

Social Responsibility Information for Seafood Supply Chains: A Compilation of Resources



This document is not intended to share or reference all social responsibility tools and resources. This is a supplementary document to “[Key Data Elements for Seafood: A Compilation of Resources](#),” which focuses on data associated with seafood production, product identification, and supply chain traceability. This document compiles practices and additional information that are more complex than single data points but still relevant to monitoring, assessing, and/or collecting important information regarding social responsibility, worker well-being, and human rights in seafood supply chains. General social responsibility guidance, due diligence guidance or tools for implementing social responsibility policies and/or improvements in supply chains, links to social responsibility working groups or multi-stakeholder efforts, and any other resources that do not provide the above function are not included here. This document should not be construed as legal advice nor as providing recommendations of any kind. Readers should always refer to the original reference source for complete information and important contextual background such as the scope and objectives of the specific resource. FishWise cannot be held liable for the accuracy or completeness of this document.



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Introduction

This document is a compilation of social responsibility information relevant to monitoring, assessing, and/or collecting important information regarding social responsibility, worker well-being, and human rights in seafood supply chains. FishWise gathered this information from publicly available reports, regulations, and guidelines developed by various stakeholder groups, including certification and standards bodies, government and intergovernmental organizations, and non-governmental organizations with expertise in human rights.

Over the last several years, discussions regarding traceability and social responsibility in seafood have advanced on multiple fronts, through emerging government regulations in major seafood importing markets, rapidly evolving supply chain technologies and systems, and coalescing multi-stakeholder and industry-led initiatives. FishWise hopes that as various groups and initiatives begin to identify and discuss social responsibility information in seafood supply chains relevant to their work, that they will use this document to align (to the extent possible) with other efforts and projects, and to track developing requirements and recommendations. This is an objectively compiled list from various publicly available sources, and is not intended to recommend or prescribe social responsibility norms or best practices for seafood.

In addition to this document, FishWise has also produced a compilation of existing, publicly available reports from a variety of sources that address environmental and traceability key data elements (KDEs), including KDEs relevant to social responsibility. KDEs for seafood are typically data points (e.g. country of harvest, harvest method) as opposed to practices (e.g. no child or forced labor, safety equipment maintained on vessel etc.). While some KDEs apply to social responsibility, like location of catch or farming, FishWise’s review of existing social responsibility standards, best practice guidance, and regulations found that the method for identifying social responsibility in seafood supply chains is more complex than single data points, and is generally written as practices or protocols. To reflect these distinctions, FishWise decided to summarize KDEs for ongoing seafood traceability conversations in one document, titled “[Key Data Elements for Seafood: A Compilation of Resources](#),” which focuses on data associated with seafood production, product identification, and supply chain traceability. As a complement to those KDEs, this document compiles practices and additional information relevant for understanding social responsibility in supply chains recommended by experts.

FishWise will make both “[Social Responsibility Information for Seafood Supply Chains: A Compilation of Resources](#)” and “[Key Data Elements for Seafood: A Compilation of Resources](#)” available on FishWise’s [Traceability Resources](#) and [Human Rights Resources](#) webpages, and will continue to update both documents as existing and additional efforts and resources become available, finalized, or updated. When a source is updated in the document, FishWise will add the date to that specific entry. Dates will not be assigned to entries that have not been updated since the original publication of this document.

To suggest additional relevant resources to be added to this document or updates to existing resources, please contact Cora Sorenson at c.sorenson@fishwise.org.



Certifications and Standards

Aquaculture Stewardship Council (ASC) Standards

<http://www.asc-aqua.org/?act=tekst.item&iid=6&iids=290&lng=1>

Founded in 2010 by the World Wildlife Fund (WWF) and Dutch Sustainable Trade Initiative (IDH), the Aquaculture Stewardship Council (ASC) is an independent not for profit organization with global influence. ASC aims to be the world's leading certification and labelling program for responsibly farmed seafood. The ASC's primary role is to manage the global standards for responsible aquaculture, which were developed by the WWF Aquaculture Dialogues. For ASC, CoC is certified through application of the MSC CoC, to which ASC CoC requirements have been added as a scope, to ASC certified aquaculture products. Only products that originate in ASC certified farms and are sold through an MSC certified CoC (with ASC CoC scope) are eligible to carry the ASC ecolabel. ASC standards include social criteria which state that aquaculture should be undertaken in a socially responsible manner that ensures that the operations do not negatively impact farm workers and local communities. This includes criteria regarding the labor rights of individuals, and labor requirements in ASC standards are based on the core principles of the International Labor Organization (ILO). ASC environmental and traceability KDEs can be found in "[Key Data Elements for Seafood: A Compilation of Resources](#)." The following is a summary of the social criteria listed in the following Aquaculture Stewardship Council (ASC) standards:

Abalone Farm:

- Child labor
 - Incidences of child labor
- Forced, bonded, or compulsory labor
 - Incidences of forced, bonded, or compulsory labor
- Discrimination
 - Incidences of discrimination
- Health and safety
 - All health- and safety-related accidents and violations are recorded, and corrective action is taken when necessary
 - Occupational health and safety training is available for all employees
- Fair and decent wages
 - Payment of fair and decent wages
- Freedom of Association and collective bargaining
 - Employees have access to freedom of association and collective bargaining
- Non-abusive disciplinary practices
 - Incidences of abusive disciplinary practices occurring on the farm



- Working hours
 - Incidences of violations or abuse of working hours and overtime laws or expectations

Bivalve Farm:

- Child labor
 - Incidences of child labor
- Forced, bonded, or compulsory labor
 - Incidences of forced, bonded, or compulsory labor
- Discrimination
 - Incidences of discrimination
- Health and safety
 - All health- and safety-related accidents and violations are recorded, and corrective action is taken when necessary
 - Occupational health and safety training is available for all employees
- Fair and decent wages
 - Payment of fair and decent wages
- Freedom of Association and collective bargaining
 - Employees have access to freedom of association and collective bargaining
- Non-abusive disciplinary practices
 - Incidences of abusive disciplinary practices occurring on the farm
- Working hours
 - Incidences of violations or abuse of working hours and overtime laws or expectations

Freshwater Trout Farm:

- Child labor
 - Incidences of child labor
- Forced, bonded, or compulsory labor
 - Incidences of forced, bonded, or compulsory labor
- Discrimination
 - Incidences of discrimination
 - Number of incidences of discrimination
- Health and Safety
 - Percentage of workers trained in health and safety practices, procedures and policies
 - Evidence that health- and safety-related accidents are recorded and corrective actions are taken
 - Proof of company accident insurance covering employee costs stemming from a job-related accident or injury when not covered under national law
 - Workers use and have access to appropriate personal protective equipment (PPE)
 - Evidence of a health and safety assessment of site facilities and processes
- Fair and decent wages
 - The percentage of employees who are paid a basic needs wage
 - Evidence of transparency in wage setting
- Freedom of Association and collective bargaining



- Incidences of employees denied freedom to associate, the ability to bargain collectively or denied access to representatives, or representative organizations, chosen by workers
- Non-abusive disciplinary practices
 - Incidences of abusive disciplinary practices
 - Evidence of non-abusive disciplinary policies and procedures whose aim is to improve the workers' performance
- Working hours
 - Violations or abuse of working hours and overtime laws and agreements
- Interactions with communities
 - For new farms, evidence of engagement and consultation with surrounding communities about potential social impacts from the farm
 - Evidence of regular communication, engagement and consultation with surrounding communities
 - Evidence of an operational grievance and conflict resolution mechanism to address community concerns

Pangasius Farm:

- Labor law
 - Compliance with labor laws in the country where pangasius is produced
- Child labor and young workers
 - Minimum age of workers
 - For workers under 18 years old:
 - Work does not jeopardize schooling
 - Work, when added to the hours of schooling, does not exceed 10 hour/day
 - Work is restricted to light work
 - Work is restricted to not hazardous work
- Forced and compulsory labor
 - Workers are free to terminate their employment and receive full payment until the last day of their employment, based on reasonable notice given to their employer
- Health and safety
 - The employer provides a non- hazardous working and living environment
 - Workers are aware of the health and safety hazards at the work place and how to deal with them
 - The employer records all accidents, even if minor, and takes preventive and corrective action for each
 - Employer ensures that all permanent workers have health insurance
- Freedom of Association and collective bargaining
 - Workers have the right to form or join organizations to defend their rights (including their right to collective bargaining) without interference from the employer and without suffering negative consequences as a result of exercising this right
- Discrimination
 - Workers do not suffer any discrimination from the employer or other workers
- Discrimination



- Employers treat all workers with dignity and respect
- Working hours
 - Maximum number of regular working hours
 - Workers have the right to leave the farm after completing the standard work day
 - Minimum time off
 - Overtime hours:
 - Are voluntary
 - Do not exceed a maximum of 12 hours per week
 - Occur on an exceptional (not regular) basis
 - Are paid at a premium rate (i.e., an additional 20% is paid to the normal salary)
- Fair and decent wages
 - The employer pays at least minimum wages, as defined by law, or ensures that wages cover basic needs, plus some discretionary income, whichever is higher
 - Workers have the right to know the mechanism for setting the wages and benefits
 - Wages shall be paid in cash or in a manner most convenient to workers
- Labor Contract
 - Workers have copies of, and can understand, their labor contract
 - Maximum length of probation period stated in the contract for workers, other than farm managers and workers with a university degree
 - Maximum length of probation period stated in the contract for farm managers and workers with a university degree
- Management Systems
 - The employer ensures that all workers have appropriate channels to communicate anonymously with employers on matters relating to labor rights and working conditions
 - Percentage of issues raised by workers which are registered, tracked and responded to by the employer
 - Percentage of complaints that are resolved within one month after being received
 - A plan for addressing the yet to be resolved conflicts is developed and complied with
 - Timeframe for the contracting of suppliers and service providers that ensure suitable health and safety conditions for their workers

Salmon Farm:

- Freedom of Association and collective bargaining
 - Evidence that workers have access to trade unions (if they exist) and union representative(s) chosen by themselves without managerial interference
 - Evidence that workers are free to form organizations, including unions, to advocate for and protect their rights
 - Evidence that workers are free and able to bargain collectively for their rights
- Child labor
 - Number of incidences of child labor
 - Percentage of young workers that are protected
- Forced, bonded, or compulsory labor
 - Incidences of forced, bonded, or compulsory labor



- Discrimination
 - Evidence of comprehensive and proactive anti-discrimination policies, procedures, and practices
 - Number of incidences of discrimination
- Health and safety
 - Percentage of workers trained in health and safety practices, procedures and policies on a yearly basis
 - Evidence that workers use Personal Protective Equipment (PPE) effectively
 - Presence of a health and safety risk assessment and evidence of preventive actions taken
 - Evidence that health- and safety-related accidents and violations are recorded and corrective actions are taken when necessary
 - Evidence of employer responsibility and/or proof of insurance (accident or injury) for 100% of worker costs in a job-related accident or injury when not covered under national law
 - Evidence that all diving operations are conducted by divers who are certified
- Wages
 - The percentage of employees whose basic wage (before overtime and bonuses) is below the minimum wage
 - Evidence that the employer is working toward the payment of basic needs wage
 - Evidence of transparency in wage setting and rendering
- Contracts (labor) including subcontracting
 - Percentage of workers who have contracts
 - Evidence of a policy to ensure social compliance of its suppliers and contractors
- Conflict resolution
 - Evidence of worker access to effective, fair and confidential grievance procedures
 - Percentage of grievances handled that are addressed within a 90-day timeframe
- Disciplinary practices
 - Incidences of excessive or abusive disciplinary actions
 - Evidence of a functioning disciplinary action policy whose aim is to improve the worker

Shrimp Farm:

- Child Labor
 - Minimum age of hired workers
- Forced, bonded, or compulsory labor
 - Right to full final payment and benefits
 - Employees have the right to keep identity documents and work permits
 - Hired workers have the freedom of movement outside working hours
- Discrimination in the work environment
 - Anti-discrimination policy in place, including, but not limited to, how to deal with discrimination in the workplace and equal access to all jobs in relation to gender, age, origin (locals vs. migrants), race or religion, and outlining clear and transparent company procedures are to raise/file and respond to discrimination complaints. Clear and transparent company procedures are outlined to raise/file and respond to discrimination complaints
 - Number of incidences of discrimination



- Equality of salaries and opportunities. All hired workers, independent of their gender, origin, race or religion, receive equal pay, benefits, promotion opportunities, job security arrangements and training opportunities for equal work at equal role and experience levels within the same hierarchical position
- Respect of maternity rights and benefits
- Work environment health and safety
 - Percentage of worker trained in health and safety practices, procedures and policies relevant to the job. Safety equipment provided and maintained and in use
 - Monitoring of accident and incidents and corrective actions
 - Medical expenses coverage
- Minimum and fair wages
 - Minimum wage level as applicable to their specific job/task description
 - Permanent workers are paid fair wages. Salaries, if not already at a “fair wage” level, are gradually increased to include sufficient funds for a worker’s basic needs plus a discretionary income that allows for savings and/or pension payments.
 - Punishment through infringement of workers’ rights or wages
 - There is a mechanism for setting wages and benefits (including, if applicable, the combination of pay and harvest workers. Sharing arrangements).
 - Prohibit revolving labor-contract schemes designed to deny long-time workers full access to fair and equitable remuneration and other benefits
- Access to freedom of association and the right to collective bargaining
 - Percentage of workers with access to trade unions, worker organizations, and/or have the ability to self-organize and the ability to bargain collectively or to have access to representative(s) chosen by workers without management interference
 - Members of unions or worker organizations are not discriminated against by employers
- Harassment and disciplinary practices in the working environment causing temporary or permanent physical and/or mental harm
 - Fairness of disciplinary measures
 - Clear, fair and transparent disciplinary policies and procedures
 - Prohibition of harassment
- Overtime compensation and working hours
 - Maximum number of regular working hours: 8 hours/day or 48 hours/week (maximum average over 17 week period) including “stand-by hours; with at least one full day (including two nights) off in every seven-day period
 - Right to leave the farm after completion of daily work duties
 - Minimum time off from work, with the right but not the obligation to leave farm premises if accommodations are on the farm, except where both the employer and employee agree that off-days cannot be accommodated on the farm
 - Transport provided to workers (in cases where farm locations are remote) to allow workers to enjoy relaxation at home, with family or in places of recreation
 - Overtime compensation is provided
 - Overtime is voluntary, and not longer than 12 hours/week



- Rights to maternity leave, including daily breaks or a reduction of hours of work to address child care needs
- Worker contracts are fair and transparent
 - Allowance for labor-only contracting relationships or false apprenticeship schemes including revolving/consecutive labor contracts to deny benefit accrual
 - All workers have the appropriate and applicable permits for working in the country
 - Workers are fully aware of their employment conditions and confirmed their agreement (verbal or written). Written employment policies and procedures are required when there are more than five hired workers
 - Probation period stipulated in contract
 - In subcontracting or home- working arrangements, the farm owner shall assure that labor laws, social security laws are filed in the office, mutually signed and ratified ILO provisions have been duly respected and complied with
- Fair and transparent worker management systems
 - The employer ensures that all workers have access to appropriate channels of communication with managers on matters relating to labor rights and working conditions
 - Percentage of issues raised by workers which are recorded responded to and monitored by employer
 - Clear plan, with process actions and timeframe, is developed to address complaints, and complied with
 - Percentage of complaints that are resolved within three months after being received
- Living conditions for workers accommodates on the farm
 - Living conditions for workers accommodated on the farm are decent and safe
 - Adequate facilities for women.

Tilapia Farm:

- Child labor
 - Incidences of child labor
- Forced, bonded, or compulsory labor
 - Incidences of forced, bonded, or compulsory labor
- Discrimination
 - Number of incidences of discrimination
 - Evidence of proactive anti-discrimination practice
- Health and safety of workers
 - Percentage of workers trained in health and safety practices/ procedures/ policies
 - Percentage of health- and safety-related accidents and violations recorded and mitigated through corrective actions
 - Employer responsibility and proof of insurance (accident/ injury) for employee costs in a job-related accident or injury when not covered under national law
- Wages, overtime, and working hours
 - The percentage of employees who are paid fair and decent wages
 - Incidences of abuse of working hours and/or overtime laws
- Freedom of Association and collective bargaining



- Incidences of employees denied freedom to associate, ability to bargain collectively²² or have access to representative(s) chosen by workers
- Disciplinary Actions
 - Incidences of abusive disciplinary actions
 - Evidence of non-abusive disciplinary policies and procedures
- Action response plans/policies
 - Evidence of implementation of a corrective action plan (updated annually) that addresses unintended problems associated with labor relations and internal monitoring of labor activities
 - Evidence of implementation of an emergency action plan and annual (or more frequent) internal monitoring activities
 - Evidence of implementation of a verifiable conflict resolution policy for conflicts and complaints tracked transparently, and proof that conflicts and complaints from employees are responded to within three months after being received
- Living conditions for employees
 - Evidence that living conditions are clean, sanitary and safe for habitation
- Community relations and interaction
 - Evidence that farms are not inhibiting or restricting local community access to public land, freshwater resources or public fishing grounds
 - Evidence of implementation of a verifiable conflict resolution policy for conflicts and complaints tracked transparently, and proof that conflicts and complaints from communities are responded to within three months after being received



Best Aquaculture Practices (BAP) Traceability Record-Keeping Requirements

<http://bap.gaalliance.org/bap-standards/>

The Global Aquaculture Alliance (GAA) is an international, non-profit trade association which seeks to promote responsible aquaculture practice through education, advocacy, and by providing businesses and others with resources to support sustainable aquaculture. Best Aquaculture Practices (BAP) is an aquaculture certification program developed by the GAA. BAP certification standards exist for the entire aquaculture supply chain, including seafood processing plants, farms, hatcheries, and feed mills. BAP certification is based on independent audits that evaluate compliance with the BAP standards. BAP standards address key topics such as food safety, quality, traceability, the environment, animal welfare, and social responsibility. Below, several guidelines are shared as examples of these standards as they relate to social responsibility. BAP environmental and traceability KDEs can be found in the "[Key Data Elements for Seafood: A Compilation of Resources.](#)"

Finfish and Crustacean Farm:

<http://bap.gaalliance.org/wp-content/uploads/sites/2/2015/02/Finfish-Crustacean-Farm-Standard-Issue-2-Revision-3-16-November-201....pdf>

- Community: Property Rights and Regulatory Compliance
 - Farm provides documentation demonstrating legal rights for land and water use, construction, operation and waste disposal, compliance with environmental regulations
- Community relations
 - Farm strives for good community relations and do not block access to public areas, common land, fishing grounds or other traditional natural resources used by local communities.
 - Farm does not traditional access routes to fishing grounds, wetland areas and other public resources.
 - Farm manages water usage to avoid restricting the amount of water available to other users.
 - Farm demonstrates interaction with the local community to avoid or resolve conflicts through meetings, committees, correspondence, service projects or other activities performed annually or more often
- Worker safety and employee relations
 - Farm complies with local and national labor laws, including those related to young and/or underage workers, to assure adequate worker safety, compensation and, where applicable, on-site living conditions.
 - Wages and Benefits
 - Meet or exceed the minimum wage rate, benefits, required by local and national labor laws.
 - No deductions from wages as part of a disciplinary process.
 - Maintenance of all relevant documents that verify workers paid in compliance with local law, including regulations regarding equivalence to or exceeding minimum requirements for wages, hours, overtime and holiday pay.
 - Working hours



- Employer abides by the national mandated work week where applicable
 - Employer complies with national labor laws for pay, overtime and holiday compensation for hours worked beyond the regular work day or week.
- Forced or bonded labor
 - All work, including overtime, must be voluntary
 - The following are prohibited:
 - Human trafficking
 - Holding of original identity papers
 - Prohibiting workers from leaving the premises after their shift or other coercion intended to force anyone to work
 - Where the holding of original identity papers is required by national law, papers must be immediately returned to employees upon request and readily available to them at all times
 - Worker payment of deposits
 - Deduction from wages
 - Withholding of pay that is not part of a legal contractual agreement
 - Workers have the right to terminate employment after reasonable notice
- Child labor and young workers
 - Facility does not engage in or support the use of child labor.
 - Facility complies with national child labor laws regarding minimum working age or ILO Minimum Age Convention 138, whichever is higher
 - ILO Minimum Age Convention 138 states the minimum age shall be 15, unless local law in developing nations is set at 14
 - Employment of young workers in compliance with local laws, including required access to compulsory school attendance and any restrictions on hours and time of day
 - Young workers are not subjected to hazardous work that can compromise their health and safety
 - Facility employs only legally documented workers, whether nationals or migrants
 - Facility maintains all relevant documents that verify any contracted/subcontracted workers are paid in compliance with all local wage, hour and overtime laws
 - All labor, recruiting, or employment services used by the facility are licensed as labor providers by the local or national government
 - All workers provided written information in prevalent language of majority of employees regarding:
 - Terms of employment
 - Worker rights
 - Benefits
 - Compensation
 - Hours expected
 - Details of wages for each pay period
 - Disciplinary actions
 - Grievance procedures
 - Authorized deductions from pay



- Labor or employment service (if used) provides above employment information, in appropriate languages, prior to and during hire
- Appointed management person responsible for worker health, safety and training
- Facility-conducted risk assessment for workplace health and safety hazards, including accident investigation.
- Employee housing meets local and national standards
- Employee housing is free of accumulated trash and garbage
- Employees have access to safe drinking water
- Employees provided wholesome meals
- Employees have access to running water, toilets and hand-washing facilities
- Facility provides basic medical care, including access to or communication with medical authorities in event of accident/emergency
- Employees have access to first aid kits, any expired content shall be replaced
- Facility provides training in general health, personal hygiene and safety (including aquatic safety and the use of boats and associated equipment), first aid and contamination risks to all employees
- Safety documents available in a language understood by the workforce
- Emergency response plan for serious illnesses or accidents
- Select workers trained in emergency response plans and first aid of medical emergencies
- Employees provided protective gear and equipment in good working order
 - Auditor verifies deployment
- Electrical pumps/aerators wired according to standard safe procedures
- Machinery has proper driveshaft and/or drive belt safety guards
- Written dive safety plan requiring diver training and the maintenance of logs that document procedures, safety-related incidents, equipment maintenance
 - Limits for time under water are established and monitored
- Written procedures and staff training for handling diving emergencies and regularly audit records and procedures
 - Emergency response equipment for divers includes oxygen for resuscitation
- Discrimination, Discipline, Abuse and Harassment
 - Facility provides equal opportunity with respect to recruitment, compensation, access to training, promotion, termination and retirement
 - No physical, verbal or sexual abuse, bullying or harassment
- Freedom of Association and Collective Bargaining
 - Workers right to collective bargaining
 - At least one employee elected by workers to represent them to management
 - Written worker grievance process, available to all workers: Anonymous reporting of grievances to management without fear of retaliation



Seafood Processing and Repacking Plant:

<http://bap.gaalliance.org/wp-content/uploads/sites/2/2015/02/BAP-ProcPlant-1215.pdf>

- Staff Facilities
 - Facility provides safe, healthy and clean conditions in all work, rest, dining, and housing areas
 - Facility establishes and follows clear set of procedures ensuring occupational health and safety
 - Access to potable water
 - Access to clean toilet facilities
 - Access to sanitary food preparation and storage areas
 - Employee housing meets local/national standards
 - Sufficient number of toilets and sinks in compliance with local and national laws, accessible to employees, kept in good repair
 - Safe and hygienic place for workers to change into work attire and to store personal belongings
- Personal Protective Equipment and Clothing
 - Workers provided with safe, hygienic protective gear, free of charge
 - Facility provides list the protective equipment and clothing provided to employees
- Medical Care
 - Employees provided adequate medical care, including access to/communication with medical authorities in case of emergencies or accidents
 - Facilities record of basic medical care provided
 - First aid kits available to employees close to work and rest areas
 - Facility maintains list of first aid items kept, and their expiration date
 - Expired first aid items replaced promptly
- Training
 - Facility provides training program for workers and maintenance personnel that use machinery and/or other dangerous equipment
 - Proof of licensing for machinery maintained
 - Facility provides training program for use of potentially dangerous chemicals, fuels, compounds, or other toxic substances
 - Facility provides new employee training program in general health, safety, product quality and the prevention of product contamination
 - Facility provides annual employee refresher training on above subjects
- General
 - Policies and procedures are in place regarding:
 - Worker health and safety and compliance
 - Wages
 - Benefits
 - Hours
 - Hiring practices
 - Minimum age
 - Status of workers



- Wages and Benefits
 - Workers are paid at least the legal minimum wage or wage rate established by employment contract or collective bargaining agreement, whichever is higher
 - Regular wages and compensation cover the workers' basic expenses and allow for some discretionary funds for use by workers and their families
 - Workers received benefits equal to local or national law (Paid holidays, health insurance, paid sick time, etc.)
 - Workers compensated for overtime hours beyond nationally mandated regular work week, as required by local law
 - No unauthorized wage deductions
 - Disciplinary process does not include wage deductions
 - Documentation verifies workers paid in compliance with all local wage and overtime laws
- Working Hours
 - Working hours comply with local/national laws, contractual agreements, industry standards in the country, whichever affords greater welfare to the workers
 - Regular work week (excluding overtime) does not exceed 48 hours
 - Overtime does not exceed 12 hours/ week except as permitted by national law in a voluntary contractual agreement
 - Meal and rest breaks during work shifts comply with national law
 - Facilities maintain records that verify compliance with working hour laws and provisions
- Forced, Bonded, Indentured, Trafficked and Prison Labor
 - All work, including overtime, shall be voluntary
 - The facility does not engage in forced or indentured labor, including:
 - Human trafficking
 - Holding of original identity papers
 - Other coercion to force work
 - Bonded labor is prohibited
 - No requirement for payment of deposits, bonds or other financial guarantees that may result in debt bondage
 - No recruitment fees, fines, deductions from wages, withholding of pay not part of a legal contractual agreement with employee
 - Workers right to leave premises after work shift
 - Workers right to terminate employment after reasonable notice
- Child Labor and Young Workers
 - Facility does not engage in or support the use of child labor
 - Facility complies with national child labor laws regarding minimum working age or ILO Minimum Age Convention 138, whichever is higher
 - ILO Minimum Age Convention 138 states the minimum age shall be 15, unless local law in developing nations is set at 14
 - Employment of young workers in compliance with local laws, including required access to compulsory school attendance and any restrictions on hours and time of day
 - Young workers are not subjected to hazardous work that can compromise their health and safety, includes restrictions on working hours, prohibiting night and hazardous work



- Worker Health and Safety, Facilities and Housing
 - Documentation of incidents, investigations of accidents, their cause and correction
 - Proper measures for fire protection/prevention in all work, rest, dining, housing areas
 - Adequate numbers of functioning fire extinguishers
 - Clearly marked emergency exits and evacuation routes kept clear and unlocked while employees present
 - Equipment/machinery are safe:
 - Properly functioning shields or guards
 - Warning signs/pictures
 - Emergency shut-off switches
 - Proper electrical safety through proper wiring, grounding of cables, and coverage of circuit boxes
 - Emergency evacuation drills (in case of fire, chemical leak or similar) conducted, at a minimum, annually
 - Emergency response plan shall be prepared for serious illnesses or accidents
 - Select workers trained in emergency response plans and first aid of medical emergencies
 - A list of the trained workers
 - Workers provided wholesome meals
 - Senior management person appointed, responsible for ensuring worker health and safety
- Hiring and Terms of Employment
 - Workers have legal right to work in the country they are working in
 - Work and terms of employment in compliance with local law or international labor standards, whichever stricter
 - All workers provided written information in prevalent language of majority of employees regarding:
 - Terms of employment
 - Worker rights
 - Benefits
 - Compensation
 - Hours expected
 - Details of wages for each pay period
 - Disciplinary actions
 - Grievance procedures
 - Authorized deductions from pay
 - Labor or employment service (if used) provides above employment information, in appropriate languages, prior to and during hire
 - All labor, recruiting, or employment services used by the facility are licensed as labor providers by the local or national government
- Discrimination, Discipline, Abuse and Harassment
 - The facility shall provide for equal opportunity with respect to recruitment, compensation, access to training, promotion, termination or retirement.
 - Terms and conditions of employment shall be based upon the ability to do the job, not on any aspects of: terms of employment, advancement, discipline, access to training, promotion,



termination, or retirement on the basis of race, color, gender, national origin/ heritage, religion, age, nationality, social or ethnic origin, sexual orientation, political opinion, disability or any other status

- No physical, verbal or sexual abuse, bullying or harassment
- Written disciplinary procedure available in the prevalent language of majority of workers
- Records maintained of all disciplinary actions
- Freedom of Association and Collective Bargaining
 - Workers right to collective bargaining
 - Facilities do not interfere with, restrict, or prevent such activities
 - Facilities do not retaliate against workers exercising right to representation in accordance with international labor standards
 - Facility does not prevent alternative means to facility worker representation and negotiation
 - Worker representatives allowed access to the workplace
 - Written worker grievance process, available to all workers: Anonymous reporting of grievances to management without fear of retaliation

Fair Trade USA: Capture Fisheries Standard

http://fairtradeusa.org/sites/default/files/wysiwyg/filemanager/fish/FTUSA_CFS_CC_1.0v1_EN_121914_FINA_L.pdf

Fair Trade USA, a non-profit organization, is a leading third-party certifier of Fair Trade products in the United States. Fair Trade uses a market-based approach to ensure safe working conditions, and helps producers compete equitably in international markets. Fair Trade USA launched its Capture Fisheries Program in 2014, in an effort to bring small-scale fishermen and their communities the benefits of Fair Trade. The Capture Fisheries Program uses a step-wise approach that requires fishers to address and improve social, economic, and environmental conditions over time. To ensure that Fair Trade seafood can be identified and traced along the supply chain, all traders must adhere to Fair Trade traceability guidelines as well as provide and retain Chain of Custody (CoC) records with Fair Trade-required product information. Fair Trade USA standards contain a variety of social responsibility criteria and evaluate for progress on a variety of social dimensions. Fair Trade USA environmental and traceability KDEs can be found in the “[Key Data Elements for Seafood: A Compilation of Resources.](#)”

- Up-to-date list of registered fishers, available to registered fishers
- Signed/written statement or agreements indicating:
 - Registered fishers’ knowledge of Fair Trade concept and commitment to participating in Fair Trade
 - Compliance with standards and audits from all locations handling Fair Trade product
 - Certificate holder will incorporate social responsibility and empowerment of registered fishers in mission or policy
 - Efforts of certificate holder to improve registered fishers’ understanding of financial management, pricing, international market mechanisms



- Occurrence of regular meetings between certificate holder and fisher association regarding management of fishery
- Written risk assessment every 3 years
- Non-discrimination
 - Evidence could include, for example:
 - Minority group participation rates
 - Promotion/employment/pay rate equal by gender
 - A program to improve the social and economic position of registered fishers who come from disadvantaged/minority groups
 - One project per year designed by traditionally disadvantaged (e.g., women, indigenous, minority) populations for their benefit
- Freedom from corporal, mental, physical punishment and abuse
 - Written policy prohibiting corporal, mental, physical punishment and abuse, including disciplinary procedure, right to appeal.
 - Policy communicated to workers verbally and in writing
- Workers are recruited through fair and transparent processes
 - Certificate holder/employer has copy of certificate of accreditation or licensing permission for recruitment agency, if used
 - Prohibition of recruitment fees on individual workers
 - Costs of transportation for seasonal relocation are not borne by worker
 - Other fees, such as costs related to visas and passports or costs of medical exams defined and agreed to before employment and/or migration.
- Employment of Children
 - Minimum age for employment on fishing vessels is 16 or as defined in law
 - Remediation policy includes clear statement against child labor
 - Documentation for minors:
 - Name
 - Date of birth
 - Address
 - Letter of consent authorizing the minor to work, signed by parents/ legal guardian
 - Hours worked
 - Children under 18: No more than 8 hrs/day, 40 hrs/wk
- Worker records include:
 - Age
 - Gender
 - Migratory status
 - Copies of identification papers
- Freedom of Association
 - Written posting of rights to freedom of association and organization in common areas, in language accessible to all workers, including illiterate workers
 - Records of dismissals of union or workers' committee members
 - Workers allowed to hold meetings and organize themselves during working time without interference (without deductions or required payments)



- Workers do not suffer repercussions due to organizing.
 - Employer-maintained register of all terminated contracts with details on circumstances/reasons for termination.
- Workers provided trainings on freedom of association
- Conditions of Employment
 - Workers are aware of working conditions, including:
 - Rights
 - Duties and responsibilities
 - Salaries/wages
 - Payment schedules
 - Work schedules
 - Employment conditions have been verbally agreed upon
 - For vessels at sea more than 3 days:
 - Documentation of passed inspection related to vessel living/working conditions
 - Such documentation compiled and stored by certificate holder or Fisher Association
 - Legally-binding written contract signed by the worker and employer describing
 - Terms of hire
 - Worker safeguards for loss of pay in the case of illness, disability, or accident
 - Notice period for contract termination identical for employer and worker
 - Permanent workers have a copy of the contract or at minimum, free access to the original, signed contract
 - Written contract states employer's commitments to worker safety, explaining:
 - Minimum level of manning for safe navigation by vessel type/size and associated numbers of workers and their qualifications
 - Emergency equipment provided
 - Medical on-board supplies provided
 - Emergency evacuation procedures
 - Electronic communication system provided
 - Right for fishers to refuse undertaking a voyage without losing employment if these contract clauses are not upheld in practice
 - Wages that meet or exceed sector regulations
 - Collective Bargaining Agreements (CBAs) in place with the employer
 - Regional average minimum wage specified
 - Legal minimum wages for similar occupations specified
 - Employer's obligations in the case of work-related sickness, injury, or death
 - Wages meet or exceed sector regulations, collective bargaining agreements, regional minimum wage, legal minimum wage
 - Workers receive pay slips with each pay check, clearly accounting for wages earned, allowances, bonuses, overtime payment, and all deductions in detail
 - Employer and worker representatives meet at least once a year to discuss improving wages and productivity in mutually beneficial ways
 - Salaries and wages are paid directly, on time, and in legal tender.
 - Payment made in case, check, direct deposit directly to worker



- Employer does not have withdrawal access to workers' bank accounts
 - Payments made according to a payment schedule, which has been communicated to workers
 - Workers have access to proper appeal mechanism for payment discrepancies
- Written agreement of working conditions and share-catch system if fishers are paid a portion of the market value of the landed catch
- The employer complies with local law regarding provision of social security, pension, and health and disability insurance
 - Where permanent workers are not entitled to health insurance benefits, employer provides equivalent benefits in form of private health insurance or comparable health services.
- Working hours in line with local law and international standards
- Overtime is voluntary and not excessive
- Vacation, sick days in accordance with legal minimums and international standards
- Specified minimum hours of rest on fishing vessels
- Workers receive meal break every five hours
- Occupational Health & Safety
 - Workplaces and machinery are safe, equipped with adequate safety devices
 - Persons under 18 years, with mental conditions, chronic, hepatic, renal, respiratory disease are prohibited from engaging in hazardous work
 - Workers use Personal Protective Equipment (PPE)
 - PPEs are properly maintained, Workers are trained on proper use of PPE
 - Workers provided PPE free of charge
 - Workers have access to adequate first aid supplies and medical services in case of workplace accidents
 - Workers provided with working clothes, replaced regularly
 - Workers provided with medical care for all workplace injuries and illnesses, pays for recovery from work-related illness or injury and lost wages during recovery time.
 - Maintenance and repair system is in place to ensure safe, hygienic, clean environment at all times
 - Workers have access to potable drinking water and sanitary facilities
 - Workers are trained and provided information on health and safety policy, and use of PPE to keep themselves safe
 - Trainings are documented and filed
 - Trained first aid personnel available
 - Warning signs in all languages, include pictograms
 - Workers have access to Written safety instructions and procedures include details regarding accident prevention and response, including pictograms where appropriate
 - Policies and procedures to promote health and safety in the workplace
 - Records of all work accidents and related first aid response
 - Fishers have up-to-date medical certificate attesting to fishers' fitness to work, no more than 2 years old for workers over 18, and no less than 1 year old for workers younger than 18



- Written health and safety policy to identify and minimize worker’s occupational risk, based upon a risk assessment, annually updated
- Individual nominated to be in charge of occupational health and safety matters for registered fishers, brings health and safety issues to attention of employer
- Incident reports summarized annually and submitted to relevant authorities to provide notification/statistics on fatalities, injuries, and diseases
- Vessels have an electronic communications network for finding lost vessels and coordinating ship to shore communications
- Waste disposal does not threaten human health or the environment
 - A waste management strategy is developed and implemented to identify risks to human health or the environment and minimize or eliminate those risks
 - There are designated areas for the storage and disposal of waste, both hazardous and nonhazardous.

GlobalG.A.P. North America Inc.: Aquaculture Module and GRASP Risk Assessment on Social Practice

GlobalG.A.P. (Good Agriculture Practice) is a global organization that sets voluntary standards for the certification of agricultural products around the world. The GlobalG.A.P. aquaculture standard includes criteria for environmental and ecological care, legal compliance, food safety, workers’ occupational health, and safety and welfare. The standard covers the entire product chain from feed to hatcheries and farms and chain of custody. In addition, GlobalG.A.P. offers GRASP, which stands for GlobalG.A.P. risk assessment on social practice. GRASP is an add-on, voluntary module for the assessment of workers’ health, safety and welfare.

Aquaculture Module(AB) v5.0-2: Checklist

[http://www.globalgap.org/uk_en/documents/?fq=gg.standard.gg:\(%22ifa5%22\)&fq=gg.subscope:\(%22aquaculture%22\)&fq=gg.document.type:\(%22checklist%22\)&fq=con_locales:\(%22en%22\)](http://www.globalgap.org/uk_en/documents/?fq=gg.standard.gg:(%22ifa5%22)&fq=gg.subscope:(%22aquaculture%22)&fq=gg.document.type:(%22checklist%22)&fq=con_locales:(%22en%22))

- Workers’ health & safety
 - Does the producer have a written risk assessment for hazards to workers’ health and safety?
 - Have all people working on the farm received health and safety training according to the risk assessment in?
 - All workers, including subcontractors, can demonstrate competency in responsibilities and tasks through visual observation (if possible on the day of the inspection). There shall be evidence of instructions in the appropriate language and training records. Producers may conduct the health and safety training themselves if training instructions or other training materials are available (i.e. it need not be an outside individual who conducts the training).
- Training
 - Is there a record kept for training activities and attendees?



- A record is kept for training activities, including the topic covered, the trainer, the date and a list of the attendees. Evidence of attendance is required.
 - Do all workers handling and/or administering veterinary medicines, chemicals, disinfectants, plant protection products, biocides and/or other hazardous substances and all workers operating dangerous or complex equipment as defined in the risk analysis, have evidence of competence or details of other such qualifications?
 - Records shall identify workers who carry out such tasks, and can demonstrate competence (e.g. certificate of training and/or records of training with proof of attendance). This shall include compliance with applicable legislation.
 - Hazards and first aid
 - Do accident and emergency procedures exist? Are they visually displayed, and are they communicated to all persons associated with the farm activities, including subcontractors and visitors?
 - Permanent accident procedures shall be clearly displayed in accessible and visible location(s) for workers, visitors and subcontractors. These instructions are available in the predominant language(s) of the workforce and/or pictograms.
 - The procedures shall identify, the following:
 - The farm's map reference or farm address
 - The contact person(s)
 - An up-to-date list of relevant phone numbers (police, ambulance, hospital, fire-brigade, access to emergency health care on site or by means of transport, supplier of electricity, water and gas).
 - Examples of other procedures that can be included:
 - The location of the nearest means of communication (telephone, radio).
 - How and where to contact the local medical services, hospital and other emergency services. (WHERE did it happen? WHAT happened? HOW MANY injured people? WHAT kind of injuries? WHO is calling?).
 - The location of fire extinguisher(s).
 - The emergency exits.
 - Emergency cut-offs for electricity, gas and water supplies.
 - How to report accidents and dangerous incidents.
 - Are potential hazards clearly identified by warning signs?
 - Permanent and legible signs shall indicate potential hazards. This shall include, where applicable: waste pits, fuel tanks, workshops, and access doors of the storage facilities for plant protection products/fertilizers/any other chemicals. Warning signs shall be present and in the predominant language(s) of the workforce and/or in pictograms.
 - Is safety advice for substances hazardous to workers' health available/accessible?
 - When required to ensure appropriate action, information (e.g. website, telephone number, material safety data sheets, etc.)
 - Are first aid kits available at all permanent sites and in the vicinity of fieldwork?
 - Complete and maintained first aid kits (i.e. according to local recommendations and appropriate to the activities being carried out on the farm) shall be available and



accessible at all permanent sites and readily available for transport (tractor, car, etc.) where required by the risk assessment

- Are there always an appropriate number of persons (at least one person) trained in first aid present on each farm whenever on-farm activities are being carried out?
 - There is always at least one person trained in first aid (i.e. within the last 5 years) present on the farm whenever on-farm activities are being carried out. As a guideline: one trained person per 50 workers.
- Protective clothing/equipment
 - Are workers, visitors and subcontractors equipped with suitable protective clothing in accordance with legal requirements and/or label instructions and/or as authorized by a competent authority?
 - Complete sets of protective clothing, which enable label instructions and/or legal requirements and/or requirements as authorized by a competent authority to be complied which are available on the farm, utilized, and in a good state of repair. To comply with label requirements and/or on-farm operations, this may include some of the following: rubber boots or other appropriate footwear, waterproof clothing, protective overalls, rubber gloves, face masks, appropriate respiratory equipment (including replacement filters), ear and eye protection devices, life-jackets, etc. as required by label or on-farm operations.
 - Is protective clothing cleaned after use and stored in such a way as to prevent contamination of personal clothing?
 - Protective clothing is kept clean according to the type of use and degree of potential contamination and in a ventilated place. Cleaning protective clothing and equipment includes separate washing from private clothing. Wash re-usable gloves before removal. Dirty and damaged protective clothing and equipment and expired filter cartridges shall be disposed of appropriately. Single-use items (e.g. gloves, overalls) shall be disposed of after one use. All protective clothing and equipment including replacements filters, etc. shall be stored outside of the plant protection products/storage facility and physically separated from any other chemicals that might cause contamination of the clothing or equipment.
- Worker welfare
 - Is a member of management clearly identifiable as responsible for the workers' health, safety and welfare?
 - Documentation is available that clearly identifies and names the member of management who is responsible for ensuring compliance with and implementation of existing, current and relevant national and local regulations on workers' health, safety and welfare.
 - Does regular two-way communication take place between management and workers on issues related to workers' health, safety and welfare? Is there evidence of actions taken from such communication?
 - Records show that communication between management and workers about health, safety and welfare concerns can take place openly (i.e. without fear of intimidation or retribution) and at least once a year. The auditor is not required to make judgments



- about the content, accuracy or outcome of such communications. There is evidence that the concerns of the workers about health, safety and welfare are being addressed.
- Do workers have access to clean food storage areas, designated rest areas, hand-washing facilities, and drinking water?
 - A place to store food and a place to eat shall be provided to the workers if they eat on the farm. Hand washing equipment and drinking water shall always be provided.
 - Are on-site living quarters habitable and have the basic services and facilities?
 - The on-farm living quarters for the workers are habitable and have a sound roof, windows and doors, and the basic services of drinking water, toilets, and drains. In the case of no drains, septic pits can be accepted if compliant with local regulations.
 - Is transport for workers (on-farm, to and from fields/orchard) as provided by the producer safe and compliant with national regulations when used to transport workers on public roads?
 - Vehicles or vessels shall be safe for workers and, when used to transport workers on public roads, shall comply with national safety regulations.

GlobalG.A.P. GRASP: Risk Assessment on Social Practice-Checklist Individual Producer

[http://www.globalgap.org/export/sites/default/.content/.galleries/documents/161108 GRASP CL Option1 V1-3 Jul15 en.pdf](http://www.globalgap.org/export/sites/default/.content/.galleries/documents/161108_GRASP_CL_Option1_V1-3_Jul15_en.pdf)

- Employees' Representatives
 - 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?
 - 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.*
- Complaint Procedure
 - Is there a complaint and suggestion procedure available and implemented in the company through which employees can make a complaint or suggestion?
 - 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.



- Self-declaration on Good Social Practices
 - 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?
 - 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.
- Access to National Labor Regulations
 - Does the person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to recent national labor regulations?
 - 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.
- Working Contracts
 - 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?
 - 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.
- Pay slips
 - Is there documented evidence indicating regular payment of salaries corresponding to the contract clause?
 - 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.

- Wages
 - Do pay slips/pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements?
 - 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.
- Non-Employment of Minors
 - Do records indicate that no minors are employed at the company?
 - 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
- Access to Compulsory School Education
 - Do the children of employees living on the company's production/handling sites have access to compulsory school education?
 - 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.
- Time Recording System
 - Is there a time recording system that shows daily working time and overtime on a daily basis for the employees?
 - 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)
- Working Hours and Breaks
 - Do working hours and breaks documented in the time records comply with applicable legislation and/or collective bargaining agreements?
 - 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.



Naturland Standards for Sustainable Capture Fisheries and Aquaculture

http://www.naturland.de/images/UK/Naturland/Naturland_Standards/Other_Standards/Naturland-Standards_Extract-Social-responsibility.pdf

Naturland is an organic farming association based in Germany, with farmers and processors producing according to Naturland's organic standards. Naturland standards include ecological, social, and environmental dimensions, and extend beyond agriculture to include Standards for Sustainable Capture Fisheries, as well as a standard for organic aquaculture. Both standards contain criteria for social responsibility listed below, including: human rights; freedom to accept or reject employment; freedom of association; equal treatment' children's rights; health and safety, and employment conditions.

- Human rights
 - Compliance with local legal requirements, human rights listed in the UN Conventions, the International Labor Organization Conventions and Recommendations (ILO), the UN conventions on children's rights and the United Nations Declaration on the Rights of Indigenous Peoples
- Forced labor
 - No forced labor or any type of involuntary work
 - Employer does not retain any part of the workers' salaries, benefits, property, or documents in order to force workers to remain on the operation
- Freedom of association, Access to trade unions
 - Workers have a right to freedom of association and collective bargaining
 - No worker discrimination based on membership in a trade union
- Equal treatment
 - No discrimination on basis of race, creed, sex, or political opinion or membership
 - Same pay for all workers, irrespective of their sex, skin color or religion
- Children's rights
 - No children employed on operations
 - Children may work on the farms of their own families or a neighboring aquaculture farm provided that:
 - Work is not hazardous
 - Work does not jeopardize educational, moral, social or physical development of children
 - Adult supervision for children while working
- Health and Safety
 - All workers have access to:
 - Drinking water
 - Food
 - Accommodation
 - Basic medical care
 - Employer is responsible for safety, health and hygiene at workplace
 - Employer holds training courses for employees on dangers at workplace and hygiene standards
 - Written safety policy, available to all employees



- Contracts
 - All workers receive written contract of employment describing the basic conditions of employment
 - Employer has documentation of working conditions and contracts, to be verified at any time
 - Contract defines:
 - Job description
 - Scope and limits of the job
 - Type and amount of remuneration
 - Employment conditions comply with national regulations and ILO standards
- Wages
 - Workers paid official national minimum wage, at minimum
 - Or industry standard
 - Or wages approved through collective bargaining
 - Workers paid in cash, or in manner of their choice
- In-kind payment
 - Workers may receive part of their wage in kind for services such as housing, food or others offered by the operation
 - Value attributed to deductions is fair and reasonable
 - Compulsive deductions from the minimum wage for services are prohibited
- Working hours
 - Determined annual limit of working hours or mutual agreement on overtime requirements in peak period (in line with national labor legislation)
- Social benefits
 - Employer ensures basic coverage for sickness and retirement
 - Written policy on wages and social security for operations of more than 10, available to all workers
- Further education
 - Employer offers employees possibility of further education and professional training

SA8000

http://www.sa-intl.org/data/n_0001/resources/live/Performance%20Indicator%20Annex_11_17_2014.pdf

The SA8000 Standard for decent work is a voluntary tool to implement international labor standards, used by organizations and factories around the world. SA8000 was developed by Social Accountability International (SAI) in 1997, a non-governmental organization which designs and implements standards and trainings for social compliance for a wide variety of stakeholders globally. The Standard is based on the conventions of the ILO and other international human rights laws. It sets requirements for organizations to meet and demonstrate social responsibility on a variety of dimensions related to workers' rights and workplace conditions, including: (i) child labor; (ii) forced or compulsory labor; (iii) health and safety; (iv) freedom of association and right to collective bargaining; (v) discrimination; (vi) disciplinary practices; (vii) working hours; (viii) remuneration; and (ix) management system.



- Child Labor
 - No children present in production work areas
 - No fake or forged identification documents accepted during the recruitment process
 - Verifiable proof of age documentation is maintained for every worker
- Forced or Compulsory Labor
 - All overtime hours are voluntary; coercion, threats, or penalties are not used to pressure personnel into overtime work
 - No unreasonable restraints on personnel's freedom of movement, including:
 - Movement in the canteen
 - During breaks
 - Toilet use
 - Access to water
 - Access to necessary medical attention
 - Access to religious facilities
 - Security measures do not intimidate or unduly restrict movement of workers
 - Terms of employment outlined at time of recruitment do not differ from terms offered during the course of employment
 - Personnel are free from pressure, coercion, or threats that would force them to accept or maintain employment
- Health and Safety Documents/Licenses/Permits/Certificates
 - Licenses, permits and/or certificates maintained as required by law, renewed to retain their validity
 - Documents issued by valid and recognized legal entity
 - Documents issued to the organization possessing them
 - Documents have appropriate location, scope and validity date
 - Documents include, for example:
 - Business and operating permits
 - Fire safety and electrical certificates
 - Permits for equipment such as boilers, generators, elevators, fuel and chemical storage tanks
 - Building, emissions and waste-disposal permits
 - Record of maximum occupancy available
 - List of individuals on site, for accurate head count, producible in real time
- Training
 - Personnel are trained on emergency evacuation
 - Annual fire drills, at minimum
 - All personnel know drill procedure
 - Personnel trained on hazard recognition/emergencies, and appropriate action
 - Personnel trained on operation and storage of personal protective equipment (PPE), tools, machinery, equipment
 - Personnel receive training on tools, systems, jobs and work requiring specific training and skills
 - Unauthorized personnel trained to avoid using those tools, systems and work areas



- Chemical handlers trained on safe use and handling of chemicals, and any relevant medical treatment if needed
- All new personnel are trained within one month of joining the organization
- Emergency Preparedness
 - Documented emergency preparedness/response plan available
 - Automated fire safety systems exist
 - Automated fire safety systems subject to routine checking and maintenance
 - Evacuation plans posted at regular intervals in workplace and residences, in workers' language, with clear "You are here" mark
 - Signs post in workplace indicating identity of: first aid providers, fire wardens, emergency response team, manager in charge of health and safety
 - Exit doors unlocked during working hours, clear and unblocked.
 - Exit doors open in the direction of travel, easily opened from inside without keys or tools, open wide
 - Sufficient number of exits for number of workers
 - Window fire exits are not acceptable as viable fire exits
 - There are at least two emergency exits/floor
 - Evacuation routes are clear and unblocked
 - Doors that are not an exit are labelled as such (e.g. "Not-An-Exit") in workers' language
 - Designated and marked assembly points outside the workplace
 - Emergency exit signs are visible from 30m, use letters at least 18cm high, illuminated in bright colors or have a photo-luminescent front panel
 - Exit routes have emergency lighting and are marked with signs
 - Battery-operated exit signs checked regularly
 - Batteries replaced after the manufacturers designated time period
 - Personnel guided to exits or away from hazardous areas with floor markings, tape or other indications
 - Emergency battery lighting provided for all stairways
- Fire Extinguishers
 - Fully operational fire-fighting equipment is maintained, regularly tested, unobstructed, clearly marked and accessible
- Alarm System
 - Audible and distinct alarm system exists in all areas of workplace
 - An alternative system available when alarm system undergoing maintenance
- Personal Protective Equipment (PPE)
 - Personnel provided with and use PPE
 - All personnel demonstrate their knowledge and understanding of:
 - Which PPE is necessary for each task, operation or process
 - When the PPE is necessary
 - How to use and adjust the equipment
 - Limitations of the equipment
 - Proper care and maintenance of the equipment



- General Working Environment
 - Workplaces, including walkways, aisles, stairways, are kept clean and maintained in good condition
 - A documented procedure to prevent the ignition of fires from sources of heat, open flames, electrical sparking, hot surfaces, welding, smoking, heat or sparks is available.
 - Workplaces are clean, free from dirt and dust, and are not exposed to potential ignition sources, such as cigarettes.
 - Flammable and hazardous materials are properly stocked and kept away from ignition sources.
 - Gas sensors are placed around gas-using and processing equipment.
- Water, Air, Noise and Temperature
 - Work areas have adequate lighting, ventilation and temperature controls
 - All water drains properly, does not to create slipping hazard
 - Safe and clean drinking water is free and available at all times
 - Adequate amount of potable water stations relative to the number of personnel.
 - The means to drink water (i.e. cups) is safe, sanitary, available
 - Employees not subjected to noise levels greater than 85 decibels for more than 8 hours/day without the use of hearing protection
 - In high noise areas, hearing protection is provided
 - Calibrated sound meters are used to take periodic measurements of noise levels, record the sound levels in the various work areas
 - Legal requirements are met regarding worker hearing tests, to determine whether workers have experienced any hearing loss
- Electrical Safety
 - Electrical systems/wiring maintained in safe condition
 - Electrical equipment grounded to prevent injury and/or fire in risky areas
 - The doors of all electric panels, whether on distribution boards, switches, plugs and sockets or machinery, are kept closed at all times
- Machine Guards and Safety
 - Documented risk assessment of machinery available
 - All machines have necessary safety devices and guarding
 - Personnel demonstrate knowledge/understanding of how to operate machinery safely
 - Documented maintenance plan outlining equipment inspections
 - Special permits/training required to operate high-hazard equipment
- Chemical and Hazardous Waste Handling and Storage
 - Documented master inventory/list of chemicals and storage locations
 - The material safety data sheet (MSDS) for any substance and chemical used accessible
 - Documented procedure for storing chemicals
 - Immediate access to eyewash station and shower
 - Documented procedure for proper labelling of chemicals
 - Documented procedure for proper handling and storage of hazardous waste
 - Only authorized employees handle hazardous waste
 - Hazardous waste storage containers separated from ordinary waste, labelled
 - Hazardous waste storage containers checked regularly for spills/containment



- Medical Care
 - Pre-employment medical exams, when required by law, provided free of charge
 - Annual occupational health checks for workers handling hazardous materials
 - Medical care available on-site or in close proximity to facilities, there is a system in place to address severe injuries when needed
 - One properly stocked/accessible first aid kit for every 100 workers
 - Locations of first aid boxes posted with a first aid sign, names and photographs of trained first aid personnel, emergency contact number
 - Adequate and accurate records of incidents and near misses
- Restroom Facilities
 - Adequate number of restroom facilities
 - Meet local hygiene requirements
 - Functioning toilets and sinks with running water
 - Facility numbers sufficient relative to the number of employees
 - Restroom facilities cleaned regularly
 - Toilet paper is free of charge
 - Cleansing agents/hand soap/hand towels/garbage pails provided
- Kitchen, Cafeteria and Canteens

If a kitchen, cafeteria and/or canteens are available on the premises:

 - Operate under sanitary, safe conditions and have anti-slip floor mats
 - K-class fire extinguishers provided in all kitchens
 - Sufficient seating to accommodate majority of workers
 - Spoiled/questionable food not served, is properly disposed
 - Utensils, dishes and cookware are properly sanitized after each use
 - Annual health check or health certificate
 - Workers handling food wear an apron, gloves and hair net
 - Workers handling food wash their hands after using restroom facilities
 - Workers receive training in hygienic food preparation/nutrition
 - The kitchen has a pest and vermin program ensuring no pests and vermin present
- Dormitories
 - Dormitories located separate from the production areas
 - Dormitories are well maintained
 - Dormitories are secure, clean with adequate safety provisions, including:
 - Potable water
 - Fire extinguishers
 - First aid kits
 - Emergency exits
 - Fire alarms
 - Emergency evacuation drills conducted at least once per year
 - Minimum amount of square footage allocated per resident is 3.7 meters/worker, or as is provided by law
 - Each worker has own bed or mat
 - Each worker has area for personal items



- Each worker has ability to secure belongings
- Toilets and showers provide adequate privacy, each has its own cubicle
- Water usage for showering/bathing not be restricted and/or limited to unreasonable hours of operation
- Hot water provided
- Adequate lighting and ventilation
- Freedom of Association & Right to Collective Bargaining
 - Worker elections are independent and freely conducted by workers for workers
 - Trade union representatives allowed regular/free access to workers during workers' free time
 - Employer does not show any bias towards specific type of worker organization or to workers from any specific organization
 - Workers able to access worker representatives at an agreed upon time and place
 - Worker organizations permitted to post union/committee notices in conspicuous and agreed-upon places
 - All provisions of collective agreements are honored
 - Employer is open to dialogue with trade unions
- Discrimination
 - Job postings and advertisements, handbooks, leaflets, flyers, training materials, memos, posters, communication materials are not discriminatory
 - Incidents of discrimination are documented
 - Incidents of discrimination reviewed by employer
 - Incidents of discrimination lead to a documented, implemented remediation plan
 - All workers have same opportunity to apply for same jobs
 - All workers treated fairly regarding benefits, dormitory/kitchen privileges
- Disciplinary Practices
 - Adequate/accurate records for all cases of disciplinary action available
 - Workers informed when disciplinary procedure has been initiated against them
 - Workers have the right to participate in any disciplinary procedure against them
 - Workers confirm by signature or thumbprint all documented records of disciplinary action against them
- Working Hours
 - Workers informed in advance when longer worker hours needed
 - Working hours, break hours, time of start of day, recorded with time cards, electronic bar card system, or attendance sheets
 - Attendance sheets include workers' signatures/thumbprints to confirm accuracy
 - Workers have control to maintain own time records (e.g. they punch in and out themselves)
 - Accurate time records maintained for at least one year
- Wage Payment
 - At least the legal minimum wage, industry standard wage or collective bargaining wage, whichever is highest, is paid
 - All wages, including overtime compensation, paid within legally defined time limits
 - Compensation is paid at least once per month



- All workers provided with documented pay statement/stub, other than the payroll, for each pay period
- Pay statement/stub shows earned wages, wage calculations, regular and overtime pay, bonuses, all deductions, final total wage. Payment is accurate and accountable
- No one receives wages on behalf of a worker, unless the worker has, in full freedom, authorized in writing for another person to do so
- All legally required benefits are rendered; Waivers are unacceptable
- Payroll Documentation
 - All workers included in payroll and social security records
 - Payroll documents, journals, reports are available, complete, accurate, up-to date
 - Copies of payroll documentation pertaining to workers employed by a third-party organization, such as a labor agency, are available upon request
- Complaint Management and Resolution
 - Documented complaints procedure available to workers in appropriate language(s).
 - Permits workers to settle complaints directly with supervisor,
 - Describes steps that supervisors/managers take to protect personnel who file complaints
 - Workers demonstrate understanding of employer's documented complaints procedure, specifically that procedure is:
 - Available to all personnel
 - Intended to collect comments, recommendations, reports or complaints concerning the workplace and/or non-conformances to the SA8000 Standard
 - Confidential
 - Unbiased
 - Non-retaliatory.
 - Specific person(s) responsible for investigating, following up on, communicating outcome of complaints
 - Workers receive communication on outcome of complaints
- Corrective and Preventive Actions
 - Documented procedure for prompt implementation of corrective and preventive actions available
- Recruitment
 - If private employment agencies are used, employer ensures that:
 - Employer can provide a list of the private employment agencies it works with, with agency's address and sub-agencies used
 - Employer has a contract with all private employment agencies used, including clearly defined performance indicators
 - Private employment agencies operate under a valid business license/permit according to local law
 - No employment fees/costs are borne in whole or in part by workers
 - Recruitment advertisements include the statement "NO EMPLOYMENT FEES OR COSTS" displayed
 - If employer discovers workers have borne any fees/costs, workers are fully reimbursed



- Terms of employment outlined at time of recruitment do not differ from actual work terms of employer
- Workers informed prior to employment of the key employment terms and conditions either verbally or in writing
- Workers informed in an employment letter/agreement/contract as required by law, in their local language
- Migrant workers provided with contracts/treatment equal to non-migrant workers

Seafish: Responsible Fishing Scheme

<http://www.seafish.org/rfs/>

The Sea Fish Industry Authority (Seafish) was set up by the Fisheries Act in 1981 in the United Kingdom as a non-departmental public body, to, as its website states “improve efficiency and raise standards across the seafood industry.” Seafish seeks to support sustainable and socially responsible seafood, and offers guidance and services to the seafood industry. The Seafish Responsible Fishing Scheme (RFS) is a voluntary vessel based program certifying high standards of crew welfare and responsible catching practices on fishing vessels. The Responsible Fishing Scheme Standard lays out the requirements of the Responsible Fishing Scheme, and the level of performance that applicants are certified against in order to become a member of the RFS. While originally developed for the UK, Seafish seeks to internationalize the scheme by undertaking international pilots to demonstrate the project’s benefits and challenges outside of the UK. In addition to the RFS, Seafish offers several other tools to assist companies and NGOs in addressing social responsibility in seafood supply chains.

‘RFS Standard Criteria - Specific Performance Indicators’

- Health and Safety
 - Existence of a Health and Safety Policy Statement under the Merchant Shipping and Fishing Vessels (Health and Safety at Work) Regulations 1997 or to an equivalent International Standard signed by applicant
 - Record of annual self-assessment conducted by applicant on work conditions
 - Current insurance for the vessel and machinery
- Vessel Safety
 - Vessel is watertight, and complies with current MCA requirement as applicable
 - Applicant can produce a documented record of all equipment covered by the LOLER and PUWER regulations or a national equivalent
- Fisherman Safety
 - Existence of documented procedure to manage the health and safety policy on board the vessel, including:
 - Proof of detailed risk assessment for the vessel covering, catching operations, vessel’s structural condition, crew boarding/disembarking requirements
 - Log of crew accidents and injuries incurred
 - Risk analysis of crew accidents and injuries with written evidence to determine root causes



- Report of all reportable accidents and incidents to their national regulatory authority
- Safety Equipment
 - Accessibility of safety equipment at all times
 - Applicant's remote detection equipment positioned and maintained to maximize effective use e.g. smoke, carbon monoxide (CO), fire, water ingress.
 - Equipment has accessible and functional emergency cut off/stop buttons/guards
 - Vessels with outboard motors have accessible 'kill' cord (Single handed vessel requirement only)
 - Personal Protective Equipment (PPE) available for fishers (safety boots, hats, ear protectors, safety glasses) and visiting observers
 - Personal Flotation Devices (PFD) available and accessible to all fishers and visitors
 - PFDs worn by fishers/visitors on open decks out at sea by the signing of a commitment policy
 - Documented records ensuring functionality and maintenance of PFD
 - Applicant has a signed policy document regarding use of a personal distress/locator device every time embarking on a fishing trip (Single handed Vessel Requirement Only)
 - Operational and maintained personal distress/locator devices (Single Handed Vessel Requirement Only)
- Vessel Safety Maintenance
 - Records proving all equipment used in the fishing operation has been maintained as required by the maintenance plan.
 - Records proving engine has been maintained as required by the maintenance plan
 - Records proving catch preservation equipment has been maintained as required by the maintenance plan
 - Records demonstrating that all the electrical systems on the vessel have been checked and maintained
- Crew Welfare and Integrity
 - A sign/poster/notice depicting applicant's commitment to providing a Culture of Integrity and Respect, written in a common language that all the crew understand, displayed in prominent place in the crew's rest/accommodation area
 - Contracts for crew members
 - Crew member contract agreement statements
- Human Rights
 - Human Rights policy statement committing applicant to state that the decision of all the crew to join or leave their vessel is freely made by any employed or share crew member
 - Documented recruitment records or employment contracts demonstrate absence of forced/trafficked labor
 - Human Rights policy statement ensures fishers to 'Freedom of association and the right to collective bargaining' or have a policy in place whereby at least one crew member shall be elected by the crew to represent them to the applicant
 - Verification that no employed or share crew member shall be required to lodge 'deposits' with the skipper
 - Verification that all crew members are free to leave their employment after notice period, as stated in a contract of employment or self-employed fisherman agreement
 - Minimum work age (16 years old or in accordance with national legislation)



- Documentation of risk assessment that demonstrates that young crew members between the ages of 16 to 18 years old, or any crew members not working unsupervised in hazardous conditions or on hazardous machinery as defined in the vessel's health and safety risk assessment
- Living Remuneration
 - Contract stipulation demonstrating that applicant does not take deductions from a crew's remuneration or share of the catch as a disciplinary measure, without the express agreement of the crew member concerned
 - Contract in language of fisher
 - Signed contract of employment or signed agreement demonstrating how wages/share/pay/reward are paid and communicated to crew members
- Working hours
 - Rest periods in compliance with current national legislation
- Crew Discrimination
 - The sleeping area shall not directly open onto either the engine room or fish room
- Galley Area
 - All cooking appliances used on the vessel shall be structurally in good condition.
 - Designated bunk for each fisher onboard vessel
 - Suitable sanitation and washing facilities made available to all persons on board
 - Proper food storage to avoid possible risks of cross-contamination
 - Hand washing facilities present in the galley area
 - Potable water present in the galley area
 - Structurally sound galley food production area
 - Clean galley food production area
 - Refrigerated storage for vessels operating on trips of 24 hours
 - Food safety information accessible to crew
 - Signed declaration by each fisher that alcohol and or illegal drugs are prohibited on board the vessel
- Mandatory Safety Training
 - All crew have current certification for: Basic Sea Survival, Basic Fire Fighting and Prevention, Basic First Aid, Basic Health and Safety, Safety Awareness.
 - Record of monthly drills on the following safety procedures: Muster station procedures, anchor procedures, abandon ship requirements, fire drill practices, man overboard exercises
- Record-keeping
 - Safety training records in the form of a logbook for all crew members, including the skipper, to cover: Induction training of new crew members, mandatory safety training, additional safety training, monthly drills conducted, training for care of the catch e.g. Hygiene, catch processing and temperature stowage requirements
 - Up-to-date record of contact details for all crew covering: Employed or Share Fishermen Status, next of kin, medical conditions/medication, medical certificate/questionnaire, medical conditions/medication/self-certification, emergency contact details
- Food Hygiene and Cleanliness
 - Records to prove compliance to the vessel's cleaning schedule for the areas, containers, and equipment that come in to direct contact with the catch



- COSHH assessment Data Sheet requirements for the cleaning, disinfection and processing chemicals used on board to ensure that it has food grade credentials.
- Completed cleaning breach log
- All areas of non-compliance resulting from the annual review of the Cleaning, COSHH, and stowage temperature documentation are recorded with specified time frames highlighted as to when these areas will be corrected and what actions were taken

Government and Intergovernmental

FAO Code of Conduct for Responsible Fisheries

<http://www.fao.org/docrep/005/v9878e/v9878e00.htm>

The FAO Code of Conduct for Responsible Fisheries is a voluntary code that establishes international principles and standards for responsible practices to support the conservation, management and development of fisheries and aquaculture. The Code pertains to the economic, social, environmental, and cultural dimensions of aquatic resources, and the interests of all connected with the fishery sector. The following principles within the Code of Conduct pertain to social responsibility and are highlighted below:

- General Principles
 - Management should promote the maintenance of the quality, diversity and availability of fishery resources in sufficient quantities for present and future generations in the context of food security, poverty alleviation and sustainable development.
 - States should ensure that fishing facilities and equipment as well as all fisheries activities allow for safe, healthy and fair working and living conditions and meet internationally agreed standards adopted by relevant international organizations.
 - Recognizing the important contributions of artisanal and small- scale fisheries to employment, income and food security, States should appropriately protect the rights of fishers and fish-workers, particularly those engaged in subsistence, small-scale and artisanal fisheries, to a secure and just livelihood, as well as preferential access, where appropriate, to traditional fishing grounds and resources in the waters under their national jurisdiction.
- Management measures
 - When deciding on the use, conservation and management of fisheries resources, due recognition should be given, as appropriate, in accordance with national laws and regulations, to the traditional practices, needs and interests of indigenous people and local fishing communities which are highly dependent on fishery resources for their livelihood.



- Duties of all States
 - States should ensure that health and safety standards are adopted for everyone employed in fishing operations. Such standards should be not less than the minimum requirements of relevant international agreements on conditions of work and service.
- Flag State duties
 - Flag States should ensure compliance with appropriate safety requirements for fishing vessels and fishers in accordance with international conventions, internationally agreed codes of practice and voluntary guidelines. States should adopt appropriate safety requirements for all small vessels not covered by such international conventions, codes of practice or voluntary guidelines.
- Port State duties
 - Port States should provide such assistance to flag States as is appropriate, in accordance with the national laws of the port State and international law, when a fishing vessel is voluntarily in a port or at an offshore terminal of the port State and the flag State of the vessel requests the port State for assistance in respect of non-compliance with sub-regional, regional or global conservation and management measures or with internationally agreed minimum standards for the prevention of pollution and for safety, health and conditions of work on board fishing vessels.
- Fishing activities
 - Research on the environmental and social impacts of fishing gear and, in particular, on the impact of such gear on biodiversity and coastal fishing communities should be promoted.
- Responsible aquaculture at the production level
 - States should promote responsible aquaculture practices in support of rural communities, producer organizations and fish farmers.
 - States should promote active participation of fish-farmers and their communities in the development of responsible aquaculture management practices.



International Labour Organization: Work in Fishing Convention (No. 188)

http://www.ilo.org/dyn/normlex/en/f?p=NORMLEXPUB:12100:0::NO::P12100_ILO_CODE:C188

The International Labour Organization (ILO) is a tripartite agency of the United Nations that brings together multi-sector stakeholders from 187 member states to establish labor standards, policies, and programs to promote decent work for all workers. The ILO Work in Fishing Convention (No. 188) addresses the particular working situations and conditions faced in the fishing industry. The Convention is relevant to all types of commercial fishing. It helps to ensure decent working conditions on board fishing vessels and allows for minimum requirements to be enforced through labor inspections in foreign ports. The standards of the Convention can also play a preventative role in addressing unacceptable forms of work in the sector, including forced labor and child labor.

- Responsibility of fishing vessel owners, skippers and fishers
 - Skipper manages fishers in a manner that respects safety and health, including prevention of fatigue;
 - Skipper facilitates on-board occupational safety and health awareness training
 - Skipper ensures compliance with safety of navigation, watch-keeping and associated good seamanship standards
- Minimum age
 - The minimum age for work on board a fishing vessel is 16 years
 - Competent authority may authorize a minimum age of 15 for persons not subject to compulsory schooling as provided by national legislation, and who are engaged in vocational training in fishing
 - Work at night prohibited for fishers under age 18 for work at night shall be prohibited
- Medical Examination
 - Fishers must have a valid medical certificate
 - The medical certificate states:
 - Fisher's hearing and sight are satisfactory
 - Fisher does not suffer from any medical condition rendering fisher unfit for service, or endanger health of others
 - Medical certificate valid for a maximum period of two years for fishers 18 and over, valid for 1 year for fishers under 18
- Manning and hours of rest
 - fishers are given regular periods of rest of sufficient length to ensure safety and health
 - For fishing vessels, regardless of size, at sea for more than three days, establish the minimum hours of rest to be provided to fishers
 - Minimum hours of rest shall not be less than:
 - 10 hours in any 24-hour period
 - 77 hours in any seven-day period.
- Crew list
 - Every fishing vessel carries a crew list



- Vessels have a copy of crew list, provided to authorized persons ashore prior to vessel departure, or communicated ashore immediately after vessel departure of
- Competent authority determines when vessel must show crew list
- Fisher's work agreement
 - Procedures exist for fishers to review/seek advice on work agreement terms before agreement concluded
 - There are means of settling disputes in connection with a fisher's work agreement
 - Fishers have written fisher's work agreement signed by both fisher and vessel owner providing decent work and living conditions on board the vessel
- Repatriation
 - Fishers entitled to repatriation if fisher's work agreement expires/is terminated
 - Cost of the repatriation is borne by fishing vessel owner
- Recruitment and placement
 - Private recruitment service conforms with standardized system of licensing, certification or other form of regulation
 - Fishers are not charged recruitment fees; recruitment charges no borne (directly or indirectly) by worker
- Payment of fishers
 - Fishers ensured monthly or regular payment
- Accommodation and food
 - Fishing vessel accommodation is of sufficient size and quality, equipped appropriately for length of time fishers live on board
 - Sufficient nutritional value, quality and quantity of food carried and served on board
 - Sufficient quality and quantity of potable water
 - Fisher bears no cost for food and water provided by vessel owner
- Medical care
 - Appropriate medical equipment and supplies on board
 - Presence of at least 1 fisher on board trained in first aid and other forms of medical care
 - Medical equipment/supplies on board accompanied by instructions, in language appropriate to fishers
 - Vessels equipped with radio or satellite communication with persons/services/specialists ashore to provide medical advice
 - Right to right to medical treatment ashore
 - Right to be taken ashore in timely manner for treatment in event of serious injury/illness.
 - Vessels carry a list of radio/satellite stations to obtain medical advice
 - According to national law, medical care for fisher on- board or landed provided free of charge to the fisher
- Occupational safety and Health
 - Vessel adopts regulations for prevention of occupational accidents and diseases
 - occupational diseases and work-related risks on board fishing vessels, including risk evaluation and management, training and on-board instruction of fishers;
 - Training for fishers in handling fishing gear
 - Reporting and investigation of accidents on board fishing vessels flying its flag



- Setting up joint committees on occupational safety and health
- Existence of on-board procedures for prevention of occupational accidents/injuries/diseases
- Fishers receive training information to evaluate/manage safety/health risks
- All fishers have personal protective clothing and equipment
- All fishers receive basic safety training approved by competent authority
- Fishers familiar with equipment operation and safety measures
- Social security
 - Fishers entitled to benefit from social security protection
- Protection in case of work-related sickness, injury or death
 - Fishers provided protection for work-related sickness/injury/death according to national law
 - Fisher has access to medical care
 - Vessel owners responsible for defraying medical care expenses during medical treatment in a foreign country, until the fisher repatriated

International Labour Organization: Good Labour Practices, Guidelines for Primary Processing Workplaces in the Shrimp and Fishing Industry of Thailand

http://www.ilo.org/wcmsp5/groups/public/---asia/---ro-bangkok/documents/publication/wcms_221481.pdf

The ILO's work on fishing and seafood processing supports governments to develop guidelines for training and labor inspection of fishing vessels and seafood processing plants, and labor standards such as the Work in Fishing Convention, No. 188 and the Forced Labor Protocol help to inform national legislation and tools pertaining to seafood. Good Labour Practice (GLP) guidelines seek to bring about solutions to the root cause of labor issues particularly with respect to prevention of child labor, forced labor and human-trafficking in the industry. These guidelines aim to guide and create awareness in primary processing factories regarding social responsibility in the fishing sector. They also seek to create a strong commitment amongst shrimp and seafood industries against the use of child labor and forced labor. The document applies to primary processing operators.

- Forced Labor
 - Recruitment and Hiring
 - Violence and/or threats of violence are not used to induce work
 - In the case of migrant workers' threats of denunciation to authorities and on deportation are not used to induce work
 - Workers are free to move in and out of their workplaces or dormitories
 - Workers have access to their identification documents and possessions
 - Contracts
 - Employer does not demand payment for recruitment or demand or receive security
 - Contracts are written and provided in workers' native language
 - In the case of workers with limited literacy, contracts are explained verbally in the workers' native language
 - Contracts clearly stipulate worker responsibilities and hours of work



- Contracts clearly stipulate wages, benefits, and worker rights
 - Using Recruitment Agencies or Brokers
 - Employer aware of recruitment practices and policies of recruitment agencies using to hire workers
 - Employer aware of conditions of employment conveyed to workers by recruitment agencies
 - Employer aware of fees charged by recruitment agencies used
 - Termination of Contracts
 - Workers may terminate contracts upon reasonable notice without excessive penalties
 - Workers who terminate employment have access to identification documents/possessions, are paid all due wages in timely manner within 3 days of termination
 - Conditions of Work
 - Wages are not delayed, withheld or paid irregularly
 - Wages are paid directly to worker
 - Food and dormitory prices valued appropriately, and do not impose substantial debt on workers
 - Salary advances and any interest on advances are not excessive
 - Security deposits not taken
 - Normal working hours do not exceed 8 hours/ day or 48 hours/week
 - Overtime compensated at rate of 1.5 times the normal rate
 - Overtime and holiday work only required on temporary basis for business reasons only
 - Workers not compelled to work overtime beyond 36 hours/week
 - Minimum one day per week holiday is provided
- Child Labor
 - Recruitment, Hiring and Documentation
 - Age of potential employees verified using both written document(s) and interviews
 - Children younger than 15 years of age are not hired
 - Labor Inspection Officer is notified within 15 days of hiring a worker between 15-17 years of age and within 7 days upon termination
 - Record of the employment contract and working time of workers aged 15-17 available for authorities
 - Hazardous Work
 - Young employees (aged 15-17) granted 1 hour of rest after working 4 hours consecutively
 - Young Workers do not work at night or for long hours
 - Workers aged 15-17 do not work between 22.00 and 06.00
 - Young employees do not work overtime or on holidays
 - Young workers should not work for long hours
 - Young workers not subject to potentially hazardous levels of heat, cold, vibration, noise and light
 - Young workers do not work in jobs that may expose them to hazardous chemicals, poisonous materials, explosives or inflammable materials



- Young workers do not use, repair or clean electric equipment or motorized machinery and tools
 - No one under the age of 18 should be engaged in:
 - Carrying more than 12.5 kgs for males
 - Boiling, deep frying or working in cold storage
 - Handling, transporting or using pesticides, acids or disinfectants or containers with residuals
 - Work in the production or preservation of food by freezing
 - Exposure to continuous noise levels above 85 dBA for more than 40 hours per week
 - Work between the hours of 18.00 and 6.00– i.e. night work
 - Work in temperatures below 18 degrees Centigrade ambient temperature unless appropriate and adequate warm clothing is provided and worn.
 - Work in isolation and alone
 - Work in confined spaces associated with seafood units
- Freedom of Association and Collective Bargaining
 - Workers are free to meet without management present
 - Trade Union and worker rights organization representatives have access to workers in the workplace
 - Workers can freely form/ join a union or an association of their choice.
 - Employer does not use blacklists to avoid hiring trade unionists
 - Employer allows worker organizations to form and operate independently, and does not try to interfere with or control them
 - Employer does not punish, intimidate or harass workers for joining a union, engaging in any worker association activities, or representing collectively workers' interests
 - Employer does not provide incentives to workers in order to keep them from joining a union or engaging in union activities
 - Employer does not punish any workers for participating in a collective dispute, work stoppage or strike
 - Employer refrains from not renewing or terminating worker's employment contract due to the worker's union membership or activities to represent workers
 - Employer bargains in good faith with the union or worker representatives
 - If a collective agreement is reached, the provisions are implemented
 - Peaceful worker representation and action is allowed
 - Disciplinary measures comply with legal requirements
 - Employer resolves grievances and disputes in compliance with legal requirements
- Discrimination
 - Hiring, remuneration, training and promotion criteria based on genuine occupational requirements, and worker's qualifications, competency and experience
 - Job announcements do not refer to applicant's race, color, social origin, national extraction, religion, political opinion, or sex
 - Working conditions are not determined based on a worker's race, color, social origin, national extraction, religion, political opinion or sex.
 - Workers receive equal remuneration for equal work



- Employers have policy prohibiting harassment, including sexual harassment, and procedures to address it if it occurs
- Decisions regarding termination of workers do not take into account the worker's race, color, social origin, national extraction, religion, political opinion, or sex
- Compensation and Wages
 - Employer pays at least minimum wage for ordinary hours of work to regular and temporary workers
 - Employer pays workers correctly for all overtime, public holidays, night time and weekly rest time hours worked. Overtime is compensated at a rate of 1.5 times the normal rate
 - Any in-kind wage payments comply with national law
 - Workers are paid regularly and on time
 - Wages are paid directly to workers on work days at work place
 - Employer pays workers correctly during paid public holidays and leave
 - Employer uses a pay slip and informs workers about wage payments and deductions in a manner they can understand
 - Workers registered to social insurance; employer pays the required employer contribution to social insurance funds
 - Workers can use their wages as they choose
- Working Time
 - Normal working hours do not exceed 8 hours/day or 48 hours/week
 - Workers are not compelled to work overtime beyond 36 hours/week
 - Overtime and holiday work only required on temporary basis for business reasons only
 - Minimum one day per week holiday is provided
 - All types of leave are provided as required by law
- Occupational Health and Safety
 - Managing Safety and Health
 - Workplace has a written OSH policy
 - Employer has performed assessment of general occupational safety and health issues in workplace
 - Employer records work-related accidents/diseases and reports this information to authorities
 - Control of Hazardous Substances
 - Employer keeps inventory of chemicals and hazardous substances used in workplace
 - Chemicals and hazardous substances are properly stored and labelled
 - Employer has trained workers who work with chemicals and hazardous substances
 - Employer provides adequate washing facilities and cleansing materials in event of exposure to hazardous chemicals
 - Employer provides workers necessary personal protective clothing and equipment
 - Machine Safety
 - Materials, tools, switches, and controls are within easy reach of workers
 - Workers are effectively trained to use machines and equipment safely
 - PPE is provided as necessary



- Proper guards installed and maintained on all dangerous moving parts of machines and equipment
- Electrical wires, switches and plugs are properly installed, grounded, and maintained
- Appropriate safety warnings are posted in workplace
- Work Environment
 - The temperature in workplace is acceptable
 - The workplace adequately ventilated
 - Noise levels are acceptable
 - Workplace is adequately lit
 - First Aid equipment is accessible and placed in easy to see locations
- Health and Welfare/Facilities
 - Workplace has adequate accessible toilets
 - Workplace has adequate hand washing facilities and soap
 - Employer provides workers enough free safe drinking water
 - Workplace has an adequate eating area
 - Workplace is clean and tidy
- In Case of Employer Provided Accommodation
 - Accommodation complies with minimum space requirements
 - Accommodation has enough safe water
 - Accommodation has adequate toilets, showers, sewage and garbage disposal systems
 - Accommodation adequately protected against disease carrying animals or insects
- Worker Welfare and Community Engagement
 - Worker should have place to convene for social purposes
 - Community cooperation and the impact of the workplace on the neighborhood in terms of garbage disposal, sewage, odor, noise, traffic etc.

The Oceans and Fisheries Partnerships Catch Documentation and Traceability System

<https://www.usaid.gov/asia-regional/fact-sheets/oceans-and-fisheries-partnership>

The Oceans and Fisheries Partnership between the United States Agency for International Development, the Southeast Asian Fisheries Development Center and the Coral Triangle Initiative for Coral Reefs, Fisheries and Food Security works to strengthen regional cooperation to combat illegal, unreported and unregulated fishing, promote sustainable fisheries, and conserve marine biodiversity in the Asia-Pacific region. The Oceans and Fisheries Partnership is developing a risk-based, electronic catch documentation and traceability system (CDTS) to help ensure that fisheries resources are legally caught and properly labeled. The CDTS will apply to wild capture fisheries in Southeast Asia and the Pacific Region. The CDST and the KDEs that the CDTS will capture are not yet final and have not been made public at this time. FishWise will update this report when additional information has been released.



Thailand's Ministerial Regulation No.10 Concerning Labour Protection in Sea Fishery Work

http://www.labour.go.th/en/attachments/article/338/Ministerial_Regulation_Concerning_Labour_Protection_in_Sea_Fishery_Work_BE2557.pdf

This Thai Ministerial Regulation was developed with support from the ILO through the TRIANGLE project, and has been in effect since December, 2014. The Ministry of Labor was involved in drafting the regulation, and it re-asserts provisions to meet the ILO Work in Fishing Convention (No. 188). It introduces a number of protective measures, applicable to all vessels under the Thai flag, including provisions regarding minimum age, working hours, and worker welfare.

- No employment under 18 years of age
- Workers provided rest period of no less than 10 hours in a 24-hour period, no less than 77 hours in 7-day period
- Rest period record available for inspection
- Employer has two copies of written employment contract, provides one copy of contract to employee for inspection by a labor inspector
- For more than 10 employees: Employer has a record of employees in Thai, kept at work-place to be inspected by a labor inspector. Employer sends a copy of record of employees to Director-General within 30 days after commencement date of employment
- Document (prepared by employer) regarding payment of wage and holiday pay in Thai and keep such document at a workplace. The document contains:
 - Name and surname of each employee
 - Position and duty in sea fishery work
 - Rate and amount of wage, holiday pay that employer has agreed to pay to each employee
- Document (prepared by employer) indicating payment of paid wage or holiday pay, signed by employee
- Evidence of money transfer when employer pays wage or holiday pay to employee by transferring money to a commercial bank or institution's deposit account
- Record of payment of wage and holiday pay for employees
- Wage paid not less often than once a month
- For shared profits, payment made not less than once every 3 months
- Holiday pay made not less than once a month
- If default period when employer fails to pay wage and holiday pay, employer pays interest to employee at rate of 15% per year
- Employer pays annual holidays with pay for not less than 30 days per year, dates determined in advance, at a rate of not less than minimum wage
- Employee entitled to sick leave according to actual sickness.
- Employees shall be paid wages equal to work day on sickdays, for up to 30 days per year
- If employee is left abroad due to work, employer pays employee at rate of no less than 50% of minimum wage



- Employer shall bring or pay expense to bring employee back to where employee was recruited in the following cases:
 - Fishing boat shrinks or becomes unable to be used
 - Employee gets injured, ill or dead resulting from work
 - Employer terminates employment contract before its expiration
 - Employment contract expires during time when employee works in place other than the place where the contract was made
 - Employer shall provide adequate hygienic food and drinking water, toilet, medical supplies and medicine for basic first aid and for work and living on fishing boat
 - Employer shall provide knowledge on working conditions, tool usage, health and hygiene, living conditions on fishing boat and safety equipment for an employee before any work performances

World Bank under the Global Program for Fisheries: Fishery Performance Indicators

<http://journals.plos.org/plosone/article?id=10.1371/journal.pone.0122809>

The Global Program on Fisheries, "PROFISH," engages the World Bank in improving global fisheries and aquaculture through increased environmental sustainability, human wellbeing, and economic performance. It focuses on the welfare of poor in relation to fisheries and fish farming communities in the developing world. Authors of the article "Fishery Performance Indicators (FPIs): A Management Tool for Triple Bottom Line Outcomes" state that FPIs "are a broadly applicable and flexible tool for assessing performance in individual fisheries, and for establishing cross-sectional links between enabling conditions, management strategies and triple bottom line outcomes." Sixty-eight individual outcome metrics are divided into themes of ecology, economics, community, property rights and responsibility, co-management, management, post-harvest, and macro factors. Indicators relevant to social responsibility are highlighted below.

- Community
 - Managerial Returns
 - Captains earnings of regional average earnings
 - Captains wages of non-fishery wages
 - Captains social standing
 - Processing owners' earnings of regional average earnings
 - Processing owners' wages of non-fishery wages
 - Processing owners social standing
 - Labor Returns
 - Crew earnings of regional average earnings
 - Crew wages of non-fishery wages
 - Crew social standing
 - Processing workers' earnings of regional average earnings



- Processing workers' wages of non-fishery wages
 - Processing workers social standing
 - Health and Sanitation
 - Harvest safety
 - Access to health care for captains
 - Access to health care for crew
 - Access to health care for processing owners
 - Access to health care for processing workers
 - Sanitation
 - Community Services
 - Regional support businesses
 - Contestability and legal challenges
 - Education access for harvest captains
 - Education access for crew
 - Education access for processing owners
 - Education access for processing workers
 - Local Ownership
 - Nonresident employment as captains
 - Nonresident ownership of processing capacity
 - Local Labor
 - Nonresident employment as crew
 - Nonresident employment as processing workers
 - Career
 - Crew experience
 - Age structure of harvesters
 - Worker experience
- Property Rights and Responsibility
 - Fishing Access Rights
 - Proportion of harvest managed under limited access
 - Transferability
 - Security
 - Durability
 - Flexibility
 - Exclusivity
 - Harvest Rights
 - Proportion of Harvest Managed with Tights-based Management
 - Transferability
 - Security
 - Durability
 - Flexibility
 - Exclusivity
- Co-Management
 - Collective action



- Proportion of harvesters in industry organizations
- Harvester organization influence on fishery management and access
- Harvester organization influence on business and marketing
- Participation
 - Days in stakeholder meetings
 - Industry financial support for management
- Community
 - Leadership
 - Social Cohesion
- Gender
 - Business management influence and Resource management influence
 - Labor participation in harvest sector

Non-Governmental Organizations

International Labor Rights Forum: Letter to President Obama regarding proposed Seafood Import Monitoring Program

<http://laborrights.org/publications/slaveryatsea>

The International Labor Rights Forum (ILRF), based in Washington D.C. is an advocacy organization working on the issues of child labor, forced labor, and other issues regarding the humane treatment of workers worldwide. It uses education, research, legislation, multi-sector collaboration and litigation to promote and enforce workers' rights. The following joint letter to President Obama, spearheaded by ILRF and signed by 25 NGOs, includes recommendations for requested documentation to be included in the Seafood Import Monitoring Program.

- Name and identifying details of the vessel and/or farm or aquaculture facility
- Location of point of harvest
- Documentation on labor practices
- Records regarding chain of custody
- Conditions of employment
- Ownership information
- Records of previous labor law violations
- Employment contracts
- Pay stubs
- Crew manifests



Verité Seafood Compliance Tool: Sample Code of Conduct Provisions

http://www.responsiblesourcingttool.org/download/seafood/SF_Tool_01.pdf

Verité is a U.S. based nonprofit consulting, training, research, and advocacy organization which provides companies and their suppliers information and tools to address human rights abuses including child labor, forced labor, and human trafficking. Verité provides a collection of compliance tools for the seafood industry to assess and address the risk of human rights violations within seafood product supply chains. Verité's Sample Code of Conduct Provisions below can be used by companies in any sector, including seafood, to set worker protections for human rights within company supply chains. Verité's environmental and traceability KDEs can be found in the "[Key Data Elements for Seafood: A Compilation of Resources](#)."

- Recruitment Fees and Transportation Expenses
 - Workers shall not be charged any fees or costs for recruitment, directly or indirectly, in whole or in part, including costs associated with travel to the receiving country, and processing official job-related documents and work visas in both home and host countries.
 - Workers shall be provided with return transportation to their country of origin, or compensation for the cost of return transportation, upon completion of their employment contract.
- Contracts of Employment
 - Written contracts of employment shall be provided to migrant workers in their native language, clearly indicating their rights and responsibilities and conditions of employment, including wages, benefits, working hours, locations of the work, living conditions, housing and associated costs, work-related hazards, and other working and employment conditions.
 - Migrant workers shall be provided with a copy of their employment contract at least five days prior to deployment in their native language.
 - Workers with difficulty understanding the written contract shall be given a verbal explanation of the contract's terms and conditions.
 - The use of supplemental agreements and the practice of contract substitution or use of supplemental agreements by the employer to replace an original contract or any of its provisions with a new contract or terms that are less favorable to the worker is strictly prohibited.
 - The required notice period for workers to terminate their contracts early shall not exceed one month, and once they have begun working, migrant workers shall not be penalized for early termination of their employment contract upon giving the required notice.
 - The notice period shall be waived in situations where the worker has suffered harassment or abuse, or is a victim of trafficking in persons. In such cases the employer shall also be responsible for paying the cost of return transportation for the affected worker.
- Retention of Personal Documents
 - Confiscating, destroying, withholding or otherwise denying workers' access to their identity or immigration documents, including work permits and travel documentation (e.g. passports), is strictly prohibited.



- Workers must be provided with individual secure and lockable storage facilities for their identification documents and other valuables that are accessible to them at all times.
- Deposits
 - Migrant workers are not required to lodge monetary deposits or security payments, or have a portion of their pay withheld at any time as a condition of obtaining or retaining employment
- Humane Treatment
 - The workplace shall be free of any form of harsh or inhumane treatment.
 - Disciplinary policies and procedures shall be clearly defined and communicated to all workers, and shall not include any inhumane disciplinary measures, including any corporal punishment, mental or physical coercion, or verbal abuse of workers.
 - The use or threat of physical or sexual violence, harassment and intimidation against a worker, his or her family, or close associates, is strictly prohibited. Disciplinary procedures shall not include sanctions that result in wage deductions, reductions in benefits, or compulsory labor.
- Workplace Equality
 - All workers, irrespective of their nationality or legal status, shall be treated fairly and equally.
 - Migrant workers shall benefit from conditions of work no less favorable than those available to country nationals (including but not limited to wages, benefits, and accommodations).
 - Migrant workers (or their family members) shall not be threatened with denunciation to authorities to coerce them into taking up or maintaining employment.
- Wages and Benefits
 - All workers shall be paid at least the minimum wage required by applicable laws, and shall be provided all legally mandated benefits.
 - Wage payments shall be made at regular intervals and directly to workers, in accordance with applicable law, if any, and shall not be delayed, deferred, or withheld.
 - Only deductions, advances, and loans authorized by national law are permitted and, if made or provided, shall only be taken with the full consent and understanding of workers.
 - Information shall be provided to workers at the time of their hire about hours worked, rates of pay, and the calculation of legal deductions.
 - All workers must retain full and complete control over their earnings.
 - Wage deductions must not be used to keep workers tied to the employer or to their jobs.
 - Workers shall not be held in debt bondage or forced to work in order to pay off a debt. Deception in wage commitments, payment, advances, and loans is prohibited.
- Working Hours
 - Workers shall not be required to work in excess of the number of hours permitted by national law.
 - Where the law is silent, normal working hours shall not exceed eight hours per day and 48 per week, and total working hours including overtime shall not exceed 60 hours.
 - All overtime shall be purely voluntary, unless part of a legally recognized collective bargaining agreement.
 - No worker shall be made to work overtime under the threat of penalty, dismissal, or denunciation to authorities.
 - No worker shall be made to work overtime as a disciplinary measure, or for failure to meet production quotas.



- Freedom of Movement and Personal Freedom
 - Workers shall have unrestricted access to basic necessities such as clean drinking water and toilets during both work and non-work hours at the work site or in employer provided or arranged housing.
 - Workers' freedom of movement shall not be unreasonably restricted.
 - Workers shall not be physically confined to the workplace or related premises, such as employer- or recruiter-operated residences; nor shall any other coercive means be used to restrict workers' freedom of movement or personal freedom.
 - Mandatory residence in employer-provided or arranged facilities shall not be made a condition of employment unless required by law
- Grievance Procedures
 - An effective, confidential grievance process shall be established to ensure that any worker, acting individually or with other workers, can submit a grievance without suffering any prejudice or retaliation of any kind.
 - The grievance procedure shall include an appeals process for workers who disagree with how a grievance is resolved.
 - Grievance mechanisms shall be available in the worker's native language and include the ability to report grievances anonymously.
- Private Employment Agencies and Labor Recruiters
 - Companies should hire workers directly whenever possible.
 - When the subcontracting of recruitment and hiring is necessary, companies shall ensure that the labor agencies they engage operate legally, are certified or licensed by the competent authority in their country of operation, do not charge recruitment fees, use only trained employees, and do not engage in fraudulent recruitment practices that place workers at risk for human trafficking and sexual exploitation.
- Employee Awareness and Training
 - Workers must be made aware of their rights and responsibilities at the time of hire, including the terms and conditions of their employment contract, the provisions of this Code and all applicable laws and regulations of their home country, the country where the work is performed, and of any country and jurisdiction contracting the work.
 - Workers must be trained upon arrival in the receiving country on the company's workplace rules and procedures, the grievance process, the housing arrangements (if provided or arranged by the company), and the conditions of work, including any health and safety hazards and the precautions needed to ensure personal safety.
 - Workers should be informed that the company prohibits the procurement of commercial sex.

