

PROOF OF ASSESSMENT

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

Assessment No. C639164	Date of Assessment 2023-11-28	Date of Upload 2024-01-05	Valid until 2024-11-27
Registration No.: DNV CERT26822024GGNORACCREDIA			GGN Number.: 4063651712827

Issued to

Osan Settefisk AS

Tømmervikveien 99, 7970 Kolvereid, NORWAY

GLOBALG.A.P.

OPT 1-Individual Producer

According to GRASP General Regulations V1.3-1-i July 2020

The Annex contains details of the GRASP results (GRASP Check List)

DNV Business Assurance Italy S.r.l. declares that the producer mentioned on this proof has been assessed according to the GLOBALG.A.P. Risk Assessment on Social Practice V1.3-1-i July 2020

Assessment Number	Product handling	Remote assessment
00125-LPTNF-0003	No	na

Overall compliance level: Fully compliant

Assessment result in detail:

Control Point 1: Fully compliant

Control Point 2: Fully compliant

Control Point 3: Fully compliant

Control Point 4: Fully compliant

Place and date:
Vimercate (MB), 2024-01-05



For the issuing office:
DNV - Business Assurance
Via Energy Park, 14 - 20871 Vimercate (MB) - Italy



Sabrina Bianchini
Management Representative



GGN: 4063651712827

Registration number of producer/
producer group (from CB): DNV
CERT26822024GGNORACCREDIA

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

PROOF OF ASSESSMENT

According to

GRASP General Rules V1.3-1-i July 2020

Option 1

Issued to

Producer Osan Settefisk AS

Tømmervikvegen 99, 7970 Kolvereid, Norway



The Annex contains details of the GRASP results.

The Certification Body DNV Business Assurance Italy Srl declares that the producer group mentioned on this proof has been assessed according to the GLOBALG.A.P. Risk Assessment on Social Practice Version 1.3-1-i July 2020.

GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE (GRASP) - PROOF OF ASSESSMENT

Product Handling	Remote Assessment	Employee Interview
No	N/A	Yes

Overall assessment result: Fully compliant

GGN: 4063651712827

Assessment result in detail:

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

Date of Assessment: 28-11-2023

Date of Upload: 05-01-2024

Validity: 28-11-2023 - 27-11-2024 (depending on GLOBALG.A.P. certificate validity)

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

GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE

GRASP Checklist - Version 1.3-1-i

Checklist Individual Producer (Option 1)

Valid from: July 2020

Mandatory from: October 2020



1. CERTIFICATE HOLDER REGISTRATION DATA									
Producer GGN/GLN:*	4063651712827			Registration N°:					
Company name:*	Osan Settefisk AS			Address:*		Tømmervikvegen 99, 7970 Kolvareid			
Telephone:*	+47 72 44 79 00								
Email:				Fax:					
Assessment date:*	28/11/2023			Contact person:*		Asgeir Johansen			
Previous assessment date(s):									
Does the producer have any other external audits or certification covering social practices? If yes, which?									
Standard 1:	Standard 2:			Standard 3:		Standard 4:			
Valid to:	Valid to:			Valid to:		Valid to:			
Has the Certification Body detected any significant breach of legal requirement concerning labor conditions?						<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Has the Certification Body reported this finding to the local/national responsible and competent authority?						<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
Comments:									
Company description: Osan Settefisk AS is responsible for parts of the smolt production in Norway for the corporation Salmar ASA. Salmar ASA is one of the worlds largest producers of farmed atlantic salmon and have over 100 licenses for marine production of Atlantic salmon i Norway spread along the coast from Møre to Finnmark. Total production of around 170 000 tons a year, and about 2000 employees. Salmar ASA is fully integrated with companies performing fresh water production (smolt), seawater ongrowing, harvest, VAP production factories and sale offices in Norway and Asia.									
Did the management sign a self-declaration saying that if there were employees GRASP would be implemented?						<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
* Mandatory field									

Are produce handling (PH) facilities included in the GRASP assessment?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	Is produce handling sub-contracted?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	Does the produce handling facility(ies) have any social standards implemented?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If yes:	Name of the PH company:
			GGN/GLN of the PH company (if applicable):
Name and location of the assessed PH Facilities:			
PH Facility 1		PH Facility 4	
PH Facility 2		PH Facility 5	
PH Facility 3		PH Facility 6	
Does the company subcontract any other activities?		<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
If yes, which one?		Are the subcontracted activities included in the GRASP assessment?	
	<input checked="" type="checkbox"/> Pest and rodent control	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
	<input type="checkbox"/> Crop protection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input type="checkbox"/> Harvest	<input type="checkbox"/> YES	<input type="checkbox"/> NO
	<input checked="" type="checkbox"/> Others (please specify): Wellboat, Diving services, Fish health services	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

2. STRUCTURE OF EMPLOYMENT

Month(s) of peak season (if applicable):							% of employees living in accommodation provided by the company (if applicable):			
Nationalities of employees	Norwegian									
Total number of employees	Local			Cross-Border Migrants			National Migrants			Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Permanent	Temporary	Agency	
in agricultural production	17	7	0	0	0	0	0	0	0	24
in product handling facility(ies)	0	0	0	0	0	0	0	0	0	0
Total	17	7	0	0	0	0	0	0	0	24

3. PRESENCE DURING THE ASSESSMENT

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












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












Fully compliant












Assessment results reviewed with company management?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Name of certification body:	DNV	Duration of the assessment: 2 hours
Name of assessor:	Thomas Kloster-Jensen	
Name of company management:	Roger Bekken	






















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









GRASP CHECKLIST






N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
EMPLOYEES' REPRESENTATIVE(S)					
1	<p>CP: Is there at least one employee or an employees' council to represent the interests of the staff to the management through regular meetings where labor issues are addressed?</p> <p>CC: Documentation demonstrates that an employees' representative(s) or an employees' council representing the interests of the employees to the management is elected or in exceptional cases nominated by all employees and recognized by the management. The election or nomination takes place in the ongoing year or production period and is communicated to all employees. The employees' representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management. Meetings between employees' representative(s) and the management occur at accurate frequency. The dialogue taking place in such meetings is duly documented. N/A if the company employs less than 5 employees.</p>				
1.1	The election/nomination procedure has been defined and communicated to all employees.	  	X		
1.2	Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place.	 	X		
1.3	The results of the election (name of employees' representative(s) or in case of council composition of the council) were communicated to all employees.	 	X		
1.4	The election/nomination has taken place in the ongoing year or production period. The representation is current (all elected/nominated person(s) according to the list still working for the company).		X		
1.5	The employees' representative(s) is/are recognized by the management and a job description clearly defines his/her/their role and rights. The employees' representative(s) is/are aware of his/her/their role and rights (in case of an employees' council, all members are interviewed).	 	X		
1.6	There is documentary evidence of regular meetings at accurate frequency between the employees' representative(s) and the management, where GRASP related issues are addressed.		X		
COMPLIANCE LEVEL CONTROL POINT 1: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
<p>Evidence/Remarks: Procedures available in EQS for employees; "Verneombudsordningen" 30.09.2021 (description of role safety delegate), "Rutiner for valg av verneombud og hovedverneombud" 15.03.2023 (election of safety delegates) and "Ansvar og myndighet intern kontroll" 30.12.2022 (responsibility and authority for safety delegates/employees representative). Role and election of trade union representatives described in trade unions regulative.</p> <p>"Oversikt over tillitsvalgte og områder" 04.10.2023 with list of elected employees representatives for different areas and roles, document available in EQS for employees.</p> <p>Interview confirmed employees representative are elected for a period of two years and are recognized by the management.</p> <p>Email 03.10.2023 from regional employee representative with list of elected employee representatives.</p> <p>MoM with GRASP related issues; e.g. 12.09.2023 between administration and main safety delegate, 18.11.2022 between administration and employees representatives.</p>					
Corrective Actions:					






N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
COMPLAINT PROCEDURE					
2	CP: Is there a complaint and suggestion procedure available and implemented in the company through which employees can make a complaint or suggestion? CC: A complaint and suggestion procedure appropriate to the size of the company exists. The employees are regularly informed about its existence, complaints and suggestions can be made without being penalized and are discussed in meetings between the employees' representative(s) and the management. <u>The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions.</u> Complaints, suggestions and their follow-up from the last 24 months are documented.				
2.1	A documented complaint and suggestion procedure is available, appropriate to the size of the company.		X		
2.2	Employees are regularly and actively informed about the complaint and suggestion procedure.	  	X		
2.3	The procedure states clearly that employees will not be penalized for filing complaints or suggestions.	 	X		
2.4	Complaints and suggestions are discussed in meetings between the employees' representative(s) and the management.		X		
2.5	The procedure sets a timeframe to resolve complaints and suggestions (e.g. during the next month).	  	X		
2.6	The complaints, suggestions and their follow-up are documented and available for the last 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 2: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Seen procedures "Systembeskrivelse avvikshandling" 30.12.2022 and "Prosedyre avvikshandtering" 30.12.2022, regarding NC's, handling, timelimits, records, etc. Seen whistleblowing procedure in personal handbook, available to all employees. Procedure in Norwegian and English, states no penalties if whistleblowing and response within 1 month. NC's recorded and handled in EQS (except whistleblowing which can be done through BDO), seen NC examples in EQS. Complaints and suggestions discussed in meetings, e.g. weekly meetings between administration and main safety delegate					
Corrective Actions:					








N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
SELF-DECLARATION ON GOOD SOCIAL PRACTICES					
3	<p>CP: Has a self-declaration on good social practice regarding human rights been signed by the management and the employees' representative(s) and has this been communicated to the employees?</p> <p>CC: The management and the employees' representative(s) have signed, displayed and put in practice a self-declaration assuring good social practice and human rights of all employees. This declaration contains at least the commitment to the ILO core labor conventions (ILO Conventions: 111 on discrimination, 138 and 182 on minimum age and child labor, 29 and 105 on forced labor, 87 on freedom of association, 98 on the right to organize and collective bargaining, 100 on equal remuneration and 99 on minimum wage) and transparent and non-discriminative hiring procedures and the complaint procedure. The self-declaration states that the employees' representative(s) can file complaints without personal sanctions. The employees have been informed about the self-declaration and it is revised at least every 3 years or whenever necessary.</p>				
3.1	The declaration is complete and contains at least all points referred to ILO core labor conventions.		X		
3.2	The declaration has been signed by the management and by the employees' representative(s).		X		
3.3	The declaration is actively communicated to the employees (e.g. displayed on the production site/in the handling unit/management office or attached to the working contract, information at meetings etc.).	  	X		
3.4	The management, the responsible person for the implementation of GRASP and the employees' representative(s) know the content of the declaration and confirm that it is put into practice.	  	X		
3.5	It is stated that the employees' representative(s) can file complaints without personal sanctions.		X		
3.6	The declaration is checked and revised at least every 3 years or whenever necessary.	 	X		
COMPLIANCE LEVEL CONTROL POINT 3: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
<p>Evidence/Remarks: Self-declaration on good social practices "Egenerklæring god sosial praksis" signed by management and employees' representatives October 2022. The declaration is comprehensive and contains references to the ILO Core Labour Conventions, includes statement that the employee representative may file complaints without personal sanctions. Declaration is in EQS with implementation support (employees have to read and verify in system), also displayed on infoscreens. The statement was known to management, the person responsible for GRASP implementation and the employee representative.</p>					
Corrective Actions:					













N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
ACCESS TO NATIONAL LABOUR REGULATIONS					
4	CP: Do the person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to recent national labor regulations? CC: The person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to national regulations, such as gross and minimum wages, working hours, trade union membership, anti-discrimination, child labor, labor contracts, holiday and maternity leave. <u>Both the RGSP and the employees' representative(s) know the essential points of working conditions in agriculture as formulated in the applicable GRASP National Interpretation Guidelines.</u>				
4.1	The RGSP provides the employees' representative(s) with the valid labor regulations (e.g. the GRASP National Interpretation Guidelines).	  	X		
4.2	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on gross and minimum wages and deductions from wages.	  	X		
4.3	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on working hours.	  	X		
4.4	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on freedom of association and right to collective bargaining.	  	X		
4.5	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on anti-discrimination.	  	X		
4.6	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on child labor and minimum age of working.	  	X		
4.7	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on holiday and maternity leave.	  	X		
COMPLIANCE LEVEL CONTROL POINT 4: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Relevant laws and regulations are available in EQS an in intranet, available for employees. National laws and regulations are available online at www.lovdato.no . This includes laws regarding general labour standards on gross and minimum wages, deductions from wages, valid working hours, freedom of association, right to collective bargaining, discrimination, child labour, minimum working age, holidays and maternity leave					
Corrective Actions:					













N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
WORKING CONTRACTS					
5	<p>CP: Can valid copies of working contracts be shown for the employees? Are the working contracts compliant with applicable legislation and/or collective bargaining agreements and do they indicate at least full names, nationality, a job description, date of birth, date of entry, the regular working time, wage and the period of employment? Have they been signed by both the employee and the employer?</p> <p>CC: For every employee, a contract can be shown to the assessor on request on a sample basis. The contracts correspond with the applicable legislation and/or collective bargaining agreements. Both the employees as well as the employer have signed them. Records contain at least full names, nationality, job description, date of birth, date of entry, the regular working time, wage and the period of employment (e.g. permanent, period or day laborer etc.) and for non-national employees their legal status and working permit. The contract does not show any contradiction to the self-declaration on good social practices. Records of the employees must be accessible for at least 24 months.</p>				
5.1	Random checks show availability of written contracts for all employees signed by both parties.	 	X		
5.2	There is evidence that the employees have the correct contract according to national legislation and/or collective bargaining agreements (as stipulated in the applicable GRASP National Interpretation Guideline).		X		
5.3	The working contracts include at least basic information on the employee's name, date of birth and nationality according to the applicable GRASP National Interpretation Guideline.		X		
5.4	The working contracts or attachments to the contracts include basic information on the contract period (e.g. permanent, period or day laborer etc.), the wage, working hours, breaks, and a basic job description.		X		
5.5	In the contract, there is no contradiction to the self-declaration on good social practice.		X		
5.6	If non-national employees are working for the company, records indicate their legal status for being employed by the company. A respective working permit is available.		X		
5.7	Records of the employees must be accessible for at least 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 5: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
<p>Evidence/Remarks: The applied sampling demonstrates the availability of signed contracts that comply with national legislation and/or collective labor agreements. Contracts include: employee's name, date of birth/social security number/nationality, duration of the contract, salary, working hours, breaks, a basic job description, work permit (where relevant). Contracts are in line with the self-declaration on good social practices. Employee records are accessible for at least 24 months. Seen working contracts for employee 3, 17, and 18 (employee numbers are anonymised).</p>					
Corrective Actions:					











N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
PAYSLIPS					
6	CP: Is there documented evidence indicating regular payment of salaries corresponding to the contract clause? CC: The employer shows adequate documentation of the regular salary transfer (e.g. employee's signature on pay slip, bank transfer). <u>Employees sign or receive</u> copies of pay slips/pay register that make the payment transparent and comprehensible for them. Regular payment of the employees during the last 24 months is documented.				
6.1	Documented evidence that the payment is made in defined intervals (e.g. pay slips or pay registers) is available for the employees (random checks).	 	X		
6.2	Pay slips or pay registers indicate that payments are made in accordance with the working contracts (e.g. employee's signature on pay slips, bank transfer etc.).	 	X		
6.3	The records of payments are kept for at least 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 6: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Monthly payment to employees. Pay slips or payroll records indicate that payments are made in accordance with employment contracts. Payment records are kept for at least 24 months. Seen pay slips for a selection of workers: Seen timesheet March 2023 and corresponding payslips for employee 3, 17, and 18 (employee numbers are anonymised).					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE			
			Y	N	N/A	
WAGES						
7	CP: Do pay slips/pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements? CC: Wages and overtime payment documented on the pay slips/pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain <u>at least the legal minimum wage (on average) within regular working hours.</u>					
7.1	Pay slips or pay registers give clear indication on the number of compensated working time or harvested amount including overtime (hours/days).	 	X			
7.2	Wages and overtime payments as shown in the records are according to the contracts and indicate compliance with national labor regulations (minimum wages), and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline.			X		
7.3	Independently from the calculation unit, pay slips/pay registers document that employees gain in average at least the legal minimum wage within regular working times (especially check when piece-rate is implemented). If there are deductions from salaries and employees are being paid below minimum wage, the deductions must be justified in writing.		 	X		
COMPLIANCE LEVEL CONTROL POINT 7: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant			
Evidence/Remarks: Pay slips or payroll registers provide clear indications of the number of hours of work compensated or the amount collected, including overtime (hours/days). Wages and overtime payments shown in the registers are in accordance with contracts and indicate compliance with national labour regulations (minimum wages), and/or collective labour agreements as specified in the GRASP national interpretation guideline. Pay slips/wage registers document that employees earn on average at least the legal minimum wage during regular working hours. Seen pay slips for a selection of workers: Seen timesheet March 2023 and corresponding payslips for employee 3, 17, and 18 (employee numbers are anonymised).						
Corrective Actions:						

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
NON-EMPLOYMENT OF MINORS					
8	CP: Do records indicate that no minors are employed at the company? CC: Records indicate compliance with national legislation regarding minimum age of employment. If not covered by national legislation, children below the age of 15 are not employed. If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety, jeopardizes their development, or prevents them from finishing their compulsory school education.				
8.1	Dates of birth on the records show that no employee is aged below the legal minimum age of employment or, if not specified in the GRASP National Interpretation Guideline, under the age of 15.		X		
8.2	If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety (according to the applicable IFA All Farm Base Module), that -jeopardizes their development or prevents them from finishing their compulsory school education.	     			X
COMPLIANCE LEVEL CONTROL POINT 8: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: No minors are employed. Verified in interview and by control of employee register Seen procedure for hiring of young workers "Barn, ungdom og lærlinger i Salmar" 27.01.2023.					
Corrective Actions:					

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

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
TIME RECORDING SYSTEM					
10	CP: Is there a time recording system that shows daily working time and overtime on a daily basis for the employees? CC: There is a time recording system implemented appropriate to the size of the company that makes working hours and overtime transparent for both employees and employer on a daily basis. Working times of the employees during the last 24 months are documented. Records are regularly approved by <u>the employees and accessible for the employees' representative(s)</u> .				
10.1	A time recording system is implemented, appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards, etc.).	  	X		
10.2	The records indicate the regular working time for employees on a daily basis.		X		
10.3	The records indicate the overtime hours as defined by contracts per legislation for all employees on a daily basis.		X		
10.4	The records indicate the breaks/festive days for the employees (on a daily basis).		X		
10.5	The working records are regularly approved by the employees (e.g. regularly signed record sheet, checking clock).	 	X		
10.6	Access to these records is provided to the employees' representative(s).	  	X		
10.7	The records are kept for at least 24 months.		X		
COMPLIANCE LEVEL CONTROL POINT 10: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: There is a system for recording time worked, "Capitech tid", where workers records regular working hours on a daily basis, overtime hours, breaks/holidays in an app. Working time approved by line manager. If corrections are needed prior to approval, the worker is notified in "My Capitech" and able to comment/correct. Access to these records is provided to employee representatives on request. Records are kept for at least 24 months. Seen timesheet March 2023 and corresponding payslips for employee 3, 17, and 18 (employee numbers are anonymised).					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
WORKING HOURS & BREAKS					
11	CP: Do working hours and breaks documented in the time records comply with applicable legislation and/or collective bargaining agreements? CC: Documented working hours, breaks and rest days are in line with applicable legislation and/or collective bargaining agreements. If not regulated more strictly by legislation, records indicate that regular weekly working hours do not exceed a maximum of 48 hours. During peak season (harvest), weekly working time does not exceed a maximum of 60 hours. Rest breaks/days are also guaranteed during peak season.				
11.1	Information on valid labor regulation and/or collective bargaining agreements regarding working hours and breaks is available (e.g. in the GRASP National Interpretation Guideline).	  	X		
11.2	Working hours including overtime as shown in the records indicate compliance with legal regulations and/or collective bargaining agreements.		X		
11.3	Rest breaks/days as shown in the records indicate compliance with national regulations and/or bargaining agreements.		X		
11.4	If not regulated more strictly by applicable legislation, regular weekly working time does not exceed 48 hours. During peak season (harvest), weekly working time does not exceed 60 hours.	   	X		
11.5	The records indicate that rest breaks/days are also guaranteed during peak season.		X		
COMPLIANCE LEVEL CONTROL POINT 11: <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Valid labour regulations and/or collective labour agreements regarding working hours and breaks were available. Working hours, including overtime, breaks and rest days also during the high season, as shown in the records, indicate compliance with legal regulations and/or collective labour agreements. Regular control of recorded overtime. Seen timesheet March 2023 and corresponding payslips for employee 3, 17, and 18 (employee numbers are anonymised).					
Corrective Actions:					

RECOMMENDATIONS FOR GOOD PRACTICE

N°	CONTROL POINT & COMPLIANCE CRITERIA
ADDITIONAL SOCIAL BENEFITS	
R1	What other forms of social benefit does the company offer to employees, their families and/or the community? Please specify (incentives for good and safe working performance, bonus payment, support of professional development, social benefits, child care, improvement of social surroundings etc.).
Evidence/Remarks: Insurance and pension agreement, supported canteen, social gatherings, support of professional development, bonus agreement, etc.	