



**GGN: 4052852475372**

Registration number of producer/  
producer group (from CB): AC 194SRBF1012

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

### **PROOF OF ASSESSMENT**

**According to  
GRASP General Rules V1.3 July 2015  
Option 1**

**Issued to  
Producer Sunripe (1976) Ltd-Bamboo Farm  
P.O. Box 41852, 00200 Njoro, Kenya**



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

The Certification Body AFRICERT declares that the producer group mentioned on this proof has been assessed according to the GLOBALG.A.P. Risk Assessment on Social Practice Version 1.3 July 2015.

**Overall assessment result: Fully compliant**

**GGN: 4052852475372**

**Assessment result in detail:**

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

**Date of Assessment: 12-03-2020**

**Date of Upload: 01-04-2020**

**Validity: 20-03-2020 - 19-03-2021 (depending on GLOBALG.A.P. certificate validity)**

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

# GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE

GRASP Checklist - Version 1.3

Checklist Individual Producer (Option 1)

Valid from: 1 July 2015

Mandatory from: 1 October 2015



1. CERTIFICATE HOLDER REGISTRATION DATA										
Producer GGN/GLN:*		4052852475372			Registration N°:			AC75ACSR1106		
Company name:*		SUNRIPE (1976) LTD BAMBOO FARM			Address:*			P.O. Box: 41852 00100 Nairobi		
Telephone:*		254738900771								
Email:		farmscompliance@verticalagro.com			Fax:					
Assessment date:*		12/03/2020			Contact person:*			Richard Wafula		
Previous assessment date(s):		20/03/2019								
Does the producer have any other external audits or certification covering social practices? If yes, which?										
Standard 1: Smeta		Standard 2:			Standard 3:			Standard 4:		
Valid to: 24/12/2021		Valid to:			Valid to:			Valid to:		
Has the Certification Body detected any significant breach of legal requirement concerning labor conditions?							<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Has the Certification Body reported this finding to the local/national responsible and competent authority?							<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Comments:										
Company description: Sunripe (1976) LTD Bamboo Farm is located in Njoro, Nakuru Subcounty. The farm grows assorted fruits and vegetable products in two phases in open field and green house facilities. Workers reside in the neighbouring community and there are no workers housed in the farm. The pack house referred to Vertical Agro Limited was established in 2015 and started in 2017. It is located in Naivasha, Nakuru County. At the Bamboo farm, the company takes care of workers wages, salaries, amenities and welfare. Temporally workers are sourced by an agent who is paid on commission based on the workers. Permanent workers are managed under the company accounts.										
Did the management sign a self-declaration saying that if there were employees GRASP would be implemented?							<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
* Mandatory field										

Are produce handling (PH) facilities included in the GRASP assessment?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
	Is produce handling sub-contracted?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	Does the produce handling facility(ies) have any social standards implemented?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If yes:	Name of the PH company:
			GGN/GLN of the PH company (if applicable):
Name and location of the assessed PH Facilities:			
PH Facility 1		PH Facility 4	
PH Facility 2		PH Facility 5	
PH Facility 3		PH Facility 6	
Does the company subcontract any other activities?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, which one?		Are the subcontracted activities included in the GRASP assessment?	
	<input type="checkbox"/> Pest and rodent control	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> Crop protection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> Harvest	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input checked="" type="checkbox"/> Others (please specify): The company outsources Palmac Agriculture services to get workers required by the Sunripe Limited Bamboo farm. All contracts, copies of employment terms and payment terms are maintained at the farm. The farm Human resources ensure there check for workers to be paid according to the law. Besides sourcing for the labour, the workers' wages, salaries and amenities are taken care by the company. A contract exists between the company and the agent to guide how the workers sourcing and commission is handled.	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## 2. STRUCTURE OF EMPLOYMENT

Month(s) of peak season (if applicable):	August to December						% of employees living in accommodation provided by the company (if applicable):	0		
Nationalities of employees	Kenyans									
Total number of employees	Local			Cross-Border Migrants			National Migrants			Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Permanent	Temporary	Agency	
in agricultural production	16	0	102	0	0	0	0	0	0	0
in product handling facility(ies)	197	260	0	0	0	0	0	0	0	0
<b>Total</b>	<b>16</b>	<b>0</b>	<b>102</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>575</b>

### 3. PRESENCE DURING THE ASSESSMENT

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










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

**Fully compliant**











Assessment results reviewed with company management?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	
Name of certification body:	Africert Limited	Duration of the assessment:	8 hours
Name of assessor:	Morris Gitahi		
Name of company management:	Richard Wafula		











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






















## GRASP CHECKLIST








N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>EMPLOYEES' REPRESENTATIVE(S)</b>					
1	<p>CP: Is there at least one employee or an employees' council to represent the interests of the staff to the management through regular meetings where labor issues are addressed?</p> <p>CC: Documentation demonstrates that an employees' representative(s) or an employees' council representing the interests of the employees to the management is elected or in exceptional cases nominated by all employees and recognized by the management. The election or nomination takes place in the ongoing year or production period and is communicated to all employees. The employees' representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management. Meetings between employees' representative(s) and the management occur at accurate frequency. The dialogue taking place in such meetings is duly documented. N/A if the company employs less than 5 employees.</p>				
1.1	The election/nomination procedure has been defined and communicated to all employees.	 	X		
1.2	Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place.		X		
1.3	The results of the election (name of employees' representative(s) or in case of council composition of the council) were communicated to all employees.	 	X		
1.4	The election/nomination has taken place in the ongoing year or production period. The representation is current (all elected/nominated person(s) according to the list still working for the company).		X		
1.5	The employees' representative(s) is/are recognized by the management and a job description clearly defines his/her/their role and rights. The employees' representative(s) is/are aware of his/her/their role and rights (in case of an employees' council, all members are interviewed).	 	X		
1.6	There is documentary evidence of regular meetings at accurate frequency between the employees' representative(s) and the management, where GRASP related issues are addressed.		X		
<b>COMPLIANCE LEVEL CONTROL POINT 1:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
<p>Evidence/Remarks: The workers welfare team and the workers representative were elected on 20.02.2020. The election occurred between 1400 and 1606 hours. A procedure is documented illustrating the steps in elections. PA was elected as the Chairperson and the leader with 51 votes against 12 where 20 persons did not vote. This was confirmed by the human resources office. The pack house held its welfare elections on 30.11.2019 where a chairlady was elected with 93 votes to emerge among five other contestants among five other. Meetings for welfare involved workers and the human resources office e.g 9th December 2019 at the boardroom. Workers are notified of the welfare representative through an open meeting and documents posted in the farms notice boards. An identification card is used to identify the representatives among the other workers. This makes it easier to identify and approach the representative.</p>					
Corrective Actions: NA					









N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>COMPLAINT PROCEDURE</b>					
2	CP: Is there a complaint and suggestion procedure available and implemented in the company through which employees can make a complaint or suggestion?  CC: A complaint and suggestion procedure appropriate to the size of the company exists. The employees are regularly informed about its existence, complaints and suggestions can be made without being penalized and are discussed in meetings between the employees' representative(s) and the management. The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions. Complaints, suggestions and their follow-up from the last 24 months are documented.				
2.1	A documented complaint and suggestion procedure is available, appropriate to the size of the company.		X		
2.2	Employees are regularly and actively informed about the complaint and suggestion procedure.	  	X		
2.3	The procedure states clearly that employees will not be penalized for filing complaints or suggestions.		X		
2.4	Complaints and suggestions are discussed in meetings between the employees' representative(s) and the management.		X		
2.5	The procedure sets a timeframe to resolve complaints and suggestions (e.g. during the next month).	  	X		
2.6	The complaints, suggestions and their follow-up are documented and available for the last 24 months.		X		
<b>COMPLIANCE LEVEL CONTROL POINT 2:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: The company has documented and grievance handling procedure in 2 pages that include a pictorial presentation of the steps to be followed in the process of raising and handling a complaint. It is indicated in page 1 that workers cannot be penalised for raising complaints. There are 4 stages each with respective time in days before an issue can be escalated to the next stage. Stage 1 has 1 day at supervisors level, stage 2 3 days, while stage 3 has 4 days at the farm manager level. Stage 4 is the highest where a worker can lodge the issue to the human resources manager. The pack house follows the same complaints procedure as the farm, this is managed by the group human resources manager. Workers confirmed the human resources office is receptive and attends to their complaints. Details are evident in the records. Document evidence shows workers have meetings with their representatives and the human resources management and personnel to discuss workers rights and welfare.					
Corrective Actions: NA					







N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>SELF-DECLARATION ON GOOD SOCIAL PRACTICES</b>					
3	<p>CP: Has a self-declaration on good social practice regarding human rights been signed by the management and the employees' representative(s) and has this been communicated to the employees?</p> <p>CC: The management and the employees' representative(s) have signed, displayed and put in practice a self-declaration assuring good social practice and human rights of all employees. This declaration contains at least the commitment to the ILO core labor conventions (ILO Conventions: 111 on discrimination, 138 and 182 on minimum age and child labor, 29 and 105 on forced labor, 87 on freedom of association, 98 on the right to organize and collective bargaining, 100 on equal remuneration and 99 on minimum wage) and transparent and non-discriminative hiring procedures and the complaint procedure. The self-declaration states that the employees' representative(s) can file complaints without personal sanctions. The employees have been informed about the self-declaration and it is revised at least every 3 years or whenever necessary.</p>				
3.1	The declaration is complete and contains at least all points referred to ILO core labor conventions.		X		
3.2	The declaration has been signed by the management and by the employees' representative(s).		X		
3.3	The declaration is actively communicated to the employees (e.g. displayed on the production site/in the handling unit/management office or attached to the working contract, information at meetings etc.).	 	X		
3.4	The management, the responsible person for the implementation of GRASP and the employees' representative(s) know the content of the declaration and confirm that it is put into practice.	  	X		
3.5	It is stated that the employees' representative(s) can file complaints without personal sanctions.		X		
3.6	The declaration is checked and revised at least every 3 years or whenever necessary.	 	X		
<b>COMPLIANCE LEVEL CONTROL POINT 3:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			<b>Fully compliant</b>		
Evidence/Remarks: The group human resources manager has formulated a declaration on ethical trading and equal employment opportunity. The declaration is signed by the group human resources manager and workers representative. The policy states that all workers will be treated fairly, without sanctions; this is confirmed during the interviews and records review. ILO convention declarations are included in the policies which together form the annex of the declaration. This is communicated to the workers through open meetings and communications posted in the notice boards. Interviews and recorded meetings indicate and understanding to the policies and declarations by the management and the workers representatives.					
Corrective Actions: NA					










N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>ACCESS TO NATIONAL LABOUR REGULATIONS</b>					
4	CP: Do the person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to recent national labor regulations?  CC: The person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to national regulations, such as gross and minimum wages, working hours, trade union membership, anti-discrimination, child labor, labor contracts, holiday and maternity leave. Both the RGSP and the employees' representative(s) know the essential points of working conditions in agriculture as formulated in the applicable GRASP National Interpretation Guidelines.				
4.1	The RGSP provides the employees' representative(s) with the valid labor regulations (e.g. the GRASP National Interpretation Guidelines).	  	X		
4.2	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on gross and minimum wages and deductions from wages.	  	X		
4.3	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on working hours.	  	X		
4.4	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on freedom of association and right to collective bargaining.	  	X		
4.5	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on anti-discrimination.	  	X		
4.6	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on child labor and minimum age of working.	  	X		
4.7	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on holiday and maternity leave.	  	X		
<b>COMPLIANCE LEVEL CONTROL POINT 4:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: The farm and workers representative are aware of the Kenyan labour laws and the GRASP nation interpretation guidelines. Copies of the laws are maintained at the farm human resources office. Implemented activities indicate awareness of the law at the workers and management level. The workers representative and the workers have access to the agency human resources officers and the farm management. At the pack house level, the welfare members are aware of the labour law requirements. Copies of the documents are maintained by the human resources office. Workers and representative interviews reveal awareness of the reference documents and communications/clarifications to the company management through the human resources office.					
Corrective Actions: NA					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>WORKING CONTRACTS</b>					
5	<p>CP: Can valid copies of working contracts be shown for the employees? Are the working contracts compliant with applicable legislation and/or collective bargaining agreements and do they indicate at least full names, nationality, a job description, date of birth, date of entry, the regular working time, wage and the period of employment? Have they been signed by both the employee and the employer?</p> <p>CC: For every employee, a contract can be shown to the assessor on request on a sample basis. The contracts correspond with the applicable legislation and/or collective bargaining agreements. Both the employees as well as the employer have signed them. Records contain at least full names, nationality, job description, date of birth, date of entry, the regular working time, wage and the period of employment (e.g. permanent, period or day laborer etc.) and for non-national employees their legal status and working permit. The contract does not show any contradiction to the self-declaration on good social practices. Records of the employees must be accessible for at least 24 months.</p>				
5.1	Random checks show availability of written contracts for all employees signed by both parties.		X		
5.2	There is evidence that the employees have the correct contract according to national legislation and/or collective bargaining agreements (as stipulated in the applicable GRASP National Interpretation Guideline).		X		
5.3	The working contracts include at least basic information on the employee's name, date of birth and nationality according to the applicable GRASP National Interpretation Guideline.		X		
5.4	The working contracts or attachments to the contracts include basic information on the contract period (e.g. permanent, period or day laborer etc.), the wage, working hours, breaks, and a basic job description.		X		
5.5	In the contract, there is no contradiction to the self-declaration on good social practice.		X		
5.6	If non-national employees are working for the company, records indicate their legal status for being employed by the company. A respective working permit is available.				X
5.7	Records of the employees must be accessible for at least 24 months.		X		
<b>COMPLIANCE LEVEL CONTROL POINT 5:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: All permanent and seasonal workers at Bamboo farm have signed contracts with company and the agency who provides the labour to the farm respectively. Contracts are maintained at the farm where day to day workers activities are managed by the personnel from Palmac Agriculture services. The contracts include the name, date of birth, contact details, next of kin, home area and residence, agreed wage, payments and employment terms. There exist a contract December 2019 to December 2020 between Palmac agricultural services and Sunripe limited indicating the terms of engagement. The pack house workers' contracts are entered with the Sunripe limited human resources manager. Leave days and payment of prorata leave is included in the contract (1.75 days) per month. There is no contradiction between the contracts and the workers treatment in the declaration declaration.					
Corrective Actions: NA					











N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>PAYSLIPS</b>					
6	CP: Is there documented evidence indicating regular payment of salaries corresponding to the contract clause?  CC: The employer shows adequate documentation of the regular salary transfer (e.g. employee's signature on pay slip, bank transfer). Employees sign or receive copies of pay slips/pay register that make the payment transparent and comprehensible for them. Regular payment of the employees during the last 24 months is documented.				
6.1	Documented evidence that the payment is made in defined intervals (e.g. pay slips or pay registers) is available for the employees (random checks).		X		
6.2	Pay slips or pay registers indicate that payments are made in accordance with the working contracts (e.g. employee's signature on pay slips, bank transfer etc.).		X		
6.3	The records of payments are kept for at least 24 months.		X		
<b>COMPLIANCE LEVEL CONTROL POINT 6:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: At both the farm and pack house , seasonal workers are paid weekly and details maintained in the payment register where workers sign upon receiving their pay. The weekly wages are sent to the workers bank accounts. Permanent workers receive their salaries monthly, a payslips issued to the workers and a copy maintained in the farm. At the pack house payslips are issued to workers before the payments are made.					
Corrective Actions: NA					









N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>WAGES</b>					
7	CP: Do pay slips/pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements?  CC: Wages and overtime payment documented on the pay slips/pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain at least the legal minimum wage (on average) within regular working hours.				
7.1	Pay slips or pay registers give clear indication on the number of compensated working time or harvested amount including overtime (hours/days).		X		
7.2	Wages and overtime payments as shown in the records are according to the contracts and indicate compliance with national labor regulations (minimum wages), and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline.		X		
7.3	Independently from the calculation unit, pay slips/pay registers document that employees gain in average at least the legal minimum wage within regular working times (especially check when piece-rate is implemented). If there are deductions from salaries and employees are being paid below minimum wage, the deductions must be justified in writing.		X		
<b>COMPLIANCE LEVEL CONTROL POINT 7:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Permanent workers are paid monthly via bank transfer. The lowest paid permanent worker earns Ksh 300. Payslips are available at the office indicating the basic pay, house allowance and the statutory deductions in form of NSSF and NHIF. The seasonal workers are paid weekly on Friday of the following week via bank transfer at a rate of Ksh 282.9 per day in line with the Kenya labour laws minimum wage for an unskilled worker. The seasonal workers are paid through the agency that is Palmac Agriculture services. The agency supplied labour while the farm assumes all responsibilities for payments. At the pack house, seasonal workers earn a minimum wage of Ksh 300 and payable weekly. Permanent workers earn the same amount but payments are based on a calendar month.					
Corrective Actions: NA					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>NON-EMPLOYMENT OF MINORS</b>					
8	CP: Do records indicate that no minors are employed at the company?  CC: Records indicate compliance with national legislation regarding minimum age of employment. If not covered by national legislation, children below the age of 15 are not employed. If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety, jeopardizes their development, or prevents them from finishing their compulsory school education.				
8.1	Dates of birth on the records show that no employee is aged below the legal minimum age of employment or, if not specified in the GRASP National Interpretation Guideline, under the age of 15.		X		
8.2	If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety (according to the applicable IFA All Farm Base Module), that -jeopardizes their development or prevents them from finishing their compulsory school education.	    			X
<b>COMPLIANCE LEVEL CONTROL POINT 8:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Workers recruitment is based on availability of a national identity card as a confirmation that a candidate is above 18 years of age. Workers must also have registered for the statutory NSSF and NHIF schemes. Children are not involved in the farm or pack house activities.					
Corrective Actions: NA					

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



N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>TIME RECORDING SYSTEM</b>					
10	CP: Is there a time recording system that shows daily working time and overtime on a daily basis for the employees?  CC: There is a time recording system implemented appropriate to the size of the company that makes working hours and overtime transparent for both employees and employer on a daily basis. Working times of the employees during the last 24 months are documented. Records are regularly approved by the employees and accessible for the employees' representative(s).				
10.1	A time recording system is implemented, appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards, etc.).	 	X		
10.2	The records indicate the regular working time for employees on a daily basis.		X		
10.3	The records indicate the overtime hours as defined by contracts per legislation for all employees on a daily basis.		X		
10.4	The records indicate the breaks/festive days for the employees (on a daily basis).		X		
10.5	The working records are regularly approved by the employees (e.g. regularly signed record sheet, checking clock).		X		
10.6	Access to these records is provided to the employees' representative(s).	  	X		
10.7	The records are kept for at least 24 months.				X
<b>COMPLIANCE LEVEL CONTROL POINT 10:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Workers report at the farm gate at 7am and leave the farm at 4pm. They take a 1 hour break between 1-2pm. There are 8 hours of work for every worker. Workers sign the attendance sheet every day and where the departure time is recorded by the worker in the attendance sheet. Workers have access to the records for confirmation purposes. At the pack house, workers report at 7am and leave at 4pm. In cases where workers worked overtime in the high season, the accumulated time had been paid as rest days. There are no overtime hours reported in the company for past three months. The pack house workers time in and time out monitoring is achieved through a clocking scanning system. This system maintains workers attendance details and which back up includes a print out for reference.					
Corrective Actions: NA					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>WORKING HOURS &amp; BREAKS</b>					
11	CP: Do working hours and breaks documented in the time records comply with applicable legislation and/or collective bargaining agreements?  CC: Documented working hours, breaks and rest days are in line with applicable legislation and/or collective bargaining agreements. If not regulated more strictly by legislation, records indicate that regular weekly working hours do not exceed a maximum of 48 hours. During peak season (harvest), weekly working time does not exceed a maximum of 60 hours. Rest breaks/days are also guaranteed during peak season.				
11.1	Information on valid labor regulation and/or collective bargaining agreements regarding working hours and breaks is available (e.g. in the GRASP National Interpretation Guideline).	 	X		
11.2	Working hours including overtime as shown in the records indicate compliance with legal regulations and/or collective bargaining agreements.		X		
11.3	Rest breaks/days as shown in the records indicate compliance with national regulations and/or bargaining agreements.		X		
11.4	If not regulated more strictly by applicable legislation, regular weekly working time does not exceed 48 hours. During peak season (harvest), weekly working time does not exceed 60 hours.	  	X		
11.5	The records indicate that rest breaks/days are also guaranteed during peak season.				X
<b>COMPLIANCE LEVEL CONTROL POINT 11:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Farm and pack house workers take rest days on every Sunday of the week. The rest day is paid after a worker does six consecutive days. The rest day payment is lost if the worker does not work for six consecutive days. Workers take a 30 minutes tea break from 1000hrs to 1030 hrs. Lunch break is taken between 1300 hrs to 1400 hrs. All breaks are shown in the daily attendance records. The rest and leave days are still taken in high season periods as shown in the workers records.					
Corrective Actions: NA					

## RECOMMENDATIONS FOR GOOD PRACTICE

N°	CONTROL POINT & COMPLIANCE CRITERIA
<b>ADDITIONAL SOCIAL BENEFITS</b>	
R1	What other forms of social benefit does the company offer to employees, their families and/or the community? Please specify (incentives for good and safe working performance, bonus payment, support of professional development, social benefits, child care, improvement of social surroundings etc.).
Evidence/Remarks: The farm has supplied drinking water to Kerima primary and secondary schools and the community. The farm has issues 51 grevillea and 60 avocado seedlings for the neighbouring community. At the end of year, workers included two packets of flour as a gift (Maize and wheat flour)	