

GENERAL CHECKLIST ON SOCIAL REQUIREMENTS ON FARM

Farm name

Date internal inspection

Name of Person doing the internal check:

QUESTIONS	Y/N	COMMENTS
FARMING SYSTEM		
Are the Health and Safety, Employment Equity Act and the Basic Conditions of Employment Act displayed on notice board		
Management commitment policy regarding social responsibility, signed and displayed		
GENERAL TRAININGS		
Are all staff must receive induction training yearly that include; Contract, Farm rules, Payslip information, Grievance procedures, Disciplinary procedures and on the farm policy regarding social responsibility and records kept (Attendance register)		
WORKERS CONTRACT		
Does each worker have contract on the farm		
Does the contract comply with the Sectorial Determination 13 Act for farm workers?		
Is the contract explained in a language that the worker understands?		
Are contracts for each worker available?		
Are the workers age and ID copies available for each worker		
Are working permits available for foreign workers		
WORKERS HOUSING CONTRACT		
Does worker that stay on the farm have housing contract or agreements?		
Does the housing contract comply with the Sectorial Determination 13 Act for farm workers when workers pay for housing?		
Is list of workers staying in house available?		
PAYSLIP		
Does each worker receive payslip with each payment		
Is the payslip done in accordance to the Sectorial Determination Act 13 regarding payment information?		
Is payment done according to the agreements with staff?		
Are min wages payed to staff at least		
Are the payments done according to the Sectorial Determination 13 Act		
Are the payments deductions done according to the Sectorial Determination 13 Act		
Are not fines deducted from payments or any deductions regarding protective clothing?		
Are payment records kept?		
Are payments done according to the hours worked and over time payed in accordance to the Sectorial Determination 13 Act?		
Are payments done for night work according to the Sectorial Determination 13 act		
CHILD OR YOUNG WORKERS		
No child labour is used		

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Are staff between 15 and 18 years only work 35 hours per week and not doing any hazardous work or night work?		
FORCED OR PRISON LABOUR		
No forced and prison labour used?		
No ID books or any kind of practices are done that is forcing staff to stay and work on the farm		
Does the contract include termination clause for both parties		
FREEDOM OF ASSOCIATION		
Workers free to join UNIONS		
Workers free to have workers committee and to select their own representative?		
Are meetings recorded		
GRIEVANCE AND DISCIPLINARY CODE		
Is a grievance procedure and system in place were workers can provide their grievance?		
1. Suggestion box		
Does the workers understand the disciplinary procedure and is the disciplinary procedures available		