MPS-ECAS Certification

**GGN: 4059883932263**

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

# 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 Schroll Flowers ApS

Kristinebjergvej 33, DK-5792 ARSLEV, Denmark

**The Annex contains details of the GRASP results.**

The Certification Body MPS-ECAS B.V. 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.



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| Product Handling | Remote Assessment | Employee Interview |
|---|---|---|
| Yes | N/A | No |

**Overall assessment result: Fully compliant**

**GGN: 4059883932263**

**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: 15-11-2023**

**Date of Upload: 15-11-2023**

**Validity: 15-12-2023 - 14-12-2024 (depending on GLOBALG.A.P. certificate validity)**

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



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# 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

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## 1. CERTIFICATE HOLDER REGISTRATION DATA

| | | | |
|---|---|---|---|
| Producer GGN/GLN:* | 4059883932263 | Registration N°: | |
| Company name:* | Schroll Flowers ApS | Address:* | Kirstinebjergvej 33, 5792 Årslev |
| Telephone:* | 4565994444 | | |
| Email: | lars@schroll-flowers.dk | Fax: | |
| Assessment date:* | 15/11/2023 | Contact person:* | Lars Grabow Hansen |
| Previous assessment date(s): | 15/12/2021 29/11/2022 | | |

| | | | |
|---|---|---|---|
| Does the producer have any other external audits or certification covering social practices? If yes, which? | | | |
| Standard 1: MPS SQ<br>Valid to: 21/05/2025 | Standard 2:<br>Valid to: | Standard 3:<br>Valid to: | Standard 4:<br>Valid to: |

| | | |
|---|---|---|
| Has the Certification Body detected any significant breach of legal requirement concerning labor conditions? | ☐ YES | ☐ NO |
| Has the Certification Body reported this finding to the local/national responsible and competent authority? | ☐ YES | ☐ NO |

Comments:

Company description: Self assessment GRASP was performed on 21 November 2022.The company is growing and selling Hydrangea at four locations. At time of audit two locations are in production. Due to energy prices the start to fill up the greenhouses is later. Main production period of hydrangea is between week 1 and 34,During the assement there were 28 people present at 2 locaions.

| | | |
|---|---|---|
| Did the management sign a self-declaration saying that if there were employees GRASP would be implemented? | ☐ YES | ☐ NO |

** Mandatory field*



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| | | | | | |
|---|---|---|---|---|---|
| Are produce handling (PH) facilities included in the GRASP assessment? | | ☑ YES | ☐ NO | | |
| | Is produce handling sub-contracted? | ☐ YES | ☑ NO | | |
| | Does the produce handling facility(ies) have any social standards implemented? | ☐ YES | ☑ NO | If yes, which? | |
| | | 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? | | ☐ YES | ☑ NO |
| If yes, which one? | | Are the subcontracted activities included in the GRASP assessment? | |
| | ☐ Pest and rodent control | ☐ YES | ☐ NO |
| | ☐ Crop protection | ☐ YES | ☐ NO |
| | ☐ Harvest | ☐ YES | ☐ NO |
| | ☐ Others (please specify): There are no activities outsourced | ☐ YES | ☐ NO |



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## 2. STRUCTURE OF EMPLOYMENT

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| Month(s) of peak season (if applicable): | End March - July | | | | | | % of employees living in accommodation provided by the company (if applicable): | | | |
| Nationalities of employees | Danish, Ukranian, Vietnamies, Bulgarian, Lithuanian, Hungarian and Servian | | | | | | | | | |
| Total number of employees | Local | | | Cross-Border Migrants | | | National Migrants | | | Total |
| | Permanent | Temporary | Agency | Permanent | Temporary | Agency | Permanent | Temporary | Agency | |
| in agricultural production | 18 | 40 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 68 |
| in product handling facility(ies) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 18 | 40 | 0 | 0 | 10 | 0 | 0 | 0 | 0 | 68 |



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## 3. PRESENCE DURING THE ASSESSMENT

| | SITE MANAGEMENT | | PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF GRASP | | EMPLOYEES' REPRESENTATIVE | |
|---|---|---|---|---|---|---|
| Names[1]: | | | | | | |
| Present at the opening meeting? | ☑ YES | ☐ NO | ☑ YES | ☐ NO | ☐ YES | ☑ NO |
| Present at the assessment? | ☑ YES | ☐ NO | ☑ YES | ☐ NO | ☑ YES | ☐ NO |
| Present at the closing meeting? | ☑ YES | ☐ NO | ☑ YES | ☐ NO | ☐ YES | ☑ NO |

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

| | | |
|---|---|---|
| Assessment results reviewed with company management? | ☑ YES | ☐ NO |

| | | | |
|---|---|---|---|
| Name of certification body: | MPS-ECAS | Duration of the assessment: | 2 hours |
| Name of assessor: | Rick van der Hoeven | | |
| Name of company management: | Lars Grabow Hansen | | |

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



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| N° | CONTROL POINT & COMPLIANCE CRITERIA | VERIFICATION | COMPLIANCE Y | N | N/A |
|---|---|---|---|---|---|
| **EMPLOYEES´ REPRESENTATIVE(S)** | | | | | |
| 1 | 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?<br><br>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. | | | | |
| 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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (1.1) Employees are informed about the election by meeting on 25 Okt 2023 and 31 Okt 2023.<br>(1.2 and 1.4) There were no new volunteers so the current ER is re-appoitned for another year, in according the full staff this place at 25 Okt 2023 and 31 Okt 2023.<br>(1.3) Results are communicated by meeting at 25 Okt 2023 and 31 Okt 2023.<br>(1.5) Job description is present signed by the ER on 1 December 2021<br>(1.5) ER is aware of his role and rights, checked this during the interview.<br>(1.6) There are 4 meetings a year between ER and Management, minutes present e.g 3 okt 2023 and 6 jun 2023 and further also in March | | | | | |
| Corrective Actions: | | | | | |



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| 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?<br><br>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. The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions. 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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (2.1, 2.3 and 2.5) The complaint procedure is present the Employees are awere of it and know that they will not be penalized when they make a complaint or sugestion also described in the procedure. Per location there is a suggestion and complain box in the canteen<br>(2.2) Employees are informed about the procedure by a meetings 25 Okt 2023 and 31 Okt 2023<br>(2.4) There were no complains during the last year.<br>(2.5) Set time frame to react on any complaint or suggestion is set on 14 days. Described in procedure,<br>(2.6) All information is kept for at least two years. | | | | | |
| Corrective Actions: | | | | | |



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| N° | CONTROL POINT & COMPLIANCE CRITERIA | VERIFICATION | COMPLIANCE Y | N | N/A |
|---|---|---|---|---|---|
| **SELF-DECLARATION ON GOOD SOCIAL PRACTICES** | | | | | |
| 3 | 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?<br><br>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. | | | | |
| 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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (3.1 and 3.5) At all 4 locations There is a self declaration visibly displayed in each kanteen, including all relevant ILO conventions, there in is stated that employees can file complaints without sanctions.<br>(3.2 and 3.6) Signed by ER and Management on 6-11-23,<br>(3.3) The self declaration was present in the canteens, on the information boards or in folder.<br>(3.4) ER and Management are aware of the content, checked during the interview. | | | | | |
| Corrective Actions: | | | | | |



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|---|---|---|---|---|---|
| **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?<br><br>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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (4.1 / 4.7) Checked this during the interview with ER and management.<br>There is access to all relevant labor regulations by internet, GLS-A and 3F<br>There is a copy of the CBA present seen at head office, GLS-A 3F version 1 March 2021 valid to 29 February 2024.<br>The ER and Management are aware of the content and have enough knowledge regarding labor regulations and CBA Checked during interviews, | | | | | |
| Corrective Actions: | | | | | |



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|---|---|---|---|---|---|
| **WORKING CONTRACTS** | | | | | |
| 5 | 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?<br><br>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. | | | | |
| 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:** | *(Calculated automatically based on the results per sub-controlpoint)* | | Fully compliant | | |
| Evidence/Remarks: (5.1) Checked 5 contracts, 1 permanent worker (MV), 1 temporary worker (LSK) , 1 student (ASD) and 1 Praktikant (PBL) Nrs ended with 2882,2637, 3277,1909 and 4474 and 2 seasonalworkers male and female 2785 and 4136 seen a contract of a minor student 5376.<br>(5.2, 5.3, 5.4, and 5.5) Contracts are according legislation, all information was described in the control points is mentioned in the contracts. No deviations found<br>(5.6) For some non EU employees (e.g Vietnam) are work permits available evidence provided. All other employees are EU citizens.<br>(5.7) All information is kept for a minimum of two years. | | | | |
| Corrective Actions: | | | | | |



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|---|---|---|---|---|---|
| **PAYSLIPS** | | | | | |
| 6 | CP: Is there documented evidence indicating regular payment of salaries corresponding to the contract clause?<br><br>CC: The employer shows adequate documentation of the regular salary transfer (e.g. employee's signature on pay slip, bank transfer). Employees sign or receive 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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (6.1) All payments by bank every month, like 2 times 4 weeks and 1 time 5 weeks, Pay slips are provided per month in an App Mit id digital.<br>(6.2) Checked payments of 5 employees, see the same employees as in the contracts. All complies to Gartneri & Plantskole 2021- 2024<br>(6.3) All information is kept for a minimum of two years. | | | | | |
| Corrective Actions: | | | | | |



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|---|---|---|---|---|---|
| **WAGES** | | | | | |
| 7 | CP: Do pay slips/pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements?<br><br>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 at least the legal minimum wage (on average) 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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (7.1) On the payslips are the working hours described. Checked for 5 employees only one had overtime it was clearly indicated<br>(7.2) Wages are according GLS-A 3F, when applicable overtime is paid with a premium of 1.5 for the students they can only wordk max 45 hours by company rules. Last year the company rented more people during peaktime. For the coming year the company and staff have agreed to work within CBAwith a flexible working time during busy period at the max of 26 weeks average have to be 37 hours and but the can e upgraded to 45 hour. The extra hours of staff can be compensated in time for time. At the end of the year it is balanced to 37 hours per week on average.<br>(7.3) No deductions and no piece rate. | | | | | |
| Corrective Actions: | | | | | |



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|---|---|---|---|---|---|
| **NON-EMPLOYMENT OF MINORS** | | | | | |
| 8 | CP: Do records indicate that no minors are employed at the company?<br><br>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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (8.1) Minimum age of employees is 15 years. Some school students are working during school holiday. Like Sleeves marking, cleaning and weeding. Is accepted within rules and regulations in Denmark,<br>(8.2) n/a | | | | | |
| Corrective Actions: | | | | | |



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| 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?<br><br>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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Not applicable | | |
| Evidence/Remarks: (9.1 / 9.3) No children living on the farm. | | | | | |
| Corrective Actions: | | | | | |



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| 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?<br><br>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 the employees and accessible for the employees´ representative(s). | | | | |
| 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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (10.1) There is a time record, holiday and illness system by App Datalon per person, checked and approve by teamleaders or managers and then they will be send to HR and HR send a email to employees so they can confirm the hours.<br>(10.2 and 10.3) Employees have to add the time/ hours worked per day in the app, daily working time and overtime is recorded.<br>(10.4) Employees have 2 breaks every day on the same as described in the company regulations.<br>(10.5) On a weekly base employees can approve the working hour records. This in consultation with the Manager in charge<br>(10.6) The ER has access to the time records.<br>(10.7) All information is kept for a minimum of two years. | | | | | |
| Corrective Actions: | | | | | |



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|---|---|---|---|---|---|
| **WORKING HOURS & BREAKS** | | | | | |
| 11 | CP: Do working hours and breaks documented in the time records comply with applicable legislation and/or collective bargaining agreements?<br><br>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:** *(Calculated automatically based on the results per sub-controlpoint)* | | | Fully compliant | | |
| Evidence/Remarks: (11.1 and 11.2) Working hours and overtime is according CBA, GLS-A 3F. Checked some weeks for some employees in second week May and week 47 2022.<br>(11.3) Observed in the records that employees have 2 days off a week.<br>(11.4) Working hours don't exceed 45 hours during the peak season.<br>(11.5) Breaks and days off have been respected, also during peak season. | | | | | |
| Corrective Actions: | | | | | |



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## RECOMMENDATIONS FOR GOOD PRACTICE

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|---|---|
| **ADDITIONAL SOCIAL BENEFITS** | |
| R1 | What other forms of social benefit does the company offer to employees, their families and/or the community?<br>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: Free wifi for all employees. Like for this year the 25th anniversary of the company, Christmas and summer party etc. The company give plants to thank people whiched have collected money for cancer research. Helping local schools with donation, | |



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