Health and Safety conditions of works.  <b>Local law or ETI requirement:</b> ETI 2.19  <b>Comments:</b> It is recommended to also introduce, train and discuss other topics required by the ETI Code of conduct	<b>Objective evidence observed:</b>  Document review Management and worker interviews

Good Examples observed: none	
Description of Good Example (GE):	<b>Objective evidence observed:</b>

### 3: Working Conditions are Safe and Hygienic

[\(Click here to return to summary of findings\)](#)

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

#### 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.*

#### Current systems:

All premises appeared in good conditions of displaying and organization (except in workers accommodations where some isolated electrical connections in poor conditions were verified).

All activities were verified well identified and provided with safety signages and instructions on workstations.

Hazardous activities are always very well identified and fully informed to visitors and worker on site A H&S Risk assessment is yearly conducted and updated on site

Accommodations are provided on site for male workers: no costs are charged for workers living on site and all basics necessity as well as access to potable water, sanitary and daily food (lunch and dinner) is certified on site

A wide range of training records related to Health and Safety training was identified such as for:

- Tractor user (on 07/23 to 26/28 as for i.e. Mr. Francinaldo Oliveira Lopes),
- Irrigation operator (on 08/20 to 23/19 as for i.e Mr.David Bezerra Santos),
- Pesticides spraying (on 06/14/2019 as for i.e. Mr. Francisco Erivan Silva))
- Fire drill (on 09/18/19 as for i.e. Mrs Amanda Raiane Lopes)
- Hazardous machine Training (on 08/28/19 as for i.e. Mr Francisco Sergio Gomes)

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

Details:

Review of MS

Visit of the premises

Interviews of workers and worker's representants.

Any other comments: None

<p>A: Does the facility have general and occupational Health &amp; Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>A1: Please give details: H&amp;S risk analysis: PGSSMATR issued on July 2019 valid through July 2020 by Mrs Sara C.R dos Santos H&amp;S engineer and Dr. Leonardo Lacerda dos Barros, H&amp;S Medic</p>
<p>B: Are the policies included in workers' manuals?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>B1: Please give details:</p>
<p>C: Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>C1: Please give details:</p>
<p>D: Are visitors to the site informed on H&amp;S and provided with personal protective equipment</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>D1: Please give details: Use of PPE is mandatory to access more Hazardous workstations</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>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>E1: Please give details: A Medical room is available for Medical examination and mainly First aid procedures</p>
<p>F: Is there a doctor or nurse on site or there is easy access to first aider/ trained medical aid?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>F1: Please give details: First aid kits were verified on works stations. Worker's representant declared that all worker committee members were trained on first aid procedures</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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>G1: Please give details: no external transportation is provided for workers</p>
<p>H: Is secure personal storage space provided for workers in their living space and is fit for purpose?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>H1: Please give details: workers are provided individuals lockers on rest point, packing house and accommodations</p>
<p>I: Are H&amp;S Risk assessments are 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>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>I1: Please give details:</p>
<p>J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <p>J1: Please give details: Land water use permits were reviewed</p>
<p>K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No



K1: Please give details: It is a mandatory point included in the Global Gap standards upon which the site is annually certified upon n° 4049928377654

### Non-compliance: 4

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

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

During the tour of the packing house and then during the review of the MS records, it was verified that the H&S analysis available on site doesn't not identify all risks for workers when performing their activities on site

#### Local law and/or ETI requirement

ETI 3.1.4

#### Recommended corrective action:

The site must consider all risk on site and complete his H&S risk analysis by stating if workers must use PPE or not upon specifics activities performed on PH.

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

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

During the review of the MS, it was verified that no legal fire license or certificate was available on site

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

ETI 3.2.23

#### Recommended corrective action:

The site must provide all licences required by the standard

#### 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 various occurrences of electrical connections in poor conditions (e.g. worker's accommodation) or without secured identification or signages

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

ETI 3.2.27

Brazil NR 10.10.4.1: the company must maintain safe electrical devices on site

#### Recommended corrective action:

The site must review and fix all connections and certify that an internal maintenance electrical plan is permanently driven

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

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

During the first visit of the packing house, it was verified that they are insufficient fire exit emergency lightning and escape routes signs in the Cold rooms

#### Objective evidence observed:

(where relevant please add photo numbers)

Visit of the premise  
Workers and management interview  
Review of the H&S risk analysis

Review of the Legal documentation

Visit of the site  
Pic 1

Visit of the site

<p><b>Local law and/or ETI requirement:</b> ETI 3.2.16 Brazil 23.2: Emergency exit must be available in sufficient quantity in all Working stations</p> <p><b>Recommended corrective action:</b> The site must provide all required emergency devices and secured signage on all workstations.</p>	
--	--

Observation: none	
<p><b>Description of observation:</b></p> <p><b>Local law or ETI requirement:</b></p> <p><b>Recommended corrective action:</b></p>	<p><b>Objective evidence observed:</b></p>

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

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

[\(Click here to return to summary of findings\)](#)

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

##### 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 were noted on site.

Internal policies are available to avoid any child works occurrences.

An internal operational process is available to review workers documents. ID copies, Birth certificate, Brazilian Fiscal number are used to verify and prove the age of hired Workers.

The company commitment against Child labour was communicated to workers through training.

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

Details:

Review of workers files

Pay roll review

Workers interviews

Any other comments: None

A: Legal age of employment:	16
B: Age of youngest worker found:	21
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)	0 %
E: Are workers under 18 subject to hazardous work assignments? <a href="#">(Go to clause 3 – Health and Safety)</a>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If yes, give details

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

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

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

## 5: Living Wages are Paid

[\(Click here to return to summary of findings\)](#)

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

### 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:

Workers are paid on a monthly base through money transfer on bank accounts. For some recent hired workers, payment is made through bank check. A pre-payment of 40% of the individual salary is roughly paid on day 15<sup>th</sup> of each month

According to working interviews, pay day is always provided until the 3<sup>rd</sup> or 4<sup>th</sup> day of the month and is never late.

Salary on site is paid upon the salary negotiated in the 2019 Collective Bargain agreement for SINFRUIT (R\$ 1026) and for STTLM (R\$ 1022). This salary is higher than the Brazilian legal minimum wage (R\$ 998).

All wages are detailed on pay slip and workers are aware of any deduction, extra hours paid or any other benefits.

26 workers were interviewed. Same pay roll sample was also reviewed upon 3 chosen time periods: January 2019 (low activity), august 2019 (regular activity) and October 2019 (peak activity and last payment).

It was then verified during the reviews of the pay roll some miscalculations of overtime rates for workers upon hazardous activities (NC)

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

Details:

Workers interview

Review of pay roll

Pay roll manager interview

Any other comments: none

### Non-compliance: one

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

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

During the review of the pay roll, it was seen that some workers with hazardous functions on site receive a premium rate for overtime, but this premium rate does not meet the legal requirements when, as defined by Brazilian labour laws, the calculation base used to pay overtime in this case must consider all hazardous premium given to worker due to the function they get involved in. When reviewing the calculation of these overtime premiums, it was verified that the hazardous premium given to worker had not been considered in the calculation rate.

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

Brazil TST 139: Hazardous premiums must include calculations rate for all legal benefices

#### Recommended corrective action:

The site must review all overtime premium for workers on hazardous functions and must certify that all payments are correctly calculated and paid to all workers

#### Objective evidence observed:

(where relevant please add photo numbers)

Review of the pay roll  
Review of H&S risk analysis  
Management interviews

### Observation: none

#### Description of observation:

#### Local law or ETI requirement:

#### Comments:

#### Objective evidence observed:

### Good Examples observed: none

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

During the review of the pay roll, it was verified that the minimal salary paid on site is higher than Lower Brazilian wages mandatory per law. This minimal wage is defined in the local CBA annually negotiated with the Unions.

During the review of the wages and benefits, it was declared and verified that a food assistance is provided to all workers hired on site, against payment of a symbolic individual financial participation: lunch, dinner and breakfast are prepared and offered to all workers, including during week end and bank holidays .

#### Objective Evidence Observed:

Workers interviews  
Pay roll review  
CBA review

Workers interviews  
Pay roll review

## 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 11 hours/week 1h/day for emergency purpose	2 hours/day 11 hours/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 998	R\$ 1022 (STTLM) Or R\$ 1026 (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% Emergency purpose: 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	
A1: If <b>No</b> , 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 sample January 2019 (low activity), August 2019 (regular activity) October 2019 (peak activity and last payment.)	
C: Are there different legal minimum wage grades? If <b>Yes</b> , please specify all.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	C1: If <b>Yes</b> , please give details: There are two CBA each one for specifics activities performed on site and with specific define minimum wage: R\$ 1022 (STTLM) R\$ 1026 (SINTFRUIT)



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	D1: If <b>No</b> , 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	E1: Lowest actual wages found: <i>Note: full time employees and please state hour / week / month etc.</i> Monthly R\$ 1022 (as defined by STLM) or Monthly R\$ 1026 (as defined by SINTFRUIT)	
F: Please indicate the breakdown of workforce per earnings:	F1: ____% of workforce earning under minimum wage F2: ____% of workforce earning minimum wage F3: ____100% of workforce earning above minimum wage		
G: Bonus Scheme found: Please specify details:	Bonus Scheme found: <i>Note: type of employee (e.g. full time, temp, etc.) and please state which units e.g. /hour /week /month etc.</i> No bonus found on site		
H: What deductions are required by law e.g. social insurance? Please state all types:	Social insurance 8%		
I: Have these deductions been made?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	I1: Please list all deductions that <b>have</b> been made.	1. Social insurance 8% 2. Please describe:
		I2: Please list all deductions that <b>have not</b> 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	K1: Type Miscalculation of overtime for workers under hazardous functions  <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input checked="" type="checkbox"/> Repeated occurrence:	
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 L1: Please give details:		
M: Is there a defined living wage: <i>This is <u>not</u> normally minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: Please specify amount/time:		

M2: 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 N1: Please give details: Wages are annually reviewed during the CBA
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 P1: Please give details: it was verified during the review of the pay slips and through workers interviews
Q: How are workers paid:	<input type="checkbox"/> Cash <input checked="" type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other Q1: If other, please explain:

## 6: Working Hours are not Excessive

[\(Click here to return to summary of findings\)](#)

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

### 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.

### Current systems:

3 shifts are available on site:

- Shift 1: from Monday to Friday from 06:30am to 11:00am and 01:00pm to 04:00pm with two unpaid hours for rest and lunchtime and> On Saturday, from 06:30 am to 10:30 am.
- Shift 2 (exclusively for Tractor Sprayer activities) Monday to Friday from 01:00pm to 10:00pm with one unpaid hour for dinner time from 05:pm to 06:00pm and on Saturday from 06:30am to 10:30am.
- Shift 3 (exclusively for security guards (which belong to the company staff): 12x36 scale time (12 hours of works for 36h of rest time) from 06:00pm to 11:00pm and 00:00am to 06:00am with one unpaid break time for dinner from 11:00pm to 00:00am

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

Also, according to CLT (Brazilian Labour Law), workers are authorized to perform two extras hours per day, these hours are then paid on an extra rate of 50% (when performed on regular day). When performed on Sundays or Bank holiday, all hours are double paid.

The local CBA stated that companies are authorized to perform on more extra hour per day when required for some unexpected and urgent purpose. For this additional extra hour, the premium rate stated in the CBA is 65% added upon a regular hour rate

26 workers were interviewed and for each of them three working hours times records were reviewed: January 2019 (low activity), August 2019 (regular activity), October 2019 (peak activity and last payment).

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

Details:

Pay roll and time clock records

Workers interviews

Any other comments: none

#### Non-compliance: 1

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

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

During the review of the MS, it was verified an improper use of overtime for specific categories of worker on hazardous functions

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

ETI 6.12

Brazilian CLT art 60: overtime on hazardous function should only be performed with a previous authorization of the Official Labour Authority

##### Recommended corrective action:

Overtime upon hazardous functions must only be done in accordance with local labour laws (Art 60 CLT - Brazilian labour laws)

##### Objective evidence observed:

(where relevant please add photo numbers)

Document review  
Worker and Management interviews

#### 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:

<b>Working hours' analysis</b> Please include time e.g. hour/week/month <a href="#">(Go back to Key information)</a>					
Systems & Processes					
A. What timekeeping systems are used: time card etc.	Describe: Time card machine and Electronic record device				
B: Is sample size same as in wages section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: If no, please give details				
C: Are standard/contracted working hours defined in <b>all</b> contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	C1: 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	D1: 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	E1: If <b>yes</b> , 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?	F2: 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:		F3: 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 days				
Standard/Contracted Hours worked					

G: Were standard working hours over 48 hours per week found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	G1: 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	H1: If yes, please give details:
<b>Overtime Hours worked</b>		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours: 36h30 month 11h week 2h 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:	_____5 %	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	L1: Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements: Voluntary overtime was stated by workers during interviews
<b>Overtime Premiums</b>		
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	M1: Please give details of normal day overtime premium as a % of <b>standard</b> wages: Please give details of normal day overtime premium as a % of <b>standard</b> wages:  <b>STTLT</b> Regular hour paid: R\$ 4,64 First 2 extra hours: 1,5% R\$6,96 After 2extra hours: 1,65% R\$7,65 Sunday bank holidays: 100% R\$9,28  <b>SINTFRUIT</b> Regular paid Hour: R\$4,66 First 2 extra hours: 1,5% R\$6,99 After 2 extra hours: 1,65% R\$7,68 Sunday Bank Holidays: 100% R\$9,32

N: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N1: If yes, please describe % of workers & frequency: 100% of workers and always when OT done
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.	<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 checked="" type="checkbox"/> Other	
	O1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other	
	The site doesn't pay less than 125% OT premium	
P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant.	<input checked="" type="checkbox"/> <b>Overtime is voluntary</b> <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons (please specify)	
	P1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other:	
	No more than 60 hours incl OT is done per week	
Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Q1: If yes, please give details:	
R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

## 7: No Discrimination is Practiced

[\(Click here to return to summary of findings\)](#)

### 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. This commitment is clearly stated in the POLÍTICA DE ÉTICA E RESPONSABILIDADE SOCIAL – NORMAS TRABALHISTAS

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

As fully authorized by Local labour laws, pregnancy questionnaire and test are driven on dismiss process in order to protect pregnant women and cancelled the process.

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

Details:

Review of MS records

Workers and management interviews

Any other comments: none

A: Gender breakdown of Management + Supervisors (Include as one combined group)	A1: Male: ___84 % A2: Female___16 %
B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst:	4
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 <input checked="" type="checkbox"/> No evidence of discrimination found  C1: Please give details:



### Professional Development

A: What type of training and development are available for workers?

All training related to any kind of activities performed on site must be performed on site

B: Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria?

☒ Yes  
☐ No

If no, please give details:

### 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:

## 8: Regular Employment Is Provided

[\(Click here to return to summary of findings\)](#)

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

### 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.*

### Current systems:

An internal process is available on site to maintain on workers files all required document in order to prove the legal conditions of work and the legal validity of all working contract.

According to the Collective Bargain Agreement of STTLM, "Hiring workers through contract agency is permanently prohibited" in order to always maintain regular conditions of work

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

Details:

Workers interviews,

Management interviews

CBA review.

Workers files review

Any other comments: None

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

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

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

## Responsible Recruitment

All Workers	
<b>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?</b>	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Understood by workers <input checked="" type="checkbox"/> Same as actual conditions  A1: If any are unchecked, please describe finding and specific category(ies) of workers affected:
<b>B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B1: 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 – C1: If other, please give details:
D: If any checked, give details:	

<b>Migrant Workers: No migrants workers on site</b> <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 or permanent resident 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:	N/A	
B: Please give details about recruitment agencies for migrant workers:	B1: Total number of (in country recruitment agencies) used:  B2: 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 C1: Please describe finding:	C2: 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  D1: If yes, number and example of roles:	

## NON-EMPLOYEE WORKERS : no non employees on site

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  B1 – If other, please give details:
C: If any checked, give details:	

Agency Workers (Not applicable)	
(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):	A1: 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

	D1: 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  E1: Please give details:

<b>Contractors: N/A</b> <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 checked="" type="checkbox"/> No A1: If yes, how many contractors are present, please give details:
B: If <b>Yes</b> , how many workers supplied by contractors?	
C: Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding:
D: If <b>Yes</b> , please give evidence for contractor workers being paid per law:	

### 8A: Sub-Contracting and Homeworking

[\(Click here to return to summary of findings\)](#)

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

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:

There is no sub-contracting 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		

Details: document review, worker and management 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 requirement:**

**Recommended corrective action:**

#### Objective evidence observed:

*(where relevant please add photo numbers)*

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

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

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 A1: 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 B1: If <b>Yes</b> , 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 D1: If <b>Yes</b> , 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 A1: If <b>Yes</b> , summarise details:		
B: Number of homeworkers	B1: Male:	B2: Female:	Total:



C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents	C1: 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  G1: 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

[\(Click here to return to summary of findings\)](#)

#### 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 <sup>rd</sup> party?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: An anonymous suggestion box procedure is available on site
B: If <b>Yes</b> , are workers aware of these channels and have access? Please give details.	The suggestion box is available on the workers rest point. Interviewed workers said they know how to use it.
C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.	suggestion box
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 D1: Please give details:
E: Are there any open disputes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: 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. helplines or whistle blowing mechanism)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: If no, please give details
G: Is there a published and transparent disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: If no, please explain
H: If yes, are workers aware of these the disciplinary procedure?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: If no, please give details
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 I1: 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 was seen posted on prominent places throughout the site.  
When asked about any rude treatment on site, workers reported that such incidents were never seen and commented onsite. According to them, the management would not admit 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  
Review of the MS

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 on site. This commitment is stated in the POLÍTICA DE ÉTICA E RESPONSABILIDADE SOCIAL – NORMAS TRABALHISTAS.

When interviewed, workers declared they must deliver their original IDs documents to the company prior to work. Later, copy of these documents were seen of worker's files.

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

Details:

Workers file reviews, 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

[\(Click here to return to summary of findings\)](#)

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:

During the review of the legal documents of the auditee, it was verified all legal documentations and permits related to environments and legal use of natural resources.

Although no formal environmental policy was reviewed, a large bunch of internal operational process related to soil conservation, energy, fertilizers and chemical rational use was verified during the review of the MS records.

The site also presented evidences of rational recycled waste and contaminated used waste to prevent land contaminations.

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

Details:

Management interviews

Review of MS records

Any other comments: None

### Non-compliance: none

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

☐ NC against ETI/Additional Elements

☐ NC against Local Law

#### Objective evidence observed:

(where relevant please add photo numbers)

Local law and/or ETI/Additional Elements requirement:

Recommended corrective action:

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

Good examples observed: none	
<b>Description of Good Example (GE):</b>	<b>Objective Evidence Observed:</b>

#### Other findings

Other Findings Outside the Scope of the Code
No other finding identified

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>
No specifics communities benefits defined

## Appendix 1

<b>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."</b> <input checked="" type="checkbox"/> Not Applicable please x	
<b>NOTE:</b> 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.	<b>Instruction to Audit Company:</b> fill in the relevant clauses from the Customer Supplier Code - where applicable.

ETI Code / Additional Elements	Customer's Supplier Code equivalent
<b>0.A. Universal Rights covering UNGP</b>	<b>0.A. Universal Rights covering UNGP</b>
<b>0.A. Guidance for Observations</b> 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.	
<b>0.B. Management Systems &amp; Code Implementation</b>	<b>0.B. Management Systems &amp; Code Implementation</b>
0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code. 0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code. 0.3 Suppliers are expected to communicate this Code to all employees. 0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.	
<b>ETI 1. Forced Labour</b>	<b>ETI 1. Forced Labour</b>
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.	
<b>ETI 2. Freedom of association and the right to collective bargaining are respected</b>	<b>ETI 2. Freedom of association and the right to collective bargaining are respected</b>



<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>	
<b>ETI 3. Working conditions are safe and hygienic</b>	<b>ETI 3. Working conditions are safe and hygienic</b>
<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 &amp; 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 &amp; Safety to a senior management representative.</p>	
<b>ETI 4. Child labour shall not be used</b>	<b>ETI 4. Child labour shall not be used</b>
<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>	
<b>ETI 5. Living wages are paid</b>	<b>ETI 5. Living wages are paid</b>



<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 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 <b>all</b> of the following are met:</p> <ul style="list-style-type: none"> <li>– this is allowed by national law;</li> <li>– this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;</li> <li>– appropriate safeguards are taken to protect the workers' health and safety; and</li> <li>– The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.</li> </ul>	

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.	
<b>ETI 7. No discrimination is practised</b>	<b>ETI 7. No discrimination is practised</b>
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.	
<b>ETI 8. Regular employment is provided</b>	<b>ETI 8. Regular employment is provided</b>
<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><b>Additional Elements: Responsible Recruitment</b></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>	
<b>8A: Sub-Contracting and Homeworking</b>	<b>8A: Sub-Contracting and Homeworking</b>
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.	
<b>ETI 9. No harsh or inhumane treatment is allowed</b>	<b>ETI 9. No harsh or inhumane treatment is allowed</b>
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	
<b>10. Other Issue areas: 10A: Entitlement to Work and Immigration</b>	
<b>Additional Elements</b> 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.	
<b>10. Other issue areas 10B2: Environment 2-Pillar</b>	
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. <i>Note for auditors and readers, this is not a full environmental assessment but a check on basic systems and management approach.</i>	

## Photo Form

		
Pic 1 and 2: NC poor electrical connections on isolated places		Main entrance of the premises

		
<p>Broad view of melon fields</p>	<p>Mobile toilet facilities for workers on site</p>	<p>Toilet facilities for workers on fields</p>
		
<p>Electronic time clock machine are available on site</p>	<p>Announcement board and suggestion box</p>	<p>Security instructions displayed over boards</p>
		
<p>Main PH entrance</p>	<p>Broad view of PH</p>	<p>Firefighting equipment at PH</p>



		
Lockers provided to workers	Machinery on PH	Emergency exit on PH

		
Workers canteen	ETI principles on announcement boards	Dinner provided to workers

		
Firefighting equipment	Chilled water in workers accommodations	Workers canteen at workers accommodations

		
Workers accommodation	Bathroom facilities in workers accommodations	Irrigation workstation on fields
		
First aid kit provided on fields	Fertilizers storage	Chemical preparing point
		
Chemical segregated storage	Garage area	Separated toxic waste



		
<p>Paper box deposit</p>	<p>Firefighting equipment at paper box deposit</p>	<p>Fertilizer irrigation workstation</p>
		
<p>Medical care rooms</p>	<p>Training rooms</p>	<p>External view of PH</p>
		
<p>Emergency meeting point</p>	<p>Waste separated collect on site</p>	<p>Workers accommodation</p>





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