Version 1 - 2020

Checklist

Social Responsibility for KRAV-certified Companies

This checklist is to help those who hire labour for their KRAV-certified production. When you have filled in the list you can show that you comply with the KRAV standards for social responsibility in section 3.1, or what you need to do to comply with them.

You must fill in the checklist if you have wild harvest production, if you hire seasonal workers or foreign labour. Your certification body can determine if you have other production that the checklist must be filled in for. Go through the list once per year.

Date the checklist is filled in: .....

Company name: .....

Human resources manager or other person responsible for conditions for seasonal and foreign workers:

Name: .....

Tel.: .....

E-mail: .....

Safety Supervisor, if there is one:

Name: .....

Tel..: .....

E-mail: .....

1. LABOUR

a. Do you hire seasonal workers? Yes ☐ No ☐

b. Do you hire foreign workers? Yes ☐ No ☐

c. If you hire seasonal or foreign workers, how many and from what countries? .....

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d. During what time periods are seasonal or foreign workers hired? .....

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e. Which of the following applies to seasonal and foreign workers in your KRAV-certified production?
(You can choose several alternatives.)

☐ They are employed by my company.

☐ They are employed by a domestic employment agency that I purchase services from.

☐ They are employed by a foreign employment agency that I purchase services from.

☐ They are domestic self-employed persons.

☐ They are foreign self-employed persons.

f. What countries are the hired foreign employment agencies or self-employed persons registered in? .....

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g. For seasonal workers, is it mainly the same workforce that returns year after year? .....

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h. Do you always know who is working in the production? .....

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I. Do foreign workers have work permits when it is required by law? Yes ☐ No ☐

2. COLLECTIVE BARGAINING AGREEMENT

A collective bargaining agreement is not obligatory according to the KRAV standards on social responsibility. However, in many cases it can be a tool that makes it easier for workplaces to comply with the standards.

a. Have you signed a collective bargaining agreement? Yes ☐ *(The agreement must be accessible during the inspection)*

No ☐

3. EMPLOYMENT CONTRACT

You must follow national legislation regarding employment contracts.

a. Does national legislation require that all employees have an employment contract? Yes ☐ No ☐

b. If yes, do all employees, regardless of form of employment, have a signed employment contract in a language they understand? Yes ☐ No ☐

c. How can you show that it is complied with? ☐ Copy of employment contract

☐ Other documentation (describe) .....

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4. DISCRIMINATION

You must follow national legislation regarding discrimination.

The legislation could for examples include not to discriminate against someone during recruitment, allocation of work duties, payments, , pension or in any other way on the basis of, for example: Gender, transgender identity, sexual orientation, ethnic, national or social origin, political or other outlook, religion or other faith.

a. Do you follow national legislation regarding discrimination? Yes ☐ No ☐

b. Have you in any way noticed cases of discrimination within your own company in the last three years? Yes ☐ No ☐

c. If yes, what did you do? .....

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5. SALARY

You must follow national legislation regarding salaries.

a. Do you follow national legislation regarding salaries? Yes ☐ No ☐

b. Are there any piecework employees? Yes ☐ No ☐

c. What is the lowest hourly wage paid (not including overtime)?

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d. Is the lowest salary paid in accordance with collective bargaining agreements, legislation on minimum wages or with what is customary in the occupation or industry? Yes ☐ No ☐

e. How can you show compliance with national legislation?

☐ Copies of salary specifications

☐ Other documentation (describe) .....

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6. WORKING HOURS

You must follow national legislation regarding working hours.

a. Do you follow national legislation regarding working hours? Yes ☐ No ☐

b. What are the maximum working hours per week for seasonal or foreign workers? .....

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c. How many overtime hours per week at the most, have occurred during the last season or last year? .....

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d. How can you show compliance with national legislation on overtime?

☐ Copies of time reports

☐ Other documentation (describe) .....

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e. If national legislation regulates maximum overtime hours, what do you do if the maximum overtime hours is reached for one or more employees in the workforce?

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7. SICKNESS AND ACCIDENT PREVENTION

You must follow national legislation regarding sickness and accident prevention.

a. Do you follow national legislation regarding sickness and accident prevention. Yes ☐ No ☐

b. Do you systematically examine and assess the risks to workers with regard to the occurrence of sickness or accidents on the workplace? This can, for example, take place through daily contact with employees or their safety supervisor, safety inspections and other problem inventories. Yes ☐ No ☐

c. What work are you doing to examine and assess the risks that someone could be affected by sickness or an accident in your production?

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d. How can you show that the work is carried out?

☐ Documentation from safety inspections

☐ Other documentation (describe) .....

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e. What do you do to prevent workers from being exposed to sickness or accidents in your production? For example, workers who can be exposed to risks associated with work must be trained in how to manage or avoid such risks.

☐ Training (if yes, describe the kind of training) .....

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☐ Other (describe) .....

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f. How can you show that the work is carried out?

- ☐ Documentation from training
- ☐ Other documentation (describe) .....

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8. ACCOMMODATION /OVERNIGHT ACCOMMODATION

The housing arrangements that you offer employees must be safe and hygienic. If you do not provide accommodation, you must in any case ensure that accommodation for seasonal workers complies with national legislation. This can, for example, be with regard to hygiene, health, environmental and fire protection.

a. Do you provide housing or accommodation for those working in your production? Yes ☐ No ☐

b. If yes, does the housing comply with national health and safety regulations (e.g. for building construction, health, safety, fire protection, electricity, plumbing, water and sanitation)? Yes ☐ No ☐

c. If you do not provide housing or accommodation for foreign seasonal workers, do you know what kind of housing they have? Yes ☐ No ☐

d. If yes, describe the form of accommodation and how many employees live there:.....

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9. MULTILINGUAL INFORMATION

Written information that workers require in order to carry out their work must be available in a language they understand. This applies to, for example, operating procedures, contracts and the KRAV standards for social responsibility.

a. How does the workforce get information about tasks and working conditions?

- ☐ Through training
- ☐ Orally
- ☐ Written

b. Do employees get information in a language they understand? Yes ☐ No ☐

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c. How does communication take place with the workforce?

- ☐ Via an interpreter
- ☐ Via a supervisor
- ☐ Other (describe)

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10. CHANGES

Describe any changes from previous years: .....

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11. OTHER COMMENTS

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Place and date .....

Signature: .....

Print name: ..... Function: .....