

TEMPLATE 3: SMALLHOLDERS SELF-ASSESSMENT

This template helps the auditee to collect information about business partners when they are farms which hire less than 5 workers.

For farms with more than 5 hired workers, the auditee should use Part III and BSCI Template 1: Business Partner Information.

For family farms with no hired workers, only Performance Area or questions marked with << * >> apply.

This template can be used by the main auditee for two purposes:

- To evaluate the social performance of smallholders from which it sources fresh produce
- To conduct internal assessments of those smallholders who may be selected as part of the BSCI Audit farm sample

The main auditee uses one profile per smallholder.

Name of the Farm: _____

Legal status: _____

Name of Internal Assessor:
(if applicable) _____

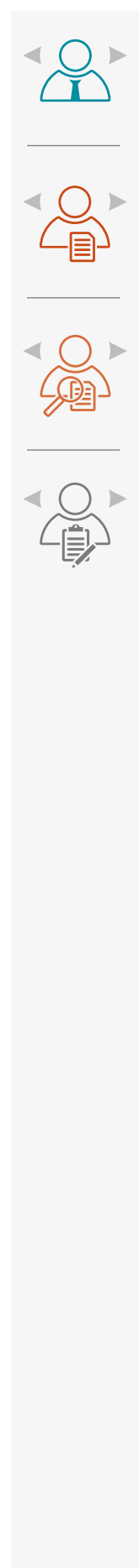
Job title of Internal Assessor: _____

Product(s): _____

Total number of workers /
family members _____



Checklist questions per Performance Area	Not started	In progress	Already in practice
Performance area 1: Social Management System and Cascade Effect			
This performance area does not apply to smallholders.			
Performance area 2: Workers Involvement and Protection			
The auditee involves workers and exchanges information with them on working conditions issues.			
The auditee takes specific steps to make workers aware of their rights and responsibilities.			
Performance area 3: The rights of Freedom of Association and Collective Bargaining			
The auditee respects the right of workers to form unions in a free and democratic way.			
* Performance area 4: No Discrimination			
The auditee takes the necessary measures to avoid or eradicate discrimination at the farm.			
The auditee takes the necessary preventative and/or remedial measures so workers and family members are not harassed or disciplined on grounds of discrimination as defined in the BSCI Code.			
Performance area 5: Fair Remuneration			
The auditee pays its workers at least the legal minimum wage or a higher wage approved through collective bargaining.			
The auditee pays wages on time, regularly and fully in legal tender.			
Auditee deductions to workers' remuneration are only taken according to conditions prescribed by law.			
* Performance area 6: Decent Working Hours			
The auditee does not require workers to work more than 48 regular working hours per week, unless exceptional cases are prescribed by law.			
The auditee does not require workers to work overtime but may do so in exceptional cases by always paying a premium rate.			
* The auditee grants workers and family members the right to resting breaks in every working day.			
* The auditee grants workers and family members the right to at least one day off in every seven days.			



* Performance area 7: Occupational Health and Safety			
The auditee cooperates with workers when developing and implementing systems to ensure a healthy and safe work environment.			
*The auditee enforces the use of personal protective equipment with other safety systems and procedures, relevant for farm work.			
* The auditee respects workers' and family members' the right to remove themselves from imminent danger without seeking permission.			
The auditee provides workers' and family members' with potable water at all times.			
* Performance area 8: No Child Labour			
The auditee does not engage in illegal child labour directly or indirectly.			
* Performance area 9: Special protection for young workers			
<< * >> The auditee ensures that young workers and young family members do not work at night and that they are protected against working conditions which are harmful to their health, safety, morals and development.			
<< * >> The auditee ensures that young workers' and young family members' working hours do not lower or affect their attendance at school, or any other training or instruction programmes.			
<< * >> The auditee seeks to ensure that young workers and young family members are properly trained on occupational health and safety.			
<< * >> The auditee has a good overview of all young workers engaged in its production site(s). The overview the auditee's family members (if applicable).			
Performance area 10: No Precarious Employment			
The auditee does not provide employment relationships that cause insecurity for the workers.			
The auditee employs workers based on recognised employment relationships and keeps records of the contracts.			
The auditee provides workers with understandable information on their rights and obligations before they start working.			



* Performance area 11: No Bonded Labour			
* The auditee does not engage under any form of servitude or forced, bonded, indentured, trafficked or non-voluntary labour.			
The auditee acts carefully and remains vigilant when recruiting and engaging migrant workers either directly or indirectly.			
* The auditee does not treat workers or family members in an inhumane or degrading manner. Corporal punishment, mental or physical coercion and/or verbal abuse are forbidden.			
* Performance area 12: Protection of the Environment			
The auditee manages waste in a way that does not lead to the pollution of the environment.			
The auditee manages water in a way that respects the environment, particularly with respect to preserving local water sources.			
Performance area 13: Ethical Business Behaviour			
The auditee actively opposes corruption, extortion or in any form of bribery in its activities.			
The auditee keeps accurate information regarding its own activities and organisational structure.			

