



# Code of Conduct

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# Legal compliance

2

## Best practice :

Keep up-to-date  
on relevant laws  
and regulations

Avoid illegal  
practices

### FSA1

Do you comply with all applicable national and local laws and regulations?

### FSA2

Do you keep yourself informed of updates of relevant national and local laws and regulations?



Background



How to answer YES



Further information



# Legal compliance

CLOSE

3

Compliance with all applicable laws and regulations is a core principle that must be followed by all employees and business associates on the farm, especially those concerning the environment, health and safety standards and employment rights.

To help achieve this it is important to identify sources of reliable industry information on issues that could impact your business.

Your business commitment is dependent upon cooperation, mutual trust and respect within the supply chain. All observations, discussions and written information received must be treated confidentially.

It is important to maintain the highest standards of transparency, integrity and openness.







# Legal compliance

CLOSE

4

- Identify national and local laws and regulations applicable to your business, covering all areas of business operations and relationships and ensure you are not acting illegally.
- With consultation of key stakeholders, develop a company code of conduct. This should contain the core operating principles and values, based on the findings above, and establish clear guidelines for daily business conduct and ethical behaviour. Also develop procedures to communicate, monitor and measure the effectiveness of the code of conduct and update as necessary.
- Have procedures in place to ensure that all confidential information, whether personal, business or product related, is safely stored with limited access rights on a need-to-know basis only.
- Develop a filing system for the maintenance of relevant records, licences etc. to show compliance with local laws and regulations.

## How to answer **YES**

Have available at least one current source of legal guidance and be able to demonstrate how you implement new regulations (FSA1).

Have procedures to ensure that all applicable laws and regulations, within the region of operation, are complied with (FSA2).

Show you hold all necessary permits, licences, and records as required by law (FSA2).



# Legal compliance

CLOSE

5



OECD due diligence guidance  
for responsible business  
conduct



OECD-FAO guidance for  
responsible agricultural  
supply chains

- **BE FAIR**, honest, open and transparent in all dealings with customers, employees and the community and respect their human rights at all times.
- **BE SENSITIVE** to the needs of employees and those in the surrounding community, for example respecting local culture, heritage and traditions.
- **IDENTIFY** ways in which the local community can benefit from the presence of your business.

## Further reading and examples:

Roche Group: Employment policy



# Bribery and corruption

6

## Best practice :

Carry out business with the highest standards of transparency, integrity and openness.

Ensure all business transactions are properly recorded and accounted for.

**FSA3**

Do you conduct business with integrity, respecting applicable laws and avoid all forms of bribery, conflicts of business interest and fraudulent practices?



Background



How to answer YES



Further information



# Bribery and corruption

CLOSE

7

Corruption is the abuse of entrusted power for private gain. In many regions it is criminalised within domestic legislation making it important to ensure in running your business that all legal, operational and financial activities conform with current laws, rules, norms, regulations, standards and public expectations. You should have a clear commitment to zero tolerance of bribery or corruption in all forms through increased transparency and governance carrying out appropriate due diligence checks on your activities and third party relationships, whether new or ongoing, to ensure they meet equivalent standards to those you use in the management of your own company. Non-compliance by any third party with any applicable law, regulation or policy, should be subject to appropriate sanctioning and remedial procedures.







# Bribery and corruption

CLOSE

8

## How to answer **YES**

- Corruption: abuse of entrusted power for private gain.
- Bribery: offering, promising, giving, accepting or soliciting of an advantage as an inducement for an action which is illegal, unethical or breach of trust. Inducements can take the form of gifts, loans, fees, rewards or other advantages (taxes, services, donations, favours etc.).
- Conflict of interests: a situation where an individual or who they work for is confronted with choosing between the duties and demands of their position and their own private interests which may give rise to a risk of bribery – actual, potential or perceived.
- Due diligence: process of carrying out a background investigation on a third party. By conducting due diligence, you can gain an understanding of whether there are any corruption risks associated with the business partner, mitigate any risks identified and then make an informed decision about whether to enter into, or continue, in a professional relationship with the third party.
- Fraud: intentionally deceive someone in order to gain an unfair or illegal advantage.
- Money laundering: process of concealing the origin, ownership or destination of illegally or dishonestly obtained money by hiding it within legitimate economic activities to make them appear legal.
- Embezzlement: dishonest and illegal appropriation, use or trafficking of funds and for personal enrichment or other activities.
- To maintain the highest standards of transparency, integrity and openness, ensure all business transactions are properly recorded and accounted for.

Have a code of conduct for your business covering all aspects of bribery, conflicts of business interest and fraudulent practices, and show they are readily available to everyone in the company (FSA3).

There is no actual or attempted participation in money laundering (FSA3).

All business and commercial dealings are transparently performed and accurately recorded (FSA3).

Prohibit all forms of bribery, corruption, extortion or embezzlement and ensure there are adequate procedures in place to prevent bribery in all commercial dealings (FSA3).

Ensure business entertaining or hospitality is kept reasonable in nature, entirely for the purpose of maintaining good business relations and not intended to influence the decisions of customers or others (FSA3).

Ensure any gift giving occurs sparingly and always be legitimate and aligned with company policies (FSA3).





# Bribery and corruption

CLOSE

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## Anti Bribery & Corruption Policies should aim to:

- Demonstrate an understanding of anti-bribery law.
- Emphasise that the company has zero-tolerance for bribery.
- Detail whom the policy applies to.
- Detail the company and employees' responsibilities.
- Reduce and control bribery risks.
- Provide rules about accepting gifts.
- Provide guidance on how business should be conducted so to prevent bribery.
- Provide direction on how to avoid conflicts of interest.
- Include information about monitoring and reviewing the policy.

An anti-bribery policy demonstrates a commitment to preventing bribery and corrupt activities, and all staff should be instructed to familiarise themselves with the information it contains.

Having this policy in place ensures that everyone knows what to do in regards to preventing bribery, which minimises the risks of bribery and corruption occurring in your business and therefore protects your company from facing any issues with the law.

## Further reading and examples:

- [UN Convention against Corruption \(UN Global Compact Principle Ten\)](#)
- [Transparency International](#)
- [Natural History Museum, UK: Policy on gifts and hospitality](#)
- [European Food Safety Authority: Guidelines on gifts and hospitality](#)
- [International Chamber of Commerce:](#)
  - [Anti-corruption Third Party Due Diligence: A Guide for Small- and Medium-sized Enterprises](#)
  - [International Chamber of Commerce: Guidelines on gifts and hospitality](#)



# Conditions of employment

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## Best practice :

- All workers have a signed contract and are made aware of their legal rights in line with the requirement of national laws.
- Make sure workers do not exceed legal maximum working hours. Any overtime work is voluntary and workers are aware of the rate for voluntary overtime payment.
- All workers are aware of the policy on paid holiday leave, sick leave and parental leave.

### FSA81

Do you inform permanent and temporary workers of their legal rights and obligations and establish working contracts or relationships in accordance with national laws?

### FSA83

Do you ensure that daily working hours for permanent and temporary workers do not exceed the maximum number of hours set by national regulations and ILO Conventions?

### FSA84

Do you ensure that overtime work is voluntary and compensated according to national legislation?

### FSA85

Do you follow national law and/or international standards (ILO Conventions) for paid holiday leave, paid sick leave and paid parental leave for your permanent and temporary workers?



Background



How to answer YES



Further information



# Conditions of employment

CLOSE

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Conditions of employment cover a broad range of topics and issues; from working time (hours of work, rest periods, and work schedules) to remuneration, as well as the physical conditions and mental demands that exist in the workplace.

- It is important that all workers have a clear understanding of their responsibilities, pay, rights and entitlements prior to employment. There should be a written contract that can be signed to show the worker has understood the content and, if necessary, can be read to the worker and explanations given before signing.
- Working time is a central issue in conditions of employment. To protect workers' health and safety it is important they do not work excessive hours and adequate periods for rest and recuperation are taken, including weekly rest and paid annual leave, which are enshrined in international labour standards.
- If the employment contract allows for contractual overtime, workers expressly agree to it. All overtime work by workers is on a voluntary basis. Peak periods should be planned in such a way as to avoid excessive overtime.







# Conditions of employment

CLOSE

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## How to answer **YES**

- Employment contracts clearly specify the rights and responsibilities of workers with regard to:
  - rates of pay
  - regular hours of work
  - overtime requirements
  - days off and annual leave
  - disciplinary and other procedures that can lead to termination
  - appeal procedures consistent with local law.
- Job candidates are clearly informed of the terms and conditions of employment with clear explanation of the content. The successful candidates are provided a copy of the contract prior to employment.
- Have a policy prohibiting the substitution of original contract provisions with those that are less favourable to the worker. Any amendments made to improve conditions are made with the knowledge and the informed, written consent of the worker.
- Workers are not forced to work more than the number of allowed hours by national law. Where the law is not established, working hours do not exceed eight per day and forty-eight per week, and total working hours, including overtime, does not exceed 60 hours in a week.
- All overtime work is purely voluntary, unless specifically stated otherwise in a legally recognised collective bargaining agreement.
- Overtime is used as an exception, and not the standard way a business is run.

Have policies and procedures in place on all key aspects of the employment relationship (FSA81).

All workers, both permanent and casual, are provided with employment documents that are freely agreed and respect their legal and contractual rights (FSA81).

Have clear policies regarding regular and overtime hours of work, with defined procedures for deciding on overtime and securing worker consent (FSA83, 84).

Show you are aware of national legislation (or international standards if no national law is in place) for all forms of paid leave and can explain how it is implemented on their farm (FSA85).

Ensure workers get at least 24 consecutive hours of rest in every seven-day period (FSA85).



# Conditions of employment

CLOSE

13

**Employment Contract: Farm Workers**

Entered into between: herein after referred to as "the employer")

Name & Address of employer: \_\_\_\_\_

(herein after referred to as "the employee")

Name & Address of employee: \_\_\_\_\_

**1. Commencement**  
This contract will begin on \_\_\_\_\_ and continue until terminated as set out in clause 4.

**2. Place of work**

**3. Job description**  
Job Title \_\_\_\_\_ (e.g., Tractor driver, labourer etc)  
Duties \_\_\_\_\_

**4. Termination of employment** (See Guidelines 1 and 2)  
During the first four weeks of employment either party can terminate this agreement with one week written notice. After four weeks of employment either party can terminate this agreement with four weeks written notice.  
In the case where an employee is illiterate notice may be given by that employee verbally.

**5. Wage** (See Guidelines 3 and 4)

5.1 The employees wage shall be paid in cash on the last working day of every week/month and shall be: R\_\_\_\_\_

5.2 The employee shall be entitled to the following R\_\_\_\_\_

## Further reading and examples:

- [International Labour Organization: Working conditions](#)
- [International Labour Organization: Conditions of work and employment series](#)
- [Farm Commons: Sample employee manual for a farm](#)
- [People in Agriculture: documents you will need to employ someone](#)
- [International Labour Organization: decent working time](#)

Example of an employment contract for farm workers

## Best practice :

- All workers receive at least the legal minimum wage.
- Any deductions are made in accordance with local law and the reasons for the deductions are clear to all.
- All employees with a similar level of experience in an equivalent role receive an equivalent wage.
- Provision is made for payment of at least minimum compensation whilst a worker is ill.

### FSA86

Do you ensure that wages and benefits of permanent and temporary workers meet or exceed the minimum required under local and national laws and that they are paid on a regular basis?

### FSA88

Do permanent and temporary workers receive appropriate payment for their tasks and abilities while having equal work opportunities?

### FSA89

If deductions from wages take place, are they clear to the workers and are they never used for disciplinary purposes?

### FSA87

Do you pay your permanent and temporary workers a living wage?

### FSA90

Do you compensate permanent and temporary workers that became ill due to work related activities?



Background



How to answer YES



Further information



# Wages and remuneration

CLOSE

15

It is important that all workers are provided with a total compensation package that includes wages, overtime pay, benefits and paid leave. This should meet, or exceed, the legal minimum standards or appropriate prevailing industry standards, whichever is higher.

Compensation terms established by legally binding collective bargaining agreements should also be implemented and adhered to.

Millions of working people struggle to cover the cost of housing, food, healthcare, childcare and other basic necessities for themselves and their families. A worker who is paid the minimum wage, or any wage below a living wage, cannot afford basic necessities without assistance. This creates problems not only for workers, but also for businesses and the local economy.

A good working relationship can also bring a number of business benefits. If each participant feels valued, understood, and appreciated it can lead to increased worker morale, improved worker health, and improved quality of service. It also lowers absenteeism, employee turnover, and recruiting and training costs.

Net Living Wage



The cost of basic, but decent  
life for a family





# Wages and remuneration

CLOSE

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## How to answer YES

The compensation system should be transparent to workers. All workers should receive a physical or electronic payslip that details all elements of compensation, including:

- hours worked
  - benefits received
  - deductions made.
- Be sure that the wages specified in employment contracts meet legal or industry minimum wage standards in the country of employment, and wage calculations are equitable and objective.
  - Ensure the wage rates and payments are calculated with full transparency. Provide everyone with sufficient training so that they can understand the information on their payslip, particularly making sure they understand the reasons for any deductions.
  - Periodically evaluate how the wage provided meets the needs of workers. Where there are gaps, address the shortfalls.
  - Overtime should not be a method for addressing inadequate wages.
  - Adjust wages to reflect changes in the cost of living, worker and company performance.

Ensure workers receive a payslip for each pay period, clearly indicating the components of the compensation, including exact amounts for wages, benefits, incentives/ bonuses and any deductions (FSA86, 89).

Ensure wages are paid on time and in full (FSA86).

All work is compensated according to at least the legal minimum standards or the appropriate prevailing industry standards, whichever is the higher (FSA86).

Other than legally mandated deductions, all other deductions from wages are made only with the express and written consent of the workers (FSA89).

All workers receive equal pay for equal work regardless of race, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation or disability (FSA88, 89).

### Advanced

All workers receive a living wage which is sufficient to meet basic needs of an average household (FSA87).

A best practice fair compensation system is in place for all workers (FSA87).

## Benefits provision and fair and timely payments

Salary lower than the legal country limit

Delayed payments

No paid holidays (check national regulations)

No social benefits (medical benefits, retirement funds, insurance etc.)

Salary deducted from sick leave

Salary meets at least the country limit

Salaries are paid on time on the day stipulated in the contract

Paid leave is provided which is at least in line with national laws

Social benefits are provided

Paid sick leave is included in the contract

Free food, flexible working schedules, bonuses and incentives

## Reasonable working hours

Being pressured to work overtime

No days of rest in the week

No breaks within the day

More than 12 hours a day of work

Requirements in accordance with applicable laws

Overtime is voluntary or paid extra in the salary

At least 1 day of rest every 6 days of work

Maximum 12 hours a day of work

Regular break times





## Best practice :

- Do not use any form of forced or bonded labour.
- Do not withhold any part of any worker's salary, benefits, property or documents (e.g. identity cards and travel documents).
- Workers are allowed to leave the farm's premises at the end of their shifts.
- When recruitment and hiring have been outsourced the agency used takes measures to prevent forced or bonded labour.

### FSA82

Do you ensure that you are not using any form of forced and bonded labour?



Background



How to answer YES



Further information

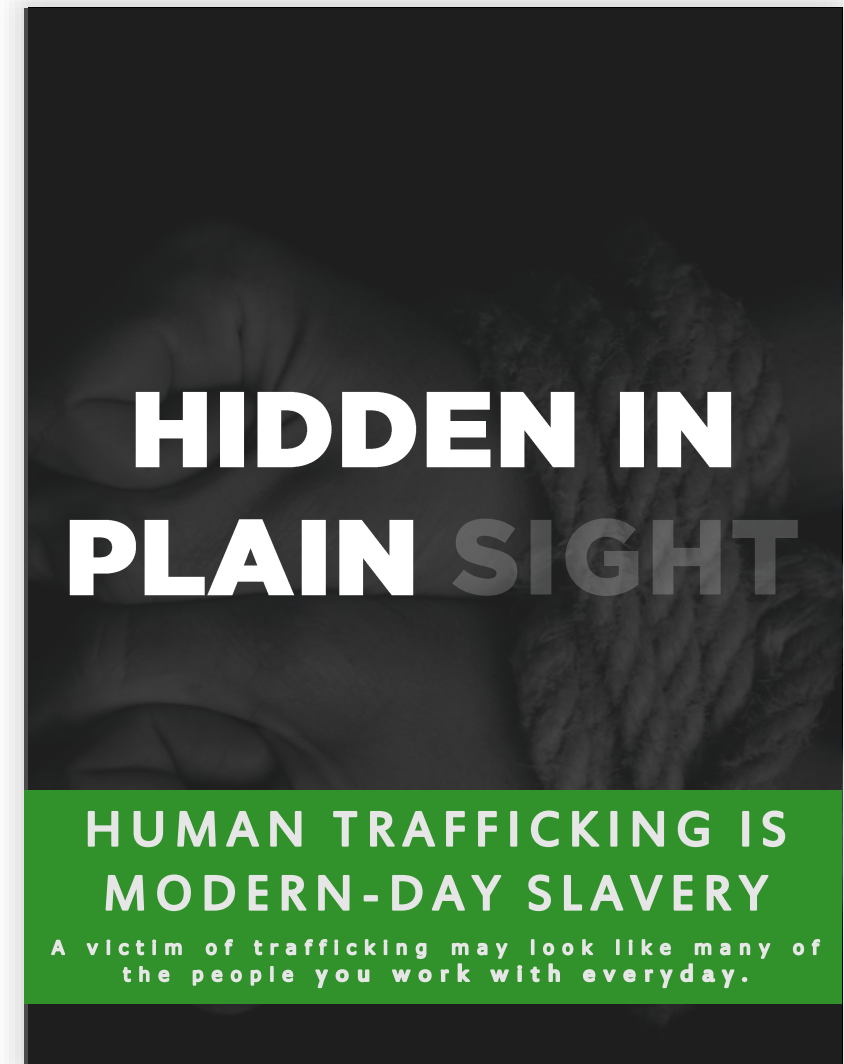


# Forced labour

CLOSE

19

- Forced labour is work that is performed involuntarily and under the menace of a penalty. It refers to situations where people are coerced through the use of violence or intimidation, or by more subtle means such as manipulated debt, threats of denunciation to immigration authorities or the retention of identity papers.
- In addition to being a serious violation of fundamental human and labour rights, the use of forced labour is a criminal offence. It is important that all workers are free, have given consent to take a job and retain the freedom to leave at any time. Migrant workers are inherently vulnerable to conditions of forced labour, especially when recruitment and hiring have been outsourced to labour recruiters. Ensure that you fully understand the recruiter's policies and procedures and know that they are not using forced or trafficked labour.
- Tackling the issue of forced labour not only protects vulnerable workers, it can also bring a number of business benefits too. These include:
  - protecting and enhancing your reputation and brand
  - protecting and growing the customer base as more consumers seek out businesses with higher ethical standards
  - improved investor confidence
  - greater staff retention and loyalty based on values and respect and
  - developing more responsive, stable and innovative supply chains.





# Forced labour

CLOSE

20

## How to answer **YES**

- Have policies and practices that express a clear prohibition of forced, compulsory, bonded, indentured, and prison labour.
- All work is voluntary and workers enter into employment freely and terms and conditions are agreed to voluntarily, without deception or threat of penalty.
- Only engage recruiters, agents, and sub-agents who have transparent policies and procedures and do not use trafficked labour.
- In the event that personal documents are held by the employer or subcontractor due to legal requirements or upon request by the worker, these are immediately returned to the worker upon demand and without any preconditions.
- Have a policy strictly prohibiting the use or threat of physical or sexual violence, harassment, intimidation or withholding wages.
- Non-cash or 'in-kind' payments are not used as a means to create a state of dependency of the worker on the employer.

Have in place hiring policies, procedures and training to ensure that workers are entering into employment freely and equally and that they are never prevented from leaving if they so wish (FSA82).

All workers have freedom of movement and are not confined to the supplier's premises, including dormitories or provided housing (FSA82).

Ensure that workers are not required to surrender their identification papers. Where the retention of identification papers is legally required, have in place arrangements to make sure that workers can access their identification papers, are not prevented from leaving the workplace and that their papers are returned immediately upon cessation of employment (FSA82).

Develop a process of reviewing policies, procedures and training to ensure that they are effective in preventing forced labour (FSA82).

If using labour brokers or agencies to supply workers, ensure that their policies and procedures are fully understood and that you are confident that they are not using forced or trafficked labour (FSA82).

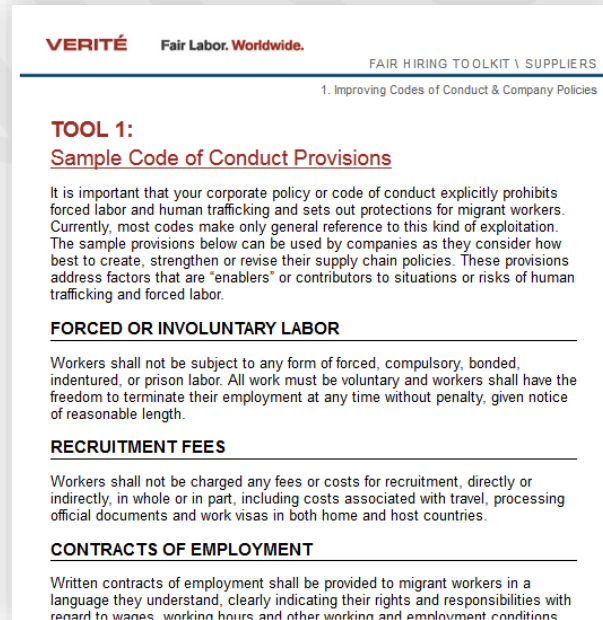




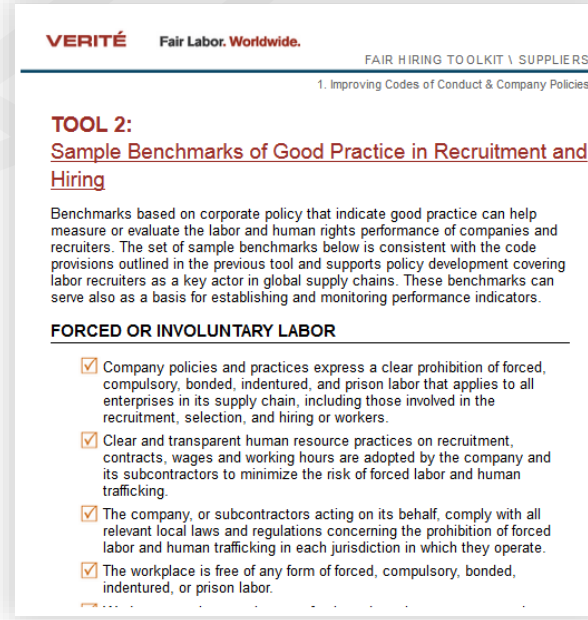
# Forced labour

CLOSE

21



Sample code of  
conduct provisions  
(Verité)



Sample benchmarks of good  
practice in recruitment and hiring  
(Verité)

## Further reading and examples:

- [International Labour Organization: ILO standards on forced labour](#)
- [Walk Free Foundation](#)
- [Verité: Help wanted](#)
- [International Trade Union Confederation: How to combat forced labour and trafficking](#)
- [Responsible sourcing tool](#)
- [International Labour Organization: Forced labour convention](#)
- [International Labour Organization: Abolition of forced labour convention](#)



# Protecting the rights of workers

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## Best practice :

Have a policy in place that allows the reporting of complaints by workers which ensures they are investigated and swiftly dealt with.

Allow all members of staff the right to freedom of association and collective bargaining.

### FSA92

Do you allow all workers the right to establish, join or actively participate in an association of their choice?

### FSA93

Do you ensure that effective functioning of labour organisations is not opposed?

### FSA94

Do you allow all workers the right to collective bargaining?

### FSA80

Do you ensure that permanent and temporary workers can safely, and without facing repercussions, report complaints and that appropriate action is taken?



Background



How to answer YES



Further information



# Protecting the rights of workers

CLOSE

23

It is important to develop channels through which concerns can be raised by workers regarding:

- business integrity (e.g. dishonest or unfair business dealings) and
- issues relating to discrimination and harassment without fear of retaliation.

Remedies should be timely and open to appeal.

The freedom of association - the right of workers to join and form trade unions so that they can bargain collectively for their rights - is an integral part of a free and open society. It is important that this right is respected on the farm. If trade unions are not allowed in the area of operation, or only state authorised organisations are allowed, then alternative measures to allow employees to gather to discuss work-related matters and a forum to present work-related concerns should be created.

Collective bargaining is a key means through which employers and trade unions can establish:

- fair wages
- working conditions
- working time
- training
- occupational health and safety
- ensure equal opportunities between women and men.

The objective of these negotiations is to arrive at a collective agreement that regulates terms and conditions of employment.





# Protecting the rights of workers

CLOSE

24

## How to answer YES

- Grievance mechanisms channels are widely communicated and guarantee the confidentiality of any complainant (if so desired) and prohibit retaliation.
- Provide effective, accessible channels for workers to complain, make suggestions and lodge grievances.
- Require that complaints and grievances are fully investigated and result in swift, unbiased and fair resolution.
- Ensure the right to appeal.
- Keep written records of all proceedings.
- Have in place a policy to encourage social dialogue on all aspects of with workers.
- Establish clear policies, procedures and training for workers and managers to ensure freedom of association in day-to-day operations are in place.

Keep in mind 'freedom of association' is good for people, good for society and good for morale.

It is also good for business. Research has shown at the individual company level employee engagement and the feeling of being valued contributes to increased quality, productivity and performance<sup>1</sup>. It may also create an opportunity to develop ideas and truly innovative solutions.

Develop policies and procedures that demonstrate a worker's right to freedom of association, trade union membership and to collective bargaining (FSA92, 93, 94).

Ensure all workers, both permanent and temporary, can establish or join an organisation of their own choosing without any prior authorisation (FSA92).

Have evidence that workers' representatives are able to talk to employees and have reasonable access to company facilities and documents required to fulfil their duties (FSA93).

Ensure that a worker's choice to form, or join, a trade union will not compromise their equal treatment at work (FSA93).

Ensure effective implementation of legally binding collective bargaining agreements (FSA94).

Develop a policy that provides adequate and confidential channels for workers to express grievances and make suggestions (FSA80).

Make sure that workers are familiar with how to report and process grievances and train workers to respect that freedom (FSA80).

Keep a record of the investigation and resolution of grievances (FSA80).

1. ILO: Weakening collective bargaining hurts recovery

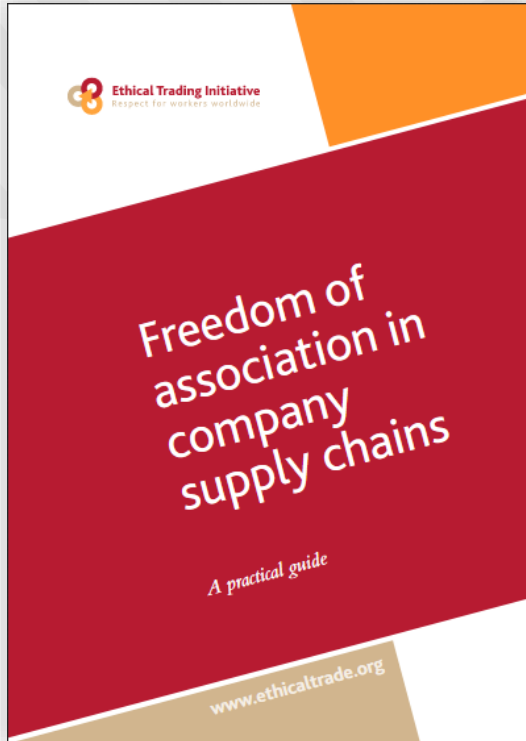




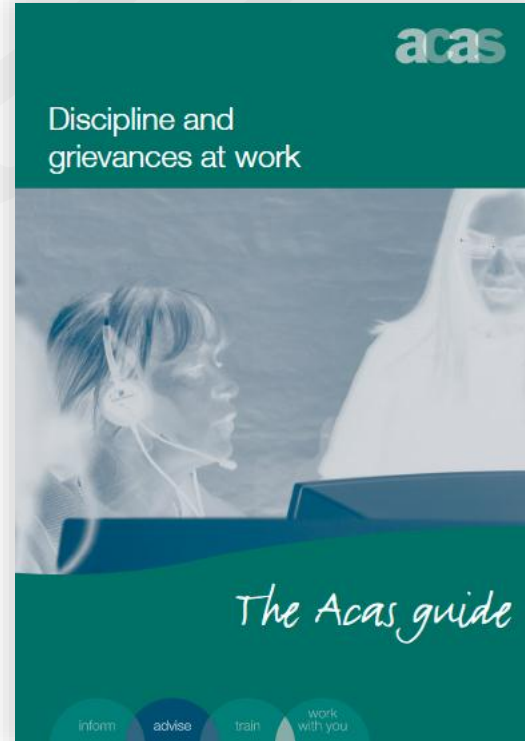
# Protecting the rights of workers

CLOSE

25



Freedom of association  
(Ethical Trading Initiative)



Discipline and grievance  
guidelines (ACAS)

## Further reading and examples:

- [International Labour Organization: Freedom of association](#)
- [Ethical Trading Initiative: union rights at work](#)
- [ACAS: managing a complaint at work: A step-by-step guide](#)

## Best practice :

Have policies and procedures in place to:

- Prevent discrimination, including procedures for recording, investigating and rectifying complaints and grievances
- Protect, promote and respect the right for workers to freely practice their religion or fulfil needs relating to cultural background, disability, gender or sexual orientation.
- Prevent abusive, coercive or threatening behaviours.

### FSA77

Do you prevent discrimination of permanent and temporary workers?

### FSA78

Do permanent and temporary workers have the right to freely practice their religion or fulfil needs relating to cultural background, disability, gender and sexual orientation?

### FSA79

Do you ensure that behaviour, gestures, language, and physical contact on the farm are not sexually abusive, coercive or threatening?



Background



How to answer YES



Further information



The issues surrounding discrimination can often be complex with huge cultural, religious, legal and regulatory overtones. However, positive steps can be taken and guidance and training on good practice encourages equal and fair treatment.





# Discrimination and Equality

CLOSE

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## How to answer **YES**

Add a section to your company code of conduct or manual on discrimination and harassment to show:

- A fair and transparent recruitment and placement practice is used to create an environment that is inclusive, providing opportunities for all
- there are policies to ensure all workers, regardless of their national origin, ethnicity, race, or legal status, are treated equally in the workplace
- no worker is treated less favourably than another with respect to:
  - remuneration
  - membership in labour unions
  - hours of work
  - accommodation
  - overtime arrangements
  - training opportunities
  - paid leave
  - benefits and social insurance, including social security, maternity and sick leave, disability and employment injury insurance.
- there is no non-job-related medical testing as a condition of employment.

Test your policy and training effectiveness by collecting and analysing human resource data, looking for possible areas of discrimination.

Have in place policies that prohibit discrimination of any form on the basis of race, ethnicity, age, role, gender, gender identity, colour, religion, country of origin, sexual orientation, marital status, pregnancy, dependants, disability, social class, union membership or political views and have procedures to implement them (FSA77, 78, 79).

Unless mandated under local laws, do not employ non-job-related medical testing (such as pregnancy screening) as a condition of employment (FSA77).

Ensure all workers have the right to freely practice their religion or fulfil needs relating to cultural background, disability, gender or sexual orientation (FSA78).

Ensure that all workers regardless of contract type are treated with respect (FSA79).

Ensure all workers and their managers are made aware of and able to recognise and prevent harassment, abuse and other forms of intimidation (FSA77, 79).

Establish a protocol to deal with incidences of discrimination or harassment (FSA79).





# Discrimination and Equality

CLOSE

29



Canadian Human Rights Commission.  
A template for developing an Anti-Harassment Policy



ACAS, UK. Sample  
equality policy document

## Further reading and examples:

- [United Nations: gender equality - why it matters](#)
- [International Labour Organization: equality and discrimination](#)
- [International Labour Organization: sample sexual harassment policy](#)
- [United Nations: universal declaration of human rights](#)
- [Canadian National Railway. Human rights policy: harassment free environment](#)
- [ACAS UK: sex discrimination – key points for the workplace](#)
- [ACAS UK: equality and discrimination – understand the basics](#)
- [US Aid: anti-harassment policy](#)



## Best practice :

Do not employ children under 15 years and ensure all children living on the farm are receiving schooling.

Have clear policies in place to ensure workers under 18 years of age, or pregnant, do not carry out tasks that could be deleterious to their health or development

### FSA95

Do you prohibit employing children under 15 years as permanent and temporary workers?

### FSA96

Do you ensure that workers between 15 and 18 years of age do not conduct hazardous work or any work that jeopardises their physical, mental or moral well being, even more so than any other workers?

### FSA97

Do you ensure that all children under 15 years living on the farm can go to school or receive schooling at home?

### FSA105

Do you ensure that workers who handle hazardous materials are not younger than 18 or pregnant, and do not suffer from chronic or respiratory diseases?



Background



How to answer YES



Further information



# Child labour

CLOSE

31

The two fundamental United Nations child labour conventions – the Minimum Age Convention, 1973 (no. 138)<sup>1</sup> and the Worst Forms of Child Labour Convention, 1999 (no. 182)<sup>2</sup> – are highly ratified. In the rural economy, eliminating child labour ensures the protection of the lives, safety and personal development of children who may otherwise be called upon to work on the farm. This protection is from being exposed to pesticides and other toxic substances, moving machinery or tools, lifting and transporting heavy loads, and working long hours in extreme temperatures with limited access to sanitation or drinking water. By coupling the policies for the eradication of child labour with investment in better schooling and social services there can be economic benefits. Schooled children can break the vicious circle of poverty. Such policies may also have a direct impact of lifting sub-standard wages previously paid to adult workers when there had been low-cost competition from child labour.

Most countries create a legally enforceable national list that identifies where hazardous work is found and have measures to prohibit or restrict such work for children. Special consideration must also be given to the tasks given to young people aged between 15 and 18 years old. It is important that they are not exposed to risk due to:

- lack of experience
- being unaware of existing or potential risks
- lack of maturity.

All of this could jeopardise a child's physical, mental or moral well-being.



[1. ILO: the Minimum Age Convention, 1973 \(no. 138\)](#)

[2. ILO: Worst Forms of Child Labor Convention, 1999 \(no. 182\)](#)



# Child labour

CLOSE

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## How to answer **YES**

- Under no circumstances employ individuals under the age of 15, or under the local legal minimum age for work, whichever is higher, whether or not accompanied by a parent.
- If using contract labour, ensure that the agency has an age verification process.
- Take extra care when hiring legally authorised young workers. Your policies, procedures and training, both for workers and management, should comprehend the additional steps needed to safeguard young workers.
- When young workers are employed ensure it does not interfere with their education by depriving them of the opportunity to attend school.
- Know the increased risks faced by young workers in agriculture. Ensure that young workers are trained in safe work procedures and can demonstrate their ability to perform tasks safely before starting work. Young workers should be closely supervised and any unsafe work practices immediately corrected.
- Monitor risks to young people and support the sharing of good practices to protect them in the workplace. Periodically evaluate the policies put in place to protect young workers and address issues.

Ensure the goals and requirements set out in the International Labour Organization Minimum Age Convention are met, including those regarding minimum age, appropriate types of work for young workers, hours of work, health and education concerns (FSA95, 96, 97, 105).

Have an employment policy in place specifying the minimum age for employment, with effective procedures and means of age verification to implement this policy (FSA95).

Have a policy clearly stating that individuals under the age of 18 are not allowed to carry out work in dangerous or unhealthy conditions that could result in death, injury or illness. This protection should preclude them from certain types of work, such as working with hazardous materials or working at night (FSA96, 105).

Ensure that individuals under the age of 15 years of age, or under the local legal minimum age for leaving school, whichever is higher, are attending school or receiving schooling (FSA97).



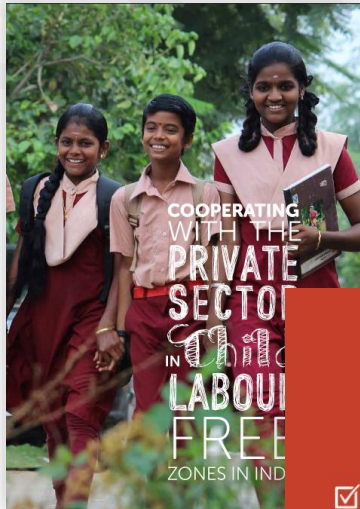


# Child labour

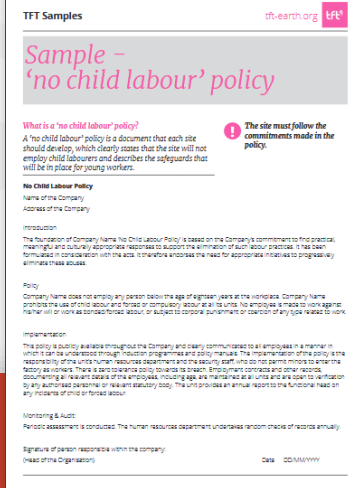
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Child labour free zones in India (Stop Child Labour)



The Forest Trust (TFT) -  
'no child labour' policy



✓ Checkpoints for Companies

Eliminating and Preventing  
Child Labour

International Labour Organization:  
eliminating and preventing child labour

## Further reading and examples:

- [UNICEF: Children's rights in policies and codes of conduct](#)
- [Workers Compensation Board of PEI: guide for employers of young workers](#)
- [International Labour Organization: the effective abolition of child labour](#)
- [International Finance Corporation: addressing child labour in the workplace and supply chain](#)
- [The Global Compact: a guide for business – how to develop and human rights policy](#)



## Best practice :

- A clear policy encouraging workers to have health insurance (if required).
- Workers do not return to work if their injury or illness will put themselves, food safety or the safety of colleagues at risk.
- Promote good hygiene and prevention of disease.
- Safe drinking water is consistently available and toilet facilities are kept hygienic.
- Accommodation meets the requirements of workers and their families.

### FSA108

Do you ensure that all people on the farm have access to safe drinking water and hygienic toilet and hand-washing facilities?

### FSA109

Do you provide workers and their families living on the farm with access to appropriate cooking facilities and clean and safe accommodation?

### FSA107

Do you ensure that the farmer and workers, who have been injured or are ill, do not perform activities that are detrimental to their health and safety or that of the other workers?

### FSA91

Do you encourage and support your workers to have health insurance?

### FSA106

Do you undertake activities to promote the prevention of diseases and do you encourage personal hygiene (including farmer and workers)?



Background



How to answer YES



Further information



# Worker welfare

CLOSE

35

Ensuring worker's well-being is a key contributor in running an effective and successful company. There is a direct link between productivity levels and the general health and well-being of the workforce.<sup>1</sup> A fit, healthy and happy workforce will be more productive than unhappy employees who can have a negative attitude that permeates their work and stifles job performance.

The provision of suitable accommodation with good sanitation, cooking facilities and a potable water supply, along with the promotion of good hygiene and the prevention of disease, can have significant benefits for your business.

Poor sanitation and the use of unclean water supplies can cause many types of diarrheal diseases, including cholera, typhoid and dysentery, along with other serious illnesses. In 2015, worldwide 526,000 deaths of children under five years of age were attributable to diarrhoea.

## 1. Workplace well-being

### Don't spread germs wash your hands



### Effectiveness of interventions vs diarrhoea

	Risk reduction (%)
Water quality	16
Water quantity	20
Improved sanitation	36
Hygiene promotion	35
Hand washing	47

Handwashing with soap can reduce the risk of diarrhoeal infection by 47%.



# Worker welfare

CLOSE

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- Decent housing and accommodation, and a suitable living environment, contributes to the health and well-being of workers and their families.
- Where housing and accommodation is provided it should comply with local and national minimum legal standards and reflect cultural preferences of those living there.
- The property should have:
  - minimum space per person, or per family
  - a supply of potable water
  - sewage and waste removal systems
  - protection against heat, cold, damp, noise, fire, and disease-carrying animals, particularly rodents and insects
  - adequate sanitary and washing facilities
  - ventilation
  - cooking and storage facilities
  - natural and artificial lighting
  - a minimum degree of privacy
  - separate living quarters for persons and animals.

## How to answer YES

Have a worker welfare policy for your business (FSA108).

Ensure the farm has safe drinking water available for workers (FSA108).

If health insurance or healthcare is not provided by national or local government, ensure information is provided to all workers about available options for healthcare (FSA91).

Ensure everyone on farm has access to safe and clean toilet and handwashing facilities. If a toilet is unavailable, ensure that human excreta is kept away from the home and water sources (FSA108).

Show there is a training policy to educate all farm workers of the importance of good hygiene in preventing the spread of disease between colleagues and preventing the contamination of harvested crops (FSA106, 108).

Ensure that workers do not return to work if their injury or illness will put themselves, food safety or the safety of colleagues at risk (FSA107).

Ensure accommodation meets legal requirements and reflects cultural preferences of those living there (FSA109).

Ensure accommodation is clean and safe for workers and their families, with potable water, cooking facilities and sewage waste removal systems (FSA109).





# Worker welfare

CLOSE

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## Workers' accommodation: processes and standards

A guidance note by IFC and the EBRD



International  
Finance Corporation  
World Bank Group



European Bank  
for Reconstruction and Development

International Finance Corporation:  
Workers' accommodation -  
processes and standards

## ch2m Worker Welfare Policy



CH2M is a global engineering company partnering with public and private clients to tackle the world's most complex infrastructure and natural resource challenges. The firm's work is concentrated in the areas of water, transportation, environment, nuclear, oil and gas, chemicals, advanced technology, urban environments and sports. With US\$61 billion in revenue and 25,000 employees, CH2M is an industry leader in program management, construction management, operations management and design – as ranked by Engineering News-Record – and named a leader in sustainable engineering by Verdantix. CH2M's business integrity and commitment to the well-being of people and the planet has earned a spot on Ethisphere's World's Most Ethical Companies for seven years in a row.

CH2M: worker welfare policy

### FACT

Human excreta is the source of most gastro-enteric diseases (including cholera, typhoid and worms)

### DO

Ensure human excreta is removed from the domestic environment if you provide worker housing

### DO

Provide handwashing facilities with soap in order to reduce the risk of disease by up to 50%

### DO

Boil or filter drinking water in case water supplies have become contaminated with excreta

## Further reading and examples:

- [International Labour Organization: welfare facilities recommendation, 1956 \(no 102\)](#)
- [International Labour Organization: workers' housing recommendation, 1961 \(no 115\)](#)
- [Health and Safety at Work: NEBOSH \(UK\) worker rest and welfare facilities](#)
- [Cornell University: Sample SOPs](#)



# Occupational health and safety

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## Best practice :

- Give training in different languages (if necessary) and ensure warning signs are understandable by everybody on the farm.
- Have a health and safety risk assessment covering all activities on the farm.
- Perform compulsory health and training sessions to ensure good awareness of health and safety requirements relevant to their role on the farm.
- Have appropriate first aid supplies available and easily accessible.

**FSA99**

Have you identified health and safety risks posed to all workers and the farmer and have you taken actions to prevent accidents, injuries or health issues associated with the work?

**FSA100**

Do you organise regular health and safety training for all permanent and temporary workers, including the farmer?

**FSA101**

Do you ensure that all accidents are reported, that appropriate medical treatment was received and that corrective action is taken to prevent similar accidents in the future?

**FSA98**

Do you take into account language and cultural barriers in the communication on the farm?



Background



How to answer YES



Further information



# Occupational health and safety

CLOSE

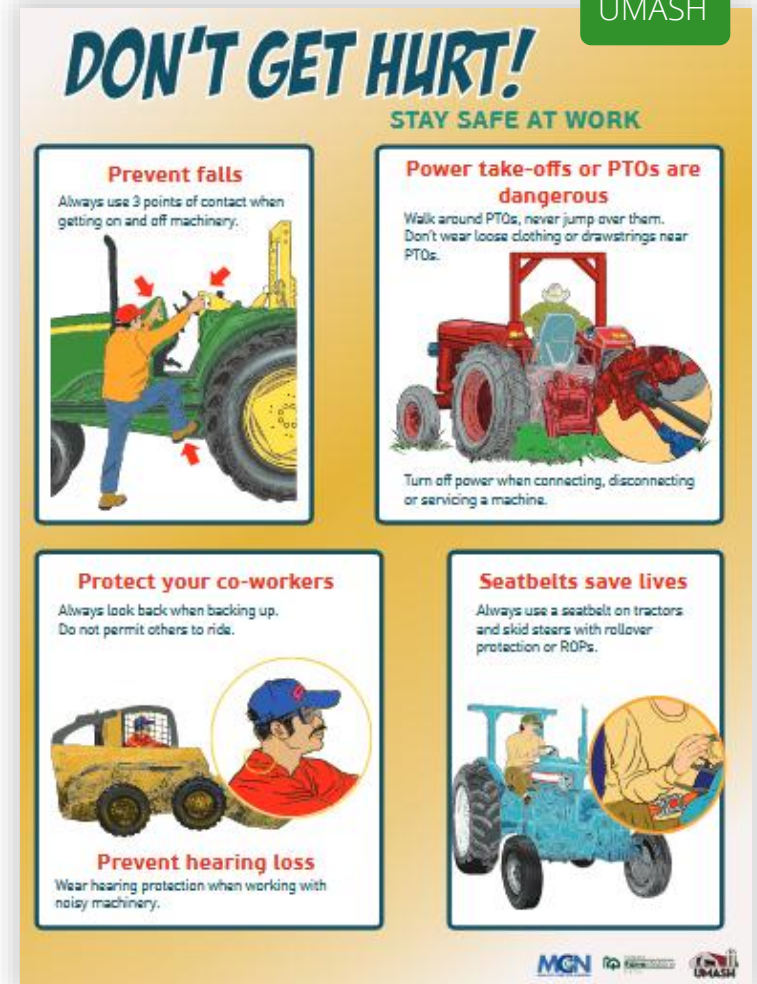
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Occupational health and safety deals with the responsibility of the employer and states that an employer shall ensure:

- every reasonable precaution is taken to protect the occupational health and safety of persons at, or near, the workplace
- any item, device, material, equipment or machinery provided for the use is properly maintained, and is properly equipped with the safety features or devices, as recommended by the manufacturer or required by the regulations
- such information, instruction, training, supervision, and facilities are provided as are necessary to ensure the occupational health and safety of the workers
- workers and supervisors are familiar with occupational health or safety hazards at the workplace
- workers are made familiar with the proper use of all safety features or devices, equipment and clothing required for their protection
- the employer's undertaking is conducted so that workers are not exposed to occupational health or safety hazards because of the undertaking.

You have direct responsibility for the safety of everyone in your workplace, as well as the potential to influence directly the health and safety attitudes and habits.

UMASH





# Occupational health and safety

CLOSE

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## How to answer **YES**

Planning is important in ensuring that a health and safety policy works in practice. You should think through the actions set out in your policy and work out how they will happen in practice. Consider:

- where you are now and what you want to achieve, e.g. how will you ensure that all on site are kept healthy and safe?
- what might cause harm to people and whether you are doing enough, or need to do more, to prevent that harm.
- how you will prioritise the necessary improvements
- who will be responsible for:
  - health and safety tasks
  - providing training and information
- how you will measure and review whether you have achieved what you set out to do
- will incentivising your workers to adopt and maintain good health and safety practices work?
- adopting safety incident and accident reduction targets
- how frequently training is required on all elements of safety that are relevant to operations?

Have a clear and effective policies and procedures in place for occupational health and safety (FSA99).

Carry out risk assessments regularly, recording the updates to the procedures to reflect the changing risk profile of the workplace (FSA99).

Ensure the occupational health and safety policies are widely communicated and maintain a policy of ongoing safety training for all personnel (FSA100).

To help prevent accidents, ensure all equipment is well maintained and fit for purpose (FSA99).

Have appropriate first-aid and fire-fighting equipment available and training available to ensure its safe use (FSA99).

Ensure procedures and warning signs are easily understood and are in different languages if necessary (FSA98, 99).

Ensure appropriate Personal Protective Equipment is available and that it is fit for purpose (FSA99).

Have a clear process for reporting accidents and incidents and ensure actions are taken to reduce the risk of a similar event occurring in the future (FSA102).





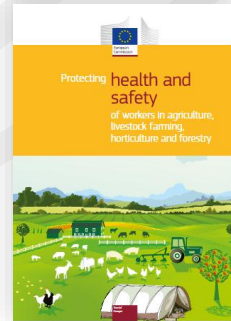
# Occupational health and safety

CLOSE

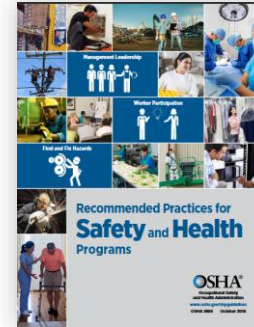
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Health and Safety Executive, UK: Health and safety made simple.  
This short booklet includes a health and safety policy and risk assessment templates



European Commission: Protecting health and safety of workers in agriculture, livestock farming, horticulture and forestry



Occupational Safety and Health Administration, USA: Recommended practices for safety and health programs

How to carry out a risk assessment

## Further reading and examples:

- [ILO: Health and life at work - A basic human right](#)
- [HSE, UK: Delivering effective arrangements/ Managing for health and safety/ The health and safety toolbox. How to control risks at work/ Farmwise, Your essential guide to health and safety in agriculture](#)
- [New Zealand Government: Keep safe, keep farming toolkit](#)
- [Upper Midwest Agricultural Safety and Health Center, USA](#)



## Risk assessment

A risk assessment is not about creating huge amounts of paperwork, but rather about identifying sensible measures to control the risks in your workplace. It helps you to think about how accidents and ill health could happen and concentrate on real risks – those that are most likely and which will cause the most harm.

### Identify the hazards:

One of the most important aspects of your risk assessment is to accurately identify potential hazards.

- 1 Walk around the workplace and think about any potential hazards.
- 2 Think how employees (or others who may be present, such as people living on the farm or visitors) might be harmed.
- 3 Having identified the hazards, decide how likely it is that harm will occur (i.e. the level of risk) by rating the risk ([How to rate the risk](#))
- 4 Having identified the extent of the risk consider what you have in place to control the risk and how it can be reduced even further.
- 5 Make a record of any findings – the hazards, how people might be harmed by them, what there is in place to reduce the risk and what else can be done to improve safety. Any record produced should be simple and focused on controls.

Health and Safety Management Plan				
Potential hazard	When does the risk occur?	Who is at risk?	Risk rating	Actions to take



# Using a Risk Matrix

CLOSE

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## Consider the hazard and ask:

what is the likelihood of the hazard occurring (Table 1)

If it does occur how serious could the consequences be? (Table 2)

An overall risk rating is created by multiplying the score from each table (Table 3), which will help prioritise health and safety priorities.

**Table 1: Likelihood:**  
Probability of the hazard occurring

Score		Definition
1.	Improbable	So unlikely it can be assumed it may not be experienced
2.	Remote	Unlikely but it is possible
3.	Occasional	Likely to occur at some time
4.	Probable	Will occur several times probably on a regular basis
5.	Frequent	Likely to occur often

**Table 2: Severity:**  
Amount of harm it could create

Score		Definition
1.	Negligible	Minimal/ minor injury requiring no/minimal intervention or treatment.
2.	Marginal	Moderate injury requiring professional intervention.
3.	Critical	Major injury leading to long-term incapacity/ disability
4.	Catastrophic	Incident leading to death, multiple permanent injuries or irreversible health effects.

**Table 3: Risk rating matrix**  
(Risk rating = likelihood x severity)

Risk level		Low	Medium	Serious	High
Likelihood	Severity				
	Risk rating = likelihood x severity				
		1	2	3	4
	1	1	2	3	4
	2	2	4	6	8
	3	3	6	9	12
Likelihood	4	4	8	12	16
	5	5	10	15	20

The risk assessment should only include what you could reasonably be expected to know – you are not expected to anticipate unforeseeable risks.

## Best practice :

- Have appropriate first-aid supplies available and easily accessible and have a person trained, or experienced in first-aid, available on the farm.
- Have a process for reporting and recording accidents and the treatment received.
- Provide medical checks for workers that have a higher risk of health issues.
- Have a back-to-work policy to ensure workers do not return to work if their injury or illness will put themselves, food safety or the safety of colleagues at risk.

### FSA101

Do you ensure adequate first-aid supplies are available and easily accessible at the farm to meet all reasonably foreseeable emergency medical situations?

### FSA102

Do you ensure that all accidents are reported, that appropriate medical treatment was received and that corrective action is taken to prevent similar accidents in the future?

### FSA103

Is there someone with first-aid skills present on the farm at all times?

### FSA107

Do you ensure that the farmers and workers who have been injured or are ill do not perform activities that are detrimental to their health and safety or that of the other workers?

### FSA104

Do you provide regular medical checks for all workers (including the farmer) that have a higher risk of health issues associated with their work?



Background



How to answer YES



Further information





# First aid in the workplace

CLOSE

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In terms of fatalities, injuries and work-related ill-health agriculture is one of the three most hazardous sectors of activity. According to ILO estimates, at least 170,000 agricultural workers are killed each year. This means that workers in agriculture run twice the risk of dying on the job compared with workers in other sectors.<sup>1</sup>

People at work can suffer injuries or fall ill. Whether or not the injury or the illness is caused by their work or working conditions, it is important that they receive immediate attention and that an ambulance is called in serious cases. First-aid at work covers the arrangements that must be made to ensure this happens. It can save lives and prevent minor injuries becoming major ones.

You are required to provide adequate and appropriate equipment, facilities and personnel to enable first-aid to be given to anyone on your farm if they are injured or become ill. What is adequate and appropriate will depend on the circumstances and an assessment should be made on first aid needs as part of a health and safety policy. Recording and monitoring accidents, and the treatment provided, will help to determine any activities on the farm that require more specific attention to make it a safer place to work.

1. Agriculture: a hazardous work

Globally each year:

2,000,000 die as a result of occupational accidents and work-related diseases

270,000,000 occupational accidents

160,000,000 people develop work-related diseases

ILO Facts on safety at work



# First aid in the workplace

CLOSE

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## How to answer **YES**

- Implementing an effective first-aid programme should be a cooperative effort, involving employers, workers and their representatives.
- If workers work in small groups at separate locations, workers should be trained in basic first-aid. This training should include the treatment of open wounds and resuscitation. In areas where the work involves the risk of contamination by chemicals or snake, insect or spider bites, or other specific hazards, first-aid training should be extended accordingly.
- All first-aiders should be aware of the problems of issues like hepatitis, tuberculosis, HIV/AIDS and other communicable diseases and the precautions they should take to protect themselves.
- First-aid training should be repeated at regular intervals, in accordance with national law and practice, to ensure that knowledge and skills do not become outdated or forgotten.
- First-aid boxes should always be clearly marked, be easily accessible and located near areas where accidents could occur.
- The first-aid box should be made of suitable materials, and should protect the contents from heat, humidity, dust and abuse.
- Have a list of emergency contacts available in the first-aid box.
- Develop a return-to-work policy to reduce the risk of the worker causing long term damage to themselves.

All workers have access to first-aid and medical services during working hours sufficient to respond to emergencies (FSA101, 103).

At least one member of a team is familiar with relevant first-aid techniques (FSA103).

Have a record of accidents with notes of any treatment given. Whilst this could be a verbal account it is better if it is a written report (FSA102).

Show you are familiar with the process of reporting accidents to the regional authorities, if necessary (FSA102).

Show actions are taken in response to an accident to improve the health and safety and reduce the likelihood of a similar accident (FSA102).

Have a return to work policy after injury or illness so the worker does not put themselves, the safety of colleagues or food safety at risk (FSA107).

Workers who do hazardous work or perform strenuous physical activity must be offered risk-based health checks (FSA104).

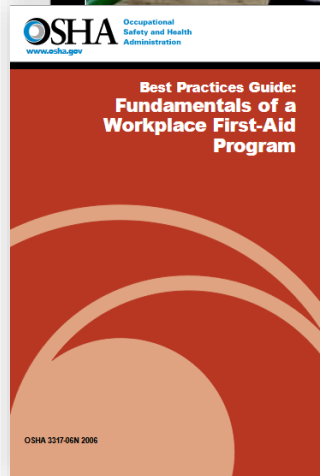


# First aid in the workplace

CLOSE

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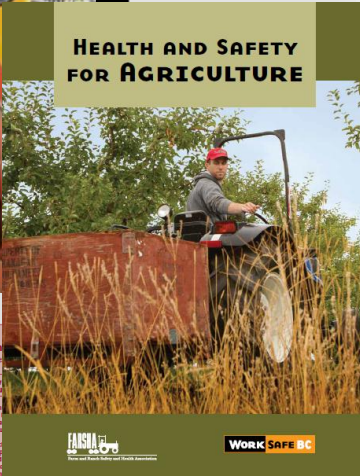
Irish Farmers Journal: Farmer know-how - how to carry out first-aid (video)



OSHA, USA: Best practices guide: fundamentals of a workplace first-aid program.



Iowa State University, USA: Farm emergency and first-aid kits



Worksafe BC, Canada: Health and safety for agriculture

## Further reading and examples:

- [National Centre for Farmer Health, Australia: First-aid kits](#)
- [Government of Alberta, Canada: How to make your own farm first-aid kit](#)
- [Cooperative Extension System, USA: First-aid kits for production agriculture](#)