

**BOSSA**  
**SOCIAL COMPLIANCE**  
**SUPPLIER INSPECTION CHECKLIST**

**Auditor/Auditors**

Name Surname	Role in Inspection
Sevgi Kansoy	Lead Auditor
Serpil Çelikkaya	Auditor

**Inspection time**

Starting Date	:	21.06.2021	Starting Time	: 12:45
Audit End Date	:	21.06.2021	End Time	: 13:15
Location	:	Town/Village:	Söke	
		Country and State:	Aydın/ Turkey	

Farm Name	Hüseyin Nalbant
Relevant Institution Authority (if any)	:Agrona
Farmer/ Producer Name	Hüseyin Nalbant
Number of Permanent Employees	:1
Number of Temporary or Seasonal Workers	:5 ( for hoe)
Number of Migrant Workers	:No migrant worker all worker comes from local area

**Employee Interview**

Employee Interviews	Comment
	There were 5 workers during th visit but their working time about to finish so worker interview did not happen during the inspection visit.
	Grower declerated that he prefer local workers for easy communication and also there are a lot of peope lokking for job so he prefer local ones.
	Grower is well experienced about production and he uses farm machines also. Grower has lisanses from Ministry of agriculture Local office to apply pesticides

Questions	Requirements	Yes	No	NA	Explanation
<b>1. Child Labour</b>					
1.1.	What is the minimum age to recruit?	x			Above 18
1.2.	Are workers' children allowed to work in the field to help their parents?		x		
1.3.	Are child workers working on the land with their families paid wages?			x	No child labour
1.4.	What kind of jobs do children under the age of 15?			x	They Do not allowed to work
1.5.	What kind of jobs do workers between the ages of 16-18?			x	No worker in those ages
1.6.	Are spraying operators over 18 years old?	x			Grower does his own spraying
1.7.	Are personnel who using hazardous tools over 18 years old?	x			Grower uses machines there is no other worker
<b>2. Force Work</b>					
2.1.	Are identity cards, passports etc. taken from the employees during the working period and retained until the end of the job?		x		
2.2.	Are workers debited by paying large amounts before starting work?		x		
2.3.	In what situations are workers not allowed to leave work?				
2.4.	Are all their workers allowed to leave their workplaces with reasonable notice?	x			Worker comes to work dailly basis on specific working periods like hoe, etc. They are free to leave from wotork plase with reasonable notice
<b>3. Workplace violence and harassment</b>					
3.1.	Is corporal punishment given?		x		
3.2.	Are mental or physical coercion methods applied?		x		
3.3.	To whom does an employee who is subjected to sexual harassment or any kind of physical or verbal abuse apply?Has the responsible person been identified?		x		Grower is responsible for these issues.
3.4.	Are there precautions / policies for employees who use all forms of violence and / or harassment?		x		It is verbal ang rower is responsible for all cases to solve
<b>4. Fees and Contracts</b>					
4.1.	Is there an employment contract for permanent employees?			x	No permanent worker on the field
4.2.	Are there Social Security Institution (SGK) records for permanent employees?		x		No social security payments
4.3.	Are payments paid at the minimum wage level for permanent employees?	x			Grower pays daily basis salary to workers which is announced by local Chambers of agriculture ( 100TL /day)
4.4.	Is the producer aware of the legally valid minimum wage / wages (legal national or regional minimum wage applicable to agriculture, collectively agreed wage, industry minimum wage)?	x			It is Industry minimum wage
4.5.	Are temporary / seasonal workers recruited through a worker intermediary / broker?		x		There is no intermediary or broker, workers come from neighborhood of the grower
4.6.	In case of being a worker intermediary, do the intermediaries have the relevant İŞKUR / tax office record?	<a href="https://www.iskur.gov.tr/ozel-istihdam-burolari/tarim-aracilari">https://www.iskur.gov.tr/ozel-istihdam-burolari/tarim-aracilari</a> * "Employment and employment agency certificate in agriculture" is issued to real / legal persons whose permission has been accepted. * For those who work as an intermediary for finding jobs and workers in agriculture without obtaining permission from the institution or renewing a permit (19.667-TL for 2021)		x	There is no intermediary or broker, workers come from neighborhood of the grower
4.7.	In case of a worker intermediary, is the net wage paid to the workers above the regional wage determined by the Chambers of Agriculture or at the minimum wage level?(higher should be preferred)	Agricultural intermediaries cannot demand wages from the workers they find work within the scope of intermediation activity. The fee can only be requested from the employer. The permits of intermediaries, who are found to receive a wage from the workers they find work, are canceled during the inspections.		x	There is no intermediary or broker, workers come from neighborhood of the grower
4.8.	In case of a worker intermediary, is there a contract between you and the intermediary?	* Within the scope of agricultural intermediation activity; wages and working conditions and mutual obligations must be determined by written contracts between the intermediary, the employer and the workers. Where there is no intermediary, the contract is signed between the employer and the workers. * Within the scope of agricultural intermediation activity; The employer or the intermediary is obliged to deliver one copy of the contracts to the Institution for approval within ten working days from the date of issuance. *** IPC is applied to intermediaries who do not sign a contract with agricultural workers or do not submit the contract they signed to the Institution (980.-TL for 2021).		x	There is no intermediary or broker, workers come from neighborhood of the grower
4.9.	Are the social rights and working conditions of the workers specified in the contracts made with the worker intermediary?		x		No written agreement between growerand workers. It is verbal contracts
4.10.	When the producer employs foreign migrant workers, does it only employ people with a registered and valid work permit?			x	No foreing migrant worker
4.11.	In the case of a nomadic worker, does the producer keep up-to-date records of family members accompanying each worker?			x	No migrant worker
4.12.	Are children under the age of 18 not employed in the production area in the case of migrant workers?			x	No migrant worker

5. Working conditions					
5.1.	Are the starting and ending and break times determined?		x		Grower agrees with workes about working times. Start at:05:00 09:00-09:30 breakfast time They give 15 minutes breaks after 2 hours working period. Stop working on 14:00
5.2.	Is overtime paid in cases where the total daily working hours exceed 8 hours?			x	they do not work more than 8 hours.
5.3.	Is overtime work voluntary?		x		No overtime
5.4.	Does 1 worker work at most 16 hours overtime in a week?		x		
5.5.	Are the working provisions in the legal regulations applied for pregnant women and breastfeeders? More breaktime, less working time etc.				Pregnant and breastfeeders does not work in heavy works.
6. Occupational health and safety measures					
6.1.	Are spraying operators trained on the machines they use?		x		
6.2.	Have spraying operators been trained in pesticide preparation and protective measures?		x		Grower applies pesticides on his own lands. He has Ministry of agriculture legal operator lisanse
6.3.	Do spraying operators have enough protective equipment to use when spraying?What types of equipment are provided?		x		Gloves, glasses, waterproof clothes and masks
6.4.	Do all mobile machines used in the field have protective covers?		x		
6.5.	If yes, do the operators using harvesters have training and / or license to use the machines they use?		x		Grower uses himself and he has lisanse
6.6.	Are documents available on the expertise of workers on the farm working with hazardous materials and handling hazardous and complex equipment?	Workers working with and / or using veterinary drugs, chemicals, disinfectants, plant protection products, biocides and other hazardous substances and using hazardous and complex equipment identified in the risk assessment should have a specialization certificate and / or documents containing details about these expertise. Workers performing these duties should be specified in the records.		x	
6.7.	Is there a sufficient number of personnel who have received first aid training in the farm / facility?	While agricultural activities are carried out in each farm / facility, at least one officer who has been trained in first aid (within the last 5 years) should be present.If available, applicable legislation on first aid should be applied. Activities cover all work carried out in all departments and sections.	x		Grower has first aid traning during his driving lisanse training
6.8.	Are potential hazards identified with warning signs and these signs posted in appropriate places?	Permanent and legible signs should be used to indicate potential hazards.			x No signs it is open land
6.9.	Is there safety information on hazardous materials available and accessible to employees?	Safety information should be found and used when necessary.			x
6.10.	Are First Aid Kits available in all facilities and areas where fieldwork is conducted?)	First Aid Kits must be kept in all facilities and on the field in accordance with the legislation.	x		There is first aid s kits on the grower's wheicle
6.11.	Are employees (including subcontractors) wearing appropriate protective clothing?	Suitable, robust, undamaged protective clothing should be available and used within the framework of legislation and / or instructions or as specified by occupational safety experts.	x		Grower has knowledge about the importance of using PPE and he uses appropriate clothing
6.12.	Are protective clothing or equipment kept in a way that prevents contamination and cleaned after use?	Protective clothing should be cleaned regularly within a program adjusted according to the type of use and the degree of contamination.Protective clothing and equipment should be washed separately from personal clothing and without gloves.		x	No cleaning plan and awareness about the issue
6.13.	Has a manager responsible for the health, safety and welfare of the employees been appointed?	Documentation is required to prove that there is an appointed manager for the implementation of the policy regarding the health, safety and well-being of employees in accordance with the legislation.	x		There is no such a person, grower is responsible for it
6.14.	Are subcontractors and visitors informed about relevant procedures for personal safety and hygiene?	Relevant procedures regarding personal health, safety and hygiene should be explained to visitors and subcontractors. (For example, relevant instructions should be displayed where all visitors and subcontractors can see them.)		x	It has been informed verbally during the visit
6.15.	Are there accident and emergency procedures,are they displayed prominently, and are they communicated to all staff?	Accident procedures should be clearly displayed in accessible and visible places. Pictures and illustrated texts should be used in these instructions.		x	Procedures and signs are available on the facility but There is no accident and/or emergency training record
7. Housing and living conditions					
7.1.	Do employees have clean drinking water in the production area?		x		Grower has a small field house close to production land. Worker uses those facilities
7.2.	Do the employees have suitable / usable toilet and hand washing facilities in the production area?		x		Grower has a small field house close to production land. Worker uses those facilities
7.3.	Do employees have a suitable space for eating?			x	There is place but workers were leave their bags on the soil during they working on land
7.4.	Are shelters hygienic and confidential?			x	No need to shelter workers come to work from their own home and leave in noon time
8. Discrimination					
8.1.	Is equal pay for equal work regardless of language, religion, ethnic identity, gender?		x		Grower pays 100TL/ day for every worker. They have brak dat in week and they wor on Sunday instead of that day. If they work on Sunday they get paid 110TL/day
8.2.	employees express their beliefs freely?		x		
8.3.	Does the producer allow all workers (including seasonal and migrant workers) to express themselves culturally, such as using their native language?		x		Worker does not prefer to have migrant worker. He declerated that he prefer local ones
9. Other certifications					
9.1.	Are the grown products included in another certification program?		x		EU Organic and USDA NOP
9.2.	If yes, Indicate which certification programs are included.		x		