




Sedex Members Ethical Trade Audit Report

Version 6.1



Audit Details			
Sedex Company Reference: <i>(only available on Sedex System)</i>	ZC: 402802141	Sedex Site Reference: <i>(only available on Sedex System)</i>	ZS: 402802636
Business name (Company name):	Van Lipzig Tuinderijen B.V.		
Site name:	Van Lipzig Tuinderijen B.V.		
Site address: <i>(Please include full address)</i>	Nieuw Erf 3 5961 MZ Horst	Country:	The Netherlands
Site contact and job title:	Mrs. Karin Hermans, Personnel, Organization and Finance		
Site phone:	+31 (0)77 4678671	Site e-mail:	karin@vanlipzigtuinderijen.nl
SMETA Audit Pillars:	<input checked="" type="checkbox"/> Labour Standards	<input checked="" type="checkbox"/> Health & Safety (plus Environment 2-Pillar)	<input type="checkbox"/> Environment 4-pillar <input type="checkbox"/> Business Ethics
Date of Audit:	17 May 2021		

Audit Company Name & Logo: SGS Belgium NV 	Report Owner (payer): Van Lipzig Tuinderijen B.V.
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Audit Conducted By					
Affiliate Audit Company	<input checked="" type="checkbox"/>	Purchaser	<input type="checkbox"/>	Retailer	<input type="checkbox"/>
Brand owner	<input type="checkbox"/>	NGO	<input type="checkbox"/>	Trade Union	<input type="checkbox"/>
Multi-stakeholder	<input type="checkbox"/>	Combined Audit (select all that apply)			

Audit Content:

(1) A SMETA audit was conducted which included some or all of Labour Standards, Health & Safety, Environment and Business Ethics. The SMETA Best Practice Version 6.1 was applied. The scope of workers included all types at the site e.g. direct employees, agency workers, workers employed by service providers and workers provided by other contractors. Any deviations from the SMETA Methodology are stated (with reasons for deviation) in the SMETA Declaration.

(2) The audit scope was against the following reference documents

2-Pillar SMETA Audit

- ETI Base Code
- SMETA Additions
 - Universal rights covering UNGP
 - Management systems and code implementation,
 - Responsible Recruitment
 - Entitlement to Work & Immigration,
 - Sub-Contracting and Home working,

4-Pillar SMETA

- 2-Pillar requirements plus
- Additional Pillar assessment of Environment
- Additional Pillar assessment of Business Ethics
- The Customer's Supplier Code (Appendix 1)

(3) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.

(4) Any Non-Compliance against customer code shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

SMETA Declaration

I declare that the audit underpinning the following report was conducted in accordance with SMETA Best Practice Guidance and SMETA Measurement Criteria.

- (1) Where appropriate non-compliances were raised against the ETI code / SMETA Additions & local law and recorded as non-compliances on both the audit report, CAPR and on Sedex.
- (2) Any Non-Compliance against customer code alone shall not be uploaded to Sedex. However, in the CAPR these 'Variances in compliance between ETI code / SMETA Additions/ local law and customer code' shall be noted in the observations section of the CAPR.

Any exceptions to this must be recorded here (e.g. different sample size): Not applicable.

Auditor Team (s) (please list all including all interviewers):

Lead auditor: Mrs. Sabine Julsing	APSCA number: 21702311
Lead auditor APSCA status: RA	
Team auditor: Mrs. Sabine Julsing	APSCA number: 21702311
Interviewers: Mrs. Sabine Julsing	APSCA number: 21702311

Report writer: Mrs. Sabine Julsing
 Report reviewer: Nalini Sampat

Date of declaration: 17 May 2021

Note: The focus of this ethical audit is on the ETI Base Code and local law. The additional elements will not be audited in such depth or scope, but the audit process will still highlight any specific issues.

This report provides a summary of the findings and other applicable information found/gathered during the social audit conducted on the above date only and does not officially confirm or certify compliance with any legal regulations or industry standards. The social audit process requires that information be gathered and considered from records review, worker interviews, management interviews and visual observation. More information is gathered during the social audit process than is provided here. The audit process is a sampling exercise only and does not guarantee that the audited site prior, during or post-audit, are in full compliance with the Code being audited against. The provisions of this Code constitute minimum and not maximum standards and this Code should not be used to prevent companies from exceeding these standards. Companies applying this Code are expected to comply with national and other applicable laws and where the provisions of law and this Code address the same subject, to apply that provision which affords the greater protection. The ownership of this report remains with the party who has paid for the audit. Release permission must be provided by the owner prior to release to any third parties.

Summary of Findings

Issue <i>(please click on the issue title to go direct to the appropriate audit results by clause)</i> <i>Note to auditor, please ensure that when issuing the audit report, hyperlinks are retained.</i>	Area of Non-Conformity <i>(Only check box when there is a non-conformity, and only in the box/es where the non-conformity can be found)</i>				Record the number of issues by line*:			Findings <i>(note to auditor, summarise in as few words as possible NCs, Obs and GE)</i>
	ETI Base Code	Local Law	Additional Elements	Customer Code	NC	Obs	GE	
0A Universal Rights covering UNGP			<input checked="" type="checkbox"/>	<input type="checkbox"/>		6		<p>Obs:</p> <ul style="list-style-type: none"> Obs 2021-1 Human Rights written policy: The facility has no written policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers. Obs 2021-2 Human Rights responsible person: Facility has no responsible person for implementing standards concerning Human Rights is appointed. Obs 2021-3 Human Rights stakeholders and salient issues: The facility has not identified their stakeholders and salient issues. Obs 2021-4 Human Rights Impacts on stakeholders: The facility does not measure their direct, indirect, and potential impacts on stakeholders (rights holders) regarding Human Rights. Obs 2021-5 Adverse impact on Human Rights: The facility does not have system to adverse impact on human rights within any of their

									<p>stakeholders as well as address these issues and enable effective remediation.</p> <ul style="list-style-type: none"> Obs 2021-6 Human Rights Transparent system: The facility does not have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.
0B	<u>Management systems and code implementation</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				NIL
1.	<u>Freely chosen Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				NIL
2	<u>Freedom of Association</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				NIL
3	<u>Safety and Hygienic Conditions</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				NIL
4	<u>Child Labour</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				NIL
5	<u>Living Wages and Benefits</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				NIL
6	<u>Working Hours</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				NIL
7	<u>Discrimination</u>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>				NIL
8	<u>Regular Employment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				NIL
8A	<u>Sub-Contracting and Homeworking</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				NIL
9	<u>Harsh or Inhumane Treatment</u>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				NIL
10A	<u>Entitlement to Work</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				NIL
10B2	<u>Environment 2-Pillar</u>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				NIL

10B4	Environment 4-Pillar		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	NIL
10C	Business Ethics		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A	N/A	N/A	NIL

General observations and summary of the site:

Facility Van Lipzig Tuinderijen B.V. in Horst, the Netherlands, is well-maintained and located in an agriculture area. Activities on site are growing and packing cucumbers.

- Overall responsibility for meeting the standards is taken by Mrs. Karin Hermans, Personnel, Organization and Finance
- A total of 16 production workers are employed at the facility and approximately 63 temporary agency workers
- Facility has a one (1) shift system is in use from Monday to Friday from 06:00/08:00-13:00/18:00
- The youngest employee on site was 18 years old
- Currently no Works Council is installed at this facility since less than 50 employees are under contract employed or longer employed than two years by agencies; it is no legal requirement
- Facility has the CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw") in place, available until 31 December 2019; a new CBA is being negotiated and is not yet available
- 130% premium after 40 work hours per week according to the annual hours model (Dutch: "Jaarurenmodel"), but because a new CBA is being negotiated, a standard payment has to be made until a new CBA is available. Therefore, the facility pays 40 hours per week on average for its employees and in practice it is rather less than average hours.
- Peak season period is April-September
- Facility does not use sub-contractors, all processes were completed in the facility
- Payrolls and attendance records for the last 12 months were available for review. The payroll and attendance records of ten (10) employees were reviewed from April 2021 (current and peak month), September 2020 (peak month) and March 2020 (random month) to further verify the wages and working time status

**Please note the table above records the total number of Non-compliances (NC), Observations (Obs) and Good Examples (GE). This gives the reviewer an indication of problem areas but does not detail severities of each issue – Reviewers need to check audit results by clause.*

Site Details

Site Details																	
A: Company Name:	Van Lipzig Tuinderijen B.V.																
B: Site name:	Van Lipzig Tuinderijen B.V.																
C: GPS location: (If available)	GPS Address:	Latitude: 51°25'55.0"N Longitude: 6°04'55.4"E															
D: Applicable business and other legally required licence numbers and documents, for example, business license number, liability insurance, any other required government inspections	Chamber of commerce number: 12064452 VAT number: NL817383359B01																
E: Products/Activities at site, for example, garment manufacture, electricals, toys, grower, cutting, sewing, packing etc	Growing and packing cucumbers.																
F: Site description: (Include size, location, and age of site. Also, include structure and number of buildings)	<p>The total land size is 85.000 m² of which 85.000 m² has been built. Building is built in 2007 and facility is located since 2007 and operates in one (1) building in which production takes place.</p> <p>Building consists of bricks, concrete, metal, glass and wood and appears well maintained and clean.</p> <p>The site in scope contains production area (growing of cucumbers in greenhouse), packaging area, offices, canteens, sufficient toilets for both male and female employees, maintenance department, loading docks and warehouse.</p> <table border="1"> <thead> <tr> <th>Production Building no</th> <th>Description</th> <th>Remark, if any</th> </tr> </thead> <tbody> <tr> <td>Floor 1</td> <td>Production, packaging, maintenance, warehouse, offices</td> <td>No remarks</td> </tr> <tr> <td>Floor 2</td> <td>Offices, changing rooms</td> <td>No remarks</td> </tr> <tr> <td>Floor 3</td> <td>No third floor</td> <td>No remarks</td> </tr> <tr> <td>Is this a shared building?</td> <td>No shared building</td> <td>No remarks</td> </tr> </tbody> </table> <p>F1: Visible structural integrity issues (large cracks) observed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>F2: Please give details: No visible structural integrity observed.</p> <p>F3: Does the site have a structural engineer evaluation? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>F4: Please give details: Not a mandatory requirement to obtain structural evaluation under local law.</p>		Production Building no	Description	Remark, if any	Floor 1	Production, packaging, maintenance, warehouse, offices	No remarks	Floor 2	Offices, changing rooms	No remarks	Floor 3	No third floor	No remarks	Is this a shared building?	No shared building	No remarks
Production Building no	Description	Remark, if any															
Floor 1	Production, packaging, maintenance, warehouse, offices	No remarks															
Floor 2	Offices, changing rooms	No remarks															
Floor 3	No third floor	No remarks															
Is this a shared building?	No shared building	No remarks															

<p>G: Site function:</p>	<p> <input type="checkbox"/> Agent <input type="checkbox"/> Factory Processing/Manufacturer <input type="checkbox"/> Finished Product Supplier <input checked="" type="checkbox"/> Grower <input type="checkbox"/> Homeworker <input type="checkbox"/> Labour Provider <input checked="" type="checkbox"/> Pack House <input type="checkbox"/> Primary Producer <input type="checkbox"/> Service Provider <input type="checkbox"/> Sub-Contractor </p>
<p>H: Month(s) of peak season: (if applicable)</p>	<p>Peak season is from April to September.</p>
<p>I: Process overview: <i>(Include products being produced, main operations, number of production lines, main equipment used)</i></p>	<p>Product type is cucumber. Main processes are:</p> <ul style="list-style-type: none"> - growing cucumber - sorting and packing - storage of cucumbers <p>Facility has one (1) production line with one (1) machine for sorting, packing cucumbers and a palletiser machine.</p>
<p>J: What form of worker representation / union is there on site?</p>	<p> <input type="checkbox"/> Union <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other (H&S team) <input type="checkbox"/> None </p>
<p>K: Is there any night production work at the site?</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No </p>
<p>L: Are there any on site provided worker accommodation buildings e.g. dormitories</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: If yes, approx. % of workers in on site accommodation: N/A </p>
<p>M: Are there any off site provided worker accommodation buildings</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: If yes, approx. % of workers: N/A </p>
<p>N: Were all site-provided accommodation buildings included in this audit</p>	<p> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N1: If no, please give details: N/A </p>

Audit Parameters			
A: Time in and time out	A1: Day 1 Time in: 09:00 A2: Day 1 Time out: 17:00	A3: Day 2 Time in: N/A A4: Day 2 Time out: N/A	A5: Day 3 Time in: N/A A6: Day 3 Time out: N/A
B: Number of auditor days used:	1 man day; one (1) auditor x one (1) man day.		
C: Audit type:	<input checked="" type="checkbox"/> Full Initial <input type="checkbox"/> Periodic <input type="checkbox"/> Full Follow-up <input type="checkbox"/> Partial Follow-Up <input type="checkbox"/> Partial Other If other, please define		
D: Was the audit announced?	<input checked="" type="checkbox"/> Announced <input type="checkbox"/> Semi – announced: Window detail: weeks <input type="checkbox"/> Unannounced		
E: Was the Sedex SAQ available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: If No, why not?		
F: Any conflicting information SAQ/Pre-Audit Info to Audit findings?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes , please capture detail in appropriate audit by clause		
G: Who signed and agreed CAPR (Name and job title)	Mrs. Karin Hermans, Personnel, Organization and Finance		
H: Is further information available (If yes, please contact audit company for details)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
I: Previous audit date:	22 February 2018		
J: Previous audit type:	Full Initial audit		
K: Were any previous audits reviewed for this audit	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A		

Audit attendance	Management		Worker Representatives			
	Senior management		Worker Committee representatives		Union representatives	
A: Present at the opening meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
B: Present at the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

C: Present at the closing meeting?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
D: If Worker Representatives were not present please explain reasons why <i>(only complete if no worker reps present)</i>	Not installed, no legal requirement.		
E: If Union Representatives were not present please explain reasons why: <i>(only complete if no union reps present)</i>	No union representatives on site. Not common to have a union in the Netherlands.		

Worker Analysis

The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity.

Worker Analysis								
	Local			Migrant*			Home workers	Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency		
Worker numbers – Male	7	0	0	0	0	37	0	44
Worker numbers – female	6	0	0	0	3	26	0	35
Total	13	0	0	0	3	63	0	79
Number of Workers interviewed – male	3	0	0	0	0	3	0	6
Number of Workers interviewed – female	2	0	0	0	0	2	0	4
Total – interviewed sample size	5	0	0	0	0	5	0	10



A: Nationality of Management	Dutch and Polish	
<p>B: Please list the nationalities of all workers, with the three most common nationalities listed first.</p> <p><i>Please add more nationalities as applicable to site. Add more rows if required.</i></p>	<p>Nationalities:</p> <p>B1: Nationality 1: Polish B2: Nationality 2: Romanian B3: Nationality 3: Dutch</p>	<p>Was the list completed during peak season?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If no, please describe how this may vary during peak periods: N/A</p>
C: Please provide more information for the three most common nationalities.	<p>C : approx. % total workforce: Nationality 1, 78 C1: approx. % total workforce: Nationality 2, 12 C2: approx. % total workforce: Nationality 3, 10</p>	
D: Worker remuneration (management information)	<p>D: 0 % workers on piece rate D1: 97 % hourly paid workers D2: 3 % salaried workers</p> <p>Payment cycle:</p> <p>D3: 0 % daily paid D4: 29 % weekly paid D5: 71 % monthly paid D6: 0 % other D7: If other, please give details</p>	

Worker Interview Summary	
A: Were workers aware of the audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B: Were workers aware of the code?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Number of group interviews: <i>(Please specify number and size of groups. Please see SMETA Best Practice Guidance and Measurement Criteria. If the auditor was not able to follow the BPG, please state within the declaration)</i>	Two (2) groups of two (2) employees.
D: Number of individual interviews <i>(Please see SMETA Best Practice Guidance and Measurement Criteria)</i>	D1: Male: 4 D2: Female: 2
E: All groups of workers are included in the scope of this audit such as; Direct employees, Casual and agency workers, Workers employed by service providers such as security and catering staff as well as workers supplied by other contractors. <i>Note to auditor: please record details of migrant /agency/contractor workers in section 8 – Regular Employment, under Responsible Recruitment</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details
F: Interviews were done in private and the confidentiality of the interview process was communicated to the workers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
G: In general, what was the attitude of the workers towards their workplace?	<input checked="" type="checkbox"/> Favourable <input type="checkbox"/> Non-favourable <input type="checkbox"/> Indifferent
H: What was the most common worker complaint?	No disturbing matters came forward.
I: What did the workers like the most about working at this site?	Good atmosphere, colleagues, informal communication, tasks, variety.
J: Any additional comment(s) regarding interviews:	The employees were very open and detailed with giving the needed information.
K: Attitude of workers to hours worked:	Positive, overtime hours are rare.
L. Is there any worker survey information available?	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No L1: If yes, please give details:	
M: Attitude of workers: <i>(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk</i>	

Employees interviewed are in general very pleased with their jobs at the facility. Employees were at ease during the interviews and open. Atmosphere in the production area and packing area is very pleasant. In case of any issues the employees indicated they know who to address ((line) management, trustees intern and extern).

N: Attitude of worker's committee/union reps:

(Include their attitude to management, workplace, and the interview process. Both positive and negative information should be included) Note: Do not document any information that could put workers at risk

No worker representative was interviewed, since facility has less than 50 employees on contract employed or longer employed than two years by agencies; no legal requirement to have a Works Council and it is not common in the Netherlands to have union representatives. The culture and atmosphere is open; workers address any issues directly to operators and or the (line) management.

O: Attitude of managers:

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

Management was very cooperative and showed constructive help during the audit process.

Audit Results by Clause

0A: Universal Rights covering UNGP

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

0.A. Guidance for Observations

0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.

0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights

0.A.3 Businesses shall identify their stakeholders and salient issues.

0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.

0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.

0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.

Note for auditors and readers. This is not a full Human Rights Assessment, but instead a check on the business's implementation of processes to meet their Universal rights covering UNGP responsibilities.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Findings:

The facility has no written policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers, **refer to Obs 2021-1**

Facility has no responsible person for implementing standards concerning Human Rights is appointed, **refer to Obs 2021-2**

The facility has not identified their stakeholders and salient issues, **refer to Obs 2021-3**

The facility does not measure their direct, indirect, and potential impacts on stakeholders (rights holders) regarding Human Rights, **refer to Obs 2021-4**

Therefore no system in place to adverse impact on Human Rights within any of their stakeholders as well as address these issues and enable effective remediation, **refer to Obs 2021-5**

In case of violation of Human Rights there is no transparent system in place for confidentially reporting, and dealing with Human Rights impacts without fear of reprisals towards the reporter, **refer to Obs 2021-6**

Evidence examined:

Documentary:

- Working regulations
- Policy statement

Verbal:

- Management interviews
- Employee interviews

Facility tour:

- ETI Base Code on information boards

<p>A: Policy statement that expresses commitment to respect human rights?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: Please give details: Facility has no written policy that expresses commitment to Human Rights, refer to Obs 2021-1</p>
<p>B: Does the business have a designated person responsible for implementing standards concerning Human Rights?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Please give details: facility has no responsible person for implementing standards concerning Human Rights, refer to Obs 2021-2</p>
<p>C: Does the business have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: Please give details: No transparent system is in place, refer to Obs 2021-6</p>
<p>D: Does the grievance mechanism meet UNGP expectations? (Legitimate, Accessible, Predictable, Equitable, Transparent, Rights-compatible, a source of continuous learning and based on stakeholder engagement)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: If no, please give details: No grievance system in place to meet with UNGP requirements, refer to Obs 2021-6</p>
<p>E: Does the business demonstrate effective data privacy procedures for workers' information, which is implemented?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Workers information is kept in a secured closet at the HR department and accessible for HR staff only.</p>

Findings: Obs 2021-1		
<p>Finding: Observation <input checked="" type="checkbox"/></p>	<p>Company NC <input type="checkbox"/></p>	<p>Objective evidence observed: <i>Management interviews</i></p>
<p>Description of observation: The facility has no written policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.</p> <p>Local law or ETI/Additional elements requirement: ETI 0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.</p> <p>Comments: It is recommended to have a policy, endorsed at the highest level, covering Human Rights impacts and issues, and ensure it is communicated to all appropriate parties, including own suppliers.</p>		

Findings: Obs 2021-2		
<p>Finding: Observation <input checked="" type="checkbox"/></p>	<p>Company NC <input type="checkbox"/></p>	<p>Objective evidence observed: <i>Management interviews</i></p>
<p>Description of observation: Facility has no responsible person for implementing standards concerning Human Rights is appointed.</p>		

<p>Local law or ETI/Additional elements requirement: <i>ETI 0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human Rights.</i></p> <p>Comments: It is recommended to have a responsible person for implementing standards concerning Human Rights.</p>	
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Findings: Obs 2021-3		
<p>Finding: Observation <input checked="" type="checkbox"/> Company NC <input type="checkbox"/></p> <p>Description of observation: The facility has not identified their stakeholders and salient issues.</p> <p>Local law or ETI/Additional elements requirement: <i>ETI 0.A.3 Businesses shall identify their stakeholders and salient issues.</i></p> <p>Comments: It is recommended that management has identified their stakeholders and salient issues.</p>	<p>Objective evidence observed:</p> <p><i>Management interviews</i></p>	

Findings: Obs 2021-4		
<p>Finding: Observation <input checked="" type="checkbox"/> Company NC <input type="checkbox"/></p> <p>Description of observation: The facility does not measure their direct, indirect, and potential impacts on stakeholders (rights holders) regarding Human Rights.</p> <p>Local law or ETI/Additional elements requirement: <i>ETI 0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.</i></p> <p>Comments: It is recommended that management shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.</p>	<p>Objective evidence observed:</p> <p><i>Management interviews</i></p>	

Findings: Obs 2021-5		
<p>Finding: Observation <input checked="" type="checkbox"/> Company NC <input type="checkbox"/></p> <p>Description of observation: The facility does not have system to adverse impact on human rights within any of their stakeholders as well as address these issues and enable effective remediation.</p> <p>Local law or ETI/Additional elements / customer specific requirement: <i>ETI 0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.</i></p> <p>Comments: It is recommended that management has a system to adverse impact on human rights within any of their stakeholders as well as address these issues and enable effective remediation.</p>	<p>Objective evidence observed:</p> <p><i>Management interviews</i></p>	

Findings: Obs 2021-6	
<p>Finding: Observation <input checked="" type="checkbox"/> Company NC <input type="checkbox"/></p> <p>Description of observation: The facility does not have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.</p> <p>Local law or ETI/Additional elements / customer specific requirement: <i>ETI 0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.</i></p> <p>Comments: It is recommended that management shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.</p>	<p>Objective evidence observed:</p> <p><i>Management interviews</i></p>

Good examples observed:	
<p>Description of Good Example (GE):</p>	<p>Objective Evidence Observed:</p>

Measuring Workplace Impact

Workplace Impact		
A: Annual worker turnover: Number of workers leaving in last 12 months as a % of average total number of workers on site over the year (annual worker turnover)	A1: Last year: 2019 20 %	A2: This year: 2020 15 %
B: Current % quarterly (90 days) turnover: Number of workers leaving from the first day of the 90 days period through to the last day of the 90 day period / [(number of employees on the 1 st day of 90 day period + number of employees on the last day of the 90 day period) / 2]	0 %	
C: Annual % absenteeism: Number of days lost through job absence in the year / [(number of employees on 1 st day of the year + number employees on the last day of the year) / 2] * number available workdays in the year	C1: Last year: 2019 0 %	C2: This year : 2020 0 %
D: Quarterly (90 days) % absenteeism: Number of days lost through job absence in the period / [(Number of employees on 1 st of the period + Number of employees on the last day of the period) / 2] * Number of available workdays in the month	5 %	
E: Are accidents recorded?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please describe: A digital format is available in case of any accidents.	
F: Annual Number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	F1: Last year: 2019 Number: 0	F2: This year: 2020 Number: 0
G: Quarterly (90 days) number of work related accidents and injuries per 100 workers: [(Number of work related accidents and injuries * 100) / Number of total workers]	0	
H: Lost day work cases per 100 workers: [(Number of lost days due to work accidents and work related injuries * 100) / Number of total workers]	H1: Last year: 2019 0	H2: This year: 2020 0
I: % of workers that work on average more than 48 standard hours / week in the last 6 / 12 months:	I1: Last 6 months 0 % workers	I2: Last 12 months 0 % workers
J: % of workers that work on average more than 60 total hours / week in the last 6 / 12 months:	J1: Last 6 months 0 % workers	J2: Last 12 months 0 % workers

0B: Management system and Code Implementation

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- 0.B.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.
- 0.B.2 Suppliers are expected to be operating legally in premises with the correct business licenses and permissions and to have systems to ensure that all relevant land rights have been complied with
- 0.B.3 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.
- 0.B.4 Suppliers are expected to communicate this Code to all employees.
- 0.B.5 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Facility has implemented and is maintaining systems for delivering compliance to the Code and has communicated all elements of the Code to all employees.
Facility has appointed a senior member of management who is responsible for compliance with the Code, Mrs. Karin Hermans. Personnel, Organization and Finance.

No fines/prosecutions have been issued over the last twelve (12) months.

Evidence examined:

Documentary:

- Company regulations
- Policy statement
- Website Lipzig Tuinderijen B.V.

Verbal:

- Management interviews
- Employee interviews

Facility tour:

- ETI Base Code on information boards

Management Systems:

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

- Yes
- No

A1: Please give details: No fines/prosecutions of the last twelve (12) months.

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

- Yes
- No

B1: Please give details: Facility has implemented Company regulations and has communicated all elements of the Code to all employees.

C: If Yes, is there evidence (an indication) of effective implementation? Please give details.

All interviewed employees stated that they are aware of the policies and that no issues on discrimination are known within the facility.

	Facility has communicated the ETI base Code with the Company regulations and information boards.
D: Have managers and workers received training in the standards for forced labour, child labour, discrimination, harassment & abuse?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: Management and employees have received (introduction) training on the ETI Base Code.
E: If Yes, is there evidence (an indication) that training has been effective e.g. training records etc.? Please give details	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Face-to-face (introduction) training and canteen meetings, stated in employee interviews.
F: Does the site have any internationally recognised system certifications e.g. ISO 9000, 14000, OHSAS 18000, SA8000 (or other social audits). Please detail (Number and date).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: Please give details: A SMETA 2 Pillar audit on 22 February 2018. The following other certifications are in place: BRC certificate issued by ECAS, valid till 15-10-2021 with number CER-08189-2020; F2F certificate issued by M&S, valid till 23-04-2022 with number 51598523; Global GAP certificate issued by ECAS, audit was conducted on 6 April 2021, waiting for the certificate; Grasp certificate issued by ECAS, audit was conducted on 6 April 2021, waiting for the certificate; Tesco nature certificate issued by ECAS, audit was conducted on 6 April 2021, waiting for the certificate.
G: Is there a Human Resources manager/department? If Yes, please detail.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details: An HR department is available onsite and Mrs. Karin Hermans, Personnel, Organization and Finance.
H: Is there a senior person / manager responsible for implementation of the code	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please give details: Personnel, Organisation, Finance, Mrs. Karin Hermans.
I: Is there a policy to ensure all worker information is confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No I1: Please give details: Implementation of local privacy law.
J: Is there an effective procedure to ensure confidential information is kept confidential?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	J1: Please give details: Implementation of local privacy law.
K: Are risk assessments conducted to evaluate policy and procedure effectiveness?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: It is noted that with management review and meetings frequently within twelve months policies and procedures are reviewed.
L: Does the facility have a process to address issues found when conducting risk assessments, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No L1: Please give details: With (daily) meetings and annual review a continuous improvement schedule is in place.
M: Does the facility have a policy/code which require labour standards of its own suppliers?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No M1: Please give details: Facility has communicated the Ethical Code through their supply chain with its website.
Land rights	
N: Does the site have all required land rights licenses and permissions (see SMETA Measurement Criteria)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N1: Please give details: Part of Governments' Environmental Management Activities (Dutch: 'Activiteitenbesluit').
O: Does the site have systems in place to conduct legal due diligence to recognize and apply national laws and practices relating to land title?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No O1: Please give details: Staying updated by newsletters, by the industry association.
P: Does the site have a written policy and procedures specific to land rights. If yes, does it include any due diligence the company will undertake to obtain free, prior and informed consent, (FPIC) even if national/local law does not require it	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No P1: If yes, how does the company obtain FPIC: N/A.
Q: Is there evidence that facility / site compensated the owner/lessor for the land prior to the facility being built or expanded.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Q1: Please give details: N/A, part of local government approval.
R. Does the facility demonstrate that alternatives to a specific land acquisition were considered to avoid or minimize adverse impacts?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No R1: Please give details: N/A, part of local government approval.
S: Is There any evidence of illegal appropriation of land for facility building or expansion of footprint.	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

	S1: Please give details: Facility operates according local rules and regulations.
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Non-compliance: none observed	
Description of non-compliance: <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local <input type="checkbox"/> NC against customer code: Local law and/or ETI/Additional Elements requirement: Recommended corrective action:	Objective evidence observed: <i>(where relevant please add photo numbers)</i>

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

Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

1: Freely Chosen Employment

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ETI

1.1 There is no forced, bonded or involuntary prison labour.

1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current system:

No forced, bonded or involuntary prison labour detected at the facility.

All employees interviewed told that they receive the correct wages and that they are not forced to leave any "deposits" or their identity papers with their employer.

After working, they are free to leave the premises and are free to leave their employer after reasonable notice.

Evidence examined:

Documentary:

- CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw")
- Personal files
- Wage slips
- Company regulations
- Policy statement
- Website Lipzig Tuinderijen B.V.

Verbal:

- Employee interviews

Facility tour:

- ETI Base Code on information boards

<p>A: Is there any evidence of retention of original documents, e.g. passports/ID's</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: If yes, please give details and category of workers affected: N/A</p>
<p>B: Is there any evidence of a loan scheme in operation</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No B1: If yes, please give details and category of worker affected: No loan scheme is practice</p>
<p>C: Is there any evidence of retention of wages /deposits</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No C1: If yes, please give details and category of worker affected: N/A</p>
<p>D: Are there any restrictions on workers' freedom to terminate employment?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: Please describe finding: Stated in the employee interviews.</p>

E: If any part of the business is UK based or registered there & has a turnover over £36m, is there a published a 'modern day slavery statement'?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> Not applicable E1: Please describe finding: N/A
F: Is there evidence of any restrictions on workers' freedoms to leave the site at the end of the work day?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: Please describe finding: Stated in the employee interviews.
G: Does the site understand the risks of forced / trafficked / bonded labour in its supply chain	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable G1: If yes, please give details and category of workers affected: Currently the ETI Base Code is in place and communicated to all employees, and is external communicated to appropriate parties with facility's website.
H: Is the site taking any steps taking to reduce the risk of forced / trafficked labour?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No H1: Please describe finding: Facility currently is not taking steps to reduce the risk of forced / trafficked labour.

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

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

Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

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

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ETI

- 2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.
- 2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.
- 2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

The facility has an open attitude towards trade unions and to bargaining. Employees have the right to join or form trade unions of their choice and to bargain collectively.
 Facility adopts open attitude towards the activities of trade unions and their activities.

The right to freedom of association and collective bargaining is not restricted under law.

Currently no Works Council installed at this facility since less than 50 employees are under contract employed or longer employed than two years by agencies; currently it is no legal requirement.

Evidence examined:

Documentary:

- CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw")
- Company regulations
- Policy statement

Verbal:

- Employee interviews

Facility tour:

- ETI Base Code on information boards

A: What form of worker representation/union is there on site?	<input type="checkbox"/> Union <input type="checkbox"/> Worker Committee <input checked="" type="checkbox"/> Other (H&S team) <input type="checkbox"/> None
B: Is it a legal requirement to have a union?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
C: Is it a legal requirement to have a worker's committee?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

D: Is there any other form of effective worker/management communication channel? (Other than union/worker committee e.g. H&S, sexual harassment)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: (Daily) canteen meetings, email messages, information boards. D2: Is there evidence of free elections? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N/A	
E: Does the supplier provide adequate facilities to allow the Union or committee to conduct related business?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: Please give details: N/A	
F: Name of union and union representative, if applicable:	No union representatives	F1: Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
G: If there is no union, is there a parallel means of consultation with workers e.g. worker committees?	No worker committees	G1: Is there evidence of free elections? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A
H: Are all workers aware of who their representatives are?	<input type="checkbox"/> Yes <input type="checkbox"/> No	N/A
I: Were worker representatives freely elected?	<input type="checkbox"/> Yes <input type="checkbox"/> No	I1: Date of last election: N/A
J: Do workers know what topics can be raised with their representatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No N/A	
K: Were worker representatives/union representatives interviewed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If Yes , please state how many: N/A	
L: Please describe any evidence that union/worker's committee is effective? <i>Specify date of last meeting; topics covered; how minutes were communicated etc.</i>	N/A	
M: Are any workers covered by Collective Bargaining Agreement (CBA)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Facility has the CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw").	
If Yes , what percentage by trade Union/worker representation	M1: 100% workers covered by Union CBA	M2: 0% workers covered by worker rep CBA
M3: If Yes , does the Collective Bargaining Agreement (CBA) include rates of pay?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

Non-compliance: none observed

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

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

3: Working Conditions are Safe and Hygienic

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ETI

- 3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.
- 3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.
- 3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.
- 3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.
- 3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Management systems

The responsible person for Health & Safety is Mrs. Karin Hermans, Personnel, Organization and Finance.

An Occupational Risk Inventory & Evaluation (Dutch: "Risico Inventarisatie & Evaluatie (RI&E)") is made up by external party Stigas, dated 28-01-2021 and approved and signed by Mr. Peter Bedius, High Safety Specialist, with SKO certificate Hobéon number 41659, and with the Risk Inventory & Evaluation an Action Plan (Dutch: "Plan van Aanpak") is in place.

Facility has a safe and hygienic working environment, and is provided with good housekeeping. Adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.

Access to clean toilet facilities, male and female, and to potable water, and sanitary facilities for food storage is provided.

Training

Employees receive regular and recorded Health & Safety (introduction) training, and such training will be repeated for new or reassigned employees.

PPE

Hear protection and various types of gloves are readily present to all employees and replaced when needed without any costs. Pictograms are posted where hear protection is mandatory.

PPE requirements are described in facility's personnel information folder and in production area.

Emergency preparedness

Facility has an emergency plan in place, including tasks (e.g. special handling of chemicals), evacuation decision trees, telephone numbers and is currently updating the floor plans.

Latest evacuation exercise/fire drill was on 9 April 2020 for all employees from 09:00 to 09:13 hours with a situation sketch and an attendance list is present.

First-aid / intervention

Currently, three (3) intervention/first-aiders are trained and known to all employees. Repeat training intervention and first-aid with theme sessions are held once a year by external party 'Weijjs & Van Hoeff', last training was on 11 May 2021, attendance list and certificates are available.

Fire safety

Sufficient firefighting equipment is available (three (3) extinguishers and five (5) reels) in production area and under yearly inspection by external party 'Chubb' (latest dated 13 April 2021). During the facility tour firefighting equipment was found free from blockage and easily accessible. Standard one (1) assembly point is at the parking in front of the building. Evacuation plot plans are posted in production area, and facility is currently in the process of updating the floor plans.

Incidents/accidents

An accident registration system is in place. All (near) incidents and dangerous situations are reported in the 'Incident register' in Excel. Zero accidents after 8 October 2019.

Maintenance / Machine safety

Preventive maintenance and inspections are monitored, and repairs to machines are carried out by external party 'Freshpark Techniek' for forklift trucks, and 'AH-TS' for palletisers, sorting machines, compressors.

Inspection rounds

Inspection rounds are monitored in the 'Internal audit hygiene production', version 4. Facility has currently made a number of purchases as a result of shortcomings during internal inspections, including a table grinder machine, emergency shower and apron for working with acids. Also trying to find a company that can carry out the inspection of the aerial work platforms and they want to carry out their own inspections for NEN 2484 Inspector of Ladders, Stairs and Mobile Scaffolds. Quotations have been requested for this.

Chemicals

Chemicals (e.g. fertilisers and crop protection agents, cleaning chemicals, lubricants and solvents) are foreseen of labels and (when needed) secondary containment and stored in a secured closet. MSDS and instruction cards are readily (digital) available.

Health

A legally required preventative medical (Dutch: "Preventief Medisch Onderzoek (PMO)") is offered to all employees and communicated with facility's information boards.

Evidence examined:

Documentary:

- Company regulations
- Policy statement
- Management team meeting minutes
- Risk Inventory and evaluation (RI&E)
- Plan of Action
- Incident/accident registration system
- (Preventive) maintenance
- MSDS; chemicals, fertilisers and crop protection agents

- Inspection report 'Internal audit hygiene production'
 - Emergency preparedness plan
 - Training system
 - Introduction and refresh trainings
 - First aider and first intervention training
 - Forklift driver induction and refresh trainings
 - Minutes evacuation exercise/fire drill, latest 9 April 2020
- Verbal:
- Management interviews
 - Employee interviews
- Facility tour:
- Information boards

<p>A: Does the facility have general and occupational Health & Safety policies and procedures that are fit for purpose and are these communicated to workers?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: Health & Safety policy is communicated to all employees with policy statement, information boards, training and directly to the employees.</p>
<p>B: Are the policies included in workers' manuals?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: An introduction training is given and Company regulations are handed out to each worker containing the Health & Safety policies and work instructions.</p>
<p>C: Are there any structural additions without required permits/inspections (e.g. floors added)?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please give details: N/A - No structural additions.</p>
<p>D: Are visitors to the site informed on H&S and provided with personal protective equipment</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: All visitors to the site will be informed on Health & Safety issues.</p>
<p>E: Is a medical room or medical facility provided for workers? If yes, do the room(s) meet legal requirements and is the size/number of rooms suitable for the number of workers.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Medical facilities are provided for workers. A medical room is not a requirement under Dutch law.</p>
<p>F: Is there a doctor or nurse on site or there is easy access to first aider/trained medical aid?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No F1: Please give details: Facility has intervention/first-aiders trained and there is easy access to medical first-aid.</p>
<p>G: Where the facility provides worker transport - is it fit for purpose, safe, maintained and operated by competent persons e.g. buses and other vehicles?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details: N/A - No transportation provided.</p>

H: Is secure personal storage space provided for workers in their living space and is fit for purpose?	<input type="checkbox"/> Yes <input type="checkbox"/> No H1: Please give details: N/A - No housing provided.
I: Are H&S Risk assessments are conducted (including evaluating the arrangements for workers doing overtime e.g. driving after a long shift) and are there controls to reduce identified risk?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I1: Please give details: An Occupational Risk Inventory & Evaluation (Dutch: "Risico Inventarisatie & Evaluatie (RI&E)") is made up by external party Stigas, dated 28-01-2021 and approved and signed by Mr. Peter Bedius, High Safety Specialist, with SKO certificate Hobéon number 41659, and with the Risk Inventory & Evaluation an Action Plan (Dutch: "Plan van Aanpak") is in place.
J: Is the site meeting its legal obligations on environmental requirements including required permits for use and disposal of natural resources?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No J1: Please give details: An environmental permit; Part of Governments' Environmental Management Activities (Dutch: 'Activiteitenbesluit') is present at the facility. Waste is collected by only certified waste collectors.
K: Is the site meeting its customer requirements on environmental standards, including the use of banned chemicals?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: Its covered by external and client audits.

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

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

Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

4: Child Labour Shall Not Be Used

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ETI

- 4.1 There shall be no new recruitment of child labour.
- 4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.
- 4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.
- 4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

In facility no evidence is found of child labour or of personnel under 18.

Policies and procedures conform to the provisions of the relevant ILO standards.

Participating in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.

Evidence examined

Documentary:

- Company regulations
- Policy statement
- Personal files

Verbal:

- Management interviews
- Employee interviews

Facility tour:

- ETI Base Code on information boards

A: Legal age of employment:	Legal age of employment in the Netherlands is 15 years.
B: Age of youngest worker found:	Age of youngest employee was 18 years.
C: Are there children present on the work floor but not working at the time of audit?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

D: % of under 18's at this site (of total workers)	0 %
E: Are workers under 18 subject to hazardous work assignments? (Go to clause 3 – Health and Safety)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If yes, give details N/A

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

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

Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

5: Living Wages are Paid

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

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

ETI

5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.

5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.

5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Wages and benefits paid for the standard working week meet, at a minimum, national legal minimum or higher industry benchmark standards.

All employees received the labour regulation before entering employment.

No deductions from wages as a disciplinary measure have been noticed.

Legal overtime premiums are applicable and found to be paid out correctly: 130% premium after 40 work hours per week according to the annual hours model (Dutch: "Jaarurenmodel"), but because a new CBA is being negotiated, a standard payment has to be made until a new CBA is available. Therefore, the facility pays 40 hours per week on average for its employees and in practice it is rather less than average hours.

Responsible management for this item of the code: Mrs. Karin Hermans, Personnel, Organization and Finance.

Evidence examined:

Documentary:

- CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw")
- Company regulations
- Wage slips (March 2021, September 2020 and February 2020)
- Time registrations (March 2021, September 2020 and February 2020)
- Personal files

Verbal:

- Employee interviews

Non-compliance: none observed

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

Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

Summary Information

Criteria	Local Law <i>(Please state legal requirement)</i>	Actual at the Site <i>(Record site results against the law)</i>	Is this part of a Collective Bargaining Agreement?
A: Standard/Contracted work hours: <i>(Maximum legal and actual required working hours excluding overtime, please state if possible per day, week, and month)</i>	Legal maximum: 40 hours per week	A1: 38 hours per week	A2: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
B: Overtime hours: <i>(Maximum legal and actual overtime hours, please state if possible per day, week, and month)</i>	Legal maximum: Maximum average working hours - including overtime - is 48/55/60 hours per week or twelve (12) hours per day. This is to be interpreted as: - Average of 55 hours over a rolling period of four (4) weeks;	B1: No overtime was found, in the last 12 months (annual hour model) <u>minus</u> 5 hours are worked and employees are paid up to 40 hours.	B2: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

	<p>- Average of 48 hours over a rolling period of sixteen (16) weeks;</p> <p>- Absolute maximum is twelve (12) hours per day or 60 hours per week.</p>		
<p>C: Wage for standard/contracted hours: <i>(Minimum legal and actual minimum wage at site, please state if possible per hr, day, week, and month)</i></p>	<p>Legal minimum per 01-01-2021 above 21 years: EUR 1,684.80 per month and EUR € 10.24 (38 working hours) per hour</p>	<p>C1: EUR 10.24 per hour</p>	<p>C2: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>D: Overtime wage: <i>(Minimum legal and actual minimum overtime wage at site, please state if possible per hr, day, week, and month)</i></p>	<p>Legal minimum: no legal minimum</p>	<p>D1: 130% premium after 40 work hours per week according to the annual hours model (Dutch: "Jaarurenmodel"), but because a new CBA is being negotiated, a standard payment has to be made until a new CBA is available. Therefore, the facility pays 40 hours per week on average for its employees and in practice it is rather less than average hours.</p>	<p>D2: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

<p>Wages analysis: <i>(Click here to return to Key Information)</i></p>	
<p>A: Were accurate records shown at the first request?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>A1: If No, why not?</p>	<p>N/A</p>

<p>B: Sample Size Checked (State number of worker records checked and from which weeks/months – should be current, peak, and random/low. Please see SMETA Best Practice Guidance and Measurement Criteria)</p>	<p>Ten (10) (peak season workers included) records (wage and time registration records) of each of the following months: March 2021 (current month) September 2020 (peak month) February 2020 (random month)</p>		
<p>C: Are there different legal minimum wage grades? If Yes, please specify all.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>C1: If Yes, please give details: Depending on age, function, capability, years of employment.</p>	
<p>D: If there are different legal minimum grades, are all workers graded and paid correctly?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	<p>D1: If No, please give details: N/A</p>	
<p>E: For the lowest paid production workers, are wages paid for standard/contracted hours (excluding overtime) below or above the legal minimum?</p>	<input type="checkbox"/> Below legal min <input type="checkbox"/> Meet <input checked="" type="checkbox"/> Above	<p>E1: Lowest actual wages found: <i>Note: full time employees and please state hour / week / month etc.</i> EUR 10.24 per hour</p>	
<p>F: Please indicate the breakdown of workforce per earnings:</p>	<p>F1: 0 % of workforce earning under minimum wage F2: 30 % of workforce earning minimum wage F3: 70 % of workforce earning above minimum wage</p>		
<p>G: Bonus Scheme found: Please specify details:</p>	<p>Bonus Scheme found: All employees have the opportunity to earn more money if they do more work than the standard.</p>		
<p>H: What deductions are required by law e.g. social insurance? Please state all types:</p>	<p>Pension, social insurance, tax</p>		
<p>I: Have these deductions been made?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<p>I1: Please list all deductions that have been made.</p>	<p>1. Tax (Loonheffing) 2. Pension (Pensioenpremie) 3. Insurance (Ongevallen verzekering)</p>
		<p>I2: Please list all deductions that have not been made.</p>	<p>1. 2. Please describe: N/A</p>
<p>J: Were appropriate records available to verify hours of work and wages?</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<p>K: Were any inconsistencies found? (if yes describe nature)</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<p>K1: Type <input type="checkbox"/> Poor record keeping <input type="checkbox"/> Isolated incident <input type="checkbox"/> Repeated occurrence:</p>	
<p>L: Do records reflect all time worked? (For instance, are workers asked to</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

attend meetings before or after work but not paid for their time)	L1: Please give details: Facility has a hand written scheme and documented and calculated in Excel.
M: Is there a defined living wage: <i>This is <u>not normally</u> minimum legal wage. If answered yes, please state amount and source of info: Please see SMETA Best Practice Guidance and Measurement Criteria.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No M1: Please specify amount/time: N/A
M2: If yes, what was the calculation method used.	<input type="checkbox"/> ISEAL/Anker Benchmarks <input type="checkbox"/> Asia Floor Wage <input type="checkbox"/> Figures provided by Unions <input type="checkbox"/> Living Wage Foundation UK <input type="checkbox"/> Fair Wear Wage Ladder <input type="checkbox"/> Fairtrade Foundation Other – please give details: N/A
N: Are there periodic reviews of wages? If Yes give details (include whether there is consideration to basic needs of workers plus discretionary income).	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No N1: Please give details: Wages are yearly reviewed, only upon legal/industry wage re-indexations or on individual basis when someone becomes more qualified.
O: Are workers paid in a timely manner in line with local law?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
P: Is there evidence that equal rates are being paid for equal work:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No P1: Please give details: Wages slips, employment contracts.
Q: How are workers paid:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input checked="" type="checkbox"/> Bank Transfer <input type="checkbox"/> Other Q1: If other, please explain: N/A

6: Working Hours are not Excessive

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

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

ETI

6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.

6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.

6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.

6.4 The total hours worked in any 7-day period shall not exceed 60 hours, except where covered by clause 6.5 below.

6.5 Working hours may exceed 60 hours in any 7-day period only in exceptional circumstances where **all** of the following are met:

- this is allowed by national law;
- this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce;
- appropriate safeguards are taken to protect the workers' health and safety; and
- The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies.

6.6 Workers shall be provided with at least one day off in every 7-day period or, where allowed by national law, 2 days off in every 14-day period.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Facility's working hours comply with national laws and collective agreements.

Facility has the CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw") in place, available until 31 December 2019; a new CBA is being negotiated and is not yet available.

Test work performed and employee interviews show no inconsistencies. The maximum working hours were not exceeded within the sample. Overtime (OT) is allowed and voluntary, but not common. Overtime hours are within the legal limits and no weeks found of more than 60 working hours.

Evidence examined:

Documentary:

- Company regulations
- CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw")
- Wage slips
- Employee time records checked (February 2020 - March 2021)
- Overtime overview records checked (February 2020 - March 2021)

Verbal:

- Management interviews
- Employee interviews

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

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

Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

Working hours' analysis <i>Please include time e.g. hour/week/month</i> (Go back to Key information)				
Systems & Processes				
A. What timekeeping systems are used: time card etc.	Describe: <i>Electronical system 'Nitea work it'.</i>			
B: Is sample size same as in wages section?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: If no, please give details			
C: Are standard/contracted working hours defined in all contracts/employment agreements?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	C1: If NO, please give details including % and which type of workers do NOT have standard hours defined in contracts/employment agreements. Please give details: N/A		
D: Are there any other types of contracts/employment agreements used?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
	<input type="checkbox"/> 0 hrs	<input checked="" type="checkbox"/> Part time	<input type="checkbox"/> Variable hrs	<input checked="" type="checkbox"/> Other
	If "Other", Please define:			

		Temporary agency contracts
E. Do any standard/contracted working hours defined in contracts/employment agreements exceed 48 hours per week?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<i>E1: If yes, please detail hours, %, types of workers affected and frequency</i> Please give details: N/A
F: Are workers provided with at least 1 day off in every 7-day-period, or 2 in 14-day-period?	F2: Please select all applicable: <input checked="" type="checkbox"/> 1 in 7 days <input checked="" type="checkbox"/> 2 in 14 days <input type="checkbox"/> No If 'No', please explain:	F3: Is this allowed by local law? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
	Maximum number of days worked without a day off (in sample):	
	Five (5) days.	
Standard/Contracted Hours worked		
G: Were standard working hours over 48 hours per week found?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	G1: If yes, % of workers & frequency:
		N/A
H: Any local waivers/local law or permissions which allow averaging/annualised hours for this site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	H1: If yes, please give details:
		N/A
Overtime Hours worked		
I: Actual overtime hours worked in sample (State per day/week/month)	Highest OT hours: No overtime was found, in the last 12 months (annual hour model) minus 5 hours are found and employees are paid up to 40 hours.	
J: Combined hours (standard or contracted + overtime hours = total) over 60 found? Please give details:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
K: Approximate percentage of total workers on highest overtime hours:	0.001 %	
L: Is overtime voluntary?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Conflicting Information	<i>L1: Please detail evidence e.g. Wording of contract / employment agreement / handbook / worker interviews / refusal arrangements: Employee interviews, work regulations, information boards.</i>

Overtime Premiums		
M: Are the correct legal overtime premiums paid?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A – there is no legal requirement to OT premium	M1: Please give details of normal day overtime premium as a % of standard wages: 130% premium after 40 work hours per week according to the annual hours model (Dutch: "Jaarurenmodel"), but because a new CBA is being negotiated, a standard payment has to be made until a new CBA is available. Therefore, the facility pays 40 hours per week on average for its employees and in practice it is rather less than average hours.
N: Is overtime paid at a premium?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	N1: If yes, please describe % of workers & frequency: 0.001%
O: If the site pays less than 125% OT premium and this is allowed under local law, are there other considerations? Please complete the boxes where relevant.	<input type="checkbox"/> No <input type="checkbox"/> Consolidated pay (May be standard wages above minimum legal wage, with no/low overtime premium) <input type="checkbox"/> Collective Bargaining agreements <input type="checkbox"/> Other	
	O1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or Other	
	N/A	
P: If more than 60 total hours per week and this is legally allowed, are there other considerations? Please complete the boxes where relevant.	<input type="checkbox"/> Overtime is voluntary <input type="checkbox"/> Onsite Collective bargaining allows 60+ hours/week <input type="checkbox"/> Safeguards are in place to protect worker's health and safety <input type="checkbox"/> Site can demonstrate exceptional circumstances <input type="checkbox"/> Other reasons (please specify)	
	P1: Please explain any checked boxes above e.g. detail of consolidated pay / CBA or other:	
	N/A	
Q: Is there evidence that overtime hours are being used for extended periods to make up for labour shortages or increased order volumes?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Q1: If yes, please give details:	
R: If sufficient workers cannot be hired, are new working time arrangements explored to ensure that overtime is the exception rather than the rule.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

7: No Discrimination is Practiced

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

ETI

7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

No discriminatory practices at the facility. Facility has the ETI Base Code communicated to all employees. Mrs. Karin Hermans, Personnel, Organization and Finance is the main responsible person for implementing standards concerning the Code.

Interviews with Mrs. Karin Hermans, Personnel, Organization and Finance indicate she is aware of the procedure to follow in case of an issue on discrimination. The facility's policy statement is readily available and provided to all employees. Employees can raise their grievances to the appointed trustee intern and anonymous with the employee post box, external confidential person is from Mediation Centre in Amsterdam, procedures are described in the Company regulations.

Evidence examined:

Documentary:

- Company regulations
- Policy statement
- Personal files
- Wage information of HR department

Verbal:

- Management interviews
- Employee interviews

Facility tour:

- ETI Code on information boards
- Employee post box

<p>A: Gender breakdown of Management + Supervisors (Include as one combined group)</p>	<p>A1: Male: 12 % A2: Female 88 %</p>
<p>B: Number of women who are in skilled or technical roles e.g. where specific qualifications are needed i.e. machine engineer / laboratory analyst:</p>	<p>Currently zero (0) women in skilled or technical roles.</p>
<p>C: Is there any evidence of discrimination based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation?:</p>	<p><input type="checkbox"/> Hiring <input type="checkbox"/> Compensation <input type="checkbox"/> Access to training <input type="checkbox"/> Promotion <input type="checkbox"/> Termination or retirement <input type="checkbox"/> No evidence of discrimination found C1: Please give details: N/A</p>

Professional Development	
A: What type of training and development are available for workers?	Employees have the opportunity to receive training if they indicate they would like to, presuming the training is related to and benefits the work done. Certificates, records and a training plan are available.
B: Are HR decisions e.g. promotion, training, compensation based on objective, transparent criteria?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If no, please give details:

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

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

Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

8: Regular Employment Is Provided

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

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

ETI

8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.

8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.

Additional Elements: Responsible Recruitment

8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements.

8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour. The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation.

8.5 Employment agencies must only supply workers registered with them.

8.6 Workers pay no recruitment fee at any stage of the recruitment process.

8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Any work performed is on basis of recognized employment relationship established through national law and practice.

Employment contracts mention all terms and conditions as per local legislation. It is provided to all the individual employees prior to joining the facility. New employees receive Company regulations with all labour related info (introduction, CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw"), pension information, sick leave procedure, IT behaviour, privacy data, work instructions, house rules).

No evidence is found of use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment. Facility has responsible recruitment, temporary agencies, in place.

Facility has implemented a procedure to check employment agencies on NEN 4400 certificate (Dutch: "SNA Keurmerk") and social/ethical practices, including hirer's remuneration (Dutch: "inlenersbeloning") and acceptability of wage deductions.

Evidence examined:

Documentary:

- CBA for Greenhouse horticulture industry
- Company regulations
- Policy statement
- Personal files

<ul style="list-style-type: none"> • Checklist employment agencies <p>Verbal:</p> <ul style="list-style-type: none"> • Management interviews • Employee interviews <p>Facility tour:</p> <ul style="list-style-type: none"> • ETI Code on information boards
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Non-compliance: none observed	
<p>Description of non-compliance:</p> <input type="checkbox"/> NC against ETI/Additional Elements <input type="checkbox"/> NC against Local <input type="checkbox"/> NC against customer code:	<p>Objective evidence observed: (where relevant please add photo numbers)</p>
<p>Local law and/or ETI/Additional Elements requirement:</p>	
<p>Recommended corrective action:</p>	

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

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

Responsible Recruitment

All Workers	
<p>A: Were all workers presented with terms of employment at the time of recruitment, did they understand them and are they same as current conditions?</p>	<input checked="" type="checkbox"/> Terms & Conditions presented <input checked="" type="checkbox"/> Understood by workers <input checked="" type="checkbox"/> Same as actual conditions <p>A1: If any are unchecked, please describe finding and specific category(ies) of workers affected: N/A</p>
<p>B: Did workers' pay any fees, taxes, deposits or bonds for the purpose of recruitment/placement?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <p>B1: If yes, please describe details and specific category(ies) of workers affected: N/A</p>

C: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other – C1: If other, please give details: N/A
D: If any checked, give details:	N/A

Migrant Workers	
<i>The term "migrant worker" refers to a person who is engaged or has been engaged in a remunerated activity in a country of which they are not a national or permanent resident or has purposely migrated on a temporary basis to another in-country region to seek and engage in a remunerated activity</i>	
A: Type of work undertaken by migrant workers:	Migrant workers are working in the greenhouse, and in the sorting and packaging department in the period April-September.
B: Please give details about recruitment agencies for migrant workers:	B1: Total number of (in country recruitment agencies) used: N/A B2: Total number of (outside of local country) recruitment agencies used: N/A
C: Are migrant workers' voluntary deductions (such as for remittances) confirmed in writing by the worker and is evidence of the transaction supplied by the facility to the worker?	<input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding: N/A C2: Observations: N/A
D: Are Any migrant workers in skilled, technical, or management roles <i>Migrant Workers (this should include all migrant workers including permanent workers, temporary and/or seasonal workers)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No D1: If yes, N/A

NON-EMPLOYEE WORKERS

Recruitment Fees:	
A: Are there any fees?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
B: If yes, check all that apply:	<input type="checkbox"/> Recruitment / hiring fees <input type="checkbox"/> Service fees <input type="checkbox"/> Application costs <input type="checkbox"/> Recommendation fees <input type="checkbox"/> Placement fees <input type="checkbox"/> Administrative, overhead or processing fees <input type="checkbox"/> Skills tests <input type="checkbox"/> Certifications <input type="checkbox"/> Medical screenings <input type="checkbox"/> Passports/ID's <input type="checkbox"/> Work / resident permits <input type="checkbox"/> Birth certificates <input type="checkbox"/> Police clearance fees <input type="checkbox"/> Any transportation and lodging costs after employment offer <input type="checkbox"/> Any transport costs between work place and home <input type="checkbox"/> Any relocation costs after commencement of employment <input type="checkbox"/> New hire training / orientation fees <input type="checkbox"/> Medical exam fees <input type="checkbox"/> Deposit bonds or other deposits <input type="checkbox"/> Any other non-monetary assets <input type="checkbox"/> Other B1 – If other, please give details:
C: If any checked, give details:	N/A

Agency Workers (if applicable)	
<i>(workers sourced from a local agent who are not directly paid by the site, but paid by the agency, Usually the agencies are paid by the site and the wages of the individual workers are paid by the agency.)</i>	
A: Number of agencies used (average):	A1: Names if available: Four (4) agencies Names if available: Contain, Jupiter, Seba, Sun power
B: Were agency workers' age / pay / hours included within the scope of this audit?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
C: Were sufficient documents for agency workers available for review?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
D: Is there a legal contract / agreement with all agencies?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: Please give details: All workers have a signed contract and facility has a contract with the agencies.
E: Does the site have a system for checking labour standards of agencies? If yes, please give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: Facility has implemented a procedure to check employment agencies on NEN 4400 certificate (Dutch: "SNA Keurmerk") and social/ethical practices, including hirer's

	remuneration (Dutch: "inlenersbeloning") and acceptability of wage deductions.
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Contractors: N/A <i>Note: contractors in this context are generally individuals who supply several workers to a site. Usually the contractors are paid by the site and the wages of the workers are paid by the contractor. Common terms include, gang bosses, labor provider,</i>	
A: Any contractors on site?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No A1: If yes, how many contractors are present, please give details:
B: If Yes , how many workers supplied by contractors?	N/A
C: Do all contractor workers understand their terms of employment?	<input type="checkbox"/> Yes <input type="checkbox"/> No C1: Please describe finding: N/A
D: If Yes , please give evidence for contractor workers being paid per law:	N/A

8A: Sub-Contracting and Homeworking

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

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

8A.1 There should be no sub-contracting unless previously agreed with the main client.

8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.

Note to auditor on homeworking:

Report on whether it is direct or via agents. How many workers, relationship with site and what control systems are in place.

Note to auditor on subcontracting: auditor should use this section for subcontractors of part made or wholly made finished goods, this section should not be used for raw material manufacturers unless instructed otherwise by customers

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

No home working and/or subcontractors are used for the production process.

Evidence examined:

Verbal:

- Management interviews
- Employee interviews

Facility tour

Non-compliance: none observed

Description of non-compliance:

- NC against ETI/Additional Elements NC against Local
 NC against customer code:

Local law and/or ETI/Additional Elements requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: none observed

Description of observation:

Local law or ETI/Additional elements requirement:

Comments:

Objective evidence observed:

Good examples observed: none observed

Description of Good Example (GE):	Objective Evidence Observed:
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Summary of sub-contracting – if applicable	
<input checked="" type="checkbox"/> Not Applicable please x	
A: Has the auditor made a simple calculation to compare capacity with workers' work load in order to identify possible unrecorded work or undeclared sub-contracting	<input type="checkbox"/> Yes <input type="checkbox"/> No A1: Please describe:
B: If sub-contractors are used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No B1: If Yes , summarise details:
C: Number of sub-contractors/agents used:	
D: Is there a site policy on sub-contracting?	<input type="checkbox"/> Yes <input type="checkbox"/> No D1: If Yes , summarise details:
E: What checks are in place to ensure no child labour is being used and work is safe?	

Summary of homeworking – if applicable			
<input checked="" type="checkbox"/> Not Applicable please x			
A: If homeworking is being used, is there evidence this has been agreed with the main client?	<input type="checkbox"/> Yes <input type="checkbox"/> No A1: If Yes , summarise details:		
B: Number of homeworkers	B1: Male:	B2: Female:	Total:
C: Are homeworkers employed direct or through agents?	<input type="checkbox"/> Directly <input type="checkbox"/> Through Agents		C1: If through agents, number of agents:
D: Is there a site policy on homeworking?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
E: How does the site ensure worker hours and pay meet local laws for homeworkers?			
F: What processes are carried out by homeworkers?			

G: Do any contracts exist for homeworkers?	<input type="checkbox"/> Yes <input type="checkbox"/> No G1: Please give details:
H: Are full records of homeworkers available at the site?	<input type="checkbox"/> Yes <input type="checkbox"/> No

9: No Harsh or Inhumane Treatment is Allowed
[\(Click here to return to summary of findings\)](#)

ETI

9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited.

Additional elements:

9.2 companies should provide access to a confidential grievance mechanism for all workers

<p>A: Are there published, anonymous and/or open channels available for reporting any violations of Labour standards and H&S or any other grievances to a 3rd party?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No A1: Please give details: In case of any violations of the law or any uncertain situations, facility has implemented a whistleblowing procedure, described in the Company regulations and communicated with the information boards.</p>
<p>B: If Yes, are workers aware of these channels and have access? Please give details.</p>	<p>Yes, stated in the employee interviews and facility tour.</p>
<p>C: If yes, what type of mechanism is used e.g. hotline, whistle blowing mechanism, comment box etc. Please give details.</p>	<p>Employees can raise their grievances to the appointed trustees intern and extern (Mediation Centre in Amsterdam, with confidential person).</p>
<p>D: Which of the following groups is there a grievance mechanism in place for?</p>	<p><input checked="" type="checkbox"/> Workers <input type="checkbox"/> Communities <input type="checkbox"/> Suppliers <input type="checkbox"/> Other D1: Please give details: The (line) management, trustees intern and extern are available to report at.</p>
<p>E: Are there any open disputes?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No E1: If yes, please give details: N/A</p>
<p>F: Does the site encourage its business partners (e.g. suppliers) to provide individuals and communities with access to effective grievance mechanisms (e.g. helplines or whistle blowing mechanism)</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No F1: If no, please give details: Facility has implemented a whistleblowing procedure, but is not communicated to suppliers and third parties.</p>
<p>G: Is there a published and transparent disciplinary procedure?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No G1: If no, please explain: Facility has a transparent system in place (external party 'Mediation Centre in Amsterdam' with confidential person) for confidentially reporting and is communicated to all employees.</p>
<p>H: If yes, are workers aware of these the disciplinary procedure?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p>

	H1: If no, please give details: It is communicated to all employees with Company regulations and on the information boards.
I: Does the disciplinary procedure allow for deductions from wages (fines) for disciplinary purposes (see wages section)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No I1: If yes, please give details: N/A

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:
 No signs of physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation is found at the facility. Employee interviews supported the view that there is no harsh or inhumane treatment at the facility.

The implemented Code of Conduct is communicated directly to all employees and contains the policy against inhumane treatment. In case of inhumane treatment employees can address the trustees intern and extern (external party 'Mediation Centre in Amsterdam' with confidential person), communicated with the Company regulations and the information boards.

Evidence examined:
 Documentary:
 • Company regulations
 • Policy statement
 Verbal:
 • Management interviews
 • Employee interviews
 Facility tour:
 • ETI Code on information boards

Non-compliance: none observed

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

Description of observation: Local law or ETI/Additional elements requirement: Comments:	Objective evidence observed:
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Good examples observed: none observed

Description of Good Example (GE):

Objective Evidence Observed:

10. Other Issue areas: 10A: Entitlement to Work and Immigration

[\(Click here to return to NC-table\)](#)

Additional Elements

10A.1 Only workers with a legal right to work shall be employed or used by the supplier.
 10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is/are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

Only workers with a legal right to work are employed by the facility. Of all employees there is a copy of ID/passport made upon employment and kept in personal files onsite.

Evidence examined

Documentary:

- CBA for Greenhouse horticulture industry (Dutch: "Glastuinbouw")
- Company regulations
- Policy statement
- Personal files

Verbal:

- Management interviews

Non-compliance: none observed

Description of non-compliance:

- NC against ETI/Additional Elements NC against Local
 NC against customer code:

Local law and/or ETI/Additional Elements requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: none observed

Description of observation:

Local law or ETI/Additional elements requirement:

Comments:

Objective evidence observed:

Good examples observed: none observed

Description of Good Example (GE):

Objective Evidence Observed:

10. Other issue areas 10B2: Environment 2–Pillar

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

To be completed for a 2–Pillar SMETA Audit, and remove the following page which is 10B4 environment 4 pillar

10B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.

10B2.2 The supplier should be aware of and comply with their end clients' environmental requirements. Note for auditors and readers, this is not a full environmental assessment but a check on basic systems and management approach.

Current Systems and Evidence Examined

To complete 'current systems' Auditors examine policies and written procedures in conjunction with relevant managers, to understand, and record what controls and processes are currently in place e.g. record what policies are in place, what relevant procedures are carried out, who is /are responsible for the management of this item of the code. Evidence checked should detail any documentary or verbal evidence shown to support the systems.

Current systems:

No indication that facility is not be compliant with local and international laws and regulations including having necessary permits.

No indication that facility is not aware/comply with their end clients' environmental requirements.

Evidence examined:

Documentary:

- Company regulations
- Policy statement
- Environmental permit (Dutch: "Activiteitenbesluit")
- Program 'Delisense'
 - Environment and water purification monitoring
 - MSDS booklet
- Waste management
- Waste collector contracts
- Energy bills

Verbal:

- Management interviews
- Employee interviews

Non-compliance: none observed

Description of non-compliance:

- NC against ETI/Additional Elements NC against Local
 NC against customer code:

Local law and/or ETI/Additional Elements requirement:

Recommended corrective action:

Objective evidence observed:

(where relevant please add photo numbers)

Observation: none observed

Description of observation: Local law or ETI/Additional elements requirement: Comments:	Objective evidence observed:
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Good examples observed: none observed	
Description of Good Example (GE):	Objective Evidence Observed:

Environmental Analysis <i>(Site declaration only – this has not been verified by auditor. Please state units in all cases below.)</i>	
A: Is there a manager responsible for Environmental issues (Name and Position):	Mr. Frank van Lipzig, Managing Director
B: Has the site conducted a risk assessment on the environmental impact of the site, including implementation of controls to reduce identified risks?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No B1: Please give details: Global GAP certificate, site history, environmental management with environmental aspects.
C: Does the site have a recognised environmental system certification such as ISO 14000 or equivalent? Please give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No C1: Please give details: Global GAP certificate issued by ECAS, audit was conducted on 6 April 2021, facility is waiting for the certificate.
D: Does the site have an Environmental policy? <i>(For guidance, please see Measurement criteria)</i>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No D1: If yes, is it publicly available? Facility has a policy statement with written Environmental, Health & Safety policies.
E: If yes, does it address the key impacts from their operations and their commitment to improvement?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No E1: Please give details: In weekly management meetings and with the annual management review.
F: Does the site have a Biodiversity policy? <i>(For guidance, please see Measurement criteria)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
G: Is there any other sustainability systems present such as Chain of Custody, Forest Stewardship Council (FSC), Marine Stewardship Council (MSC) etc.? Please give details. <i>(For guidance, please see Measurement criteria)</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No G1: Please give details: N/A
H: Have all legally required permits been shown? Please give details.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No H1: Please give details: Facility is meeting environmental legal obligations.

<p>I: Is there a documentation process to record hazardous chemicals used in the manufacturing process?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A I1: Please give details: Chemicals (e.g. fertilisers and crop protection agents, cleaning chemicals, lubricants and solvents) are foreseen of labels and (when needed) secondary containment and stored in a secured closet. A MSDS booklet in program 'Delisense' is readily (digital) available.</p>
<p>J: Is there a system for managing client's requirements and legislation in the destination countries regarding environmental and chemical issues?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No J1: Please give details: Focus on food safety requirements.</p>
<p>K: Facility has reduction targets in place for environmental aspects e.g. water consumption and discharge, waste, energy and green-house gas emissions:</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No K1: Please give details: Environment objectives, Global GAP.</p>
<p>L: Facility has evidence of waste recycling and is monitoring volume of waste that is recycled.</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No L1: Please give details: Cucumber waste to compost. Other waste generated streams are rest waste, paper, cardboard, and plastic. Wood (e.g. pallets) is used for bio mass product. Waste will be collected by external certified waste collectors.</p>
<p>M: Does the facility have a system in place for accurately measuring and monitoring consumption of key utilities of water, energy and natural resources that follows recognised protocols or standards?</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No M1: Please give details: Monitoring water treatment, period overview environment and annual environmental report.</p>
<p>N: Has the facility checked that any Sub-Contracting agencies or business partners operating on the premises have the appropriate permits and licences and are conducting business in line with environmental expectations of the facility?</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No N1: Please give details: Facility has no procedure in place.</p>

Other Findings Outside the Scope of the Code	
Not applicable	

Community Benefits
<i>(Please list below any specific community benefits that the site management stated that they were involved in, for example, HIV programme, education, sports facilities)</i>
Facility is involved with external company 'De Noabere'; for young adults with a mental handicap. An experience greenhouse has been organised for these young people to relax and to learn.

Appendix 1

<p>Comparison between ETI code and Customer's Supplier's Code. Any areas where a site complies with the Customer's Supplier Code, but not with the ETI code are discussed at the audit close out meeting and recorded on the CAPR. Note to supplier "for this customer it may not be necessary to complete corrective actions where NC's DO NOT meet the ETI code, but DO meet your customer's code. If the audit is shared with other customers who work to the ETI code or an equivalent international standard, corrective actions will be necessary."</p> <p><input checked="" type="checkbox"/> Not Applicable please x</p>	
<p>NOTE: The provisions of the ETI base Code constitute minimum and not maximum standards, and this code should not be used to prevent companies from exceeding these standards. Companies applying the ETI Base Code are expected to comply with national and other applicable law and, where the provisions of law and the ETI Base Code address the same subject, to apply that provision which affords the greater protection.</p>	<p>Instruction to Audit Company: fill in the relevant clauses from the Customer Supplier Code - where applicable.</p>
ETI Code / Additional Elements	Customer's Supplier Code equivalent
0.A. Universal Rights covering UNGP	0.A. Universal Rights covering UNGP
<p>0.A. Guidance for Observations</p> <p>0.A.1 Businesses should have a policy, endorsed at the highest level, covering human rights impacts and issues, and ensure it is communicated to all appropriate parties, including its own suppliers.</p> <p>0.A.2 Businesses should have a designated person responsible for implementing standards concerning Human rights</p> <p>0.A.3 Businesses shall identify their stakeholders and salient issues.</p> <p>0.A.4 Businesses shall measure their direct, indirect, and potential impacts on stakeholders (rights holders) human rights.</p> <p>0.A.5 Where businesses have an adverse impact on human rights within any of their stakeholders, they shall address these issues and enable effective remediation.</p> <p>0.A.6 Businesses shall have a transparent system in place for confidentially reporting, and dealing with human rights impacts without fear of reprisals towards the reporter.</p>	
0.B. Management Systems & Code Implementation	0.B. Management Systems & Code Implementation
<p>0.1 Suppliers are expected to implement and maintain systems for delivering compliance to this Code.</p>	

<p>0.2 Suppliers shall appoint a senior member of management who shall be responsible for compliance with the Code.</p> <p>0.3 Suppliers are expected to communicate this Code to all employees.</p> <p>0.4 Suppliers should communicate this code to their own suppliers and, where reasonably practicable, extend the principles of this Ethical Code through their supply chain.</p>	
<p>ETI 1. Forced Labour</p>	<p>ETI 1. Forced Labour</p>
<p>1.1 There is no forced, bonded or involuntary prison labour.</p> <p>1.2 Workers are not required to lodge "deposits" or their identity papers with their employer and are free to leave their employer after reasonable notice.</p>	
<p>ETI 2. Freedom of association and the right to collective bargaining are respected</p>	<p>ETI 2. Freedom of association and the right to collective bargaining are respected</p>
<p>2.1 Workers, without distinction, have the right to join or form trade unions of their own choosing and to bargain collectively.</p> <p>2.2 The employer adopts an open attitude towards the activities of trade unions and their organisational activities.</p> <p>2.3 Workers' representatives are not discriminated against and have access to carry out their representative functions in the workplace.</p> <p>2.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer facilitates, and does not hinder, the development of parallel means for independent and free association and bargaining.</p>	
<p>ETI 3. Working conditions are safe and hygienic</p>	<p>ETI 3. Working conditions are safe and hygienic</p>
<p>3.1 A safe and hygienic working environment shall be provided, bearing in mind the prevailing knowledge of the industry and of any specific hazards. Adequate steps shall be taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work, by minimising, so far as is reasonably practicable, the causes of hazards inherent in the working environment.</p> <p>3.2 Workers shall receive regular and recorded Health & Safety training, and such training shall be repeated for new or reassigned workers.</p> <p>3.3 Access to clean toilet facilities and to potable water, and, if appropriate, sanitary facilities for food storage shall be provided.</p>	

<p>3.4 Accommodation, where provided, shall be clean, safe, and meet the basic needs of the workers.</p> <p>3.5 The company observing the code shall assign responsibility for Health & Safety to a senior management representative.</p>	
<p>ETI 4. Child labour shall not be used</p>	<p>ETI 4. Child labour shall not be used</p>
<p>4.1 There shall be no new recruitment of child labour.</p> <p>4.2 Companies shall develop or participate in and contribute to policies and programmes which provide for the transition of any child found to be performing child labour to enable her or him to attend and remain in quality education until no longer a child.</p> <p>4.3 Children and young persons under 18 shall not be employed at night or in hazardous conditions.</p> <p>4.4 These policies and procedures shall conform to the provisions of the relevant ILO Standards.</p>	
<p>ETI 5. Living wages are paid</p>	<p>ETI 5. Living wages are paid</p>
<p>5.1 Wages and benefits paid for a standard working week meet, at a minimum, national legal standards or industry benchmark standards, whichever is higher. In any event wages should always be enough to meet basic needs and to provide some discretionary income.</p> <p>5.2 All workers shall be provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the particulars of their wages for the pay period concerned each time that they are paid.</p> <p>5.3 Deductions from wages as a disciplinary measure shall not be permitted nor shall any deductions from wages not provided for by national law be permitted without the expressed permission of the worker concerned. All disciplinary measures should be recorded.</p>	
<p>ETI 6. Working Hours are not excessive</p>	<p>ETI 6. Working Hours are not excessive</p>
<p>6.1 Working hours must comply with national laws, collective agreements, and the provisions of 6.2 to 6.6 below, whichever affords the greater protection for workers. Sub-clauses 6.2 to 6.6 are based on international labour standards.</p> <p>6.2 Working hours, excluding overtime, shall be defined by contract, and shall not exceed 48 hours per week.</p>	

<p>6.3 All overtime shall be voluntary. Overtime shall be used responsibly, taking into account all the following: the extent, frequency and hours worked by individual workers and the workforce as a whole. It shall not be used to replace regular employment. Overtime shall always be compensated at a premium rate, which is recommended to be not less than 125% of the regular rate of pay.</p> <p>6.4 The total hours worked in any 7 day period shall not exceed 60 hours, except where covered by clause 6.5 below.</p> <p>6.5 Working hours may exceed 60 hours in any 7 day period only in exceptional circumstances where all of the following are met:</p> <ul style="list-style-type: none"> - this is allowed by national law; - this is allowed by a collective agreement freely negotiated with a workers' organisation representing a significant portion of the workforce; - appropriate safeguards are taken to protect the workers' health and safety; and - The employer can demonstrate that exceptional circumstances apply such as unexpected production peaks, accidents or emergencies. <p>6.6 Workers shall be provided with at least one day off in every 7 day period or, where allowed by national law, 2 days off in every 14 day period.</p>	
<p>ETI 7. No discrimination is practised</p>	<p>ETI 7. No discrimination is practised</p>
<p>7.1 There is no discrimination in hiring, compensation, access to training, promotion, termination or retirement based on race, caste, national origin, religion, age, disability, gender, marital status, sexual orientation, union membership or political affiliation.</p>	
<p>ETI 8. Regular employment is provided</p>	<p>ETI 8. Regular employment is provided</p>
<p>8.1 To every extent possible work performed must be on the basis of recognised employment relationship established through national law and practice.</p> <p>8.2 Obligations to employees under labour or social security laws and regulations arising from the regular employment relationship shall not be avoided through the use of labour-only contracting, sub-contracting, or home-working arrangements, or through apprenticeship schemes where there is no real intent to impart skills or provide regular employment, nor shall any such obligations be avoided through the excessive use of fixed-term contracts of employment.</p>	

<p>Additional Elements: Responsible Recruitment 8.3 Suppliers have full understanding of the entire recruitment process and assess all labour recruiters and intermediaries against legal and/or ethical requirements. 8.4 There are effective management systems in place to identify and monitor the hiring and management of all migrant workers, contract workers, agency workers, temporary or casual labour The supplier shall implement processes to enable adequate control over agencies with regards the above points and related legislation. 8.5 Employment agencies must only supply workers registered with them. 8.6 Workers pay no recruitment fee at any stage of the recruitment process. 8.7 Worker contracts accurately reflect the agreed payment and terms in the recruitment process and are understood and signed by workers.</p>	
<p>8A: Sub-Contracting and Homeworking</p>	<p>8A: Sub-Contracting and Homeworking</p>
<p>8A.1 There should be no sub-contracting unless previously agreed with the main client. 8A.2 Systems and processes should be in place to manage sub-contracting, homeworking and external processing.</p>	
<p>ETI 9. No harsh or inhumane treatment is allowed</p>	<p>ETI 9. No harsh or inhumane treatment is allowed</p>
<p>9.1 Physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation shall be prohibited. Additional elements: 9.2 companies should provide access to a confidential grievance mechanism for all workers</p>	
<p>10. Other issue areas: 10A: Entitlement to Work and Immigration</p>	
<p>Additional Elements 10A.1 Only workers with a legal right to work shall be employed or used by the supplier. 10A.2 All workers, including employment agency staff, must be validated by the supplier for their legal right to work by reviewing original documentation.</p>	
<p>10. Other issue areas 10B2: Environment 2-Pillar</p>	
<p>10B2.1 Suppliers must comply with the requirements of local and international laws and regulations including having necessary permits.</p>	

<p>10B2.2 The supplier should be aware of and comply with their end clients' environmental requirements. <i>Note for auditors and readers, this is not a full environmental assessment but a check on basic systems and management approach.</i></p>	
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SMETA Extra Sections for 4 Pillar Audit:	SMETA Extra Sections for 4 Pillar Audit:
Environment Section	Environment Section
<p>B.4. Compliance Requirements</p> <p>10B4.1 Businesses as a minimum must meet the requirements of local and national laws related to environmental standards.</p> <p>10B4.2 Where it is a legal requirement, businesses must be able to demonstrate that they have the relevant valid permits including for use and disposal of resources e.g. water, waste etc.</p> <p>10B4.3 Businesses shall be aware of their end client's environmental standards/code requirements</p> <p>10B4.4 Suppliers should have an environmental policy, covering their environmental impact, which is communicated to all appropriate parties, including its own suppliers.</p> <p>10B4.5 Suppliers shall be aware of the significant environmental impact of their site and its processes.</p> <p>10B4.6 The site should measure its impacts, including continuous recording and regular reviews of use and discharge of natural resources e.g. energy use, water use (see 4-pillar audit report and audit checks for details).</p> <p>10B4.7 Businesses shall make continuous improvements in their environmental performance.</p> <p>10B4.8 Businesses shall have available for review any environmental certifications or any environmental management systems documentation</p> <p>10B4.9 Businesses should have a nominated individual responsible for co-ordinating the site's efforts to improve environmental performance.</p> <p>B4. Guidance for Observations</p> <p>10B4.10 Suppliers should have completed the appropriate section of the SAQ and made it available to the auditor.</p> <p>10B4.11 Has the site recently been subject to (or pending) any fines/prosecutions for noncompliance to environmental regulations.</p>	
Business Practices Section	
10C. Compliance Requirements	

10C.1 Businesses shall conduct their business ethically without bribery, corruption, or any type of fraudulent Business Practice.

10C.2 Businesses as a minimum must meet the requirements of local and national laws related to bribery, corruption, or any type of fraudulent Business Practices.

10C.3 Where it is a legal requirement, businesses must be able to demonstrate that they comply with all fiscal legislative requirements.

10C.4 Businesses shall have access to a transparent system in place for confidentially reporting, and dealing with unethical Business Ethics without fear of reprisals towards the reporter.

10C.5 Businesses should have a Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice,

10C.6 Businesses should have a designated person responsible for implementing standards concerning Business Ethics

10C.7 Suppliers should ensure that the staff whose job roles carry a higher level of risk in the area of ethical Business Practice e.g. sales, purchasing, logistics are trained on what action to take in the event of an issue arising in their area.

10C. Guidance for Observations

10C.8 Businesses should communicate their Business Ethics policy, covering bribery, corruption, or any type of fraudulent Business Practice to all appropriate parties, including its own suppliers.

10C.9 Has the site recently been subject to (or pending) any fines/prosecutions for non-compliance to Business Ethics regulations. If so is there evidence that sustainable corrective actions have been implemented.

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Photo Form

<p>Front facility</p>	<p>Name and entrance facility</p>	<p>Hygiene & Safety instructions</p>
<p>Safety clothing</p>	<p>Safety shoes</p>	<p>Changing rooms male/female</p>
<p>Changing rooms/lockers</p>	<p>Green house</p>	<p>Work tools</p>
<p>Green house working space</p>	<p>Greenhouse PPE</p>	<p>Bonus information board</p>

<p>Work instructions</p>	<p>Incoming cucumbers</p>	<p>Canteen</p>
<p>Palletiser</p>	<p>Maintenance</p>	<p>Warehouse</p>
<p>Loading dock</p>	<p>Inspections</p>	<p>Fire equipment / first-aid / AED</p>
<p>Wash area</p>	<p>First-aid / band-aid list</p>	<p>Cleaning list</p>
<p>Exit door</p>	<p>Checklist agencies</p>	<p>Waste area</p>



For more information visit: [Sedexglobal.com](https://www.sedexglobal.com)

Your feedback on your experience of the SMETA audit you have observed is extremely valuable. It will help to make improvements to future versions.

You can leave feedback by following the appropriate link to our questionnaire:

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