



## Bio Suisse Social Accountability International 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 <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 <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 <input type="checkbox"/> no		<input type="checkbox"/>
Were any disciplinary measures taken with employees in the previous year?	<input type="checkbox"/> yes <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 <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 <input type="checkbox"/> no		<input type="checkbox"/>
Do they meet the minimum requirements of local labour laws?	<input type="checkbox"/> yes <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) <input type="checkbox"/> laws (for industry) <input type="checkbox"/> sectoral agreement or collective bargaining		<input type="checkbox"/>

	agreement / collective agreement (for industry) <input type="checkbox"/> sectoral agreement or collective bargaining agreement / collective agreement (for agriculture) <input type="checkbox"/> other <input type="checkbox"/> none		
Does your operation have a wage policy?	<input type="checkbox"/> yes <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 <input type="checkbox"/> no		
Is there a generally recognized cost of living calculation for your region?	<input type="checkbox"/> yes <input type="checkbox"/> no		<input type="checkbox"/>
Has this calculation been compared to the wages paid?	<input type="checkbox"/> yes <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 <input type="checkbox"/> no <input type="checkbox"/> not applicable		<input type="checkbox"/>
Does pay depend on performance (piecework)? If yes, how is the unit rate calculated?	<input type="checkbox"/> yes <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 <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 <input type="checkbox"/> no	<input type="checkbox"/>
Are meals and housing provided for the employees?	<input type="checkbox"/> yes <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 <input type="checkbox"/> no	<input type="checkbox"/>
Are the minimum legal requirements complied with?	<input type="checkbox"/> yes <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 <input type="checkbox"/> no	<input type="checkbox"/>
Can these children go to school regularly?	<input type="checkbox"/> yes <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 <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 <input type="checkbox"/> no		<input type="checkbox"/>
Do all employees receive equal pay for the same kind of work?	<input type="checkbox"/> yes <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 <input type="checkbox"/> no		<input type="checkbox"/>
Do the employees have the right to assemble freely and to bargain collectively?	<input type="checkbox"/> yes <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 <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: .....