|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **cc.** R190 - Worst Forms of Child Labour Recommendation, 1999 (No. 190) |  |  |  |
| **dd.** The ILO call for Decent Work |  |  |  |
| **3.4.9S** | **Child Labour / Minors Policy** |  |  |  |
| **a.** The producer has prepared and is adhering to the Child Labour Policy. | Yes |  | Policy in place |
| **b.** The producer has not employed children or young persons under 18 years of age. | Yes |  |  |
| **c.** Where child labor is detected; where the children are found working directly or indirectly for the producer, the latter shall seek a sensitive and satisfactory solution that puts the best interests of the child first. | Yes |  |  |
| **d.** The remedial action plan has included the rights of the family and the right of the child to education as per The Children Act. | Yes |  |  |
| **e.** The remediation actions taken are recorded and available for verifying that the mitigation measures are put in place to prevent recurrence. | Yes |  |  |
| **3.5.1S** | **Ethical and Anti-Corruption Policy** |  |  |  |
| The producer can demonstrate that measures to guide the company on ethical conduct or practice on has been put in place by having an ethical and anti-corruption policy that has been prepared and adopted from the OECD – UNODC – World Bank 2013; Anti-Corruption Ethics and  Compliance Handbook for Business, and can demonstrate that: - |  |  |  |
| **a.** The policy is implemented across all levels and aspects of flower production business conduct, and is defining clearly what is relevant and applicable to the conduct of individual employees, managers, directors, and the entire company. | Yes |  |  |
| **b.** The policy has prohibited any involvement in any act of corruption, extortion, embezzlement, nor in any form of bribery, either directly or indirectly. | Yes |  |  |
| **c.** The company has developed and adopted adequate internal controls, on ethics and compliance to prevent and detect bribery, corruption, extortion, embezzlement including a financial and accounting procedures. | Yes |  | In the Policy |
| **d.** The company has put in place sufficient anti-bribery measures to prevent corruption arising out of or associated with political and charitable contributions, facilitations fees, gifts and hospitality expenses to ensure that they are not used as a subterfuge for bribery. | Yes |  |  |
| **e.** There is a monitoring system and the producer is carrying out a risk assessment on ethics and corruption at least once per year. |  | No | To develop a monitoring system |
| **f.** Providing evidence to show that corrective actions has been taken against all the arising issues including allegations at least once per year. |  | No | No evidence |
| **g.** By maintaining records on fines previously given to the company with regard to compliance with the law on accounts, social, environment and economic aspects which are available for review. |  | No |  |
| **h.** By maintaining records on compliance to the applicable local laws; regulations, international laws, conventions and human rights. |  | No |  |
| **i.** By demonstrating that the producer has not falsified any information regarding their activities, structure and performance and is not involved in any act of misrepresentation in the supply chain. |  | No |  |
| **3.5.2S** | **Human Rights Policy:** |  |  |  |
| **a.** The producer has a written human rights policy statement in place, approved by the most senior most manager or director. | Yes |  | Policy in place |
| **b.** The policy has clearly assigned or specified the responsibilities for the implementation of the human rights policy statement. | Yes |  |  |
| **c.** The producer can demonstrate that the human rights policy statement has been communicated to all personnel. |  | No | To train employees |
| **d.** The producer has communicated the requirements on human rights to relevant business partners and other relevant parties. |  | No | To include in the policy |
| **e.** The producer is verifying that the security arrangements at the farm is respecting human rights and is consistent with international norms and standards for law enforcement. |  |  |  |
| **f.** Complaints about security procedures or personnel are addressed and investigated promptly and, where appropriate, independently. |  |  |  |
| **g.** The producer is exercising due diligence to ensure that the farm is not participating in, facilitating, or benefiting from human rights violations committed by public security forces. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **3.5.3S** | **Personal Data Protection Policy** |  |  |  |
| **a.** The producer has prepared a data protection policy that is meeting the requirements of The Data Protection Act No 24. | Yes |  | Policy in place |
| **b.** The producer has created and documented systems to ensure protection and respect of employees, customers and other stakeholder personal data, information and privacy. | Yes |  |  |
| **3.5.4S** | **Performance Appraisal** |  |  |  |
| **a.** The producer has a mechanism for annual workers' performance assessment and appraisal. | Yes |  | Goals and performance dialogue |
| **b.** The results are used among other things in consideration and access for promotion, trainings, and career development programs, to promote fairness. | Yes |  |  |
| **c.** This process is used to access and monitor workers' satisfaction. | Yes |  |  |
| **3.5.5S** | **Anti-Sexual Harassment Policy** |  |  |  |
| **a.** The producer has, in consultation with the gender committee, prepared a policy statement and guideline on anti-sexual harassment *(see Appendix 15S - Social Management System – Section 4; Gender Equity, Equality & Measures against Harassment)*. | Yes |  | Policy in place |
| **b.** The policy statement and the accompanying guideline are among other aspects, covering the following: - |  |  |  |
| i. Definition of sexual harassment. | Yes |  |  |
| ii. Affirmation that every employee is entitled to employment that is free of sexual harassment. | Yes |  |  |
| iii. Steps to be taken to ensure no employee is subjected to sexual harassment. | Yes |  |  |
| iv. Guideline on how complaints of sexual harassment are to be brought to the attention of the employer. | Yes |  |  |
| v. Guideline on how complaints of sexual harassment are to be investigated and responsible persons. | Yes |  |  |
| vi. Disciplinary measures to be taken against any person who subjects any employee to sexual harassment. | Yes |  |  |
| vii. Affirmation on non-disclosure of the name of a complainant or the circumstances related to the complaint; to any person except where disclosure is necessary for the purpose of investigating the complaint or taking disciplinary measures. | Yes |  |  |
| viii. The producer has brought to the attention of each employee and sub-contracted persons the policy statement and guidelines e.g. through visible display in a language that is understood by majority of the workers, etc. | Yes |  |  |
| **c.** A system of implementing and monitoring the effectiveness of the anti-sexual harassment policy is in place. | Yes |  |  |
| **3.5.6S** | **Secure Storage of Personal Documents and Valuable Possessions** |  |  |  |
| **a.** Where the producer has provided secure storage option for personal documents and valuable possessions, the company has documented and communicated to the employees that: - | Yes |  | Policy in place |
| **I.** It is the choice of the employee to utilize the storage. | Yes |  |  |
| **II.** The employees have free access to their possessions. | Yes |  |  |
| **3.5.7S** | **Hiring the Disadvantaged to Improve their Skills and Opportunities** |  |  |  |
| **a.** The producer has employed local workers and provided training to improve their skill levels. | Yes |  | Meeting sheets available |
| **b.** This is done, in co-operation with worker representatives and, where appropriate, relevant government authorities / institutions to ensure equal opportunities to women, youth, low-skilled people, people with disabilities, migrants, older workers and indigenous people. | Yes |  |  |
| **3.5.8S** | **Use of Employment Agencies** |  |  |  |
| **a.** Where an employment agency has recruited and hired employees for the producer under theagencies or producers’ supervision, the employment agency or the producer has demonstrated that all the employees are provided with terms and conditions of service compliant  with all the requirements of this standard (Flower Group CBA). | N/A |  |  |
| **b.** The agency is licensed or certified by the competent national authority. | N/A |  |  |
| **c.** The agency is compliant with applicable national legal requirements. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **d.** The agency is compliant with this standards’ requirement on forced labor; recruitment fees, and other applicable chapters of the standard. | N/A |  |  |
| **e.** The agency is has not engaged in fraudulent or corrupt recruiting practices. | N/A |  |  |
| **3.5.9S** | **Employer Pay Principles Policy** |  |  |  |
| **a.** The producer has a clear forward-looking policy on the “employer pays principles,” specifying the range of costs to be met by workers versus employers (which at minimum includes the “employer pay costs” and any expectations and timelines for reimbursement). |  | No | To develop the policy |
| **b.** The producer pays principles policy has committed that: - |  |  |  |
| I. Workers do not pay labor contractors, recruiters, agencies, suppliers, sub-contractors, or other third parties, to obtain or keep their jobs. |  |  |  |
| II. The costs of recruitment, selection, and hiring are paid, or reimbursed, by the employers. |  |  |  |
| III. "Workers are paid for any time that they are required to be on the employer’s premises or on duty at the prescribed work location (such as a radius of work), including but not limited to: time spent on mandatory activities such as training or meetings; time spent traveling from one work site to another during the workday and after arrival at first work site; time spent traveling to and from a new assignment away  from a usually prescribed work location. |  |  |  |
| IV. Producers pay costs for job-related items, including but not limited to: work visa, documentation or translation fees, medical testing, or costs of training and orientation. |  |  |  |
| V. For foreign migrant workers, producer pays transportation costs (including all taxes and fees) associated with travel from sending country to receiving country and the return journey at the end of the contract. |  |  |  |
| VI. Producers do not charge workers for any training or education required on the job. |  |  |  |
| VII. Producers take responsibility for the risks arising from the transport provided or subcontracted by the producer from home and back from work stations. |  |  |  |
| VIII. Producers are not responsible for the risks arising from the means of transport provided or used by the employees not owned or subcontracted by the producer. |  |  |  |
| IX. Work is exchanged only for compensation pay. |  |  |  |
| X. Producers do not hold monetary deposits, land deeds or other type of collateral in exchange for employment. |  |  |  |
| XI. Workers pay costs that are not specific to the job, including but not limited to: passport, replacement fees for lost documents, preparation for an interview including obtaining photos or copies of documents, transportation to the interview location (recruitment center), expenses  during leave time. |  |  |  |
| XII. Commuting time to and from the regular work site cannot be compensated. If producer is providing optional daily transportation, the transport is a benefit and time spent is not compensated. |  |  |  |
| **c.** The producer pays principles policy has a defined mechanism used to monitor: - |  |  |  |
| I. Debt-bondage risks, including but not limited to monitoring that workers are not being, or have not been, charged unauthorized fees or costs for their jobs, and that they have not been subjected to an arrangement under which they are unable to cease work due to  obligations such as debt or collateral owed to the employer or a labor contractor. |  |  |  |
| II. Where the worker has paid any recruitment fee or costs listed above to obtain their jobs, then they have been reimbursed as soon as practically possible by the producer upon discovery of such payment, unless otherwise prohibited by law. |  |  |  |
| **3.6.1R** | **Social responsibility to the community** |  |  |  |
| **a.** The producer has developed and documented a corporate social responsibility policy and plan which can demonstrate that there is:- |  |  |  |
| i. Community projects that promote the social well-being of the society and improve the development of the areas they operate in. |  |  |  |
| ii. Prepared criteria for the promotion and enhancement of education of the community, e.g. through infrastructure, internship and mentoring programs. | Yes |  | Attachments |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | iii. Supporting local events. | Yes |  |  |
| iv. Supporting local schools and hospitals. | Yes |  |  |
| v. Record of the projects undertaken is maintained. | E |  | To check on the records |
| **3.6.1R** | **Social responsibility to the community** |  |  |  |
| **a.** The producer has developed and documented a corporate social responsibility policy and plan which can demonstrate that there is:- |  |  |  |
| i. Community projects that promote the social well-being of the society and improve the development of the areas they operate in. |  |  |  |
| ii. Prepared criteria for the promotion and enhancement of education of the community, e.g. through infrastructure, internship and mentoring  programs. |  |  |  |
| iii. Supporting local events. |  |  |  |
| iv. Supporting local schools and hospitals. |  |  |  |
| v. Record of the projects undertaken is maintained. |  |  |  |
| **3.6.2S** | **Access to Goods, Products and Services for Sale** |  |  |  |
| **a.** There is no evidence that the producer has compelled workers to buy or make use of stores or services operated by the employer. |  |  |  |
| **b.** Where access to the store’s goods, products and services is not possible, producers have ensured that goods, products and services are  sold or provided at fair and reasonable prices, without the aim of indebting or otherwise coercing the workers concerned. |  |  |  |