



GGN: 4052852052313

Registration number of producer/
producer group (from CB): QMSCERT
QC07307507868

GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE (GRASP)

PROOF OF ASSESSMENT

According to

GRASP General Rules V1.3-1-i July 2020

Option 1

Issued to

Producer THE CYPRUS PHASSOURI (ZAKAKI) LTD

P O NUMBER 50180, , 3601 Limassol, Cyprus

The Annex contains details of the GRASP results.

The Certification Body QMSCERT Audits Inspections Certifications S.A. (Q-CERT S.A.) declares that the producer group mentioned on this proof has been assessed according to the GLOBALG.A.P. Risk Assessment on Social Practice Version 1.3-1-i July 2020.

GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE (GRASP) - PROOF OF ASSESSMENT

Product Handling	Remote Assessment	Employee Interview
No	N/A	Yes

Overall assessment result: Fully compliant

GGN: 4052852052313

Assessment result in detail:

Control Point 1	Fully compliant
Control Point 2	Fully compliant
Control Point 3	Fully compliant
Control Point 4	Fully compliant
Control Point 5	Fully compliant
Control Point 6	Fully compliant
Control Point 7	Fully compliant
Control Point 8	Fully compliant
Control Point 9	Not applicable
Control Point 10	Fully compliant
Control Point 11	Fully compliant

Date of Assessment: 15-05-2024

Date of Upload: 28-05-2024

Validity: 22-05-2024 - 21-05-2025 (depending on GLOBALG.A.P. certificate validity)

The actual status of this proof is always displayed at: <https://database.globalgap.org>

GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE

GRASP Checklist - Version 1.3-1-i

Checklist Individual Producer (Option 1)

Valid from: July 2020

Mandatory from: October 2020



1. CERTIFICATE HOLDER REGISTRATION DATA								
Producer GGN/GLN:*	4052852052313			Registration N°:	QC07307507868			
Company name:*	THE CYPRUS PHASSOURI ZAKAKI LTD			Address:*	PO Number 50180, 3601 Limassol - CYPRUS			
Telephone:*	0035725876000, 0035799422452							
Email:	info@redseal-quality.com			Fax:	0035725952225			
Assessment date:*	15/05/2024			Contact person:*	Person #5			
Previous assessment date(s):	12/12/2017	14/03/2019	03/07/2020	21/05/2021	12/05/2022	28/04/2023		
Does the producer have any other external audits or certification covering social practices? If yes, which?								
Standard 1:	Standard 2:		Standard 3:		Standard 4:			
Valid to:	Valid to:		Valid to:		Valid to:			
Has the Certification Body detected any significant breach of legal requirement concerning labor conditions?					<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Has the Certification Body reported this finding to the local/national responsible and competent authority?					<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Comments:								
<p>Company description: Farm of citrus (grapefruit, mandarins, oranges, lemons) that belongs to a group of companies (Cyprus Phassouri Holdings Public LTD is the mother company). Phassouri Estates Limited, Phassouri Zakaki Ltd and Phassouri Plantations Co Ltd are the companies that belong to Phassouri Holdings Public LTD. All the workers are employed for Cyprus Phassouri Plantations Co Ltd.</p> <p>Cyprus Phassouri Zakaki Limited employees 15 subcontracted employees (national) through Cyprus Phassouri Plantations that are used for several farming operations and up to 62 subcontracted employees (foreign national) through 5 subcontractors that are used for harvest.</p> <p>There is one site, where the head / human resource office is located and the plots, as well in Limassol, Cyprus.</p> <p>There are 4 different registered crops (citrus) with same season of activities (citrus) - activities take place during all year round. 49 workers present during the audit. Internal inspection conducted on 24/04/2024.</p>								
Did the management sign a self-declaration saying that if there were employees GRASP would be implemented?					<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
* Mandatory field								

Are produce handling (PH) facilities included in the GRASP assessment?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Is produce handling sub-contracted?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Does the produce handling facility(ies) have any social standards implemented?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If yes:	Name of the PH company:
			GGN/GLN of the PH company (if applicable):
Name and location of the assessed PH Facilities:			
PH Facility 1		PH Facility 4	
PH Facility 2		PH Facility 5	
PH Facility 3		PH Facility 6	
Does the company subcontract any other activities?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, which one?		Are the subcontracted activities included in the GRASP assessment?	
<input type="checkbox"/>	Pest and rodent control	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
<input type="checkbox"/>	Crop protection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input checked="" type="checkbox"/>	Harvest	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
<input checked="" type="checkbox"/>	Others (please specify): Are used for several cultivation operations e.g. for pruning, application of fertilisers and PPPs etc. The producer also is using five subcontractors for harvesting citrus. The contract are signed between Phassouri Plantations Co LTD and the subcontractors signed on 29/06/2023. Records of three subcontracted workers were sampled.	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO

2. STRUCTURE OF EMPLOYMENT

Month(s) of peak season (if applicable):	The whole year						% of employees living in accommodation provided by the company (if applicable):			
Nationalities of employees	Cypriot , Bulgarian, Romanian, Egyptian									
Total number of employees	Local			Cross-Border Migrants			National Migrants			Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Permanent	Temporary	Agency	
in agricultural production	0	0	15	0	0	62	0	0	0	77
in product handling facility(ies)	0	0	0	0	0	0	0	0	0	0
Total	0	0	15	0	0	62	0	0	0	77

3. PRESENCE DURING THE ASSESSMENT

	SITE MANAGEMENT		PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF GRASP		EMPLOYEES' REPRESENTATIVE	
Names ¹ :						
Present at the opening meeting?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Present at the assessment?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Present at the closing meeting?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO












OVERALL ASSESSMENT RESULT: (Calculated automatically based on the results per sub-controlpoint)












Fully compliant












Assessment results reviewed with company management?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Name of certification body:	QMSCERT	Duration of the assessment: 2 hours
Name of assessor:	qms677	
Name of company management:	Person #5	






















¹ Only mention the names if the persons have agreed to release their personal data to be uploaded with the checklist to the GLOBALG.A.P. Database.









GRASP CHECKLIST






N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
EMPLOYEES' REPRESENTATIVE(S)					
1	<p>CP: Is there at least one employee or an employees' council to represent the interests of the staff to the management through regular meetings where labor issues are addressed?</p> <p>CC: Documentation demonstrates that an employees' representative(s) or an employees' council representing the interests of the employees to the management is elected or in exceptional cases nominated by all employees and recognized by the management. The election or nomination takes place in the ongoing year or production period and is communicated to all employees. The employees' representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management. Meetings between employees' representative(s) and the management occur at accurate frequency. The dialogue taking place in such meetings is duly documented. N/A if the company employs less than 5 employees.</p>				
1.1	The election/nomination procedure has been defined and communicated to all employees.	  	X		
1.2	Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place.	 	X		
1.3	The results of the election (name of employees' representative(s) or in case of council composition of the council) were communicated to all employees.	 	X		
1.4	The election/nomination has taken place in the ongoing year or production period. The representation is current (all elected/nominated person(s) according to the list still working for the company).		X		
1.5	The employees' representative(s) is/are recognized by the management and a job description clearly defines his/her/their role and rights. The employees' representative(s) is/are aware of his/her/their role and rights (in case of an employees' council, all members are interviewed).	 	X		
1.6	There is documentary evidence of regular meetings at accurate frequency between the employees' representative(s) and the management, where GRASP related issues are addressed.		X		
COMPLIANCE LEVEL CONTROL POINT 1: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: GRASP E.R was elected on 25/1/2024 according to procedure EG-106, last review on 8/4/2024. E.R. was elected by all employees that were present (22 votes). E.R has been recognised by management on 25/1/2024. E.R. was interviewed during audit and aware of his role and rights. Job description for E.R. has been reviewed and it complies (job description - tasks - EG-106). 8 of employees that were interviewed, have verified that a election procedure has been defined and communicated to them verbally. Evidence of regular meetings between the E.R and management were available e.g. last meeting on 22/4/2024. There is a schedule for monthly meetings.					
Corrective Actions:					






N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
COMPLAINT PROCEDURE					
2	CP: Is there a complaint and suggestion procedure available and implemented in the company through which employees can make a complaint or suggestion? CC: A complaint and suggestion procedure appropriate to the size of the company exists. The employees are regularly informed about its existence, complaints and suggestions can be made without being penalized and are discussed in meetings between the employees' representative(s) and the management. <u>The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions.</u> Complaints, suggestions and their follow-up from the last 24 months are documented.				
2.1	A documented complaint and suggestion procedure is available, appropriate to the size of the company.		X		
2.2	Employees are regularly and actively informed about the complaint and suggestion procedure.	  	X		
2.3	The procedure states clearly that employees will not be penalized for filing complaints or suggestions.	 	X		
2.4	Complaints and suggestions are discussed in meetings between the employees' representative(s) and the management.		X		
2.5	The procedure sets a timeframe to resolve complaints and suggestions (e.g. during the next month).	  	X		
2.6	The complaints, suggestions and their follow-up are documented and available for the last 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 2: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Complaint and suggestion procedure is available and appropriate to the size of the company - EP-009 - last review on 8/4/2024. Procedure was communicated to all employees through training on 8/10/2023. The procedure states employees will not be penalised in case of complaints or suggestions and this was verified during the interview of 8 employees. The timeframe to resolve complaints is 28 days. No complaints were recorded for GRASP issues till the day of the audit. The records of complaints are to be kept for 3 years.					
Corrective Actions:					








N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
SELF-DECLARATION ON GOOD SOCIAL PRACTICES					
3	<p>CP: Has a self-declaration on good social practice regarding human rights been signed by the management and the employees' representative(s) and has this been communicated to the employees?</p> <p>CC: The management and the employees' representative(s) have signed, displayed and put in practice a self-declaration assuring good social practice and human rights of all employees. This declaration contains at least the commitment to the ILO core labor conventions (ILO Conventions: 111 on discrimination, 138 and 182 on minimum age and child labor, 29 and 105 on forced labor, 87 on freedom of association, 98 on the right to organize and collective bargaining, 100 on equal remuneration and 99 on minimum wage) and transparent and non-discriminative hiring procedures and the complaint procedure. The self-declaration states that the employees' representative(s) can file complaints without personal sanctions. The employees have been informed about the self-declaration and it is revised at least every 3 years or whenever necessary.</p>				
3.1	The declaration is complete and contains at least all points referred to ILO core labor conventions.		X		
3.2	The declaration has been signed by the management and by the employees' representative(s).		X		
3.3	The declaration is actively communicated to the employees (e.g. displayed on the production site/in the handling unit/management office or attached to the working contract, information at meetings etc.).	  	X		
3.4	The management, the responsible person for the implementation of GRASP and the employees' representative(s) know the content of the declaration and confirm that it is put into practice.	  	X		
3.5	It is stated that the employees' representative(s) can file complaints without personal sanctions.		X		
3.6	The declaration is checked and revised at least every 3 years or whenever necessary.	 	X		
COMPLIANCE LEVEL CONTROL POINT 3: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Signed self declaration on good social practice in place, signed on 26/01/2024. Declaration includes all ILO conventions as required. Declaration has been signed by the management and the E.R on 26/01/2024. Declaration has been actively communicated to the employees through training on 8/10/2023 and on announcement board and this was verified during the interview of 8 employees. Interviews with E.R., management and persons responsible for implementation, confirm they know and understand the declaration content. Declaration confirms that E.R can file complaints without personal sanctions. Declarations are reviewed at least every 3 years.					
Corrective Actions:					













N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
ACCESS TO NATIONAL LABOUR REGULATIONS					
4	CP: Do the person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to recent national labor regulations? CC: The person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to national regulations, such as gross and minimum wages, working hours, trade union membership, anti-discrimination, child labor, labor contracts, holiday and maternity leave. Both the RGSP and the employees' representative(s) know the essential points of working conditions in agriculture as formulated in the applicable GRASP National Interpretation Guidelines.				
4.1	The RGSP provides the employees' representative(s) with the valid labor regulations (e.g. the GRASP National Interpretation Guidelines).	  	X		
4.2	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on gross and minimum wages and deductions from wages.	  	X		
4.3	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on working hours.	  	X		
4.4	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on freedom of association and right to collective bargaining.	  	X		
4.5	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on anti-discrimination.	  	X		
4.6	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on child labor and minimum age of working.	  	X		
4.7	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on holiday and maternity leave.	  	X		
COMPLIANCE LEVEL CONTROL POINT 4: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Interviews with GRASP RGSP and GRASP E.R. confirms they have knowledge and access to national regulation about minimum wages, working hours, freedom of association, antidiscrimination, child labour and minimum age of working, holiday and maternity leave e.g. Regulation 4321/2012.					
Corrective Actions:					













N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
WORKING CONTRACTS					
5	<p>CP: Can valid copies of working contracts be shown for the employees? Are the working contracts compliant with applicable legislation and/or collective bargaining agreements and do they indicate at least full names, nationality, a job description, date of birth, date of entry, the regular working time, wage and the period of employment? Have they been signed by both the employee and the employer?</p> <p>CC: For every employee, a contract can be shown to the assessor on request on a sample basis. The contracts correspond with the applicable legislation and/or collective bargaining agreements. Both the employees as well as the employer have signed them. Records contain at least full names, nationality, job description, date of birth, date of entry, the regular working time, wage and the period of employment (e.g. permanent, period or day laborer etc.) and for non-national employees their legal status and working permit. The contract does not show any contradiction to the self-declaration on good social practices. Records of the employees must be accessible for at least 24 months.</p>				
5.1	Random checks show availability of written contracts for all employees signed by both parties.	 	X		
5.2	There is evidence that the employees have the correct contract according to national legislation and/or collective bargaining agreements (as stipulated in the applicable GRASP National Interpretation Guideline).		X		
5.3	The working contracts include at least basic information on the employee's name, date of birth and nationality according to the applicable GRASP National Interpretation Guideline.		X		
5.4	The working contracts or attachments to the contracts include basic information on the contract period (e.g. permanent, period or day laborer etc.), the wage, working hours, breaks, and a basic job description.		X		
5.5	In the contract, there is no contradiction to the self-declaration on good social practice.		X		
5.6	If non-national employees are working for the company, records indicate their legal status for being employed by the company. A respective working permit is available.		X		
5.7	Records of the employees must be accessible for at least 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 5: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Working contracts that were sampled, include and represent all types of employment (subcontracted) and migratory status (National/ Foreign National) of the employees who are present on the day of the audit. Contracts checked were the 50% of the interview (8 employees) sampled as per GRASP sampling forms (4 contracts have been sampled). Sample contracts are signed by the employees, the management and comply to national regulation and this was verified during the interview of 8 employees. Working contracts and their attachments, include i.d/passport number and the nationality of the employees. Contracts also include information on the contract period, wages, working hours, breaks and a basic job description. Work permits are available and valid for foreign-national employees as referred in the GRASP sampling form.					
Corrective Actions:					











N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
PAYSLIPS					
6	CP: Is there documented evidence indicating regular payment of salaries corresponding to the contract clause? CC: The employer shows adequate documentation of the regular salary transfer (e.g. employee's signature on pay slip, bank transfer). <u>Employees sign or receive</u> copies of pay slips/pay register that make the payment transparent and comprehensible for them. Regular payment of the employees during the last 24 months is documented.				
6.1	Documented evidence that the payment is made in defined intervals (e.g. pay slips or pay registers) is available for the employees (random checks).	 	X		
6.2	Pay slips or pay registers indicate that payments are made in accordance with the working contracts (e.g. employee's signature on pay slips, bank transfer etc.).	 	X		
6.3	The records of payments are kept for at least 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 6: <i>(Calculated automatically based on the results per sub-controlpoint)</i>				Fully compliant	
Evidence/Remarks: Payslips that were sampled, include and represent all types of employment (subcontracted) and migratory status (National/ Foreign National) of the employees who are present on the day of the audit. Payslips checked were the 50% of the interview (8 workers) sampled as per GRASP sampling form (4 payslips have been sampled). Sampled payslips are signed and accepted by employees. Made through a bank transfer and payment voucher. Payments were made in defined intervals and this was verified during the interview of 8 employees. Records of payments (bank transfer for permanent employees and payment voucher (cash) for subcontracted employee) have been cross-checked with payslips and contracts, and confirm that payments were made according to the contracts, as per the reference on the GRASP sampling form. Records are kept for 36 months.					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE			
			Y	N	N/A	
WAGES						
7	CP: Do pay slips/pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements? CC: Wages and overtime payment documented on the pay slips/pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain <u>at least the legal minimum wage (on average)</u> within regular working hours.					
7.1	Pay slips or pay registers give clear indication on the number of compensated working time or harvested amount including overtime (hours/days).	 	X			
7.2	Wages and overtime payments as shown in the records are according to the contracts and indicate compliance with national labor regulations (minimum wages), and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline.			X		
7.3	Independently from the calculation unit, pay slips/pay registers document that employees gain in average at least the legal minimum wage within regular working times (especially check when piece-rate is implemented). If there are deductions from salaries and employees are being paid below minimum wage, the deductions must be justified in writing.		 	X		
COMPLIANCE LEVEL CONTROL POINT 7: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant			
Evidence/Remarks: Payslips that were sampled, include and represent all types of employment (subcontracted) and migratory status (National/ Foreign National) of the employees who are present on the day of the audit. Payslips checked were the 50% of the interview (8 employees) sampled as per GRASP sampling form (4 payslips have been sampled). No deductions from salaries. Sampled pay slips give clear indication of the number of compensated working time and document that employees are gain in average at least the minimum wage. This was verified during the interview of 8 employees on the day of the audit. Wages and overtime as shown in the records are according to the contracts and indicate compliance with labor regulation.						
Corrective Actions:						

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
NON-EMPLOYMENT OF MINORS					
8	CP: Do records indicate that no minors are employed at the company? CC: Records indicate compliance with national legislation regarding minimum age of employment. If not covered by national legislation, children below the age of 15 are not employed. If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety, jeopardizes their development, or prevents them from finishing their compulsory school education.				
8.1	Dates of birth on the records show that no employee is aged below the legal minimum age of employment or, if not specified in the GRASP National Interpretation Guideline, under the age of 15.		X		
8.2	If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety (according to the applicable IFA All Farm Base Module), that -jeopardizes their development or prevents them from finishing their compulsory school education.	     			X
COMPLIANCE LEVEL CONTROL POINT 8: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Employee's interviews, management interview and sampled records show that no minors are employed. No children -as core family members- are working at the company.					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
ACCESS TO COMPULSORY SCHOOL EDUCATION					
9	CP: Do the children of employees living on the company's production/handling sites have access to compulsory school education? CC: There is documented evidence that children of employees at compulsory schooling age (according to national legislation) living on the company's production/handling sites have access to compulsory school education, either through provided transport to a public school or through on-site schooling.				
9.1	There is a list of all children in the age of compulsory schooling age living on the company's production/handling sites, with sufficient indications on name, name of parents, date of birth, school attendance, etc. Children of management may be excluded.	 			X
9.2	There is evidence of transport facilities if children cannot reach school within acceptable walking distance (half an hour walking or according to the GRASP National Interpretation Guideline).	    			X
9.3	There is evidence of an on-site schooling system when access to schools is not available.	    			X
COMPLIANCE LEVEL CONTROL POINT 9: <i>(Calculated automatically based on the results per sub-controlpoint)</i>				Not applicable	
Evidence/Remarks: No employees live in company's sites					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
TIME RECORDING SYSTEM					
10	CP: Is there a time recording system that shows daily working time and overtime on a daily basis for the employees? CC: There is a time recording system implemented appropriate to the size of the company that makes working hours and overtime transparent for both employees and employer on a daily basis. Working times of the employees during the last 24 months are documented. Records are regularly approved by <u>the employees and accessible for the employees' representative(s)</u> .				
10.1	A time recording system is implemented, appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards, etc.).	  	X		
10.2	The records indicate the regular working time for employees on a daily basis.		X		
10.3	The records indicate the overtime hours as defined by contracts per legislation for all employees on a daily basis.		X		
10.4	The records indicate the breaks/festive days for the employees (on a daily basis).		X		
10.5	The working records are regularly approved by the employees (e.g. regularly signed record sheet, checking clock).	 	X		
10.6	Access to these records is provided to the employees' representative(s).	  	X		
10.7	The records are kept for at least 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 10: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Working records (e-card system and hand-written) indicate breaks/festive days, overtime hours, working daily hours. Working times are recorded on a daily basis. Overtime hours are clearly indicated. Breaks and festive days are referenced. Working records are approved by the employees and this was verified during the interview of 8 employees on the day of the audit. Access to the time recording system is provided to the E.R. The records are kept for at least 36 months.					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
WORKING HOURS & BREAKS					
11	CP: Do working hours and breaks documented in the time records comply with applicable legislation and/or collective bargaining agreements? CC: Documented working hours, breaks and rest days are in line with applicable legislation and/or collective bargaining agreements. If not regulated more strictly by legislation, records indicate that regular weekly working hours do not exceed a maximum of 48 hours. During peak season (harvest), weekly working time does not exceed a maximum of 60 hours. Rest breaks/days are also guaranteed during peak season.				
11.1	Information on valid labor regulation and/or collective bargaining agreements regarding working hours and breaks is available (e.g. in the GRASP National Interpretation Guideline).	  	X		
11.2	Working hours including overtime as shown in the records indicate compliance with legal regulations and/or collective bargaining agreements.		X		
11.3	Rest breaks/days as shown in the records indicate compliance with national regulations and/or bargaining agreements.		X		
11.4	If not regulated more strictly by applicable legislation, regular weekly working time does not exceed 48 hours. During peak season (harvest), weekly working time does not exceed 60 hours.	   	X		
11.5	The records indicate that rest breaks/days are also guaranteed during peak season.		X		
COMPLIANCE LEVEL CONTROL POINT 11: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Information on valid labor regulation and/or collective bargaining agreements (regarding working hours and breaks is available, e.g. Safety and Health in the Labour Law of 1996 (89(I)/1996). Working hours as per sampled records, indicate compliance with national regulation. For sample records evidence please refer to the GRASP sampling form. Weekly working time does not exceed 48 hours as per the national applicable regulation and this was verified during the interview of 8 employees and the E.R on the day of the audit. Rest breaks/days are shown in records e.g. rest days for March shown in the records (e.g. Sundays) indicating compliance with regulations/bargaining agreements.					
Corrective Actions:					

RECOMMENDATIONS FOR GOOD PRACTICE

N°	CONTROL POINT & COMPLIANCE CRITERIA
ADDITIONAL SOCIAL BENEFITS	
R1	What other forms of social benefit does the company offer to employees, their families and/or the community? Please specify (incentives for good and safe working performance, bonus payment, support of professional development, social benefits, child care, improvement of social surroundings etc.).
Evidence/Remarks: No other benefits.	