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From August 23rd. 2017, all growers certified for MPS-ABC, MPS-GAP, MPS-SQ and MPS-Q(ualiTree) can use the uniform MPS-vignette, provided with their unique MPS-number. Requirements for the use of the uniform MPS-vignette are laid down in the document “Instructions for use of uniform MPS-vignette” and can be downloaded from www.my-mps.com.

Existing customers are allowed a transitional period for the use of MPS-vignettes on packaging material, plant labels, etc. up to and including December 31, 2018. For usage of the vignette on rolling stock that is used for a long period, like cars, trucks, the transitional period is two years longer, namely up to and including December 31, 2020.



Certificationscheme MPS-SQ

benchmarked with ICC 2, as settled by the review committee of FFP

Date of release : 1 June 2002

Revision : 12 February 2014

Approved by : The MPS Council of stakeholders on 12 February 2014,
and ratified by the MPS Board on 12 February 2014.

Effective from : 1 April 2014

If there are any doubts or lack of clarity the Dutch version of the certification scheme prevails

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The certificationscheme encloses:
Certification criteria MPS-SQ
Enclosure A: Example trademark
Enclosure B: EN MPS-SQ Sanction regulations
Enclosure C: Wildlife Toxicity of Pesticides
EN MPS-Black list active substances

Edition updates register

version	replaces	replaced document obsolete	new document comes into force	description of modification
8.1-190509	8-160908	1 July 2009	1 July 2009	adjustment/clarify some interpretations
8.2-080909	8.1-190509	7 October 2009	7 October 2009	adjustment/clarify some
8.3-031109	8.2-080909	1 January 2010	1 January 2010	adjustment/clarify some
8.4-010112	8.3-031109	1 January 2012	1 January 2012	
8.5-180912	8.4-010112	18 September 2012	18 September 2012	update Black list adjustment some interpretations
9-010414	8.5-180912	01 April 2014	01 April 2014	participation MPS- ABC, certified
9.1-010414	9-010414	1-apr-14	1-apr-14	clarify some interpretations

0. General provisions
0.1 Terms and definitions

Applicant	The company that has submitted an application to the CB for certification for the MPS-SQ certificate.
CB Certificate	Certification Body The document issued by the CB which shows that there is a justified belief that agricultural products grown at the grower's company as described in the Certificate, comply with the requirements set out in the MPS-SQ certification programme and on the basis of which the right to hold an MPS-SQ certificate is acquired.
Certificate holder	Legal entity that places the certified product on the market.
CoS Drinking water	Council of Stakeholders. fresh water that is suitable for human consumption
Grower	The natural person or corporate entity who complies with the requirements of the MPS-SQ certification programme, who has received a Certificate and has thus obtained the right to display MPS-SQ on the agricultural products cultivated and supplied by him in the location(s) specified in the agreement, and for company-related advertising messages (such as letterheads, brochures) at the aforementioned location(s) where the agricultural products have been cultivated and supplied, which location(s) is (are) specified on the Certificate with the grower's registration number as specified above.
MPS	Scheme owner
Scope	The products from the specified locations for which the CB has established compliance with the requirements.

0.2 Area of application

- a) The certification standard applies to agricultural products (e.g. flowers, potplants, fruits, vegetables, arable farming). The certificate allows growers to demonstrate that their products are cultivated under good working conditions. MPS-SQ includes requirements on health, safety and terms of employment, and is based on universal human rights, the codes of conduct of local representative organisations, and International Labour Organization (ILO) agreements. The Dutch Flower Consultation NBB (represented by FNV Bondgenoten, Both Ends and the Latin American Activities Organisation 'OLAA') has been closely involved in incorporating these international codes of conduct (ICC) within MPS.
- b) The certificate holder is a grower of agricultural products.
- c) A certificate can only be requested for the company as a whole (the legal entity) and not for one or several crop(s), per location or any part of the company.

0.3 Purpose

- a) The purpose of the certification standard is:
- * to promote a recognisable market position of producers within the agricultural sector who focus on employment conditions and occupational safety and health;
 - * to stimulate improvement in working conditions, safety and health by growers of agricultural products;
 - * to reinforce the image of the agricultural sector;
- b) The certification standard contributes to the achievement of this objective by means of:
- * setting the criteria for good management related to working conditions, health and safety for producers of agricultural products in the form of specific conditions.
 - * issuing a collective quality mark and promoting recognition of the certification standard and this quality mark.
 - * stimulating improvements in the certification standard with the aim of further reinforcing the management of working conditions, safety and health of the participating companies.

0.4 Finances

- a) The applicant and certificate holder are obliged to pay the costs of the certification audit and of the follow-up audits to the responsible CB. These costs will be invoiced directly by the CB in question on the basis of an agreement between the CB and the applicant and/or certificate holder.

0.5 Exemption

- a) In exceptional cases, the MPS CoS may grant exemption from one or more conditions or obligations if in its opinion it is not reasonable to demand fulfilment of those conditions or if it can be demonstrated that certain conditions have been complied with by other means.

- b) Restrictions, conditions and provisions can be attached to the exemption(s) and the certificate(s) awarded partly on the grounds of such exemptions.

0.6 Liability

- a) MPS is in no way liable for any losses of any form suffered by applicants, certificate holders or third parties arising from or connected with the implementation of the certification standard. The certificate holders indemnify MPS against claims by third parties.

0.7 Certification bodies

- a) Audits regarding the fulfilment of MPS-SQ are carried out by capable and experienced auditors (from MPS-ECAS, other CBs or individual auditors). Certification is only carried out by MPS-ECAS.

- b) The CBs must employ the services of qualified auditors to carry out these audits. These auditors must:

* have demonstrable knowledge of and experience in the agricultural sector. This must be supported by evidence from a completed agricultural training programme of at least MBO/HBO level (intermediate or higher vocational education) or equivalent, supplemented by at least two years of relevant work experience;

* have preferably qualification based on SA8000;

* have followed several days of training on the implementation of audits;

* have carried out at least ten certification audits for product and/or system certification, or at least one initial certification audit or two follow-up audits for MPS-SQ as a trainee under the supervision of a qualified MPS-SQ auditor;

* have a thorough knowledge of the MPS-SQ certification standard and which is maintained by participating in auditor meetings organised by CB's as well as by carrying out at least one initial certification audit or two follow-up audits for MPS-SQ each year;

* have guaranteed neutrality.

* speak English including specialized terminology;

* preferably speak the local language or use a neutral interpreter who speaks the local language;

* be able to identify themselves at the grower's request when carrying out their work;

* in the case where a majority of interviewed persons is female, preference is given to female auditors.

0.8 Audits

- a) Audits will be carried out in a cycle of three years:

* first year: certification audit;

* second and third year: follow up audits.

Three years following the date on which the certificate was awarded, the assessment will recommence with a certification audit.

- b) During the assessments the CB investigates whether the company of the certification applicant satisfies the requirements laid out in the certification standard. Where the national law is more stringent, the requirements of the national law must be obeyed. Nothing in the MPS-SQ certification scheme shall affect any law, judgement, custom or agreement which ensures more favourable conditions for the employees concerned than those provided for by this certification scheme.

- c) During the follow up audits the CB investigates:

* the non compliances of the last audit (have they been addressed correctly or not);

* the use of MPS-SQ logo (being used in accordance with the provisions of the scheme);

* the obligatory requirements;

* the remaining requirements (spread over two follow up audits);

- d) The CB may decide that an additional follow-up audit is necessary, for example in response to observed shortcomings, or upon receipt of complaints about the certificate holder.

- e) The obligatory requirements have to be checked every audit. The other requirements have to be checked during one of the follow up audits. The obligatory requirements are (!):

* Chapter 1.1 (clause 1.1.1 up to 1.1.7 inclusively)

* Chapter 1.2 (clause 1.2.1 up to 1.2.6 inclusively)

* Chapter 1.3 (clause 1.3.1 and 1.3.2)

* Chapter 1.4 (clause 1.4.1, 1.4.2, 1.4.4 and 1.4.5)

* Chapter 1.5 (clause 1.5.1 up to 1.5.11 inclusively)

* Chapter 1.6 (clause 1.6.1 up to 1.6.4 inclusively)

* Chapter 1.7 (clause 1.7.1 and 1.7.2)

* Chapter 1.8 (clause 1.8.1, 1.8.3 and 1.8.4)

- * Chapter 1.10 (clause 1.10 1)
- * Chapter 2.1 (clause 2.1.3, 2.1.9, 2.1.10 and 2.1.11)
- * Chapter 2.2 (clause 2.2.2, 2.2.8, 2.2.10, 2.2.17 and 2.2.19)
- * Chapter 3 (clause 3.32)

- f) The audit frequency is set at once every twelve months. MPS may at some point decide to increase this frequency should this appear necessary.
- g) An agreement is entered into between the CB and the certificate holder regarding the implementation of follow-up audits. The agreement has duration of three years.
- h) Representative(s) of local NGO's and/or labour unions have the right to join the audit as observers (no more than two observers will be present during an audit – one representative of a local NGO and one representative of the relevant labour union can join of which preferably at least one must be a woman).
- i) Every location has to be visited.
- j) The combination of the MPS-SQ audit with an audit concerning another certification scheme is permitted.
- k) The assessments take place by means of interviews with the management and/or employees of the company of the applicant, observations made at the company sites and the assessment of records and administrative data. All documentation, including personal files and salary administration, must be made available to the auditors.
- l) During audits, interviews will be conducted with at least the following employees / departments / Committees: Safety Officer (H & S Committee), Human Ressource Department, Sprayers and Workers Committee. Interviews are not exclusively limited to the mentioned employees / departments and Committees.
- m) The auditors must be allowed to conduct confidential interviews with employees. Interviews will include a representative sample of all functions, activities and groups of employees (male and female, contract and seasonal, full-time and part-time, local and foreign) present at the farm. The number of interviews depend on number of employees working at the farm.

Number of employees	Number of interviews (minimum):
1	1
2	2
3-5	2
6-20	3
21-40	4
41-75	5
76-100	6

- n) When a Company employs more than 100 employees, at least 5 % of these employees should be interviewed (with a minimum of 6 persons). Group interviews are accepted and the followed guideline is for groups of 6 to be interviewed at the same time. Interviewed employees are selected from different departments and/or different levels. Interviews are always held in places/areas in which the employees being interviewed are comfortable speaking.
- o) The CB will provide MPS with the following details within a week of the certificate being awarded:
 - * the name of the company of the certificate holder as well as the trading name under which the company operates and if different the name of the person legally representing the company;
 - * the full address and place of business of the company of the certificate holder and any additional places of business of the company;
 - * the date on which the certificate holder was first registered as such;
 - * the scope.

0.9 Use of the collective brand name MPS-SQ (From August 23, 2017, the uniform MPS-vignette will be used. Existing customers are allowed a transitional period up to and including December 31, 2018, see page 0)

- a) MPS permits the non-exclusive use of the collective brand name MPS-SQ by suppliers of agricultural products who have entered into a certification agreement with a CB and whose products and business operations at least fulfil the requirements as set out in the most recent version of the CBs regulations for product certification, the most recent version of the MPS-SQ certification standard as set by MPS, and other new and/or modified regulations and/or provisions coming into effect after the date on which this agreement was entered into. The right to use the collective MPS-SQ brand name applies exclusively to certificate holders who are certified on the basis of the certification standards for MPS-SQ.
- b) The collective brand name guarantees the common characteristics, which apply to the applicability of this certification standard.
- c) Certificate holders have the right to use the MPS-SQ logo on company presentation items (for example on stationery, orders and sales forms).
- d) The MPS-SQ logo may be used on products as long as it is clearly linked to the name of the company, the address and the registered premises of the company.

- e) When displaying the logo, the grower must always display his MPS registration number.
- f) The grower may not use the logo as his own trademark.
- g) The grower may not transfer his right to display the trademark or grant others a licence to do so.
- h) Environmental claims - such as environmentally-friendly or environmentally-aware - may not be displayed in conjunction with the trademark.
- i) The digital design of the logo will be made available to certificate holders by MPS. The shape, size, colour etc. of the trademarks must comply with the regulations laid down by MPS. The shape of the trademark may not be altered or modified. The dimensions of the trademark are 3.6 x 4.4 cm. Reduction down to 50% and enlargement up to 150% are permitted. Further reduction or enlargement in consultation with MPS.
- j) The logo is permitted in any colour, though we have a preference for the MPS corporate identity colour, which is the colour the logo is supplied in.
- k) After dissolution of the agreement, the MPS-SQ logo, the certificate or any other documents relating to MPS-SQ may no longer be used, in accordance with the instructions and other regulations.

0.10 Sanctions

- a) In the event that the certificate holder fails to fulfil his obligations arising from the certification standard, the sanction scheme of MPS and the CB will enter into effect.
- b) In the event that the certificate holder acts contrary to the certification standard, the entitlement to use the collective brand name MPS-SQ will be withdrawn.

0.11 Modifications

- a) Upon the advice of the MPS CoS, the Board of MPS is authorised to modify the certification standard.
- b) If the regulations, conditions, rules of procedure or provisions referred to in this certification standard are modified, the applicable version will enter into effect.
- c) Changes to certification requirements and relevant regulations will be approved by the MPS CoS and ratified by the Board of MPS, after which they will be binding on the parties. Growers will be informed about the changes. A realistic transitional period will be stipulated in order to allow the growers to make changes and implement the amended requirements. If the growers are unable to comply with these following the transitional period, this may mean that the certification in accordance with the new requirements cannot continue.

0.12 Publication

- a) The participant will be informed of any changes to the certification standard for the duration of his registration.
- b) The list of MPS-SQ participants is made public. The CoS determines the manner in which way the data may be made available.
- c) MPS will publish the name and address details, registration numbers and Internet addresses of the certified companies on its website. The grower agrees to this publication/provision/listing.
- d) If the grower has marketed products bearing the MPS-SQ mark of which it was later found or could be suspected that they show serious non-conformities, the grower will take all possible steps in order to prevent threats to the environment, safety and health.
- e) MPS is entitled to (commission others to) process, analyse and use the information supplied by the grower for the purpose of calculating overall figures, group figures (= more than 10 individual companies), etc. The Board of MPS will determine the manner in which and the relevant objectives for which these figures will then be published.

0.13 Implementation

- a) The workers' committees of certified farms should be actively involved in the implementation of MPS-SQ. The concerned committees should be familiar with audit procedures, results, time frames and recommendations made by the auditors.
- b) The management of the farm must ensure that all workers (including seasonal and subcontracted workers) are aware of the contents of the certification scheme by clearly displaying an approved text of it at a location which is accessible and frequently visited by all, as well as by verbally informing all employees. Evidence of this must be available.
- c) The certification scheme must be made available in the language understood by the majority of workers.
- d) Provisions should be made for workers, labour unions and other concerned groups to lodge complaints about MPS SQ violations, which if found serious must be followed up. Lodging a complaint shall not adversely affect the person making the complaint.

Requirements

Interpretation

- 1. Conditions of Employment**
- ! 1.1 **Membership of employee organisations and the right to collective bargaining.** *(ILO Convention 87, 98 and 135)*
- ! 1.1.1 Employees have the right with regard to the national law to establish and to join labour unions of their own choice, without prior permission. No other management-worker-body can be accepted as a replacement for this basic human right.
- Evidence to demonstrate this may include, but is not limited to:
- * The testimony of union leaders and employees confirming that they are not hindered in organising their activities;
 - * Checking the status of existing labour organisations present at the farm as well as establishing whether these organisations are recognized members or affiliates of a national or international Trade Secretariat (IUF for example).
 - * In the specific situation where organizations are not members or affiliates of a national or international Trade Secretariat, then it should be established case by case whether the concerned unions are respected and independent.
 - * Workers should be free to choose which union or organisation they wish to join and interference or influence in this decision making process by the management (whether in relation to supporting one organisation over another or otherwise) shall not be accepted.
- ! 1.1.2 All employees have the right to collective bargaining.
- Evidence includes:
- * Copies of collective bargaining agreements;
- ! 1.1.3 The company's compliance with local and national legal requirements for working conditions must be demonstrated.
- Access to local legislation should be available and be implemented at the Company.
- ! 1.1.4 Where the right to freedom of association and collective bargaining is restricted under law, the employer must facilitate the development of parallel means for independent and free association and bargaining.
- * Where freedom of association and collective bargaining is restricted by law, the Company should facilitate opportunities for employees to organize themselves independently for bargaining.
 - * The Company must ensure that workers are provided with information about their rights and duties. This information should preferably come from an external independent source.
 - * Where the work force shows a lack of understanding on how to conduct proper negotiations or otherwise shows weaknesses in bargaining, it is the management's responsibility to encourage and organise training sessions or courses to create awareness, address such incompetencies or disadvantages and increase the work force's knowledge with respect to the specific matter. These courses should be conducted by an external independent source.
- ! 1.1.5 Employees shall not be discriminated against with respect to their employment on account of their membership in or affiliation to a workers organisation, association or representation body. Workers' representatives shall have access to all workplaces necessary to enable them to carry out their representation functions.
- * The testimony of employees confirming that they are not discriminated against as a result of union membership or other affiliation, that they are not hindered in organising meetings and that no disciplinary action is taken as a result of organising activities relating thereto.
 - * Copies of agreements signed by union leaders;
 - * Union fees

- ! 1.1.6 The workers' organisation committee must have the right to meet regularly during working hours, at least once per month for at least two hours. The employer must allow for such meetings to take place and there should also be regular meetings between the committee and management. In addition, workers must have the right, at least twice per year, to come together to discuss among themselves issues relating to their work on the farm and management should permit such meetings to take place during working hours without their participation or involvement.
- * Minutes of meetings held between worker's representatives as well as with management, to demonstrate that regular meetings are held. Such meetings should generally be scheduled in advance to ensure adequate representation and participation.
* Worker committee meetings should be held during working hours.
* If there is no worker's organisation committee at the company, the company has to prove that it has regularly checked if there are employees interested in setting up such a committee.
- ! 1.1.7 Complaints regarding labour and working conditions should be forwarded to the Workers' Representatives or to an external independent body recognised and accepted by all parties involved.
- * Where an external independent body is involved in dealing with complaints, acceptance (or recognition) by all parties should be demonstrated.
* A complaints procedure regarding complaints about working conditions must be included in the company regulations. This procedure should be communicated to the employees. Complaints should be solved within the company (with the manager). If there is a complaint the employee should report this to his manager and afterwards to a trusted representative within the company.
* If they cannot solve the issue, an external independent person or body should be called in.
- 1.2 Anti discrimination**
- (ILO Convention 100 and 111)
- ! 1.2.1 If the employer uses a recruitment agency the latter must be NEN 4400 certified.
- Only applicable for the Netherlands. The participating company must be able to demonstrate that the temporary employment agency is certified.
- ! 1.2.2 All employees shall receive equal pay for equal work.
- * There should be no difference in remuneration for male and female employees at or within the same level of employment. Exceptions may be accepted if justifiable on account of experience, number of years worked at the company, age, and/or performance. This also applies to casual, subcontracted and migrant workers. Companies should refer to local laws and/or industry standards to ensure compliance. Evidence may include at least, but is not limited to:
* The comparison of wage slips for a similar group of employees (for example same age, experience, number of years working, training etc); This also applies to temporary workers.
- ! 1.2.3 In cooperation with representatives of the union and/or Workers Committee, the management is required to establish and implement a coherent policy with regard to access to work, training, working conditions, protection and promotion.
- Evidence includes:
* A written policy with the mentioned issues.
* Employee testimonies.
Implementation of the policy contents should be observed.
- ! 1.2.4 Employees shall be selected and hired in accordance with their ability to carry out their tasks. No distinction shall be made on the basis of race, gender, age, sexual orientation, religion, nationality, ethnic and social origin, marital status, union membership or political opinion. Employees shall also have access to training on equal terms.
- * If women are not employed in certain jobs the company has to provide evidence to explain which specific job-related factors are applicable. This should be justified.
- ! 1.2.5 Pregnancy, HIV and genetic tests are not allowed to be conducted for recruitment purposes.
- * A proper recruitment system and policy should be in place which does not make employment subject to pregnancy, HIV and genetic tests.

- ! 1.2.6 Physical harassment, disciplinary practices and/or psychological oppression, particularly with respect to females, homosexuals and/or minority group workers, shall not be tolerated and the company shall ensure that measures are in place to prevent such practices.
- * Written procedures and policies for preventing acts of discrimination, harassment, coercion etc. of any kind and in any form should be drawn up in a language understood by all employees (if necessary in different languages); ideally, these procedures should be clearly displayed for all to see.
 - * Testimonies from employees (including seasonal and subcontracted workers) should be able to demonstrate knowledge and familiarity with the set procedures;
- 1.2.7 The farm should encourage the election and implementation of a Workers Committee for Women, whose role is defined by gender related issues such as matters of protection, non-discrimination and promotion of female workers.
- * Testimonies of female employees demonstrating that they understand that they have the opportunity to set up an elected Workers Committee for Women, if they wish to do so. When the need arises, the company should facilitate these opportunities.
 - * Eg. include in business policy
- 1.2.8 The company should draw up an equality plan, in consultation with the workers and/or the Workers Committee for Women (or the Gender Committee), with regard to the female workers and traditionally discriminated groups.
- * The Company should provide evidence that a written plan/policy is available which describes equal opportunities for female workers and traditionally discriminated groups. This plan should also be implemented
 - * Employee testimony and documentation checks.
 - * Eg. include in business policy
- 1.2.9 It is highly recommended that the farm draws up, in close consultation with the women and the trade union committee, or in the absence of a trade union committee, the independent workers committee, a plan to combat and prevent sexual harassment which, in addition to creating awareness, should include comprehensive complaints procedures and sanctions.
- * Written procedures for preventing discrimination, harassment, coercion etc. of any kind and in any form, available in the languages understood by the workers on the farm;
 - * An adequate system of recording complaints and sanctions regarding discrimination; harassment, coercion etc should be implemented and made available.
 - * Employee testimony
 - * Eg. include in business policy
- 1.3 Forced labour**
- (ILO Conventions 29 and 105)
- ! 1.3.1 There shall be no use of forced, bonded or involuntary prison labour.
- * This requirement prohibits all kinds of forced or compulsory labour under any conditions, including bonded, forced, and/or compulsory prison labour. Employees should be fully informed of terms and conditions of employment, including tasks specifically related to the job, prior to employment and kept up-to-date of any changes during the employment period.
 - * The terms of the employment contract should be fully communicated to, and understood by, employees.
 - * The contract should in no way be linked to employees making payment(s) or becoming indebted in any way whatsoever.
- ! 1.3.2 Workers shall not be required to lodge "deposits" or their original identity papers with their employer.
- Evidence to demonstrate this may include, but is not limited to:
- * The company does not keep possession of original documents, such as passports or birth certificates.
 - * Employees can confirm they are not requested to lodge deposits, of either identity papers or money.
 - * Employees can confirm they have alternative options besides having to accrue debt with the company or company-related organisations (such as stores or housing facilities). They can also confirm they are free to use these options, and where alternative options do not exist, the goods are subsidised and made available at or below market cost.
 - * Employee training manuals, grievance procedures and/or contracts exist and employees are made aware of the purpose of such manuals and procedures and the manner and extent to which they are beneficial to employees.

* Employees are free to leave their place of work at the end of the workday. They are not required to live on the premises if they do not wish to do so. Where an employee is requested to live on the premises, the company should provide a justified explanation as to why this is necessary in relation to the type of work.

* Employees do not have a large or long-running debt with the company, which they have no other way to pay except to keep working.

* Employee testimonies.

(ILO Convention 138, 182 and ILO Recommendation R146)

1.4 Minimum age

! 1.4.1 No workers under the age of 15 years or under the compulsory school-leaving age, whichever is higher, shall be employed.

* The ILO minimum age of 15 shall be binding unless there is a national law or any other applicable law or standard which is more stringent, in which case the latter more stringent law shall be binding.

* Combined hours of travel to and from work and school, plus the time spent at school and work, should not exceed 10 hours per day.

! 1.4.2 A child worker who is replaced shall receive adequate economic assistance during the transitional phase and shall be provided with appropriate educational opportunities.

* Companies are responsible for ensuring the remediation, and if necessary financing the remediation, of the child employees that are replaced. This includes promoting the effective education of these young people in conjunction with local authorities.

1.4.3 It is highly recommended not to employ children under 18. (ILO Convention 184)

Evidence may include, but is not limited to:

* Documentary evidence for proof of age upon recruitment.

* Written guidelines exist for the types of employment and employment conditions that are acceptable for employees under the age of 18.

* "Apprenticeships" are not being misused in order to pay young employees less than adults, while demanding the same amount and kind of work from them.

* In countries where the national law stipulates differently (for example Europe), the national legislation should be followed.

! 1.4.4 Children and young persons under 18 shall not be employed at night or under hazardous and unhealthy conditions.

* Children and young employees should not be exposed to situations in or outside the workplace that are hazardous or unhealthy.

* Children and young employees are not employed after dark.

! 1.4.5 It is prohibited for workers to bring their children, or any other children, to the workplace to assist them or to do any other work.

* The company communicates policies on child labour to its employees, child employees and their families, and informs them about existing programmes for young employees. The evidence of this communication in the form of minutes of meetings or training material should be available. The company should support crèches and schooling facilities.

- 1.5 Contracts and wages** *(ILO Convention 110 Part IV and 170)*
- ! 1.5.1 All employees must be issued with a written employment contract which is legally binding and signed by employees and employers, which safeguards the employees from loss of pay in the case of illness, disability and/or accident. The period of notice for termination of the employment contract must be identical for both employer and employee. The employee must be provided with a signed copy of the contract.
- * Legally written binding contracts are required for both seasonal and permanent employees.
 - * All employees should have access to all relevant information. Employees should all receive a copy of their signed contract.
 - * For each employee, a personal file should be opened in which the original signed documents are kept and stored by the responsible person in a secure location (e.g., a filing cabinet or cupboard which can be locked).
 - * If requested, these personal files should be made available for inspections. Auditors may require copies of these documents for employees working in various positions as well as for male and female employees working in the same position, and this for any given period of time.
 - * Wage slips and payroll records.
- ! 1.5.2 These provisions also apply to temporary, part-time, casual and subcontracted workers, for whom ILO Conventions 110 and 170 must also be observed and complied with.
- * See point 1.5.1 In some countries, it is common practice for companies to work with several subcontracted / migrant workers who have signed a contract with the sub contractor instead of the company itself. In this particular case, a clear agreement between the management of the farm and the subcontractor should be available for inspection. This contract should contain amongst other commitments, the commitment to fulfill ILO Conventions 110 and 170 (contracts and wages and issues relating to occupational health and safety). This should be verifiable.
- ! 1.5.3 The contract will specify, at the very least, a job description, the hours of work required, the rate of remuneration and general conditions of employment.
- * All employees (including seasonals and subcontracted workers) should have a signed contract containing all the necessary issues. This contract must be understood by all employees.
 - * In the particular case whereby a person is illiterate, the contract should be read out and explained to the individual. Evidence of this should be available.
 - * Where the company has signed a CBA, the contracts should ideally refer to it in order to fully cover all conditions of employment. Where there is no signed CBA, contracts should refer to legal conditions of employment instead.
 - * All employees should have a signed and up to date job description covering duties and responsibilities.
- ! 1.5.4 Time-limited contracts (or contracts for a specified period) and sub contracting for a specified period are permitted only during peak periods and when special tasks are being carried out.
- * Peak periods are defined as obvious busy periods related to growth cycles and /or special events like Valentines, Mother's day, etc.
 - * Special tasks are defined as jobs which require a specialized expertise and/or equipment. These specific jobs are for a specific period of time.
 - * Year round harvesting/grading of products by (the same) contract workers is only acceptable if the management complies with the national employment laws set out in the country in which he produces.
- ! 1.5.5 When working with subcontracted workers, the management of the farm must check and ensure that the subcontractors fulfil all basic labour rights.
- * The management of the farm should be able to provide evidence that shows the (sub)contractors fulfill their responsibilities in implementing the basic labour rights for the workers they employ.
 - * The written agreement in which the contractor commits to the farm management to comply with the relevant standards should be available for inspection.
 - * The written agreement should state that all subcontracted workers have signed a contract with the employment agency or subcontractor.

- ! 1.5.6 Wages shall, at the least, meet national legal or industry (CBA) minimum standards, whichever is higher, and always be sufficient to meet basic needs and to provide some discretionary income.
- * Employees must be fully informed of the wages relating to their job prior to employment and kept up-to-date of any changes made during the employment period. They must understand how wages are calculated and what the deductions are for.
 - * If employees are illiterate the calculations will be explained to them regularly and everytime changes occur.
 - * Deductions are not to be used as a disciplinary measure.
 - * Wages earned for regular hours worked per week should be sufficient for the employee and his/her dependants to feed, clothe and house themselves as well as provide some discretionary income.
 - * Management must keep employees informed of what the legal or industry minimum standards are at all times.
 - * For all category of workers (including sub- contracted workers) the company should be able to provide evidence that shows that at least the legal or industry minimum levels of remuneration are being met when paying employees.
- !
- * Overtime should not be needed to generate a subsistence wage.
 - * Where food, housing, clothing and other essential supplies and services form part of the remuneration, measures shall be taken to ensure they are adequate and their cash value shall be properly assessed.
 - * This should at least be demonstrated by checking pay slips and salary statements of employees (incl. temporary workers).
- ! 1.5.7 Management should develop in consultation with the trade union committee, or in the absence of a trade union committee the independent workers committee, a plan, if not included in the CBA, to increase salary and other social benefits, like seniority, production or qualification bonus, assistance with the education of the workers children, canteen, training courses, etc. to reach a living wage.
- * Where there is no CBA, the management of the farm should (together with the relevant parties involved) establish a plan to increase salary and other benefits. See requirement 1.5.6 to maintain or reach a living wage.
 - * This plan should be implemented within the given boundaries.
- ! 1.5.8 The wage must be paid by bank transfer or in cash (not in kind) to the employees, at the agreed time and in full. The associated information must be supplied to the employees in detail and in a written, readily understandable form.
- * Wages must be paid regularly, in full and as far as possible by bank transfer or, where bank transfer is not possible, in cash.
 - * Wage slips shall always be handed over to employees.
 - * Where a person is illiterate, the company is required to give a verbal explanation about the content of the pay slip to the concerned employee.
- ! 1.5.9 Companies are obliged to ensure that workers are included in an appropriate state or private social security scheme, covering in particular invalidity, injury, maternity and old-age benefit. This also applies to temporary, casual and subcontracted workers.
- * See local law and industry requirements.
- ! 1.5.10 Transport if required to and from the farm has to be provided by the company, free of charge; alternatively an allowance has to be paid.
- * Means of transport provided by the Company should be suitable, safe and free of charge.
 - * Where travel allowances are paid instead, this should be in accordance with national law /and or industry standards.

- ! 1.5.11 Each farm should have legally validated internal regulations of working and labour conditions, if not provided for by CBA's or by national law, which should include, among others, proper regulation of warnings and procedure for dismissals.
- 1.5.12 The company shall promote the human and personal development of its employees through educational programmes in the productive, social and cultural fields.
- 1.5.13 The company shall ensure that their workers and their families have access to a healthy and sufficient nutrition. Special subsidies for the supply of food to the workers are encouraged in the programme to fulfil the human right to food. Where food is served in a canteen, the diet should be nutritious and varied.
- 1.5.14 The company should assume responsibility for the education of the children of the workers. Support of crèche facilities inside or outside the compound is highly recommended. Where workers and their families live on the farm, either schooling on the farm or transport to the closest school shall be provided by the company.
- 1.5.15 The company shall promote social and cultural projects in cooperation with the surrounding communities, and shall support these either financially or through other means.
- 1.6 Working hours and weekly rest**
- ! 1.6.1 Employees shall not be required to work in excess of 48 hours per week on a regular basis and shall be provided with at least one day off every week. Overtime shall be voluntary and not exceed 12 hours per week. Hours of work shall comply with applicable law and industry standards.
- * Clear and appropriate policies covering working and labour conditions including a warning system and procedures for dismissals, should be available. These set policies should be implemented by the company and properly communicated to the employees.
* A transparent and comprehensive recording system for warnings and/or dismissals should be in place.
- Clear encouragement by the Company should be observed to promote human and personal developments amongst their employees with educational programmes in the different fields.
- When applicable, management of the company should stimulate and support a healthy nutrition of the employees and their direct family members.
- * Where creches and/or schooling facilities for children are offered within the company, the basic requirements including the number of teachers employed, shall be met. These requirements also relate to the number of children per class as well as to the level of education.
* Where creches and/or schooling facilities are provided outside the company, safe and reliable vehicles/busses for transport should be provided free of charge by the company.
* The time spent traveling to school and traveling back from school in addition to the time actually spent at school, should not exceed more than 10 hours in a day.
- * Management should provide evidence of how they have contributed or plan to contribute in a particular community project.
- (ILO Convention 110 Part VI)*
- * A regular workweek is defined as set out by local law or a maximum is set at 48 hours per week, whichever is shorter.
* When a CBA /or industry standard sets the regular work week, at for example 38 hours per week, then this shall apply to all workers including permanents,seasonals, casuals and subcontracted workers.
* Overtime hours are voluntarily worked and always paid at a premium rate. Where compensation is used, employees are given explanations and fully understand how the compensation rate is calculated.
* For every seven day period worked an employee shall be provided with at least one day off. At request by the participant only in exceptional circumstances(e.g peak periods) the CB will consider a longer period. In no case more than 15 continuous working days are allowed without rest. Any free days lost during that given period shall be granted to the worker within a maximum of 3 months (calculated from the last day of the period worked)
* The number of overtime hours worked should not exceed 12 hours per week.

! 1.6.2 Overtime worked must always be paid at the premium rate.	<ul style="list-style-type: none"> * Premium rates are laid down by national law, set out in CBA or in conditions of employment stipulated by the company. * The payment of extra wages or any premiums should be paid cash. Overtime payment and premiums can be compensated by time after mutual agreement between individual employee and employer. * Where an employee prefers to be compensated by time for time, the premium factor must still be considered and included in the calculations. * This should at least be demonstrated by checking pay slips and salary statements of employees (incl. temporary workers).
!	<ul style="list-style-type: none"> * This applies to all-workers employed by the company with the exception of employees with leading/managerial positions. The definition of a leading managerial position is laid down by local law or set out in industry standards and/or CBA/company agreements. <p>Examples:</p> <ul style="list-style-type: none"> * For example, if a person has worked 10 overtime hours and the overtime factor is 1.5, then the calculations are as follows: 10 hours off + 5 hours paid according to the hourly rate. * Where there is a mutual agreement between employer and employee, then the 10 hours worked overtime can result in 15 hours off instead. * Compensating 10 hours of overtime worked by giving an employee 10 hours off does not take into account the premium factor and a result does not comply to the set standards.
! 1.6.3 Employees shall enjoy a period of rest, comprising of at least 24 consecutive hours, in every period of seven days.	Evidence is given through Work Attendance Records and the testimony of employees.
! 1.6.4 Agreed and legally stipulated midday and work breaks must be observed.	Evidence is given through the testimony of employees
1.6.5 Employees must be protected from strain due to excessive and permanent work stress.	The company should be able to provide evidence that measures are taken to minimize excessive work stress caused by work related factors.
1.7 Annual leave	<i>(ILO Convention 110, Part V)</i>
! 1.7.1 The required minimum period and the minimum duration of annual leave shall be determined by law or provided for in the collective employment agreement. All employees, in the event of continuous employment with the same employer, shall be entitled to annual leave of at least 3 weeks, paid in full.	<p>Refer to national law and or collective agreements.</p> <ul style="list-style-type: none"> * Where the period of paid leave is shorter than 3 weeks according the local law and or industry standards then additional efforts should be taken by the Company to comply with this requirement. * Evidence may include, but is not limited to: <ul style="list-style-type: none"> - Contracts of Employment - Employee testimony - Pay slips and/or bookkeeping records - Other documentation
! 1.7.2 When the period of continuous service of a worker is not long enough to allow him or her to receive paid annual leave, provision for leave on a pro rata basis, or payment in lieu thereof, shall be made.	<ul style="list-style-type: none"> * See 1.7 1. * The company is required to provide evidence on how annual leave is organized for employees who work for a short period of time. * Refer to local law and/or industry agreements.
1.8 Maternity leave and protection	<i>(ILO Convention 110 Part VII)</i>

- | | | |
|---------|---|--|
| ! 1.8.1 | Female employees shall be entitled to maternity leave with full pay, for a period of at least 3 months. The maternity leave includes a period of compulsory leave of at least 6 weeks after the confinement. The employee will not incur any loss of privilege, like paid annual leave, on account of such a leave. The prenatal portion of maternity leave shall be extended by any period elapsing between the presumed date of childbirth and the actual date, without reduction in any compulsory portion of postnatal leave. | * Female employees must be granted at least 6 weeks maternity leave after confinement. The three month maternity leave period should be with full pay. Annual leave is not included in this period.
* Evidence may include , but is not limited to:
- Contracts of Employment
- Pay slips and/or bookkeeping records
- Employee testimony
- Consultation with local NGO's |
| 1.8.2 | Special measures must be taken to avoid reproductive health risks. No pregnant employee shall be required to undertake any type of work harmful to her in the period prior to her maternity leave. This is especially important in relation to the handling of chemicals and pesticides. | * The company should provide evidence that pregnant employees are not involved in work that could potentially be harmful to them or the child. When requested, lighter duties should be allocated. |
| ! 1.8.3 | The Company shall not be entitled to terminate the employment of a woman during her pregnancy or maternity leave, except on grounds which are unrelated to her pregnancy and to the birth and nursing of the child. | * It is the employer's responsibility to provide valid reasons for dismissal that are unrelated to pregnancy, birth and nursing.
* For each employee that is terminated, records should be available specifying at the least the reasons for termination as well as the procedures followed. |
| ! 1.8.4 | A woman is guaranteed the right to return to the same or an equivalent position paid at the same or higher rate at the end of her maternity leave. | * Evidence may include, but is not limited to:
- Local law and/or CBA agreements
- Pay slips and/or bookkeeping records
- Employee testimony |
| 1.8.5 | It is recommended that the company develops a policy which describes how nursing mothers can be allocated time for breast feeding during working hours. | The company should promote the benefits of breast feeding through set policies that outline how this is organized for nursing mothers on the farm. |
| 1.8.6 | Maternity leave or parts of it should never be replaced by financial compensation. | * Financial compensation to reduce the maternity leave period is not allowed and should not be accepted. |

1.9 Medical care

1.9.1 Adequate medical services must be available for plantation workers. The employer should ensure adequate access to local public facilities or provide facilities on site. Employees are to be provided free of charge with regular medical care and advice within the place of work at fixed times during working hours. This medical care and advice should be available at regular intervals and should also include psychological and social assistance. The regular examinations and check-ups shall be carried out by a qualified physician. Where there is no consulting physician on the farm, the workers must feel free, even during working hours, to visit their general practitioner or any other specialist required, if they are in need of medical attention.

(ILO Convention 110 Part XIII)

* The medical care required by MPS refers to dealing with general medical problems, not specific problems related to accidents and/or emergencies (see also Occupational safety & health; points 2.1.10 and 2.1.13).

* Furthermore, the requirement concerns access to medical services, it does not cover the costs of this medical care. The point being that the employer must ensure that should an employee become ill, medical care can be provided as quickly and effectively as the situation demands.

* Obviously, there are various degrees of illness – in some cases an aspirin will suffice; in others professional treatment is necessary. Whatever the case, the company must ensure that access to that care is provided. A clinic on the company premises, providing transport at no cost to the nearest doctor or hospital, or having a doctor that visits the farm on a regular basis (once a week for example) are all possibilities.

* The provision of medical care must be practical and realisable – each situation will be evaluated bearing in mind the prevailing circumstances.

* Evidence may include, but is not limited to:

- Employee testimony
- Company policies that allow employees to seek medical attention by visiting their general practitioner or specialist
- Other documentation

1.10 Housing

! 1.10.1 Where housing is provided, it should at least comply with minimum standards for size, ventilation, cooking facilities, water supply and sanitary facilities.

* Compliance with this requirement is only required where the company chooses to provide housing for the employees. Provision of housing should not be a subtle form of tying the employee to the company (i.e. a form of forced labour). The conditions under which employees are entitled to occupancy should not be less favourable than those prevailing in the surrounding area, including rentals paid.

* Evidence may include, but is not limited to:

- Contracts of Employment
- Employee testimony
- Applicable building codes/regulations
- Visual inspection of existing housing
- Other documentation

2. Occupational safety and health

2.1 General

2.1.1 Workers' Representatives and Management shall establish a coherent policy together for Occupational Safety, Health and Working Environment that conforms to ILO Convention No 155 art. 4 and 11 as well as to international accepted health and safety standards. This policy should also include issues relating to the proper handling of pesticides and chemicals.

* The company should be able to provide evidence that shows that a coherent policy of OSHW has been set out and that the contents of this policy have been implemented throughout the activities carried out.

* Evidence may include, but is not limited to:

- Employee testimony
- Visual inspection
- Local NGO consultation

2.1.2 The freely conducted election of a Health and Safety Committee with both management and workers representatives on board is highly recommended. Health and Safety Committees role would be to constantly review and improve the situation of the farm in terms of Health and Safety.

Depending on the size of the Company the management should support the set up of a Health and Safety Committee. This Committee should be elected freely. A year round monitoring system covering Health & Safety Issues should be implemented.

- ! 2.1.3 All employees shall have access to drinking water.
- * Drinking water points with potable water should be available within a range of 100m from a work area. These should be strategically placed to avoid contamination from different sources. Supplies can be made available using a tap, bottle or thermos flask. The last two must contain fresh water.
 - * Drinking containers/drums with closed lids are allowed as long as the water contained inside is refreshed daily. The circumstances mentioned above must be considered when distributing these containers/drums around the farm.
 - * Drinking points should be clearly marked to avoid accidents.
 - * Water must be suitable for human consumption.
 - * Drinking water sources should be analysed twice a year to proof water potability. The analysis must take place on the basis of accepted standards by a laboratory which meet the (ISO 17025 or equivalent guidelines)
 - * Evidence may include, but is not limited to:
 - Visual inspection
 - Records of water analyses
- 2.1.4 The employer shall provide clean toilets or pit toilets. Cleaning records must be available.
- * The number of toilet facilities in relation to the number of employees must be sufficient.
 - * Suitable sanitary conveniences, separate for each sex must be provided subject to conformity with any standards prescribed by legal regulations. Hand washing facilities should be available in the near proximity.
 - * The following ratios may be used as guidelines: if the number of company employees exceeds 10, then there should be 1 toilet per 15 women and 1 toilet per 25 men, unless otherwise stated by law or other regulations.
 - * Toilet facilities must be located in proximity to the workplace, it should not take an employee his entire break period to walk to and from these facilities.
 - * When choosing the location of toilet facilities, consideration should be given to distances to wells, streams or other vulnerable areas in order to prevent as far as possible the spreading of diseases.
 - * Toilet facilities must be kept clean – for each toilet block there should be a cleaning schedule available which indicates who is responsible of cleaning, how often this is done, with what cleaning agents. For each cleaning session, the schedule should be filled in and signed by the responsible person.
 - * Evidence may include, but is not limited to:
 - Visual inspection
 - Building codes or other regulations
 - Signed Cleaning Schedule
- 2.1.5 Suitable rest rooms with eating and storage facilities for food and drinks strictly separated from the working area have to be provided by the company.
- * Eating, drinking and smoking in the working areas have to be strictly forbidden.
 - * Eating and storage facilities for foods and drinks should be hygienic.
 - * Evidence may include, but is not limited to:
 - Visual inspection
- 2.1.6 A special clean rest room must be provided for pregnant women and nursing mothers; unless no other possibility exists near by the farm.
- * Depending on the size of the company the employer should offer special and hygienic (rest) room(s) for pregnant and nursing mothers.

- 2.1.7 The company must supply its employees, free of charge, with suitable clean working clothes that, preferably, are to be washed by the company in order to avoid contamination in the workers house.
- * For each department, various types of working clothes should be provided. E.g in the production and grading areas, coldrooms, mechanical department (workshop), maintenance department, stores, canteen etc.
 - * Employees working in the production and grading area should be provided with at least a dustcoat and preferably working boots/shoes (impermeable like gum boots if they are working in a wet environment). The clothing provided should be adapted to the crop grown.
 - * Employees working in the coldstores should be provided with at least an overall which protects against cold temperatures (known as an eskimo suit), closed working boots/shoes and gloves.
 - * Employees working in the mechanical department (workshop) and/or in the maintenance department should be provided with at least an overall (cotton) and hard toe working boots/shoes or gum boots (depending on the nature of the job).
 - * Store keepers should be provided with at least overalls (cotton) and preferably hard toe working boots/shoes. Employees working in the Pesticide/Fertiliser Stores should also be provided with the same Protective Clothing as the Sprayers (see Personal Protective Equipment Sprayers).
 - * Food Handlers (Canteen) should be provided with at least a dustcoat.
 - * As companies employ casuals and/or sub contracted workers for short periods of time, it is accepted that work clothes be provided to those working for a continuous period of two months and above.
 - * It is recommended to provide two pairs of each clothing item, so one can be washed while the other one is worn.
- 2.1.8 A qualified safety officer shall be appointed. This person shall be responsible for all safety matters.
- * Records of distribution of clean working clothes at no charge.
 - * Washing facilities at the company.
 - * Employee Testimonies.
 - * Visual inspection.
 - * The safety officer is an employee specifically appointed and qualified for this purpose in combination with other tasks he/she carries out. All employees must know who the safety officer is. This appointment must be in writing and should be found in the persons personnel file (for e.g. a letter stating that the person has this extra task/duty). The tasks/responsibilities of the safety officer must be in writing.
 - * Ideally it should be someone with sufficient education to understand what's required of him and to be able to explain matters regarding safety procedures on the farm (safe working practices - use of protective clothing, warning signs when spraying etc.), medical facilities, emergency accident procedures and general health and/or hygiene procedures to his co-employees.
 - * Furthermore, the safety officer must be trained in first-aid and follow refresher courses regularly.

This person must be fully up-to-date with all rules and regulations on the farm regarding the above mentioned matters. The above mentioned list is not exhaustive, but it gives some indication of the kind of areas the person is involved with. The idea is that the person acts as a contact between management and employees regarding these matters. Any changes or additions to the rules and regulations should be discussed with the safety officer and then it is his responsibility to ensure that the rest are brought up-to-date. He should also be responsible for monitoring that safe working procedures are understood and followed, and that new employees receive instruction in these matters. Obviously, it may be necessary for the safety officer to have assistance, depending on the size of the company, but the point is that there is some-one who takes the responsibility for these matters and keeps an eye on them. He should also tell management when he ascertains that there is a problem, so that something can be done about it.

Evidence may include, but is not limited to:

- * Appointment notice
 - * Signed job description
 - * Training records
 - * The responsible person for Health & Safety Training must keep a current list of all personnel trained in general H&S, their status what training they have had and when.
 - * Regular and documented checks on content of first aid kits and expiration dates medicines are needed.
- * Evidence may include, but is not limited to:
- Records of the controls and change of the first aid boxes
 - Visual inspection

! 2.1.9 First-aid boxes, basic medication throughout the workplaces and a small drugstore have to be available on the site, free of charge for the workers. The contents must be periodically checked for completeness and expiry date.

- 2.1.13 Procedures and measures to deal with emergencies and accidents, including pesticide poisoning, shall be developed and communicated to the employees. In connection with developing procedures and communicating them to the employees – see 2.1.11. Regarding measures to deal with pesticide poisoning specifically, the following: should there be a company clinic, it must be equipped for this eventuality, having the necessary remedies, medicines etc. If not, then the safety officer or other member of staff trained in a first aid (or a qualified nurse if present) must have the necessary remedies (for example, eye wash, running water, activated charcoal etc.) at his/her disposal to give initial assistance until professional medical assistance can be given.
- Should that require taking the patient to a local clinic/hospital a procedure should be formulated for this and the safety officer must be aware of it – for example, ensuring there's always transport and a driver available for such an eventuality, making a note of the pesticide involved, active ingredients, etc. This latter necessitates that agents are always stored in original packaging and that employees are aware that they can refer to the packaging/containers for information regarding this.
- Evidence may include, but is not limited to:
- * Visual inspection
 - * Inspection records of first-aid kits
 - * Employee testimony
 - * Relevant documentation (for example, local building regulations)
 - * Other administrative proof (for example, a list of attendance at a safety training)
 - * An emergency procedure plan with checklists for accidents, contamination of personnel with pesticides or other chemicals, fire alarm and pesticide or chemical spillage.
 - * Evacuation plan
- 2.1.14 Complete, continuously updated documentation and statistics are to be kept with regard to sickness, accidents and sickness-related absences from work. Evidence may include, but is not limited to:
- * Records of all accidents, incidents (including pesticide or chemical spillage), emergency situations, intoxications and contamination with pesticides, sickness and absences from work
 - * Every Company shall keep a "Safety-log-book" for the specific purpose of keeping record of accidents whether or not these never, or hardly ever, occur. The Safety officer could ensure that such a book is acquired and kept up to date (when necessary), for example. It could contain at least the following information: Date of accident, name of person involved, type of accident (including whether there was serious injury, death etc.) where accident occurred, what cause it (if known): whether reported to Workman's Compensation or labour inspectors, which preventative action is taken etc.
- 2.1.15 All work in the farm must be organised in such a way as not to endanger the safety and health of the employees. High-risk jobs and areas (e.g. spraying and handling pesticides, construction and maintenance work) must be specially indicated and supervised. Increased risk and danger areas and operations must be recorded in a Risk Register.
- * All companies should have a documented and up to date Risk assessment (covering all risk and danger fields).
 - * Preferably Risk assessments are carried out by an external professional organization. In case those organisations are not available then it is allowed that adequately trained employees with a good level of understanding within the Company carry out those Risk assessments.
 - * Risk areas and potential hazards must be clearly identified by warning signs in local language and include pictograms if possible.
 - * Based on those Risk assessments the Company should take adequate actions which will be monitored throughout the year.
 - * See also local law and industry regulations.

- 2.1.16 Workers have the right to leave their workplace if there is any danger resulting from, for example, their work activities or a colleague or external circumstances if they can demonstrate that an immediate and serious risk to their safety or health arose and inform their supervisor about it immediately. They will not suffer any adverse effects as a result of these actions. (ILO 184).
- * When employees felt to remove themselves from a certain work due to any danger then their supervisor should be informed. The supervisor will handle this situation carefully and will take all the necessary steps to be taken. No repercussions should be noticed to the employee afterwards.
 - * Evidence may include, but is not limited to:
 - Visual inspection
 - Testimony of employee
- 2.1.17 Workers in the cultivation, harvesting and finishing sections should be medically examined once a year and at the beginning and end of their employment. The findings must be communicated to the persons in readily understandable form.
- * Employers should offer a medical examination to the employees at the expenses of the company.
 - * For all mentioned category of employees medical examinations should be carried out by a qualified person. As a guideline for this examination: The basic parameters during a medical check are e.g.: general physical health, function of heart, lungs, eyes, etc.
 - * Qualified people should be able to identify which checks are relevant for which category of employees.
 - * When an employee has to work in a risky position then other factors may apply.
 - * Any findings should be communicated in an understandable form to the person and will be recorded and kept confidential.
- * This also applies to subcontracted employees. When temporary workers are hired through recruitment agencies, the participating company does not have to provide a medical examination. However it must be ensured that the examination is provided for the employees concerned by the recruitment agency that has supplied them. This means that the participating company must be able to present proof of the latter.
- * In case subcontracted workers are directly employed by the company then company itself has to provide evidence.

2.2 Use, handling and storage of pesticides

2.2.1 Spray equipment is regularly checked and calibrated.

Equipment must receive regular maintenance and should be cleaned and tested after each application.

* Equipment undergoes maintenance regularly, at least once a year unless otherwise indicated by the manufacturer in their operation instructions or company policy. Records should be kept stating the deviations found and the corrective steps taken.

* Checking of pressure and/or rate at which the liquid flows through the spraying equipment should be carried out per three months, to ensure faulty nozzles are not in use (nozzle calibration). Deviations should be recorded and nozzles replaced/ repaired when necessary.

* Records should also include the date on which the check was carried out as well as the signature of the person responsible (e.g. spray supervisor, spray foreman etc.).

* Evidence may include, but is not limited to:

- Records of maintenance (indicating parts replaced or fixed), calibration and controls, including date of service and results of calibration checks.

! 2.2.2 Spray operators shall receive training regularly, covering the following issues:

* working safely

* correct application of the chemicals (including measuring concentrates, filling the spray tank, checking the spray equipment and spraying procedures)

* ensuring protective clothing is in a good state

* keeping record of all operations

* Depending on local rules and regulations, training may be carried out by either a recognised external organisation or "in house", provided the organisation/person is qualified, experienced and up-to-date with the latest information/developments.

* The content of the training (topics covered) as well as the names of the employees who attended it must be provided in up to date records.

* Trainings should be carried out once or twice a year, depending on the rules and regulations of the country.

* There should always be someone to register spray activity, if the spray operator is not responsible for doing it himself.

* In some countries official spray certificates are valid for more than one year. This will be accepted where this is the case and yearly refresher courses will not be necessary. See local law and regulations.

* Evidence may include, but is not limited to:

- A list of spray operators including their status, most recent attendance to spray training course.

2.2.3 Mixing and applying sprays shall only be carried out by trained personnel.

* The company should have documentation to prove that those carrying out these activities are trained and undergo refresher courses – for example a list of those attending such courses, confirmation in personnel files etc.

* Evidence may include, but is not limited to:

- Valid personal spraying licenses/ certificates

2.2.4 Pesticides banned or not registered in the country or which have reached their expiry date, are not allowed to be used. Also persistent pesticides (e.g. chlorinated hydrocarbons), soil fumigants and herbicides must be strictly avoided. Highly toxic WHO I – products and/or carcinogenic/mutagenic pesticides (EPA List) should be replaced wherever possible by lower toxic ones (see http://www.who.int/ipcs/publications/pesticides_hazard_rev_3.pdf). No agents may be used or stored which contain active ingredients included on the MPS Blacklist active substances.

* Company is requested to provide efforts to minimize or avoid consumption of persistent pesticides (e.g. chlorinated hydrocarbons), soil fumigants and herbicides Highly toxic WHO I – products and/or carcinogenic/mutagenic pesticides (EPA List) should be replaced wherever possible by lower toxic ones (see http://www.who.int/ipcs/publications/pesticides_hazard_rev_3.pdf).

* In case products of aforementioned categories are used adequate justification by the company should be available and efforts need to be taken to avoid those products in future.

* Products which contain active ingredients included on the MPS Black List active substances should not be stored and/or applied. Although a certain black listed product might be approved and available in the country of production, consumption is not permitted for MPS - SQ participants.

* In case no proper collection/disposal system exists in the region to dispose banned/ obsolete chemicals then it is better to store those chemicals in the storage, clearly marked and indicating that these products are obsolete. When acceptable disposal facilities are available those products should be removed immediately.

* This rule also applies for chemical products used for disinfection of packaging or containers by third parties. E.g wooden crates which are treated with Methyl Bromide to transport fresh produce of yucca stems.

2.2.5 Post-harvest treatment of the crops is only permitted with non-toxic chemicals. It is strongly recommended not to use Silver Thiosulfate.

* Where silver thiosulfate is still being used, the company is requested to provide a valid justification for its use from an independent institute. Furthermore, the company should actively look into suitable alternatives.

2.2.6 Use of methyl bromide or other gaseous or volatile fumigants for soil sterilisation is strictly forbidden. Where soil sterilisation is necessary, alternative methods (steaming, solarisation, etc.) should preferably be used.

* Use of methyl bromide or other gaseous or volatile fumigants for soil sterilisation is not permitted. Where a company is uncertain about the nature of a product and its possible classification under gaseous or volatile fumigants, they must contact their local supplier for details before using it for soil sterilisation. Evidence should be available. If necessary, alternative methods should be used.

2.2.7 Spray operators are not allowed to spray for more than 4 hours per day. Due to the high risk and exposure to toxic products, a job rotation scheme or a medical monitoring system has to be implemented.

* All spray operators should be instructed about the risks involved.

* The company should provide evidence that spray operators do not spray for more than 4 hours a day. Records should be available for each spray operator.

* Job rotation programs should be implemented. The following guideline is recommended: 1 week spraying and 2 weeks no spraying.

* The requirement regarding the job rotation scheme will be cancelled when there is a medical monitoring system. If the medical check indicates that the levels in the blood are too high, the employee should be relieved of his spray activities without difference in remunerating the particular employee.

* When the company can prove that the spray operators are incidentally (less than 5 hours per week) involved in spraying then exceptions in job rotation schemes can be considered. This will be judged per case.

! 2.2.8 Recording and documentation of all pesticide applications must be done, indicating date and time, crop and pest/disease and information on the pesticide used, active ingredient, quantity and dosage rate. At the end of every month the total consumption of pesticides used per crop has to be compiled and calculated as kg active material per hectare and per WHO toxicity class.

Evidence may include, but is not limited to:

* Records of all pesticide applications giving, at the least, details of date, time, spray operators, chemical used, location of crop and dosage rate

2.2.9 The most appropriate combination of organic, cultural, mechanical and chemical methods shall be used. Organic methods should replace pesticide treatment wherever possible. Pesticides have to be applied only in a selective manner in accordance with the crop damage threshold. Pest or disease incidence and pressure shall be kept low.

* When pesticides are used, the company is expected to seek best possible alternatives to reduce pest and disease levels by using different techniques .E.g using hygienic measures to effectively remove infected plants in stead of spraying, introduction of natural predators to control harmful insects/mites, sticky tramps /lamps to catch/ collect harmful moths. etc.

- ! 2.2.10 Protective clothing and equipment shall be provided by the employer to all spray operators. The protective equipment consists of:
- * Protective clothing and equipment must be provided by the company at no cost. Employees must receive instructions on when and how to use these and for what reason (duty of the safety officer). All items of clothing listed in the MPS-SQ certification scheme must always be available and wearing them must be compulsory. Records must be kept of any flaws or defects reported, as well as the remedy or repairs carried out.
 - * Protective equipment must be cleaned and stored properly at the end of each spraying session.
- ! * respirators
- * Respirator type should be adequate (preferably A2P3 type or equivalent) to protect employees involved in spraying against different Chemical Hazard Classes. Regular control and change of filters is required .
 - * Depending on type of filter, frequency and usage of different type of chemical class products it is a general guideline to change filters regularly (every two months). Local regulations might indicate otherwise. In any case filter change is needed when smells are noticed when applying chemicals. When exceeding this period a valid justification should be available. Please note: Filters should be stored in a safe place preferably in an air tight container not directly inside the pesticide store.
 - * Evidence may include, but is not limited to:
 - Records of hours used and the replacement of filters
- ! * impermeable overalls
- * Overalls must be impermeable and should cover the body entirely; "apron-style" protection is not acceptable. This also applies for store men.
 - * Overalls used for single application and removal afterwards should be discouraged, because those overalls are not fully impermeable.
- ! * impermeable gloves
- * Type of gloves should be chemical proof.
 - * Thin latex gloves (often used by harvesters) are not accepted as being appropriate.
- ! * safety goggles
- * Either full masks or special goggles are adequate.
- ! * rubber boots
- * Ordinary work shoes/ safety shoes are not sufficient when applying pesticides.
 - * Rubber boots (Gum boots) are required during preparation of sprays as well as during spraying.
- 2.2.11 Facilities for changing clothes and washing after applying pesticides shall be provided. After applying pesticides, spray operators should wash thoroughly.
- * The company must provide facilities for the employees to wash and change after spraying. These facilities must be on the company's premises to prevent the incidence where children or other family members are exposed to contaminated overalls, gloves, shoes brought home for washing.
 - * By having these facilities on the premises, the employees are required to wash themselves after spraying and this activity can be verified and controlled. PPE must be stored separately from personal clothes. A simple shower facility is sufficient.
 - * There should also be a separate area (not a toilet) to change in and the facilities for men and women should be separate. As a guideline one shower per 5 sprayers is recommended. See also local rules and regulations.

- 2.2.12 All spray operators and storemen should have medical checks on a quarterly basis, including checking blood cholinesterase levels by an independent professional institute.
- * Medical checks including blood tests should be carried out by independent professional physicians.
 - The quarterly medical check-up should as a guideline include general issues such as heart, lungs, blood pressure, infections/inflammations, mucous membranes, skin irritations etc. Blood tests are to be carried out for the purpose of checking the cholinesterase levels. Results are to be treated confidentially, test results should be communicated to the employee. Employees should be fully informed of the reason for the test, why it is necessary, why it is carried out. When a result indicates that there is a problem, that particular employee should be relieved of his spray activities until the level returns to normal again.
 - * Exceptions in frequency and content of medical checks/ blood tests for store men and spray operators should be justified by formal risk assessments and supported by letters from the relevant Institute/ Physician which carry out those examinations. This will be judged per case.
- Evidence may include, but is not limited to:
- * Records of medical check-up
 - * The findings must be communicated to the persons in a readily understandable form.
 - * A complete documentary record of such examinations must be kept.
- 2.2.13 Pesticide application in the greenhouses is strictly forbidden, when unprotected workers are inside. Warning signs are required at each entrance of the areas sprayed, indicating the time and date when entry is safe.
- * Safety instructions and re-entry intervals should be clearly displayed, implemented and understood by all employees. The use of pictograms is recommended.
- 2.2.14 When applying pesticides in greenhouses the following re-entry intervals should be observed:
- Highly toxic pesticides (WHO Tox I) and carcinogenics (EPA A+B): 24 hours
- * Under no circumstances should “wet” crops be harvested or transported.
 - * Companies should follow the 24 hour re-entry interval when using WHO Tox 1 and EPA A + B grouped pesticides.
 - * See list of WHO Tox 1 and EPA A + B pesticides.
 - * Where a shorter re-entry interval is recommended by a specific supplier in a certain country, the company should still adhere to the 24 hour re entry interval as set by WHO standards.
 - * On companies which produce cut flowers and where crops are harvested once or more a day, adequate steps must be taken to avoid the usage of such products.
 - * Where harvesting has to take place before the recommended re-entry interval of 24 hours is completed, the crop must be dry and workers involved must wear adequate protective equipment like gloves, overalls, gum boots, mask with respirator, goggles when entering the greenhouse.
- Toxic pesticides (WHO Tox II): 12 hours
- * See list WHO Tox 2. Companies are obliged to abide to the re-entry period of 12 hours after spraying.
 - * Where a shorter re-entry interval is recommended by a specific supplier in a certain country, the company should still adhere to the 12 hour re entry interval as set by WHO standards.
 - * On companies which produce cut flowers and where crops are harvested once or more a day, adequate steps must be taken to avoid the usage of such products.
 - * Where harvesting has to take place before the recommended re-entry interval of 12 hours is completed, the crop must be dry and workers involved must wear adequate protective equipment like gloves, overalls, gum boots, mask with respirator, goggles when entering the greenhouse.

Less toxic pesticides (WHO Tox III + IV): 6 hours

* See list WHO Tox 3 en 4 . Companies are obliged to abide to the re-entry period of 6 hours when applying those type of pesticides.

* Where a shorter re-entry interval is recommended by a specific supplier in a certain country, the company should still adhere to the 6 hour re entry interval as set by WHO standards.

* On companies which produce cut flowers and where crops are harvested once or more a day, adequate steps must be taken to avoid the usage of such products.

* Where harvesting has to take place before the recommended re-entry interval of 6 hours is completed, the crop must be dry and workers involved must wear adequate protective equipment like gloves, overalls, gum boots, mask with respirator, goggles when entering the greenhouse.

When spraying takes place it must be clearly and visibly indicated. During this time, the greenhouse should not be accessible. Where the greenhouse is not completely closed, the area within 10 meters of the sprayed greenhouse is off limits to workers.

* See also 2.2 13

2.2.15 All store men shall receive training regarding storage, handling and measuring of concentrated products.

* Depending on local rules and regulations, training may be carried out by either a recognised external organisation or "in house", provided the organisation/person is qualified, experienced and up-to-date with the latest information/developments. The content of the training (topics covered) as well as the names of the employees who attended it must be provided in up to date records.

* Trainings should be carried out once a year, depending on the rules and regulations of the country.

* In some countries official spray certificates are valid for more then one year. This will be accepted where this is the case and yearly refresher courses will not be necessary. See local law and regulations.

Evidence may include, but is not limited to:

* Training Record and signed list of attendance to course.

2.2.16 All pesticides should be stored in the original containers, labelled with the date of manufacture clearly indicated.

* No products should be stored with labels, printed in a language which is not the spoken language in that particular country.

! 2.2.17 Pesticides and chemicals should be stored in accordance with the following minimum standards:

! The storage unit should be sound, lockable, fire-resistant, well-ventilated and well-lit, clean, dry and be able to provide protection against frost.

* See also local rules and building regulations towards storage of pesticides and chemicals.

! The pesticide store should be able to contain accidental leakage and spillage.

* The floor should be impermeable, there should be a threshold, as well as sand, sawdust or other similar absorbent materials available to prevent spreading and to allow for safe removal of the spilled substance.

* See also safety instructions printed on the label.

! The storage unit should be so designed as to enable comfortable access to the pesticides.

* The storage room must be big enough to allow a person to stand up straight and move about freely, to prevent the possibility of bumping into something or knocking something down.

! Pesticides should be stored away from other materials.

* Pesticides should be stored away from materials such as fertilisers, packing materials, clothing, food and other provisions. Micro-nutrients may not be stored together with pesticides.

* Pesticides should be stored nowhere else than in the storage facility used for this purpose.

! Powders should be stored on shelves above liquids.

* Solids: powders, granulates, aerosol cans above; liquids below in trays/containers not directly on the floor.

!	Acids and bases must be stored in such a way as to prevent mixing in the event of spilling.	* Storage of acids and bases should be separately to avoid negative interactions in case of spillage in a liquid proof surrounding.
!	All shelving should be of non-absorbent material.	* Plastic trays/containers placed on wooden shelves are acceptable But preferably company should take adequate action to replace wooden shelving with non absorbent material.
!	There should be adequate facilities for measuring and mixing pesticides. A spill-containment trough not draining to the sewer must be installed.	* Measuring and mixing should take place at a given place. There should be sufficient room, ventilation, light, the work surface should be stable (not an unsteady table for example), the person should wear protective clothing – may be carried out in the storage facility. Measuring equipment includes: scales/balances (calibrated correctly), measuring jugs, pipettes etc.
!	There should be emergency facilities (eye wash, plenty of water) to deal with operator contamination and accidental spillage.	* Water should be easily accessible. A tap outside, but within easy reach for example, or a bucket of water standing nearby (water is replenished regularly). Other absorbent materials should also be within reach (see first requirement for storage).
!	Keys and access to the store must be limited to staff with adequate training in handling of pesticides.	* The lock should be sound and only authorised personnel should have a key (or know the code). The key should always be carried on their person.
!	An accident procedure and list of contact numbers must be available in the store.	* The procedures in the event of an emergency must be visibly displayed near entrance of facility. Content should be understood by relevant persons.
!	Warning signs must be placed on access doors.	* Signs must clearly indicate danger, skull and crossbones for example.
2.2.18	Fertilizers should be stored in accordance with the following minimum standards: They must be stored in clean, dry and lockable room. They must be stored separated from pesticides, other chemicals and fresh produce.	Evidence may include, but is not limited to: * Visual inspection Evidence may include, but is not limited to: * Visual inspection * Employee testimony
!	2.2.19 Recording and documentation of all fertilizer applications must be done, giving responsible person, date and time, crop, quantity and dosage rate.	Evidence may include, but is not limited to: * Record shall be kept of all fertilizer applications giving, at the least, details of date, responsible person, quantity and dosage rate * For fertilizers the application machinery type and the method (e.g. via irrigation or mechanical distribution) have to be recorded.
2.2.20	Chemical fertilizers should be applied only selectively on the basis of careful observation of the crop together with soil and (periodical) leaf analysis. The input should be optimally adapted to the needs of the plants.	* The Company should provide evidence that regular leaf /soil analysis are taken to possible adjust the fertilizer program in order to optimize crop growth.
2.2.21	Losses and drainage of the fertilizers through leaching into the soil should be kept at a minimum. Nitrogen and water supply should only cover the crops' need to growth. The nitrogen quantity used must be calculated per hectare on a monthly basis and documented.	* The nitrogen quantity used must be calculated per hectare on a monthly basis (or every 4 weeks) and documented.
2.2.22	Suitable and properly calibrated fertilizer application machinery must be used. The application machinery type and the method (e.g. via irrigation or mechanical distribution) have to be recorded.	* Regularly, at least once a year unless otherwise indicated by the manufacturer in their operation instructions, or company policy, records should be kept of all fertilizer application machinery of calibration and or any deviations and what corrections were carried out. * Maintenance records

3. Protection of the environment ¹⁾

- 3.1 Wherever possible, low toxic and biodegradable chemicals have to be used. * Check on records and company policies related to this issue.
- 3.2 Where substrate is used, records and documentation of quantities used, supplier and type of substrate have to be kept. Substrate should not come from designated conservation areas. (2.9d) * Documented evidence that substrate does not originate from designated conservation areas.
- 3.3 Where substrate is recycled, records and documentation with regard to quantity, type and date of recycling must be kept. If no recycling programme exists, it must be justified. (2.9e) * Where recycling of substrate takes place, record details are required and where recycling does not take place, a valid justification should be in place.
- 3.4 Steaming should be the preferred option for sterilisation of substrate. If chemicals are used, the trade name, active ingredient, consumption and date must be recorded. Also application methods like drenching or fogging have to be recorded. (2.9c + 2.9g) * When chemicals are used for sterilisation details of application and method should be recorded.
- 3.5 When the substrate is sterilised on the farm, the name/number of the field sterilised and date must be recorded. If sterilisation is done outside, the name and location of the company has to be recorded.
- 3.6 Substrate that is no longer reusable should be sent to a professional recycling or waste disposal company. Substrate type, quantity, date and the name of the company must be recorded. (2.9e)
- 3.7 Pollution of soil, water and air with pesticides, fertilizers, chemicals and waste must be avoided wherever possible. (2.12a) * Companies should have an ongoing analysis to reduce the environmental impact. This should be measurable per relevant item.
- 3.8 A programme has to be elaborated by the company for conserving the environment and the sustainable use of natural resources (water, soil, air). (2.20) * A documented program describing which contribution company takes to conserve the environment and the sustainable use of natural resources (water, soil, air) including acceptable goals and measurements.
- 3.9 Organic fertilizer and composted organic waste should be used for the improvement and care of the soil in order to reduce chemical fertilizer input.
- 3.10 A specially appointed and instructed environmental protection officer shall evaluate suggestions for improvements and keep check on compliance with the regulations, in cooperation with the Workers' Representatives. * Environmental officer should provide evidence by qualification or practical knowledge that he is capable to evaluate compliance of the local regulations related to the environment. This in cooperation with workers representatives.
- 3.11 Workers are to be informed on the envisaged measures and instructions, in order to motivate them to assisting implementation thereof. (2.11) * Documented evidence that employees are informed about encouraged measures and instructions on environmental issues to motivate them to assist implementation thereof.
- 3.12 Special and effective measures have to be taken to protect drinking water sources, springs, ground water, surface water, rivers, dikes and lakes have to be taken. (2.16f)
- 3.13 Special attention must be given to the protection of the fauna and flora inside the farm and the surrounding areas. (2.20) * Documented and physical evidence that company improves the direct and indirect biodiversity inside and outside the farm.
- 3.14 Wildlife Toxicity (Enclosure C) has to be taken into account, especially when spraying pesticides in the open field. * Company should have implemented a policy how to minimize wild life Toxicity when spraying pesticides in the open field.
- 3.15 For the supply of irrigation water the company must implement an environmental water management system, which minimizes water consumption and conserves ground and surface water. (2.16c) * Proper documented water management plan should be available which takes into account the mentioned issues.
- 3.16 The consumption of water and energy has to be recorded and documented for the various greenhouses and sectors.

- 3.17 Irrigation must be done with methods and systems minimizing water consumption as far as possible (e.g. drip irrigation, water application direct to the root zone etc.) and by using adequate measuring and controlling methods (tensiometers etc.). (2.16b)
- 3.18 Where possible rainwater should be collected in water reservoirs of adequate capacity. The lowering of the ground water level or any other negative effect on the availability and quality of drinking and irrigation water for the surrounding communities and farmers must be avoided.
- 3.19 The consumption of energy (electricity, heating oil, natural gas) must be kept at a minimum. Wherever possible renewable energy and energy recycling should be used.
- 3.20 Waste and pollution reduction must be given high priority. A proper waste management system for the separation and disposal must be established in the company. Waste deposit must conform to the requirements of the law. Monitoring must be carried out by a properly instructed supervisor. (2.20)
- 3.21 Organic waste, particularly crop waste material, should be composted in an appropriate manner and reused on the farm. It is strictly forbidden to feed animals with pesticide contaminated material. (2.12a)
- 3.22 Waste of all kinds, especially pesticide, fertilizer and chemical residues, must not be disposed of into the soil, drains and watercourses. Pesticide residues should be diluted (e.g. 1:10) and sprayed under the crops inside the greenhouses. (2.14n + 2.15h)
- 3.23 Empty pesticide or chemical containers or drums must be triple rinsed at a safe place before returning to the supplier. If returning is not possible, containers must be punctured after being cleaned and should be disposed off by incineration or burial, taking all precautions for the environment and health and strictly controlled. The re-use of pesticide and chemical containers and drums for drinking water or food storage is strictly prohibited. (2.12b)
- 3.24 Paper, plastic, metal, wood and other waste material are to be separated and wherever possible recycled. (2.12a)
- 3.25 All wastewater, especially those contaminated with pesticides and/or chemicals have to be specially treated (e.g. setting basins, carbon filters, chemical detoxification with sodium-hypochloride NaOCl) before safe disposal in accordance with the law. (2.12a+ 2.12c)
- * Company should have been implemented a system of irrigation which contributes to minimize water consumption.
- * Company should establish a proper waste management plan which includes all potential hazardous waste products on the farm.
* This waste management plan should be monitored and implemented and be conform requirements of the country laws.
- * Organic waste should be composted / mulched in such a way that there is no risk for a negative environmental impact.
- * Left overs of especially pesticide, fertilizer and chemical residue should not be disposed into the soil, drains and water sources.
* Leftovers should be diluted and applied under the crops.
* Please note: Rotate place of application of leftovers to avoid building up of a certain waste product as mentioned above.
- * After proper cleaning of the pesticide or chemical containers preferably those containers should be returned to the supplier. When no recycling possibility exists in the area then those product containers should be punctured and disposed of by incineration or burial.
* Please note that type of incinerator should be suitable for the job, which means that temperature (800-1000 oC) amongst others reaches a very high temperature in order to have a full and fast burning off of the containers which limits the potential risks of toxic fumes.
* In case no other possibilities are available then burial of the products (after being cleaned and punctured) is allowed in a place where risks for humans and the environment is minimal.
- * Company should establish a system to maximize recycling of different products. In case no recycling of those products takes place then company should justify this.
* In some countries it is acknowledged due to limitations in infrastructure or regional progress that some waste products cannot be properly recycled.

- 3.26 Air pollution and unpleasant smells due to pesticide or chemical application or incineration in the open air near housings must be strictly avoided.
- 3.27 The company should make efforts to protect the environment and the residential areas inside and surrounding the farm together with their inhabitants from harmful effects and nuisance.
- 3.28 To protect the surroundings and to encourage wildlife, trees and bushes should be planted especially at the farm's boundaries.
- 3.29 A safety distance of no less than 100 meters from the residential areas and houses to the greenhouses or pesticide/chemical application areas must be maintained. Existing farms must prove that there are no medical or health risks involved. Not applicable for the Netherlands and Italy.
- 3.30 Expansion of the farm, building alterations, supply of water, waste disposal and other environmentally relevant measures must conform to the law and the existing zoning/building master plan of the regional and/or local authorities.
- 3.31 Within its capacity the company shall support the environmental and infrastructure projects of the local and regional authorities, which improves the situation of the workers (e.g. drinking water supply, roads, (re)forestation, sewage treatment, transportation, community infrastructure etc.). * It should be documented which contributions the company takes to address these issues.
- ! 3.32 Producers of agricultural products can only participate in MPS-SQ, if they possess an MPS-A, B or C certificate or if an equivalent MPS-D qualification is also permitted for a limited period.
 - Participants of MPS-SQ must either possess an MPS-A, B or C qualification for their products, or be able to demonstrate that the products are equivalent to one of the aforementioned qualifications. For the accredited MPS-A, B and C qualifications this means an equivalent product qualification at a level similar to MPS-A, B or C, established by a certification system under the accreditation based on NEN-EN 45011 / ISO Guide 65.
 - An MPS-D qualification (or similar) also suffices, for a maximum of 17 periods (68 weeks) following the initial certification by the MPS-ABC certification scheme (or equivalent scheme). At the end of these 17 periods (68 weeks), an MPS-A, B or C certificate (or equivalent) is required.
- 4. Documentation**
- 4.1 List of all workers with their status and the attended training programmes, including information on the MPS-SQ certification scheme. * See company files
- 4.2 Stock records must be kept, with the names of the authorised personnel having access to the stores. * Records of purchase and usage of stock must be kept in such a way that it can be traced back according to the data registered for MPS.
- 4.3 Records of regular medical checks of workers. * See company files
- 4.4 An organization chart of the company and a list of the members of the Workers' Representative Body with the dates of the meetings. * See company files
- 4.5 A list of the officers/supervisors responsible for safety, health, waste disposal and environmental protection. * See company files

4.6 The annual Action Programme for improvements in the social and environmental field of the farm.

Company should provide a detailed action plan which describes the relevant issues related to the social and environmental field. This plan needs to be updated yearly including measurable and verifiable goals. As a guideline the following issues might be incorporated in the plan but it is not limited to:

* Social aspects

- Number of temporary contracts converted to permanent contracts
- Training scheme for employees to update their knowledge in different fields, training for employees is essential in order to achieve overall empowerment
- When applicable, rebuild or extend number of houses when employees are living on the premises
- Contribution towards social projects in the neighbourhood in or around the farm.
- Provide awareness sessions for employees to increase general health and safety and well being. etc.

* Environmental aspects:

- Minimize consumption of harmful pesticides by other methods
- Describe approach to optimize waste management
- Contribution of the company to increase biodiversity on the farm and direct neighbourhood etc.

[1] Number between brackets is number requirement
MPS-GAP

Enclosure A: Example of Trademark



Enclosure B: EN MPS-SQ Sanction regulations

1 Requirements of MPS-SQ programme			
	<p>The obligatory control points</p> <ul style="list-style-type: none"> * Chapter 1.1 (clause 1.1.1 t/m 1.1.7) * Chapter 1.2 (clause 1.2.1 t/m 1.2.6) * Chapter 1.3 (clause 1.3.1 en 1.3.2) * Chapter 1.4 (clause 1.4.1, 1.4.2, 1.4.4 and 1.4 5) * Chapter 1.5 (clause 1.5.1 t/m 1.5.11) * Chapter 1.6 (clause 1.6.1 t/m 1.6.4) * Chapter 1.7 (clause 1.7.1 and 1.7.2) * Chapter 1.8 (clause 1.8.1, 1.8.3, 1.8.4) * Chapter 1.10 (clause 1.10.1) * Chapter 2.1 (clause 2.1.3 + 2.1.9 + 2.1.10 + 2.1.11 + 2.2.2 + 2.2.8 + 2.2 10 + 2.2.17 + 2.2.19) * Chapter 3 (clause 3.32) must be met. 	A non conformity has been found	<p>Warning.</p> <p>The certificate is not awarded (for the certification audit) or is withdrawn (for follow-up audits).³</p> <p>Participant must demonstrably take corrective steps within 28 days following receipt of the audit results.</p>
1.2	The requirements set out in the MPS-SQ certification programme must be met.	A non conformity has been found: non-compliance of non-obligatory points	<p>Warning.</p> <p>The certificate is not awarded (for the certification audit) or is withdrawn (for follow-up audits).³</p> <p>Participant must demonstrably take corrective steps within 3 months following receipt of the audit results.</p>
1.3	Corrective steps must be demonstrably taken within the specified period.	Corrective steps are not demonstrably taken within the specified period. ¹	<p>Warning.</p> <p>A two week period is specified to demonstrate the corrective steps.¹</p>

1.4	Corrective steps must be demonstrably taken within the specified period.	Corrective steps are not taken within the specified period. ¹	The certificate is not awarded / is withdrawn. The agreement is suspended temporarily until corrective steps have been demonstrably taken. ²
1.5	Changes to the certification programme must be implemented by the participant.	Changes have not been implemented by the participant.	The certificate is withdrawn. The agreement is suspended temporarily until corrective steps have been demonstrably taken. ²
1.6	Corrective steps / implementation of the amendments must be demonstrated within 6 months in the event of temporary suspension of the agreement.	The corrective measures / implementation of the amendments have not been demonstrated within the 6 month period.	The agreement is dissolved.
1.7	Active substances on the MPS Blacklist active substances must not be used.	An active substance on the MPS Blacklist active substances has been used.	The certificate is revoked for a quarter. Announcement on the website.

2.0 Use of MPS logos

2.1	Compliance with rules for use of MPS logo.	Breach of operation instructions.	<p>Issue a warning, stating which measures the grower should take to comply with the present rules and regulations.</p> <p>imposition of a fine up to a maximum of EUR 450 for each violation.</p> <p>Publicise the name of the grower concerned and detection of a breach of contract in MPS' newsletters and website.</p> <p>Deny the grower the right to use the registered logos for a specified or unspecified period of time.</p>
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¹ Demonstrable correction means that evidence is made available to CB. If the nature of the corrective measures necessitates verification on site before the certificate can be awarded, the cost of this work will be charged to the participant. The participant will be informed about this in advance.

²The temporary suspension of the agreement will last no longer than 6 months. If corrective steps have not demonstrably been taken, the agreement will thereupon be dissolved.

³ During the period of withdrawal/non-award/suspension, the MPS-SQ logo, the certificate or any other documents relating to MPS-SQ may no longer be used, in accordance with the instructions and other regulations.

Enclosure C: Wildlife Toxicity of Pesticides

A) Toxic to Fish

Acetochlor, Alachlor, Aldicarb, Aldrin, Allethrin, Amitraz, Azamethiphos, Azinphos-methyl, Azocyclotin, BAP, Benzfuracarb, Bifenox, Bifenthrin, Bromadiolone, Bromophos, Bromophos-methyl, Bromoxynil, Butylate, Cadusafos, Captafol, Captan, Chlordane, Chlorethoxyfos, Chlorfenvinphos, Chlormephos, Chlorpicrin, Chlorothalonil, Chlorpyrifos, Cloethocarb, Copper Oxychloride, Copper Oxide, Cyanofenphos, Cyhalothrin, Cypermethrin, Dazomet, DDT, Diazinon, Dichlofenthion, Dichlofluanid, Dichlorvos, Diclobutrazol, Diclofop-methyl, Dicofol, Dieldrin, Dienochlor, Difenoconazole, Dinobuton, Dinocap, Dinosep, Dinoterp, Diphenylamine, Dodine, Drazoxolon, Edifenphos, Endosulfan, Endothal, EPTC, Esfenvalerate, Ethion, Ethoprop, Fenbutatin-oxide, Fenoxaprop-ethyl, Fenciclonil, Fenpropidin, Fensulfothion, Fenvalerate, Fludioxonil, Fluvalinate, Folpet, Fonofos, Heptenophos, Jodfenphos, Malathion, Maneb, Mephosfolan, Metam-Sodium, Methasulfocarb, Methomyl, Methylisothiocyanate, Monocrotophos, Naled, Niclosamide, Nitrofen, Oxadiazon, Oxamyl, Oxyfluorfen, Parathion, Parathion-methyl, PCNB, Pendimethalin, Permethrin, Phosalone, Phosmet, Pirimiphos-methyl, Promecarb, Prometryn, Propachlor, Propargite, Propiconazole, Prothiophos, Pyrazophos, Quizalofop-ethyl, Resmethrin, Rotenone, Sodium arsenite, Tebufenpyrad, Tefluthrin, Terbutryn, Tetramethrin, Thiophanate-methyl, Thiram, Thiodicarb, Tralomethrin, Triazophos, Tribufos, Triflumizole, Tolyfluanid, Zineb.

B) Toxic to Bird

Aldicarb, Aldoxycarb, Aldrin, Azamethiphos, Azinphos-ethyl, Cadusafos, Carbofuran, Chlorethoxyfos, Chlorfenvinphos, Chlorpyrifos, Demeton-S-methyl, Diazinon, Dicamba, Dichlorvos, Dimethoate, Dinobuton, Dinoseb, Diphacione, Drazoxolon, Endosulfan, EPN, Ethoprop, Fensulfothion, Fonofos, Formetanate, Isazofos, Lindane, Metaldehyde, Methamidophos, Mevinphos, Monocrotophos, Oxydisulfoton, Parathion, Parathion-methyl, Phorate, Phosphamidon, Phoxim, Pirimiphos-methyl, Propaphos, Sodium arsenite, Thiodicarb.

C) Toxic to Bee

Abamectin, Acephate, Azinphos-ethyl, Bacillus thuringiensis BT, BAP, Bifenthrin, Bromophos-ethyl, Carbaryl, Carbosulfan, Chlorfenvinphos, Chlormephos, Chlorpyrifos, Cloethocarb, Copper sulfate, Cypermethrin, DDVP, Deltamethrin, Demeton, Demeton-S-methyl, Diazinon, Dichlorvos, Dicrotophos, Dieldrin, Dimethoate, Dinobuton, Dinoseb, Dinoterb, DNOC, Esfenvalerate, Ethion, Etrimfos, Fenitrothion, Fenprothrin, Fensulfothion, Fenvalerate, Fonofos, Heptachlor, Heptenophos, Jodfenphos, Lindane, Malathion, Mephosfolan, methamidophos, Methidathion, Methomyl, Mexacarbate, Monocrotophos, Naled, Omethoate, Oxadiazon, Oxamyl, Oxydemeton-methyl, Oxydisulfoton, Parathion, Parathion-methyl, Permethrin, Phenothrine, Phenthoate, Phosmet, Phosphamidon, Pirimiphos-methyl, Promecarb, Pyrazophos, Quinalphos, Resmethrin, Tetrachlorvinphos, Tetramethrin, Thiometon, Tralomethrin, Triaziphos, Triflumuron.

Ref: Crop Protection Handbook 2004