



## Bio Suisse Social Accountability Self-Declaration Form 2020

⇒ The following self-declaration form must be truthfully completed by the operations manager. The responsible person is obliged to keep the self-declaration form up-to-date and to correct any inaccuracies within a reasonable period. The self-declaration form and all relevant documentation may be subject to scrutiny during inspections to check their accuracy and completeness.

|                            |  |
|----------------------------|--|
| Name of project/operation: |  |
| Operations manager:        |  |
| E-mail:                    |  |

### 1 EMPLOYER – EMPLOYEE RELATIONSHIP

| 1.1 GENERAL WORKING CONDITIONS  |   | Comments / Details  | Document presented                                       |
|---|---|---------------------|--|
| Do all employees have contracts that include the following points: <ul style="list-style-type: none"> <li>▪ job description</li> <li>▪ scope and limits of responsibilities</li> <li>▪ wages, working hours</li> <li>▪ overtime compensation / leisure time</li> <li>▪ social benefits</li> </ul> | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                     | <input type="checkbox"/> List of employees and contracts |
| Are all employees registered with the appropriate authorities and do they have a work permit?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                     | <input type="checkbox"/>                                 |
| Do you inform all employees in clearly understandable terms of their rights and duties?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                     | <input type="checkbox"/>                                 |
| Were any disciplinary measures taken with employees in the previous year?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                     | <input type="checkbox"/>                                 |
| Do you make sure that hired contractors provide the same social standards for their employees as apply on your own operation?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no | Describe in detail: | <input type="checkbox"/>                                 |

| 1.2 WORKING HOURS  |   | Comments / Details | Document presented       |
|--|---|--------------------|--------------------------|
| Are working hours and leisure time (days off) per week settled? (How and where?) | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                    | <input type="checkbox"/> |
| Do they meet the minimum requirements of local labour laws?                      | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                    | <input type="checkbox"/> |

| 1.3 PAY   |   | Comments / Details | Document presented       |
|---|---|--------------------|--------------------------|
| On what basis are wages settled for your employees? | <input type="checkbox"/> laws (for agriculture)<br><input type="checkbox"/> laws (for industry)<br><input type="checkbox"/> sectoral agreement or collective bargaining |                    | <input type="checkbox"/> |

|  |   |  |                          |
|--|---|--|--------------------------|
|  | agreement / collective agreement (for industry)<br><input type="checkbox"/> sectoral agreement or collective bargaining agreement / collective agreement (for agriculture)<br><input type="checkbox"/> other<br><input type="checkbox"/> none |  |                          |
| Does your operation have a wage policy?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no   |  | <input type="checkbox"/> |
| Do the wages paid by your operation correspond at least to the applicable basis of settlement?                                   | <input type="checkbox"/> yes<br><input type="checkbox"/> no   |  |                          |
| Is there a generally recognized cost of living calculation for your region?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no   |  | <input type="checkbox"/> |
| Has this calculation been compared to the wages paid?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no   |  |                          |
| If a comparison shows that wages are too low, will you implement additional measures to secure the livelihood of your employees? | <input type="checkbox"/> yes<br><input type="checkbox"/> no<br><input type="checkbox"/> not applicable  |  | <input type="checkbox"/> |
| Does pay depend on performance (piecework)?<br>If yes, how is the unit rate calculated?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no   |  | <input type="checkbox"/> |

## 2 HEALTH AND SAFETY

| <b>2.1 GENERAL STANDARDS FOR HEALTH AND SAFETY</b>  | <b>Comments / Details</b>                                   | <b>Document presented</b> |
|---|---|---------------------------|
| Is there emergency equipment on the premises and do all employees know where to find it?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |
| Do the employees have access to sanitary facilities and drinking water at their workplace, and is there a doctor (or medical care) within an hour's reach ? | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |
| Are meals and housing provided for the employees?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |
| Do they receive compensation for loss of earnings due to illness, accidents or maternity leave?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |
| Are the minimum legal requirements complied with?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |

| <b>2.2 CHILDREN</b>   | <b>Comments / Details</b>                                   | <b>Document presented</b> |
|---|---|---------------------------|
| Do children work on the operation?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |
| Can these children go to school regularly?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |
| What other steps do you take to ensure that the children's development is not impaired? |   | <input type="checkbox"/>  |

## 3 EQUALITY

| <b>3.1 EQUAL OPPORTUNITY FOR ALL EMPLOYEES</b> | <b>Comments / Details</b>                                   | <b>Document presented</b> |
|--|---|---------------------------|
| Do all employees enjoy the same rights?        | <input type="checkbox"/> yes<br><input type="checkbox"/> no | <input type="checkbox"/>  |

|   |   |  |                          |
|---|---|--|--------------------------|
| Do all employees have equal access to further education/training measures and services provided by the employer (e.g., payments in kind, transportation opportunities, etc.)? | <input type="checkbox"/> yes<br><input type="checkbox"/> no |  | <input type="checkbox"/> |
| Do all employees receive equal pay for the same kind of work?   | <input type="checkbox"/> yes<br><input type="checkbox"/> no |  | <input type="checkbox"/> |

#### 4 LABOUR LAW

| 4.1 EXERCISING RIGHTS  |   | Comments / Details | Document presented       |
|--|---|--------------------|--------------------------|
| Can the employees exercise their rights (as per labour laws)?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                    | <input type="checkbox"/> |
| Do the employees have the right to assemble freely and to bargain collectively?  | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                    | <input type="checkbox"/> |
| Is there at least one employee or a works council that represents the interests of the workforce towards the management? | <input type="checkbox"/> yes<br><input type="checkbox"/> no |                    | <input type="checkbox"/> |

#### 5 CONFIRMATION OF THE ACCURACY OF THE ABOVE INFORMATION

I hereby confirm that the information given above is correct:

**Operations manager:**

Date:

Signed: .....