



GGN: 4050373901783

Registration number of producer/
producer group (from CB): ACERTA 0760

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

PROOF OF ASSESSMENT

According to

GRASP General Rules V1.3 July 2015

Option 1

Issued to

Producer Oriental Trade Co.

24 Mahmoud Abu El-Oion St, na Heliopolis, Cairo, Egypt



The Annex contains details of the GRASP results.

The Certification Body ACERTA Certificación, S.L. 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 July 2015.

Overall assessment result: Fully compliant

GGN: 4050373901783

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: 15-11-2018

Date of Upload: 20-12-2018

Validity: 15-11-2018 - 14-11-2019 (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

Checklist Individual Producer (Option 1)

Valid from: 1 July 2015

Mandatory from: 1 October 2015



1. CERTIFICATE HOLDER REGISTRATION DATA								
Producer GGN/GLN:*	4050373901783			Registration N°:				
Company name:*	ORIENTAL TRADE CO.			Address:*	24 Mahmoud Abu El-Oion St, Heliopolis, Cairo, Egypt			
Telephone:*	010 10503491							
Email:	wsoliman@orientalfruits.com			Fax:	002 02 26328144			
Assessment date:*	15/11/2018			Contact person:*	ws			
Previous assessment date(s):								
Does the producer have any other external audits or certification covering social practices? If yes, which?								
Standard 1: Valid to:	Standard 2: Valid to:			Standard 3: Valid to:	Standard 4: Valid to:			
Has the Certification Body detected any significant breach of legal requirement concerning labor conditions?								
					<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Has the Certification Body reported this finding to the local/national responsible and competent authority?								
					<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Comments: ORIENTAL TRADE CO. . has implemented system which comply with all requirment of the Egyptian labour law No 12/2003, ILO Conventions and GRASP standard requirments.								
Company description: ORIENTAL TRADE CO. . will be certified for growing and producing ORANGES-SPRING ONIONS-LETTUCE-GARLIC-STRAWBERRY-BEANS-ONIONS-PUMPKINS-LEMON- MANDARIN-GRAPES . All Crops Global G.A.P. certified with GGN 4050373901783. option 1 - multisite without QMS Total number work force in the farm is 85 workers and all are Egyptians ORIENTAL TRADE CO. . has been established and implemented adequate system comply with the egyptian labour law, ILO conventions requirment and covered all GRASP requirments.								
Did the management sign a self-declaration saying that if there were employees GRASP would be implemented?								
					<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
* Mandatory field								

null		YES	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 type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If yes, which one?		Are the subcontracted activities included in the GRASP assessment?	
	<input 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
	null	YES	NO
	<input type="checkbox"/> Others (please specify): non	<input type="checkbox"/> YES	<input type="checkbox"/> NO

2. STRUCTURE OF EMPLOYMENT

Month(s) of peak season (if applicable):	Nov- Jan to Jul						% of employees living in accommodation provided by the company (if applicable):	0		
Nationalities of employees	Egyptian									
Total number of employees	Local			Cross-Border Migrants			National Migrants			Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Permanent	Temporary	Agency	
in agricultural production	15	80	0	0	0	0	0	0	0	25
in product handling facility(ies)	0	52	0	0	0	0	0	0	0	60
Total	13	72	0	0	0	0	0	0	0	95

3. PRESENCE DURING THE ASSESSMENT

	SITE MANAGEMENT		PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF GRASP		EMPLOYEES' REPRESENTATIVE	
Names ¹ :	WS		M A		W1	
Present at the opening meeting?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input 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 checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input 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 checked="" type="checkbox"/> YES	<input 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:	Acerta certification	Duration of the assessment: 1 days
Name of assessor:	AA	
Name of company management:	WS	






















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: The farm has documented and implemented election procedure as the procedure provided to review during the audit time and the procedure has been communicated for all farm workers through training conducted on 25/9/2018</p> <p>Records of the election has been reviewed during the audit and the election carried out on 25/9/2018 also election conducted fairly and openly as checked with all election records filed by all workers in the farm.</p> <p>Workers were informed about the results of the elections as. W1 has been elected to be act as the employees representative and he working in the farm as MA ,Farm Manager.</p> <p>Job description for the employees representative has been reviewed during the audit included all responsibility and authorities.</p> <p>Meeting conducted between the employees representative and farm management for all requirments related to GRASP standard on monthly basis E.g. last meeting record dated on 25/9/2018</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. The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions. 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: Self declaration checked during the audit, signed and approved by the management also the self declaration included all ILO requirements. And the declaration signed by the employees representative Eng. W1 dated on 25/9/2018 The declaration has been communicated for all workers in the farm during meeting conducted on 20/9/2018 also the declaration posted on the administration building gate and on board in the main gate of the farm. W1 the employees representative signed and approved the declaration and committed to implement the declaration. Self declaration explain that the employees representative collect the workers complaints and suggestion every month and file them to discussed with management without personal sanctions. Declaration reviewed on annually basis by the management and employees representative as checked with the last review on 25/9/2018					
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 checked during the audit, signed and approved by the management also the self declaration included all ILO requirements. And the declaration signed by the employees representative . W1 dated on 25/9/2018 . The declaration has been communicated for all workers in the farm during meeting conducted on also the declaration posted on the administration building gate and on board in the main gate of the farm. W1 the employees representative signed and approved the declaration and committed to implement the declaration. Self declaration explain that the employees representative collect the workers complaints and suggestion every month and file them to discussed with management without personal sanctions. Declaration reviewed on annually basis by the management and employees representative as checked with the last review on 25/9/2018</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. 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.				
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: The farm has 2 copies of Egyptian labour law No 12/2003 as this copies available with MA he in charge for implemented the GRASP and W1 he is the employees representative and there are 1 copies provided for the farm management to reviewed and if any person need to review and read the law. The GRASP responsible and the employees representative have acces to the egyptian labour law 12/2003 as well as the labour law included all information e.g. gross and minimum wages, working hours, trade union membership, anti-discrimination, child labor, labor contracts, holiday 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: Work contracts have been checked during the audit for all workers in the farm, work contract has been signed by the farm management and the workers. Work contract included information E.g. Name of workers, birth date of workers, wage per month, working hours, breaks also job description attached and signed by the farm management and the workers.</p> <p>As checked with the work contract for worker No 08 he is Agriculture worker , birth date is 15/9/1987 , for working as agricultural worker, 8 working hours per day included 1 hour for break and 4 days off per month , the contract signed for period 4 years by the farm management W 12 and the workers. also all workers have a copy from thier work contract.</p> <p>All records available in the farm and kept for 3 years.</p> <p>No migrant workers worked in the farm and all workers are Egyptian</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). Employees sign or receive 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	
<p>Evidence/Remarks: Pay slips have been provided and reviewed for all workers in the farm. Also pay slips signed by the workers and every worker have a copy of their pay slip. as well as the pay slip included all information about the wage for the workers E.g. basic salary, benefits, deduction, count of working days, count of day off and information about the overtime As checked with the pay slip for worker No 08 for Nov 2018 which included basic salary per month 4000 EGP, Benefits 300 EGP, No deduction, 26 working day, 4 days off and there are 8 hours over time during this month. All records available in the farm and kept for 3 years. All workers paid more than the legal minimum wage as according to Egyptian labour law No 12/2003 and The Ministerial Decree No 60/2016 that the minimum wage is 625 EGP and the farm paid for all workers as minimum wage 1200 EGP per month.</p>					
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 at least the legal minimum wage (on average) within regular working hours.				
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 have been provided and reviewed for all workers in the farm. Also pay slips signed by the workers and every worker have a copy of their pay slip. as well as the pay slip included all information about the wage for the workers E.g. basic salary, benefits, deduction, count of working days, count of day off and information about the overtime As checked with the pay slip for worker No 08 for Nov 2018 which included basic salary per month 4000 EGP, Benefits 300 EGP, No deduction, 26 working day, 4 days off and there are 8 hours over time during this month. All records available in the farm and kept for 3 years. All workers paid more than the legal minimum wage as according to Egyptian labour law No 12/2003 and The Ministerial Decree No 60/2016 that the minimum wage is 625 EGP and the farm paid for all workers as minimum wage 1200 EGP per month.					
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: There are no minors and child labours worked in the farm also based on the Egyptian labour law the farm not allowed to accept them to work. At the first day of recruitment the farm reviewed all documents of workers before join the work in the farm to confirm the age and birthday date.					
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: There are no child labours worked in the farm also based on the Egyptian labour law the farm not allowed to accept them to work. At the first day of work in the farm reviewed all documents of workers before join the work in the farm to confirm the age and birthday date. There is no any child labours leaving in the farm.					
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 the employees and accessible for the employees' representative(s).				
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: Time recording system implemented by the farm as checked with the time record included all information about time in and out, break and over time hours on daily basis also with signature of the workers All time records has been signed by the workers. The employees representative has access to check and verified all time records for all persons on the farm. Time in and out records kept in the farm for 3 years.					
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: All information about the working hours and breaks kept in the farm and explained in the work contract and comply with the Egyptian labour law. Working hours included overtime has been checked for all workers and comply with the Egyptian labour law as well as the rest days and working day break comply with the Egyptian labour law. Also the farm committed to not work more than the legal working hours as all workers in the farm working for 48 hours per week, and in the beak season only work for 60 hours per week divided as 8 working hours per working day included 1 hours for break and only 2 hours as over time as ckecked with the time record and payslips for workers					
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: Social Security- Production Bonuses- Medical Care- Professional trainings- Transportation	