



European Union



german  
cooperation

DEUTSCHE ZUSAMMENARBEIT



ግብርና ሚኒስቴር  
MINISTRY OF AGRICULTURE

# Social and Environmental Code of Practice (SECoP)

For Responsible Commercial Agriculture in Ethiopia

Ethiopian Horticulture and Agricultural Investment Authority

PO Box 62347  
Addis Ababa  
Ethiopia

Printing by Master Printers

## Ethiopian Horticulture and Agricultural Investment Authority

# Social and Environmental Code of Practice (SECoP) for Responsible Commercial Agriculture in Ethiopia

<b>Official Name:</b>	The Ethiopian Horticulture and Agricultural Investment Authority Social and Environmental Code of Practice for Responsible Commercial Agriculture in Ethiopia
<b>Version:</b>	1.0
<b>Levels of Compliance possible:</b>	Bronze Silver Gold
<b>Issue Date:</b>	September 2017
<b>For implementation from:</b>	November 2017
<b>Scope</b>	Commercial Agriculture
<b>Options for Certification</b>	Single site farms Multisite farms <i>Note: All sites for certification must be registered business entities and each site to be certified will be audited</i>
<b>Parallel Ownership</b>	Allowed
<b>Not included in the SECoP Certification are:</b>	Group Certification Parallel Production Use of Global Location Numbers



## Table of Contents

	Page
<b>List of Abbreviations</b> .....	<b>vi</b>
<b>Acknowledgments</b> .....	<b>vii</b>
<b>Summary</b> .....	<b>viii</b>
<b>1 Introduction</b> .....	<b>1</b>
<b>2 . The Social and Environmental Code of Practice for Responsible Commercial Agriculture</b> .....	<b>2</b>
2.1 Purpose and Objectives of the SECoP.....	2
2.2 Concepts of Responsible Commercial Agriculture and due diligence.....	3
2.3 Intended Users of the SECoP .....	4
2.4 Experience from other countries .....	4
2.5 Legal Framework.....	5
2.6 SECoP Principles .....	6
2.7 Compliance Levels.....	7
2.1.1 Bronze Level.....	7
2.1.2 Silver Level .....	8
2.1.3 Gold Level.....	9
2.8 Cycle of Continuous Improvement.....	9
2.9 Social and Environmental Impact Assessment (SEIA).....	10
2.10 Social and Environmental Management System (SEMS) .....	11
2.11 Auditing, Verification and Certification .....	14
2.12 Revision of the Code standard.....	18
2.13 Normative Documents and Document control .....	18
2.1.4 Normative documents.....	18
2.14 Document Control .....	19
<b>3 SECoP Management and Administration</b> .....	<b>20</b>
3.1 Ethiopian Horticulture and Agricultural Investment Authority (EHAIA).....	20
3.2 Certifying Body .....	21
3.3 Council of Stakeholders .....	21
3.4 Investors / Farms.....	22
3.5 Sector / Sub-sector Associations .....	22
<b>4 Rules, Regulations and Procedures for Certification</b> .....	<b>23</b>
4.1. Scope of the SECoP .....	23
4.1.1 Relationship with the Law of Ethiopia .....	23
4.1.2 Farm Status Applicable for Certification .....	23
4.1.3 Definitions .....	24
4.1.4 Farm Ownership .....	25



4.2.	Appointment of Auditors.....	25
4.3.	Application for Audit and Farm Registration by the Certifying Body.....	25
4.3.1.	Data required for registration.....	26
4.3.2.	Conditions for registration.....	26
4.3.3.	Farm Registration by the CB.....	27
4.4.	Farm Inspection.....	27
4.4.1.	Requirements for Internal Farm Inspection.....	27
4.4.2.	Procedure for the Announced External Inspection/Audit.....	27
4.4.3.	Timing of the External Inspection for First and Subsequent inspections.....	28
4.4.4.	Inspection when a new product is added to the Registration after Certification.....	29
4.4.5.	Farm Commitment.....	30
4.4.6.	Spot (Unannounced) audits.....	30
4.5.	Requirements for Compliance.....	30
4.6.	Confirmation of Results and Certification.....	31
4.7.	Sanctions.....	32
4.7.1.	Warnings.....	32
4.7.2.	Suspension.....	33
4.7.3.	Cancellation.....	33
4.8.	Complaints Procedure.....	34
4.9.	Use of the SECoP Certification.....	34
4.9.1.	Use of the EHAIA Code Certificate and Logo.....	34
4.9.2.	Relationship between the Code and Other Social and Environmental standards used in the Sector	34
4.10.	Up-dates of the Code.....	35
<b>5</b>	<b>Content for Requirements for the Bronze Level of the SECoP.....</b>	<b>36</b>
<b>6</b>	<b>Annex 1: Bronze Level Requirements.....</b>	<b>38</b>
<b>7</b>	<b>Content for requirements of Silver Level of the SECoP.....</b>	<b>77</b>
<b>8</b>	<b>Annex 2: Requirements for Silver Level of the SECoP.....</b>	<b>81</b>
<b>9</b>	<b>Content for requirements of Gold Level of the SECoP.....</b>	<b>139</b>
<b>10</b>	<b>Annex 4: Ethiopian Legislation relevant to the SECoP.....</b>	<b>145</b>
<b>11</b>	<b>Annex 5: Related International Conventions, Standards and Guidelines.....</b>	<b>149</b>
<b>12</b>	<b>Annex 6: Additional Resources.....</b>	<b>150</b>
<b>13</b>	<b>Annex7: Relevant Articles of the Ethiopian Constitution.....</b>	<b>154</b>
<b>14</b>	<b>Annex 8: VGGT Principles.....</b>	<b>158</b>

## List of Abbreviations

AU	African Union
ATA	Agricultural Transformation Agency
CB	Certification Body
CFS	Committee on World Food Security
CLC	Collegiate Licensing Company
CRGES	Climate-Resilient Green Economy Strategy
CSR	Corporate Social Responsibility
EHAIA	Ethiopian Horticulture and Agricultural Investment Authority
EHPEA	Ethiopian Horticulture Producers and Exporters Association
EIA	Environmental Impact Assessment
EMS	Environmental Management System
EPA	Environmental Protection Authority
FAO	Food and Agriculture Organization
FDRE	Federal Democratic Republic of Ethiopia
FPIC	Free Prior Informed Consent
GIZ	German International Cooperation Agency
GTP	Growth and Transformation Plan
ILL	International Labor Law
ILO	International Labor Organization
ISO	International Organization for Standardization
LSLBI	Large Scale Land-based Investment
MoANR	Ministry of Agriculture and Natural Resources
MoLSA	Ministry of Labor and Social Affairs
MoEFCC	Ministry of Environment, Forest and Climate Change
MSDS	Materials Safety Data Sheets
NA	Not Applicable
OSH	Occupational Safety and Health
SECoP	Social and Environmental Code of Practice
SEIA	Social and Environmental Impact Assessment
SEMS	Social and Environmental Management System
WHO	World Health Organization

## Acknowledgments

We acknowledge the EPA<sup>1</sup> for its valuable advices and provision of relevant copies of guidelines and proclamations. We would also like to thank GIZ and especially the “Support to Responsible Horticulture and Agricultural Investment in Ethiopia (S2RAI-ETH)” Project for improving and further developing the first draft of the document and aligning it to international standards and principles. We acknowledge “The Netherlands Fellowship Program” for its valuable contribution to the first draft, which was presented in May 2011. The same applies for the technical, financial and logistical support provided by the BRACED/MAR programme lead by FARM Africa and the support for a consultative workshop by Agricultural Transformation Agency (ATA). The Green Environment Consultancy on Agricultural and Environmental Affairs is an organization that provided us sound comments on the different components of the code of practice. We would like to express our deepest gratitude for its contribution. We also acknowledge and deeply thank all governmental and non-governmental organizations that attended the consultative workshops held on January 10, 2002 and June 24-25, 2016 for the constructive comments they provided to shape and improve this important document.

---

<sup>1</sup> Formerly



## Summary

The Social and Environmental Code of Practice (SECoP) for Responsible Commercial Agriculture in Ethiopia is designed to **help investors in ensuring that their investments are inclusive, sustainable, transparent, and respect human rights**. The SECoP derives from the commitment made by the Ethiopian Government to develop such guidelines for implementing agricultural investment in a responsible manner.

The SECoP integrates and builds upon the efforts of **several international initiatives**, such as the *Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forests in the Context of National Food Security* (VGGT), the *Guiding Principles on Large Scale Land Based Investments in Africa* (LSLBI), the *Principles for Responsible Investment in Agriculture and Food Systems* (RAI), as well as the *Analytical Framework for Land-Based Investments in African Agriculture*, and harmonizes such, by adapting the main principles to the Ethiopian context regarding its National Policies and Legal Framework.

The SECoP is not meant to replace above mentioned source documents, but to **distill the most important principles and best practices**, and organize them into a tool that company staff, compliance managers, and other private sector professionals shall use to assess whether their investment in agriculture adheres to the environmental and social minimum standards (or excels such) throughout the life of the investment, or if not, how to address deficiencies.

The SECoP is therefore organized as follows: Chapter 1 provides an overall introduction. Chapter 2 describes the SECoP objectives, legal framework, principles and elements, content and processes related to auditing and certification. Chapter 3 outlines the roles and responsibilities regarding administration and management of the SECoP. Chapter 4 describes in detail the rules and regulations that form the SECoP standard. Annex 1-3 contain the lists of requirements and compliance criteria for each of the three compliance levels of the SECoP in a table format following the thematic structure of the nine SECoP principles. Annex 4 and 5 provide an overview of relevant national and international legislation. Annex 6-8 provides additional resources useful for the SECoP implementation and interpretation.

# 1 Introduction

Agriculture in Ethiopia has gone through several periods of historic development as land reforms have changed the structure by a proportionate increase or decrease of specific land use groups. The agricultural reform and privatization created an enormous opportunity for the private sector to flourish and attract thousands of investors engaged in commercial agricultural development activities. Agriculture continues to attract significant foreign and domestic investment.

At the same time, environmental degradation is one of the major issues in this sector worldwide. Higher concentration of carbon dioxide in the atmosphere is partly due to the destruction of the natural forests. Rivers are drying due to misuse of the land and land cover in the upper catchments. The productivity of farmlands is deteriorating because of poor soil management and ignorance of soil conservation practices. Excessive application of irrigation water beyond the allowable level soundingly contributes to the destruction of the ecosystem downstream. Many developing countries are facing pollution problems originated from unwise agricultural practices such as handling of waste, excessive use and misuse of chemicals. Unfortunately, many of those environmental problems are also affecting Ethiopia.

Investment in agriculture, which changes the use of land and natural resource accessibility, has wide implications for local communities who depend on these resources for their livelihoods, welfare and cultural identity. Agricultural investments can generate a wide range of development benefits, including food security, know-how and technology transfer, input for the processing industry and general increased economic opportunities.

However, in order to provide those benefits, investment projects need to be designed to protect ecosystems and preserve important local and community land and peoples' access to resources and traditional land. In order to do so, however, they need to be conceived, planned and executed responsibly and specifically directed towards the achievements of these goals whilst aiming to mitigate or avoid known and anticipated negative outcomes. There are increasingly high economic and reputational risks for investors who fail to achieve this delicate balance.

Sustainable agriculture is an environmentally friendly agricultural practice that involves the use of the limited natural resources to satisfy the present generation without compromising the interest of the future generation. Water, soil and biodiversity are the major objects of production that should be utilized wisely for sustained agricultural practices. Unless these basic natural resources are conserved, production and productivity of agricultural lands practically ceases to feed the population of our world.

The world market is increasingly favoring organic agricultural products and agro industrial products processed under the condition of healthy environment. To be competitive in global markets, it is important to set standards that lead to practice of environmentally friendly agricultural and agro industrial processes.

These standards are social and environmental codes of practice that investors should obey. They can be useful to environmentally friendly implementation of agricultural investment and agro industrial activities, which are at the expense of the environment, natural resources, and health of the surrounding communities.

Typically, major components considered in codes of practice for commercial agricultural investment are:

- The social component
- The agricultural practice
- The natural resource component

Adopting international experiences and best practices, the EHAIA intends to work hand in hand with investors and sector associations. The EHAIA strives to build up the capacity of sector associations to enable them to carry the responsibility of implementing and monitoring compliance of investors with the SECoP. The Authority encourages the establishment of new sector associations.

The first version of Social and Environmental Code of Practice (SECoP) was geared up before 7 years to combat negative environmental & social impacts by the then MOA with the collaboration of the Netherlands Fellowship Program and the former EPA (now MEFCC). But its implementation was not as it was wished-for, even though its implementation is critical importance. The main challenge put up with its implementation is the awareness level of the farm enterprise on environmental management in general and on SECoP in particular is very small, weak integration among stakeholders, low enforcement, low level of monitoring and evaluation from governmental bodies, high turnover rate on the farm; most of the operational farms are not install environmental and social management system (ESMS) in order to implement the elements of the code.

The exceptionally dynamic nature of environmental and social issues requires the code to amend & upgrades its contents. Besides, the new development strategy, new legislative, availability of clean technology, climate resilient green economy strategy of the country (CRGEs), climate change adaptation action plan, international agreements (Related to social and environmental issues), responsible agricultural investment principles, the previous version had also some limitations in its content that needs improvement so because of such new initiatives & progresses it requires amended of the document.

The main reason of the SECoP is to offer a scheme that facilitates the Agricultural Investment and Horticulture sector to adopt socially and environmentally friendly agricultural practices, through minimizing adverse impacts on human and natural resources simultaneously to enhance the positive impacts.

The SECoP is therefore organized as follows: Chapter 1 provides an overall introduction. Chapter 2 describes the SECoP objectives, legal framework, principles and elements, content and processes related to auditing and certification. Chapter 3 outlines the roles and responsibilities regarding administration and management of the SECoP. Chapter 4 describes in detail the rules and regulations that form the SECoP standard. Annex 1-3 contain the lists of requirements and compliance criteria for each of the three compliance levels of the SECoP in a table format following the thematic structure of the nine SECoP principles. Annex 4 and 5 provide an overview of relevant national and international legislation. Annex 6-8 provides additional resources useful for the SECoP implementation and interpretation.

## **2 . The Social and Environmental Code of Practice for Responsible Commercial Agriculture**

The Social and Environmental Code of Practice for the horticulture & Commercial Agriculture sets out a framework to monitor and measure sustainable agricultural practices in Ethiopia and defines essential elements for the development of best-practices within the sector that will enable the sector to compete in the international market.

### **2.1 Purpose and Objectives of the SECoP**

The major purpose of the SECoP is to provide a system that enables the Ethiopian horticulture & Agricultural Investment sector to adopt socially and environmentally friendly agricultural practices, minimizing negative impacts on human and natural resources while increasing competitiveness of agricultural products in both internal and external markets.

The specific purpose of the SECoP is:

- **To set social and environmental standards** for investments in agriculture in Ethiopia. These standards consist of existing legally binding standards (regulated via proclamations) and additional social and environmental concerns (best practices) which will have to be considered with due diligence to comply with the desired level of compliance;



- To **provide technical and procedural guidance to investors** on how to achieve responsible investment practice.

The SECoP thereby aims at **enforcing the commitment of investors** regarding the following:

- Undertake a Social and Environmental Impact Assessment (SEIA) and develop a Social and Environmental Management System (SEMS)
- Ensure transparency and accountability of the entire investment process
- Minimize and mitigate negative social and environmental impacts and maximize positive social and environmental impacts
- Protect biodiversity and habitats
- Give attention to soil and water management of the farmlands
- Take a responsible commitment towards consumer health and safety
- Maintain a healthy labor force and create a safe, appropriate working environment
- Protect the local community from the risk of environmental hazards
- Develop a responsible positive attitude and active interactions towards and within the local community
- Adhere to the principles of free, prior and informed consent (FPIC)
- Safeguard land tenure, land use and resource rights of the local and surrounding communities
- Take a responsible commitment towards an inclusive business model in line with the values and development priorities of the local population
- Increase the competitiveness of agricultural production in both internal and external markets
- Support the development of local communities
- Contribute to increased food security and nutrition of local communities
- Achieve a sustainable agricultural investment with a qualitatively and quantitatively increasing production and productivity

## 2.2 Concepts of Responsible Commercial Agriculture and due diligence

### Definition of “ **Responsible Commercial Agriculture**”

‘Responsible Commercial Agriculture is an agriculture investment strategy which seeks to generate both financial and sustainable value. It consists of a set of investment approaches that integrate environmental, social and governance (ESG) and ethical issues into financial analysis and decision-making.

Responsible Commercial Agriculture goes by many names - it is variously referred to as socially responsible investing (SRI), ethical and sustainable investment, triple-bottom-line investing, green investing - but underlying these differing names is a common theme focused on long-term value creation. Value in this context refers not only to economic value, but to the broader values of fairness, justice, and environmental sustainability.

‘Responsible Commercial Agriculture is essential for enhancing food security, adding nutrition values and also supporting the progressive realization of the citizens right to adequate food in the context of national food security. In other point of view, it has great role on economic development, maintaining social and environmental sustainability to eradicating poverty, fostering social and gender equality, eliminating the worst forms of child labor, promoting social participation and inclusiveness, increasing economic growth, and therefore achieving sustainable development.

## Definition of 'Due diligence'

Due diligence is a generic legal concept that demonstrates all reasonable steps that have to been taken to prevent an unexpected occurrence of an adverse environmental and social event in production process. To achieve this, all actors need to participate in adoption and implementation of 'Due diligence' policy and procedures in relation to environmental and social issues.

## 2.3 Intended Users of the SECoP

Investments that fall under this Social and Environmental Code of Practice are:

- Investments of **all agricultural sub-sectors** (e.g. crop farming, horticulture, livestock)
- Investments in **all Ethiopian regions**
- Both **foreign and domestic** agricultural investments
- **New** and already **existing** investments
- Investments of **any size** in terms of spatial dimension or financial volume
- Investments that **obtain(ed) land through any kind of channel** (e.g. through EHAIA, Ethiopian Investment Agency, regional governments or directly rented from farmers )

This document represents the general Social and Environmental Code of Practice for the agriculture sector and is thus addressed to investors of all agricultural sub-sectors. As a result, it stays general and does not distinguish between requirements specific to agricultural sub-sectors. Sub-sectors shall develop specific documents either as separate codes of practice or as guidelines/manuals<sup>2</sup>.

## 2.4 Experience from other countries

Experiences from other countries concerning social and environment code of practice are bringing together from the following countries: United Kingdom, New Zealand, Kenya, Australia and South Africa.

Different experiences are observed in different aspects of the code of practice. The points focused to collect the different methods of approaches are:

- Responsible bodies to prepare the code of practice
- Components of the code of practice
- Suitable organizational structure to implement the code of practice
- Legal power of the code of practice

In some countries, the government that takes the responsibility to prepare the code of practice. In other countries the sectoral associations or the government in cooperation with sector associations that take the initiative to formulate & prepare the code of practice.

As a result, following the experiences of UK, Kenya and South Africa, Ethiopian Horticulture and Agricultural Investment Authority (EHAIA) took the initiative to prepare the code of practice for commercial Agricultural investment. In case of Ethiopia, since preparing and implementing code of practice for commercial agricultural sector is new; the government takes mandate to prepare this document.

Major components considered while preparing codes of practice for agricultural investment are;

- The social component

---

<sup>2</sup> See for example the *Code of Practice of the Floriculture Sector*, formalized through the Council of Ministers Regulation 207/2011, <http://faolex.fao.org/docs/pdf/eth121674.pdf>

- The agricultural activity
- The natural resource component

These are components considered while codes of practices for agricultural activities in the countries mentioned above were prepared.

Regarding organizational structure the experiences from UK, South Africa & Kenya show that it is the coalition of the government, sector associations & farm enterprises; that took the responsibilities to the implementation of the code of practice. Adopting those experiences, the EHAIA is committed to work hand in hand with farm enterprises/growers/ and sector associations. The Authority would strive to build up the capacity of sector associations to enable them carry the responsibility of implementing the code of practice and encourages the establishment of new sector associations. Individual farm enterprises are enhanced to implement the code of practice.

When we come to the legal power of the code of practice, experiences in above mentioned countries show that code of practices are voluntary based. Of course in all countries, much of the elements incorporated in the code of practice have specific legal codes to which implementers are obliged to obey. Examples are the Labor proclamation, Environmental pollution control proclamation...etc.

Implementation of the social and environmental code of practice would highly be considered and obeying all proclamations of environmental and social protection together with other legal bindings of the country is indispensable.

As the government is highly responsible to protect the community and the natural resources of the country a regulation that enforces every farm enterprise to undertake EIA before project implementation takes place has to be enacted.

## 2.5 Legal Framework

Regarding the legal power of this document, codes of practice are often considered as voluntary based. However, in this SECoP, most of the incorporated elements have specific legal codes to which implementers are obliged to obey. The SECoP requirements are based on stakeholder needs and are underpinned by various relevant International Conventions and Laws of Ethiopia.

The first level is the application of the **formal national regulatory framework**, including Ethiopian **national policies**, which provide the major framework for the development of responsible agricultural investment. The main documents to be considered are listed in Annex 4.

Second, the SECoP makes use of internationally accepted standards and refers to several international legal documents and their implementation guidelines. All **international agreements** ratified by Ethiopia are an integral part of the law of the country. In the context of the SECoP this is especially relevant for labor law, environmental, and human rights conventions. A list of relevant international conventions can be found in Annex 5.

Over the past years the international community and their specialized technical agencies, like the African Union or the Food and Agricultural Organization of the United Nations, have developed **international principles** for **socially and environmentally sound agricultural investments**. New institutions were established to react on the importance and scale of the related issues. The organizations came together to consolidate the relatively fragmented efforts and produced consolidated documents. With this SECoP, Ethiopia is well on the forefront of governments aiming to implement these international institutions and processes and adapt them to the national context. In addition to the national framework, it also refers to a number of recently developed and consolidated documents to which the Ethiopian Government has also contributed (see Annex 5).



## 2.6 SECoP Principles

Following the above-mentioned national and international policies and standards, nine principles should guide agricultural investments in Ethiopia (Table 1).

**Table 1: SECoP Principles**

Principle	Content
General	<ul style="list-style-type: none"> <li>• Respect of legal framework</li> <li>• Social and Environmental Impact Assessment (SEIA)</li> <li>• Social and Environmental Management System (SEMS)</li> <li>• Establishment of 'Environmental Unit' at farm level</li> </ul>
Principle 1: <i>Promote environmental sustainability, sustainable agricultural practice, biodiversity and resilience, and reduce disaster risks</i>	<ul style="list-style-type: none"> <li>• Pesticides and Fertilizer</li> <li>• Soil protection and enhancement</li> <li>• Efficient water and energy use</li> <li>• Material input</li> <li>• Animal welfare</li> </ul>
Principle 2: <i>Support the national economy and reduce poverty</i>	<ul style="list-style-type: none"> <li>• Employment creation</li> </ul>
Principle 3: <i>Support the development of local communities</i>	<ul style="list-style-type: none"> <li>• Infrastructure</li> <li>• Technology transfer</li> <li>• Outgrower schemes</li> <li>• Transparency and participation</li> </ul>
Principle 4: <i>Promote food security and nutrition</i>	<ul style="list-style-type: none"> <li>• Food security and nutrition for local communities</li> <li>• Food security and nutrition for employees</li> </ul>
Principle 5: <i>Respect land-use and resource rights</i>	<ul style="list-style-type: none"> <li>• Land-use rights</li> <li>• Resource rights</li> </ul>
Principle 6: <i>Respect labor and human rights (incl. gender – women, youth, children, elderly, disabled etc.)</i>	<ul style="list-style-type: none"> <li>• Human rights</li> <li>• Labor rights</li> <li>• Employment practice</li> <li>• Remuneration</li> <li>• Working environment</li> <li>• Health and safety</li> <li>• Youth, Women, Children</li> </ul>
Principle 7: <i>Ensure participation, transparency and accountability</i>	<ul style="list-style-type: none"> <li>• Disclosure of information</li> <li>• Anti-corruption</li> <li>• Participation and consultation</li> <li>• Negotiation and contracts</li> <li>• Grievance and dispute resolution mechanisms</li> <li>• Complaint mechanisms</li> </ul>
Principle 8: <i>Uphold high business and ethical standards</i>	<ul style="list-style-type: none"> <li>• Governance</li> <li>• Innovation</li> <li>• Corporate Social Responsibility (CSR)</li> <li>• 'Organic' and 'Fair trade' production</li> </ul>
Principle 9: <i>Support institutional strengthening</i>	<ul style="list-style-type: none"> <li>• Sub-sector Association</li> <li>• Knowledge Management for compilation of best practices</li> <li>• Innovation</li> <li>• Laboratories</li> </ul>

## 2.7 Compliance Levels

There are **three levels** according to which investors can comply and get certified: Bronze, Silver, and Gold. A **list of requirements and compliance criteria** has been established for each level and by specific topics, which can be found in Annex1-3. Farms must produce evidence of compliance with all requirements and compliance criteria listed for the level for which they are seeking accreditation.

In the context of Ethiopia where the agricultural investment sector is at an early stage of development, due consideration is given to **capacitate the agricultural enterprises to the minimum bronze level** of compliance. However, investors are encouraged to **aim to exceed** those minimum standards.

At Bronze level, the key issues that are of concern to stakeholders in Ethiopia and internationally and the requirements of Ethiopian Legislation are included. However, standards for some markets and individual buyers and standards adopted by some investors may exceed those described in the minimum standard and the Silver and Gold levels are provided to measure and communicate the achievement of these higher standards. The Silver Level sets higher standards based on recognised standards for Good Agricultural Practices, Protection of the Environment and Responsible Employment Practices. The Gold Level challenges the farm to aim beyond the sector benchmarks. Farms at Gold level will need to become involved in Corporate Social Responsibility, Environment Conservation, Product Quality Management and Sector Development through involvement in industry development activities and management capacity building.

All agricultural enterprises will be encouraged to move on to the Silver and Gold Levels as their farms and businesses become established.

Silver level requirements always fully include the requirements for bronze level. Gold level certification includes all requirements for bronze and silver certification.

### 2.1.1 Bronze Level

The Bronze Level is the first level of the SECoP and it is the intention of the Government that compliance with this level will become a legal requirement for all agricultural investments in Ethiopia. The bronze level of compliance requires that farms conduct a **Social Environmental Impact Assessment (SEIA)** and have a basic **Social Environmental Management System (SEMS)** in place that ensures the planning, monitoring and evaluation of key social and environmental issues. Farms must also implement safe working practices, protect the environment and comply with the Law of the Land.

To achieve Compliance at the Bronze Level the farm must:

- Apply national regulatory framework for SEIA and consider SECoP principles
- Implement SEIA considering all principles of the SECoP
- Develop and maintain SEMS
- Respect international core labor standards in investor operations, namely the freedom of association and the right to collective bargaining, including for migrant workers, the elimination of all forms of forced or compulsory labor, the effective abolition of child labor and the elimination of discrimination in respect of employment and occupation
- Ensure decent wages, benefits and working conditions, that are at least adequate to satisfy the basic needs of workers and their families and in accordance with the Ethiopian Labour Proclamation, 377/2003, and strive to improve working conditions more generally
- Strive to increase domestic employment opportunities, both directly and indirectly
- Adopt approaches, measures, and processes to enhance women's meaningful participation in decision-making and leadership roles, ensuring maternity protection in line with Ethiopian standards
- Ensure sustainable use of natural resources

- Take measures to prevent erosion and maintain flora and fauna/ bio-diversity
  - Ensure safe chemical transport and storage and register chemical products correctly
  - Ensure proper waste management
  - Conduct Farm site Risk Assessment
  - Create employment opportunities
  - Support technology transfer
  - Apply a “Do no harm” approach towards local peoples livelihoods, where possible support diversification of livelihoods through project activities
- Note: New businesses and expansion to new land will required a complete EIA to be carried out in accordance with the Law before development on the new site can begin*
- Identify and address risks related to food security as part of a broader process of identifying impacts on local communities and address such negative impacts
  - Ensure goodpractice regarding health and safety, e.g. develop emergency procedures to be used in the event of an accident occurring andbe able to provide First Aid treatment on site
  - Foster maximum participation of all stakeholders throughout the business process
  - Foster transparency and anti-corruption
  - Strengthen SEMS management capacities
  - Share lessons learnt

## 2.1.2 Silver Level

*Farms wishing to achieve compliance at Silver level are required to show compliance with all requirements for Bronze level listed in Annex 1, in addition to those listed for Silver Level in Annex 2 summarised below.*

Compliance with the Silver Level of the Code is designed to demonstrate that the farm is implementing internationally acceptable production and management practices and it is intended that the Silver level of the SECoP will be benchmarked with internationally recognized standards like Global GAP and ETI. At Silver Level Farms are requires to give more attention to implementation of good agricultural practice, protection of the environment and the welfare of employees. Production needs to be Safe, Ethical and Green and the approach to sustainability changes from being reactive to being proactive.

Requirements for Silver Level compliance include all the requirements for Bronze level but in some cases a higher level of performance is expected, including the following:

- Provide further training for Internal auditors to enable them to carry out a full Environment and Social Audit
- Implement Good Agricultural Practices and ensure that pest management is achieved with a minimum use of pesticides and impact on the environment
- Protect the soil from degradation and erosion and use water responsibly with due regard to other users and the sustainability of the source
- Be proactive in making improvements to waste management and disposal procedures and focus on minimisation and re-cycling wherever possible
- Put procedures in place for involving all levels of farm staff as appropriate in the development and implementation of procedures that lead to SECoP compliance and in training to enhance their health and wellbeing
- Implement improved/higher levels of Occupational Safety and Health and social welfare provision for employees
- Implement a formal ‘Complaints Procedure and be responsive to the comments and concerns of stakeholders
- Show year on year improvement in their environmental and social performance

### 2.1.3 Gold Level

*Farms wishing to achieve compliance at Gold Level are required to show compliance with all requirements for the Silver Level at the time of being audited for the Gold level.*

The Gold Level enables Ethiopian commercial agricultural farms to meet good sustainable agricultural practices demanded by the high-end international markets (European retail sector and niche markets). Compliance at Gold Level challenges the farm to go beyond normal market expectations and to become certified at Organic and Internationally accepted standards Certification, Corporate Social Responsibility projects, Conservation and Product Quality Management and to make a real contribution to the sector by participation in development activities and offering Practical Management training for new graduates.

### 2.8 Cycle of Continuous Improvement

The content of the SECoP guides farms to enter a cycle of continuous improvement and move towards more sustainable cultivation practice. Beginning from a Social and Environmental Impact Assessment, projects pass through implementation, internal auditing, corrections, external audit and certification. This is repeatedly practiced at each level of the SECoP as farms pass from bronze to silver and gold level compliance. This gradual system allows each farm to progress at a manageable pace whilst allowing established farms to gain recognition for higher standards as soon as it is possible thereby not jeopardizing their competitive position in the international market.

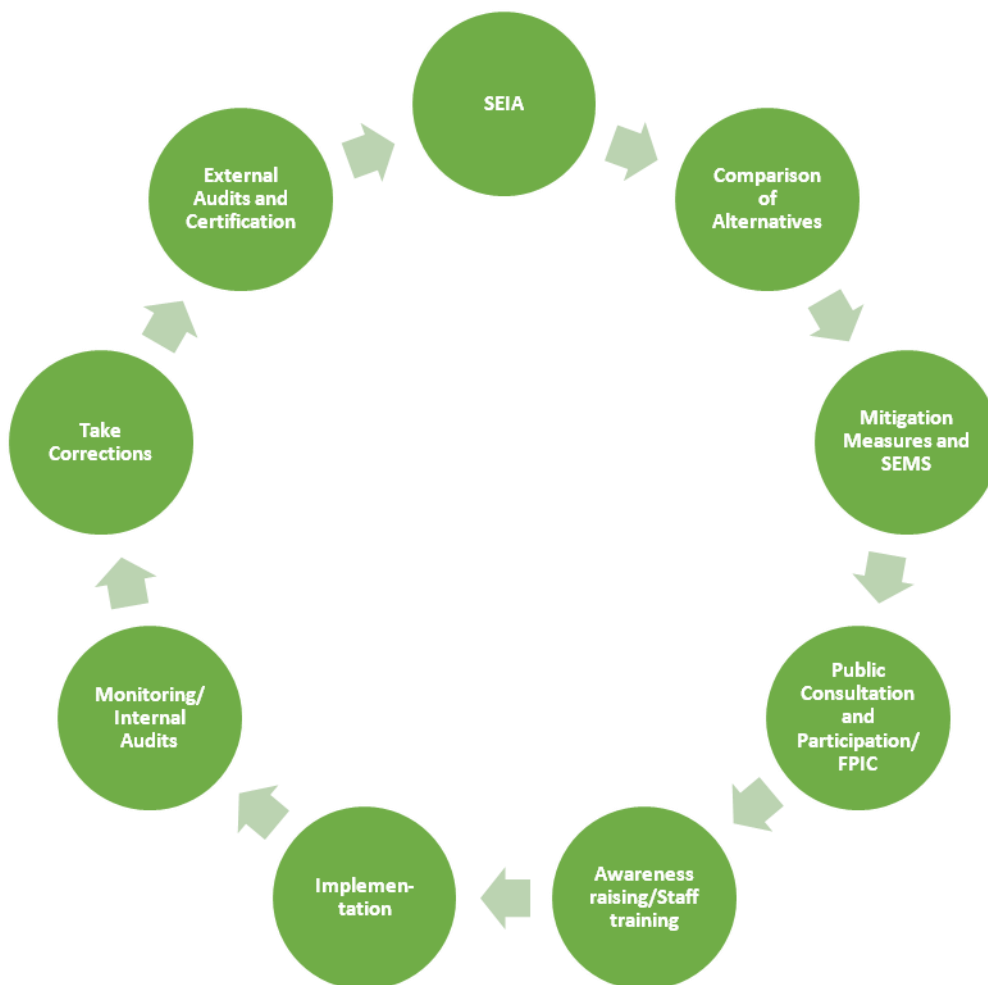


Figure 1: Cycle of the SECoP

The SECoP requires action at different steps of an investment process. Table 2 illustrates these processes.

**Table 2: Investment Steps and SECoP Requirements**

Step in Investment Process	SECoP Requirements
Land identification by governmental body and preferably with communities, including feasibility study for suitable business activities	<ul style="list-style-type: none"> <li>• Feasibility study including SEIA</li> </ul>
Pre-Negotiation (incl. site selection...)	<ul style="list-style-type: none"> <li>• Consider SECoP Principles</li> </ul>
SEIA conduction	<ul style="list-style-type: none"> <li>• SEIA considering all SECoP principles and including Social and Environmental Management Plan</li> </ul>
Investment/ Business operation phase	<ul style="list-style-type: none"> <li>• Develop and maintain the Social and Environmental Management System (SEMS)</li> <li>• Apply for certification (investor)</li> <li>• Certification of company according to the SECoP</li> <li>• Regular internal and external monitoring</li> <li>• Update SEMS</li> <li>• Renew or upgrade certificate</li> </ul>
Business transfer or closure	<ul style="list-style-type: none"> <li>• Compensation/mitigation measures</li> <li>• Finalize or transfer SEMS</li> <li>• Final Audit in case of closure</li> </ul>

## 2.9 Social and Environmental Impact Assessment (SEIA)

The core process of the SECoP is the Social and Environmental Impact Assessment (SEIA) and its translation into a Social and Environmental Management System (SEMS), which has to be conducted as early as possible in the project planning stage. It should precede the investment licensing process. All SECoP principles and compliance requirements should be integrated in the SEIA and the SEMS.

### Social and Environmental Impact Assessment (SEIA):

*“A tool used to identify and assess the potential impacts of a proposed project (or activity), evaluate alternatives, and formulate appropriate mitigation, management and monitoring measures (generally in the form of an environmental management plan).”<sup>3</sup>*

*“An environmental impact assessment (EIA) is an analytical process that systematically examines the possible environmental consequences of the implementation of projects, programmes and policies.”<sup>4</sup>*

An environmental impact assessment is *“the systematic, reproducible and interdisciplinary identification,*

<sup>3</sup><http://www.fao.org/docrep/008/a0323e/a0323e05.htm>

<sup>4</sup>Glossary of Environment Statistics, Studies in Methods, Series F, No. 67, United Nations, New York, 1997. - <https://stats.oecd.org/glossary/detail.asp?ID=828>

*prediction and evaluation, mitigation and management of impacts from a proposed development and its reasonable alternatives, sometimes known as environmental assessment<sup>5</sup>; whereas a social impact assessment is “the component of EIA concerned with changes in the structure and functioning of social orderings. In particular the changes that a development would create in: social relationships; community (population, structure, stability etc); people’s quality and way of life; language; ritual; political/economic processes; attitudes/value. It can sometimes include health impacts.”<sup>5</sup>*

In the legislation of Ethiopia, the tool “Environmental Impact Assessment” (EIA) covers not only environmental but also social and cultural aspects. It is therefore a comprehensive social and environmental impact assessment (SEIA).

**Environmental Impact Assessment (EIA)** according to the Ethiopian EIA proclamation:

*“An Environmental Impact Assessment is used to predict and manage the environmental effects which a proposed development activity as a result of its design sitting, construction, operation, or an ongoing one as a result of its modification or termination, entails and thus helps to bring about intended development;*

*WHEREAS, assessment of possible impacts on the environment prior to the approval of a public instrument provides an effective means of harmonizing and integrating environmental, economic, cultural and social considerations into a decision making process in a manner that promotes sustainable development,*

*WHEREAS, the implementation of the environmental rights and objectives enshrined in the Constitution would be fostered by the prediction and management of likely adverse environmental impacts, and the maximization of their socioeconomic benefits. WHEREAS, environmental impact assessment serves to bring about administrative transparency and accountability, as well as to involve the public and, in particular, communities in the planning of and decision taking on developments which may affect them and its environment.”<sup>6</sup>*

The Ethiopian Horticulture and Agricultural Investment Authority (EHAIA) has issued a Guideline to Prepare Project Documents on Environmental Impact Assessment for Agricultural Investments (2/2014) which shall be used as main reference for the development of SEIAs under this SECoP. Depending on the result of the first phase of an EIA, the Screening/Initial Environmental Examination, certain investments may not require a full SEIA, however this is the exception and for all agricultural investments above 100ha and all farms that are operational within and near protected or areas with high environmental sensitivity like forests, national parks, wetlands, sanctuaries and hunting reserve areas, full SEIAs are always required.

## **2.10 Social and Environmental Management System (SEMS)**

The SECoP requires all agricultural investment enterprises to develop, implement and maintain a Social and Environmental Management Systems (SEMS) that serves to improve compliance with SECoP principles and requirements, such as pollution prevention and other measures of social and environmental performance.

---

<sup>5</sup>[http://eia.unu.edu/course/index.html%3Fpage\\_id=177.html](http://eia.unu.edu/course/index.html%3Fpage_id=177.html)

<sup>6</sup>Environmental Impact Assessment Proclamation No. 299/2002



**Environmental Management System (EMS)** according to ISO<sup>7</sup>:

*“that part of the overall management system which includes organizational structure, planning activities, responsibilities, practices, procedures, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy”*

In the context of the SECoP, individuals, companies and organizations involved in agricultural investment are requested to develop SEMs including a plan of action designed to combat the occurrence of undesirable environmental impacts. The SEM documents shall be prepared by an authorized private organization licensed to work on SEIAs. This organization takes the responsibility that the assessment is actually undertaken according to the procedure stated by MoEFCC.

The SEIA documents and plan of action for the mitigation measures provide the framework through which SEM is implemented. It shall also contain the design and working calendar of soil management, conservation of water and the biodiversity.

The potential benefits of SEM are:

- Improvements in overall social and environmental performance and compliance;
- A framework to control the destruction of the natural resources such as soil, water and biodiversity and application of pollution prevention mechanisms to meet SEM objectives;
- Increased efficiency and potential cost savings while maintaining sustained production and productivity when managing environmental obligations;
- Enhanced and sustained livelihood, prosperity, culture and health of the local community;
- Improved predictability and consistency in managing environmental obligations;
- More effective targeting of scarce environmental management resources;
- Accountability and transparency.

SEM helps agricultural investors to develop procedures and plans that enable them to be sure of the implementation of the mitigation measures and monitoring requirements approved during the environmental compliance review in different phases of the project. The establishment of SEM also helps the agricultural investment to meet the demands of environmental regulations, to attain internal standards and targets, to improve customer satisfaction, to improve institutions public image, to facilitate permitting process, and to decrease short and long-term liabilities.

SEMs consist of the following key elements see the following figure

---

<sup>7</sup><http://www.iso.org/iso/iso14000>[http://www.iso.org/iso/catalogue\\_detail?csnumber=60857](http://www.iso.org/iso/catalogue_detail?csnumber=60857)

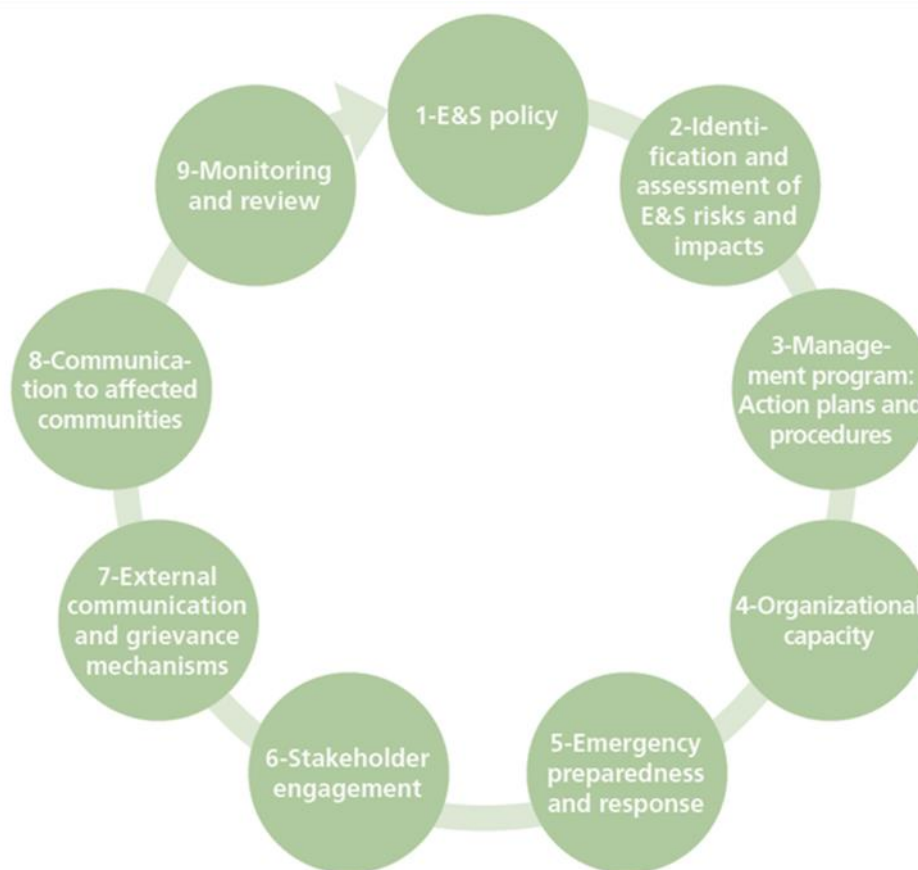


Figure 2: SEMS Elements<sup>8</sup>

In detail, the development and maintenance of an SEMS includes the following tasks:

- Develop a statement of organization's commitment to the environment;
- Ensure comprehensive stakeholder participation during SEMS development and maintenance;
- Identify environmental attributes of the products, activities and services. Determine those that could have significant impacts on the environment and develop the respective mitigation measures;
- Identify and ensure access to relevant laws and regulations, as well as other requirements to which the organization adheres;
- Establish environmental goals for the organization, in line with the policy, environmental impacts, the views of interested parties, and other factors;
- Establish roles and responsibilities for environmental management and provide appropriate resources;
- Ensure that the employees are trained and capable of carrying out their environmental responsibilities;
- Establish processes for internal and external communications on environmental management issues;
- Maintain information on the SEMS of the organization and related documents;
- Ensure effective management of procedures and other system documents;

---

<sup>8</sup>Source: IFC, 2013, p. 27

- Identify, plan, and manage the operations and activities in line with the policy, objectives and targets of the organization;
- Identify potential emergencies and develop procedures for preventing and responding to them;
- Monitor key activities and track performance. Conduct periodic assessments of compliance with legal requirements;
- Identify and correct problems and prevent their recurrence;
- Maintain and manage records of SEMs performance;
- Periodically verify that the SEMs of the organization is operating as intended;
- Periodically review the SEMs of the organization with an eye to continual improvement;
- Initiate and introduce SEMs of continuous professional and technical development, monitoring and self-regulation in the agriculture investment sector, develop a code of practice.

## 2.11 Auditing, Verification and Certification

All agricultural investments in Ethiopia will be required to be certified according to one of the three levels of compliance outlined above (chapter 2.7). This requires internal and external audits. The Ministry of Environment, Forest and Climate Change (MoEFCC) has the overall responsibility for the auditing processes and sets the respective audit standards.

- Each investor is required to conduct an **internal audit** at least **once a year** to determine compliance and identify areas that need attention, and to apply for and help prepare the organization of the **external audit** which are required for **certification, upgrade or renewal** of the certification at least **every two years**. Farms must produce evidence of compliance with all requirements and compliance criteria listed for the level for which they are seeking accreditation.
- The role of the auditor is to check the evidence against the requirements and compliance criteria for the code and to judge whether the evidence provided is relevant, true and sufficient to demonstrate compliance with all the requirements. Though minimum level of compliance criteria are compulsory, the auditor has the freedom to decide if some points are clearly not applicable to the business.
- Auditors will submit the audit reports to EHAIA/MoEFCC who will issue the certificate of compliance or decide on the appropriate action to be taken in the event of non-compliance. In the case of non-compliance certification will be pending until compliance has been reached. If investors repeatedly fail to complete necessary corrective measures necessary to obtain bronze level certification, step by step measures can be taken according to the contract agreement made.

The defined **grace periods** to obtain **initial certification** are:

- Existing investments: 3 years following the adoption of the SECoP
- New investments: 1 year after farm establishment

Investors receive their SECoP Certification through independent verification from authorized/accredited body assigned by Ministry of Environment, Forest and Climate Change. The approved audit entity(s), **Certification Body(s)** are selected, by EHAIA in consultation with the public stakeholders, by Tender process and will be expected to:

- Provide evidence of their competence to offer a professional audit service for this type of standard
- Provide a value for money service that delivers audit results on time and in accordance with an agreed timetable
- Employ and train local Ethiopian auditors to participate in the audit process

- Have a registered business and office in Ethiopia
- Use in the audit, procedures and practices that are internationally recognized and acceptable to EHAIA and the Key Public stakeholders
- Register and certify farms as appropriate

EHAIA will formalize an agreement with an appropriate external auditing body (CB), for the sector and will negotiate the Audit Fee for the Sector for the various levels of the SECoP.

For each level of certification, a list of requirements and compliance criteria has been established. Compliance Criteria are graded Mandatory, Minor Must and Recommended according to their relative importance and these requirements and compliance criteria form the basis of the investor external audit.

Farms seeking Certification of compliance with the SECoP must produce relevant, verifiable evidence of compliance with the requisite number of Compliance Criteria listed at the level for which they are seeking accreditation. Specific details of the compliances required for each level of the SECoP are provided in Annexes 1-3.

Prior to the Audit, the audit entity will agree on arrangements with the farm for the external audit and may ask for some documents to be provided in advance of the audit for a 'desk study'. Then on the day of the Audit, the auditor will hold an opening meeting with the farm management team to explain the format for the Audit.

During the course of the audit, the Auditors will consider a variety of sources and types of evidence, as relevant to the criteria being audited to determine whether the farm is compliant or non-compliant. Evidences that will be considered include:

- Documents; policies, procedures and work instructions
- Records; risk assessment, minutes of meetings, inputs used, registers of attendance, etc.
- Farm facilities and equipment
- Management and Worker testimony.

The Farm **Internal Auditor** will act as a guide for the Auditor throughout the audit.

Evidence collected will be verified by physical examination and cross-reference where appropriate between pieces of physical evidence, documentation and the testimony of management and workers. To ensure that the views expressed by management and workers accurately reflect the situation on the farm the following guidelines for selection of respondents are provided:

The auditor will in the course of the audit, interview:

- Representative from management
- Farm Internal Auditor, Farm Safety Officer and Environment Officer
- Workers committee or union representative
- Spray supervisor and a representative sample of spray men
- Store men, pesticides, acids & fertiliser stores
- Workshop foreman and a representative sample of operators
- A representative sample of Agronomists and Supervisors
- A representative sample of General workers representing Male and Female staffs from a range of departments and including permanent, seasonal and day labour

The following table indicates the total number of interviewed by auditors

**Table 3: Staff interviewed by auditors based on total number of company's workers**

Number of workers excluding Management	Individual interviews including position holders above	Group Interviews	Total employees interviewed
1 - 100	6	1	10
101 – 500	6	4	26
501 – 1000	12	6	42
1001 - 2000	20	8	52
> 2000	As for 1001 – 2000 unless the auditor judges a greater sample size to be necessary		

**Persons to be interviewed from the work force will be selected by the Auditor on the day of the Audit and interviews will be held in the absence of management. Management will be given the opportunity to respond to areas of concern raised in these interviews but will not be informed of who has raised particular concerns.**

Where the Auditor receives conflicting information from different workers or between managers and workers, the auditor is free to increase the size of sample interviewed or to leave the criteria open and seek advice from the evaluator. When the evidence gathering is complete, the Auditor will complete the report for the Audit and will hold a feedback meeting with the management team to present an overview of the findings. At this stage the Farm Management team has the opportunity to clarify matters that have not been fully understood by the auditor and to provide additional evidence. Areas of compliance and where additional evidence is required will be noted in the report, then Farms will, in accordance with the rules outlined in Section 4 be given time to address the non-conformities identified.

When submission of evidence is complete, the report for the audit will be sent for evaluation to the EHAIA, Certification Body (CB) Certification Committee and this will lead to Certification of compliant farms.

Each farm will be audited every two years by the approved external accredited entity and based on the result of this audit and any additional evidence provided by the farm within the grace period allowed. The external entity will issue the Certificate of compliance with the SECoP at the respective level or advise the farm that it is not fully compliant, and a certificate will not be issued. EHAIA will be advised of all audit results and a list of compliant farms will be maintained on the EHAIA web site.

The steps of the certification process are summarized below in Figure 3.

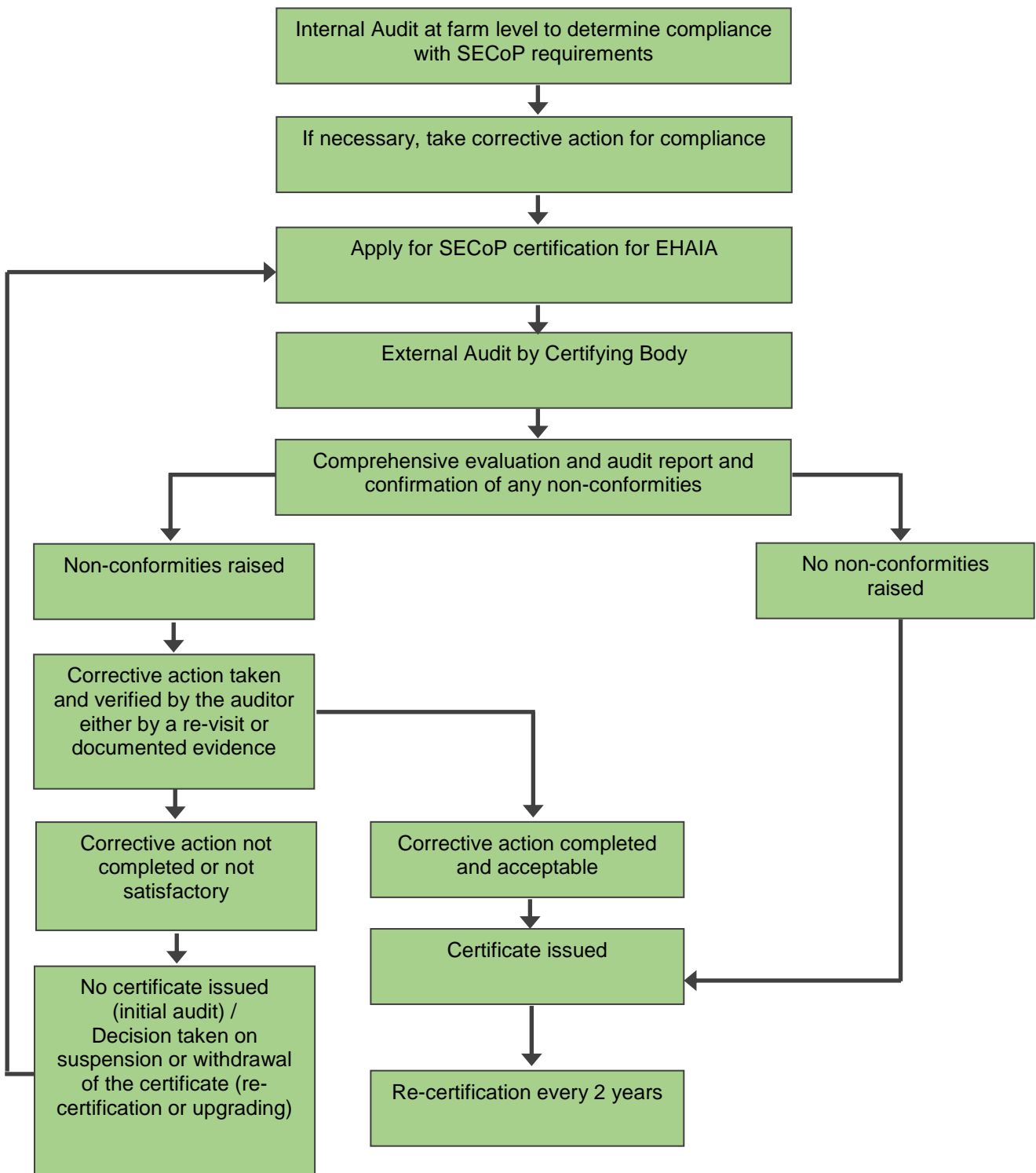


Figure 3: Audit and Certification Process



## 2.12 Revision of the Code standard

The SECoP is designed to meet the needs of a dynamic and developing sector and therefore needs to be adjusted periodically to respond to new requirements and sector developments.

Minor changes needed, i.e. those resulting from changes in laws and market requirements will be discussed and agreed with the Council of Stakeholders and introduced as necessary. Details of these changes will be entered into the register of Code revisions maintained at EHAIA, and will be circulated to all farms, the Audit entities and Public Stakeholder representatives in the Council of Stakeholders. Other interested parties will be able to obtain updates directly from the EHAIA web site or by personal application to EHAIA.

A full review and revision of the Code will be undertaken by the farms and stakeholders every three years and the revised version of the whole Code will be re-issued. The next major revision of this document will be numbered 2.0. Minor revisions of this document will be numbered Version 1.1, 1.2, etc.

## 2.13 Normative Documents and Document control

### 2.1.4 Normative documents

Normative Documents are those that define the standard. In the case of the SECoP the Normative documents comprise:

#### 2.1.4.1 The Code Manual which comprises:

- Introduction
- Description of the Standard
- Management and Administration
- Rules and Regulations for Certification
- Annexes 1-3 Compliance requirements :
  - Bronze
  - Silver
  - Gold
- Annexes 4-8
  - Relevant laws and conventions, additional resources

#### 2.1.4.2 The Code Check sheets for compliance at Bronze, Silver and Gold levels

The Check sheets for the Code follow a standard format:

- Front sheet:
  - Code Name, code logo, version, issue date and level being audited
  - Farm name/site, contact details and staff responsible
  - Auditor Name and Date of the Audit
- Actual check sheets:
  - Compliance criteria taken for Annex 1, 2 or 3; Bronze, Silver or Gold
  - Header to include Standard name, version and date of issue
  - Level to which the criteria belong
  - Pages will be numbered x of y
  - Audit Criteria, compliance status of the criteria; (Mandatory, Minor Must, Recommended and Not Applicable(N/A)), taken from the appropriate code Annex for the level to be audited

- Space to record the audit decision, compliant Yes/No and comments to justify the decision or to use in preparation of the action plan for correcting the noncompliance
- Summary pages:

For EHAIA and Farm use for Internal auditing these will include:

- A summary of findings and/or actions agreed
- The signature of the farm representative

For use by the External auditor, these will include:

- A summary of findings
- Statements relating to the farm commitment to the terms and conditions of the CB contract with the farm.
- The signature of the farm representative and the Inspector/auditor from the CB

### **2.1.4.3 The Certificate of compliance**

*Contractual agreements that is integral to the operation of the SECoP:*

### **2.1.4.4 The Registration and Audit agreement between the Certifying Body & the farm**

### **2.1.4.5 The Check sheet and farm commitment completed and signed at the end of the Farm inspection by the CB**

### **2.1.4.6 The Audit Contract between EHAIA and the Certifying Body**

These documents are available from EHAIA and / or the Certifying Body.

*Note: EHAIA produces a number of draft documents for farms to customize to assist the farms in preparation for audit and periodically produces guidelines to clarify or explain more fully the requirements for SECoP compliance. These documents and guidelines do not form part of the 'Normative documents' for the SECoP.*

## **2.14 Document Control**

All Normative Documents are identified by a Name, Version Number and Issue Date printed on the front cover and on the head section of subsequent pages. Pages will be numbered x of y.

EHAIA as the owner of the standard is responsible for the content and distribution of the 'Code Manual', 2.13.1.1 above. And by default, this makes EHAIA also responsible for the check sheet as the content for this is taken from the manual and for the Certificate template, which is also defined in the Code Manual 2.13.1.1 above.

**A copy of the Code Manual will be placed on the EHAIA web site and this copy will be updated as changes are made leading to revised versions of the Manual. EHAIA will also maintain a register of changes made to the Code Manual after issue of Version 1.0 and this will also be placed on the EHAIA web site. EHAIA will advise the Certifying Body and Members of the Code Multistakeholder Group of any changes made to the Code Manual and Version Number.**

A hard copy of the Code Manual will be issued to investors and other interested stakeholders but EHAIA will not keep a record of hard copies issued or undertake to inform all recipients of the hard copy when changes are made to the Code Manual.

Documentation relating to Farm Registration, Auditing and Certification and the Farm commitment to Terms and Conditions of related contractual agreements must meet the guidelines laid out in the Code for these documents. EHAIA is responsible for checking that the Code guidelines are being observed. Management of these documents is however the responsibility of the Certifying Body appointed by EHAIA to provide an audit and certification service for the Code.

### 3 SECoP Management and Administration

The implementation, management and maintenance of the SECoP will involve several governmental organizations at federal, regional and local level including EHAIA, MEFCO, MoANR, MOLSA and their decentralized structures, the investors (farms), sector associations, and local communities.

Tasks related to the management of the SECoP include:

- Development of institutional framework and business processes
- Capacity building
- Improvement of the SECoP
- Audit and Certification

The specific tasks and responsibilities of the different stakeholders regarding the SECoP are explained in the following section and summarized in Table 3.

#### 3.1 Ethiopian Horticulture and Agricultural Investment Authority (EHAIA)

EHAIA owns and leads the development of the Code and will with its relevant departments in general facilitate and put in place the SECoP implementation system, facilitate the capacity building programme to help farms to comply with the SECoP and make arrangements with appropriate audit entities for the external audit service.

In general, it is responsible to:

- Develop a guiding outline for the development of Environmental and Social Impact Assessment
- Promote and support the development and implementation of the SECoP and strive to achieve international recognition by establishing equivalence/benchmarking with relevant sector market labels
- Provide technical support and capacity building for the regions and farm enterprises to enhance efficient and effective implementation of the SECoP and for farm enterprises to them and to achieve compliance. Training will be provided by EHAIA and specialists with relevant expertise from the stakeholder group and service providers used by the industry
- Establish national horticulture and agricultural investment association, which will be responsible for the actual implementation of the elements of the code
- Facilitate the formation and provide leadership and secretarial services for the Council of Stakeholders
- Work with the relevant industry regulators to establish the relationship between the SECoP and the new government Legislation concerning mandatory Code compliance at Bronze Level
- Support the establishment and the capacity development of related sector and sub-sector associations which will have responsibility to the implementation of the elements of the code
- Monitor investors' implementation of and compliance with the SECoP

In relation to the standard and certification process it is responsible to:

- Liaise with stakeholders, farms and market actors to ensure that the standards set in the code remain relevant and meet the needs of the various users of the SECoP standard
- Update the SECoP as necessary and inform parties who use the SECoP of the changes made to the SECoP
- Select and enter in to a contract with an appropriate Certifying Body for the provision of an Audit and Certification service
- Monitor the Auditing and Certification service provided by the Certifying body appointed

- Provide a training service to assist farms in their preparation for external audit and follow up their implementation of the code
- Maintain a record of Certified Farms
- Maintain the master copy of the Code Manual and records of changes made to this Manual
- Develop instructions/directives and manuals for comprehensive and integrated implementation of the SECoP

## 3.2 Certifying Body

The Certifying Body (CB) contracted by EHAIA will:

- Provide an auditing and certification service that meets the needs of farms and EHAIA, is in accordance with internationally/nationally recognised 'good auditing Practice' and the guidelines for Code management included in the Code Manual

The service is to include:

- Registration of Business entity/Farm for Code Certification
- Inspect/audit the farm sites and certify the compliant business entity
- Collection of Applicable Fees
- Cooperate with EHAIA, Farm staff and Audit observers

## 3.3 Council of Stakeholders

EHAIA will liaise closely with a Council of Stakeholders to ensure that all parties concerned have an opportunity to have input, to contribute experience and to build understanding and confidence in the 'Code Process'. The organizations and associations forming the council are directly or indirectly related to the implementation of the SECoP. Members of the Council of Stakeholders will be representatives from:

- Ministry of Environment, Forest and Climate Change
- Ministry of Labour & Social Affairs
- Ministry of Women & Children Affairs
- Ministry of Health
- MoANR Natural Resource Directorate
- MoANR Land Administration and Land Use Directorate
- Ethiopian Wildlife Conservation Authority
- Ethiopian Biodiversity Institute
- Chamber of Commerce
- Ethiopian Labor Associations Confederation
- Ethiopian Horticulture Producers & Exporters Association
- Agricultural sector associations and
- Others

This set up of the organizational structure is to be mirrored in the regions. The Chairman for the Group will be nominated by EHAIA and EHAIA will provide secretarial services.

The Council of Stakeholders will:

- Work with EHAIA in the development of the SECoP and building understanding amongst all parties in Ethiopia about what the SECoP means and what standards are being achieved
- Provide advice and guidance for EHAIA on regulatory issues and the Regulatory framework in Ethiopia

- Provide advice and guidance for EHAIA on the concerns of government, farm employees and civil society with regard to the social and environmental performance of the sector
- Liaise with stakeholders and service providers to help the farms to access the support for capacity building needed for farms to be able to implement the SECoP
- Contribute to the review and revision of the Code on an on-going basis
- Assist in the monitoring of standards and the audit process

### 3.4 Investors / Farms

Existing and new Agricultural Enterprises are the major actors in regards to the actual implementation of the SECoP through the establishment of environmental and social unit and are responsible to cooperate with their associations to reach and maintain compliance with all relevant SECoP requirements, and obtain and regularly renew/upgrade their certification.

In case investors do not have the capacity to develop and maintain an appropriate SEMS, they shall involve qualified consultancy services. They shall also receive technical support, capacity building and monitoring from respective government agencies.

### 3.5 Sector / Sub-sector Associations

Sector and sub-sector associations will also take a leading responsibility for the realization of the management of the SECoP. This will include the following functions:

- Provide capacity building for investors and relevant stakeholders. This includes:
  - Establish a training unit which provides a network of support and capacity building activities
  - Establish study groups of enterprises to facilitate the dissemination of good practices and to help to maintain the motivation to work towards compliance
  - Develop the capacity of each enterprise to internally audit its own progress towards compliance
  - Establish committees of different tasks consisting of representatives from the associations and insist that member enterprises and major stakeholders render their responsibility
  - Provide technical support and undertake frequent follow-ups so that associations consistently conduct the internal auditing and monitoring tasks
- Contribute to improvement of the SECoP
- Collect and disseminate best practices
- Ensure that all member enterprises comply with the SECoP and take appropriate action when members fail to comply

Thus, responsibility for individual activities can be summarised as follows, Table 4.

**Table 4: Responsibilities related to SECoP Management, Audit and Certification**

Code Activity	Organisations responsible
Selection of Auditors	EHAIA in consultation with Council of Stakeholders
Contracting Auditors and agreement of Audit Fee	EHAIA
Arrangements for individual Farm audits	Farm, Certifying Body and EHAIA
Auditing Farm & Certification	External Certifying Body
Code standard review and revision	EHAIA and Council of Stakeholders, (Sub-) Sector Associations
Feed back to EHAIA on the concerns of Government, employees and Civil society	Council of Stakeholders

Advice to EHAIA on Regulatory issues	Council of Stakeholders Gov. actors
Disciplinary measures to be taken in the event of Non-conformity after audit	EHAIA
Communication with farms and Code related Administration	EHAIA
Outreach to stakeholders and Civil Society	EHAIA, Council of Stakeholders, (Sub-) Sector Associations

## 4 Rules, Regulations and Procedures for Certification

### 4.1. Scope of the SECoP

#### 4.1.1 Relationship with the Law of Ethiopia

The EHAIA Code is a voluntary standard that seeks to compliment the Law of Ethiopia. Some compliance criteria included in the SECoP reinforce or set higher standards than those of the Law whilst other compliance criteria refer to aspects of good practice that are not included in the Law.

Farms wishing to obtain certification for SECoP compliance will be audited only for the requirements and compliance criteria specified in the SECoP and these farms should note that some of the compliance criteria include topics where the Law is silent and topics where the standard set in the Code is higher than the legal minimum standard set in the legislation. Farms should also note that:

- All aspects of Ethiopian Law are not included in the compliance criteria and there may inadvertently be areas where the SECoP criteria falls below the standard set in Law; therefore for full legal compliance farms should be familiar with and implement all relevant Ethiopian Law.
- A SECoP audit carried out by the external auditor does not take the place of a formal inspection by an Officer from the Government Regulatory service. Therefore a certificate of SECoP compliance does not automatically confirm compliance with the Law of Ethiopia.
- The standard set in the SECoP should be regarded as a minimum for good practice and farms are encouraged to strive for continuous improvement.

#### 4.1.2 Farm Status Applicable for Certification

Farms seeking SECoP certification must be formally registered business entities in Ethiopia and the Certificate will be issued in the name of the business entity.

A Farm (single Business Entity/Registration) applying for certification can be a single site operation or a multi-site operation. For Single Entity multi-site operations can be certified and each site will be audited. In this case site must 'Pass' and one Certificate showing the name of the sites will be issued in the name of the Business entity.

Where an investor owns several farm sites each with a different Business Registration or License, each farm site must be audited, and a Certificate issued for each site even where the sites trade under the same company name.

Producer groups are not eligible for Certification as Producer groups but participants in the group can certify as individual business entities.



## 4.1.3 Definitions

### 4.1.3.1 Parallel Ownership

Parallel Ownership refers to the situation where a farm/certified business entity is handling or marketing produce from another business entity or is purchasing produce from another site to complete orders for clients. Where these practices are implemented at Silver Level, the produce must be labeled and kept physically separate from the certified produce at all stages of the handling and marketing process.

Note 1: When the farm processes and packs produce for marketing by a non-certified business entity or purchases and markets produce from non-certified business entities, this must be labeled and kept physically separate at all times and must be marketed as uncertified produce in a separate order with separate documentation to the certified produce.

Note 2: Farms that engage in the process of Parallel Ownership must declare this to the Certifying Body when applying for audit and/or if the practice of Parallel Ownership is started after certification the certifying Body must be informed and arrangements made with the CB to check that the Code requirements for records, segregation, produce labeling, segregation and export documentation are being implemented. Note also that parallel ownership cannot be registered retrospectively to correct a non-compliance identified during the audit.

Farm registering for Parallel ownership are also required to register a separate PHU for handling the produce, this unit however can be within the same facility as that for the certified farm produce provided that the requirements for segregation, accurate labeling and traceability are observed.

### 4.1.3.2 Producers, Producer Groups and Multi-site Operations

In the Code, the term Producer is used to define an individual entity involved in the agricultural investment to produce crops on one site or on multiple sites under the same ownership.

Whilst the term Producer group is used to define a group of individual producers who have chosen to produce and/or market their produce and to be certified as a group entity with a clear group entity identification and a legal framework defining the rules of group operation.

### 4.1.3.3 Farm site definitions

The SECoP is essentially a 'Farm Gate' Code meaning that all activities on the site relating to the production and postharvest handling of the produce to be certified forms part of the audit.

Under normal circumstances, it is expected that a 'farm' will comprise:

- a 'Production Management Unit', PMU (an area divided into physically separate units (fields, farm land or greenhouses) each with individual identity and records of input use and production to facilitate traceability) and
- a 'Produce Handling Unit', PHU (pack house usually but not always sited at the same location as the production Units ). The PHU will normally engage in storage, handling, packing and dispatch of the produce and may handle certified and non-certified produce provided the products are labelled clearly and kept physically separate at all times.

The identity and location of both the PMU and the PHU must be provided to the Certifying Body at Registration and all of both types of units (all production process) that make up the farm and are used in the production and postharvest handling of the produce to be certified will be audited as part of the certification process.

#### **4.1.4 Farm Ownership**

As stated in 4.1.2 above, Certification for the SECoP is for formally registered business entities in Ethiopia. This includes individual farm and multi-site farms with in the same business registration with a sole owner or consortium ownership.

Certification for SECoP compliance is limited to x farm, owned by y people producing an identified area of crop(s) with or without produce handling.

Therefore, Certification is not transferable when a farm site changes legal ownership.

Farms that are subject to a change of ownership are asked to inform the EHAIA/CB and if the new 'Owner' requires certification a new application must be made to the CB.

#### **4.2. Appointment of Auditors**

EHAIA will, in consultation with the Public Sector Stakeholders select and appoint External Audit entities and agree a fee structure for the service to be provided.

Criteria for selection of auditors will include experience of auditing farm standards for social and environmental performance, international reputation, provision of Ethiopian auditors and of high quality value for money service.

A list of approved auditors and the agreed fees will be available from EHAIA.

*Note: Responsibilities of the auditor and guidelines for the audit methodology to be used are outlined in and the procedure to be used to monitor the auditing service provided are outlined in Section 2.11*

#### **4.3. Application for Audit and Farm Registration by the Certifying Body**

Each Farm is responsible for making application and arrangements for audit with the external audit entity (Certifying body) and for paying directly to the Audit Entity the fees for this service.

Note:

- EHAIA will advise the farm about their readiness for Audit if requested to do so by the Farm
- An application form, available directly from the Audit Entity must be completed and delivered to the Audit Entity.
- Audit fees are payable by the farm directly to the audit entity and must be paid in full prior to the agreed audit date
- Farms are requested to make and pay for their application for registration and audit at least three months before the first audit and one month in advance of the desired audit date thereafter.
- At the time of the first audit farms must be able to show three months of records relevant to the SECoP.
- At all subsequent Audits the farm must be able to demonstrate that systems and standards have been maintained between audits.

The Certifying body appointed by EHAIA is contracted to register the farm for Certification purposes, audit and provide feedback on the audit results to the farm and when justified Certify the farm at the appropriate level of compliance with the SECoP.

### 4.3.1. Data required for registration

The farm applying for Inspection and Certification is required to provide the following data for registration and certification to the Certifying body for each audit and subsequent re-audit and to notify the certifying Body if the data changes between audits.

#### i. Company name and location

- a. Company Name, full Postal Address and physical location of the Company Office in Ethiopia
- b. Contact details for the Company, Telephone, FAX and e-mail
- c. Evidence of Legal Identity, e.g. Business Registration No. or TIN or VAT to be used internally by the CB to avoid double registrations
- d. Contact details for the legal designate for the company; Title and name, Position, full postal address, Telephone, FAX and e-mail
- e. Northern/Southern latitude and Eastern/Western longitude or other form of geospatial coordinate information as defined and requested by GLOBALG.A.P. The minimum input accuracy level shall be +/-10 m. If the producer decides to display this information, the display accuracy level will be 10 m for market participants and 1,000 m for the public

#### ii. Production management and handling

- a. Name, physical location and where available the postal address of each farm site(PMU) or pack house (PHU) unit for the 'business entity' to be audited. Farms that engage in Parallel Ownership must identify two PHUs for recording purposes although these units may be contained within the same facility.
- b. Contact details for each site to be audited; Telephone, FAX and e-mail
- c. Evidence of Legal Identity; e.g. Business Registration No. or TIN or VAT where this is different to the company details, to be used internally by the CB to avoid double registrations
- d. Contact details for the legal designate for the company for each farm site to be audited; Title and name, Position, full postal address, Telephone, FAX and e-mail
- e. Where Parallel Production and /or Parallel Ownership is occurring on the site(s) to be audited
- f. Annual area under production in covered structures and open ground
- g. If produce handling happens on the site
- h. Times of year when harvesting can be seen

#### iii. Production information

- a. Crop type(s) produced by the farm and types of input used
- b. Each production process of the farm must be documented and registered for Certification
- c. Activities implemented in relation to social and environmental resource management
- d. Where Parallel Ownership is occurring on the site(s) to be audited
- e. Annual area under production in covered structures and open ground
- f. If produce handling happens on the site
- g. Times of year when harvesting can be seen
- h. Main market destinations by country or region, e.g. Russia, Japan, European Union, etc.

#### iv. The level of the SECoP for which the Audit is required

#### v. Any change to the data above after certification must be notified to the CB by the Farm concerned

### 4.3.2. Conditions for registration

- a. Registration for certification and certification for any level of the SECoP must be done with and by the Certifying Body selected and contracted by EHAIA to provide an auditing and certification service for the SECoP

- b. May not register for Certification of the same farm with two different Certifying Bodies

### **4.3.3. Farm Registration by the CB**

Upon receipt of the application for Audit (Data for registration) by the CB, the CB will make an Offer to the Farm for the auditing and certification for SECoP compliance. If the Farm wishes to proceed, the farm must accept the Offer in writing and pay the fees for audit and certification.

Note: Registration and payment of all applicable fees must be completed before the audit is undertaken by the CB and for a farm wishing to change CB the change must be completed before the new CB can undertake registration and auditing.

For all farms the CB will register the farm and issue the CB registration number within 10 working days of receipt of the acceptance of audit offer by the Farm and payment of relevant fees to the CB.

## **4.4. Farm Inspection**

The SECoP standard requires that both internal and external inspection using the full Code Check Sheet for the current version of the SECoP at the desired level for Certification is undertaken.

### **4.4.1. Requirements for Internal Farm Inspection**

Internal Inspection/Auditing is to be carried out by the Farm Internal Auditor annually; once in the mid-term period between external audits and once in preparation for the external audit.

The Internal inspection must include all products, production processes and areas of the farm relevant to the scope and level code certification required and must be recorded on the official check sheet for the SECoP for the level of certification required.

Findings for all Mandatory compliance criteria judged to be compliant or N/A and all non-conformities must be justified. Actions taken to correct non-conformities must be recorded.

Results of the Internal Audit and actions taken must be retained for inspection by the External Auditor.

Requirements for internal Auditing will be audited using the compliance criteria in Annex 1 Bronze level Section 1.2 or Annex 2 Silver level Section 1.4 as appropriate.

### **4.4.2. Procedure for the Announced External Inspection/Audit**

External Inspection/Auditing of each farm site making up the business entity seeking certification is to be carried out every two years by the Inspector/Auditor from the Certifying Body appointed by EHAIA and contracted by the farm to provide this service. This is the 'announced inspection'.

The Auditor from the External Certifying Body will confirm the arrangement with the farm for the inspection, at least 10 days before the inspection is to be carried out.

During the inspection the Auditor will examine all crop type(s) produced by the farm, types of input used, each production process and activities implemented in relation to social and natural resource component, production sites and produce handling units included in the certification and verify, using appropriate techniques, the evidence presented by the farm. All findings and observations will be recorded on a full SECoP Check sheet for the level of Code being audited.

Where a compliance criterion is clearly not relevant to the farm situation, the farm can request (in writing and with justification) for N/A status of named compliance criteria.

All compliance criteria (Mandatory, Minor Must and recommended), for the Level of Code to be certified will be audited and results noted as pass or fail or not applicable with comments to justify the grading to the evaluator.

Where no evidence is presented, or the evidence is insufficient or of poor standard then the criteria will be recorded as a non-conformity

*Note: It is the responsibility of the farm to demonstrate/prove their compliance, not the responsibility of the Auditor to 'find out' if the farm is compliant.*

At the end of the audit the findings and observations will be presented by the Auditor to the Farm management team and the management team will have the opportunity to comment, clarify issues or present additional evidence.

Where that is any doubt about the decision then the auditor will make relevant notes and the decision will be referred to the evaluator.

At the end of the Audit the Completed Check sheet containing the results of the Audit will be signed and dated by the External Inspector/Auditor and the Farm Owner/Manager to confirm that the document gives a true representation of the finding of the farm audit and the actions agreed.

After the audit the auditor will complete a written report of the findings and send this to the evaluator for the Audit Entity who will authorise the issue of a Certificate of compliance to the Farm when this is justified.

Farm with outstanding non-compliances at the end of the External Farm Inspection will be given 28 days or for the first audit only an agreed higher number of days up to a maximum of 3 months to respond and provide additional evidence to the Certifying Body, see Warnings and Sanctions in Section 4.7.

### **4.4.3. Timing of the External Inspection for First and Subsequent inspections**

Each production process of the farm registered for Certification must be audited before the first certification can take place. Therefore the planned timing of the external Farm Inspection/audit must take into account the following rules relating to records and systems, Registration, seasonal activities and certificate validity.

#### **4.4.3.1. Records and Systems**

At Bronze level the farm is required to show that all relevant systems have been operational, and a full set of relevant records has been maintained for 3 months prior to the first audit.

At the Silver level of the Code the farm must be able to show that all relevant systems have been operational, and a full set of relevant records has been maintained for 3 months after registration and prior to the first audit at Silver Level.

Similarly, at the Gold Level of the Code the farm is required to show that all relevant systems have been operational, and a full set of relevant records has been maintained for 3 months prior to the first audit at Gold Level.

#### **4.4.3.2. Seasonality of activities**

At all levels of the Code the External Auditor/Inspector will need to see all relevant production process and activities; i.e. crops in place, types of input used, each production process and activities implemented in relation to social and natural resource component, harvesting and produce handling, before certification can take place.

Therefore the farm should arrange to be audited at a time of year when all processes are occurring and the farm is able to show 3 months of records for all the processes included in the certification.

Activities and products not viewed by the auditor and seen to be compliant cannot be included in the Certification.

At Silver Benchmarked level records relating to the period before registration cannot be considered as part of the audit neither can crops in place, types of input used, each production process and activities implemented in relation to social and natural resource component, harvesting and produce handling before the Audit be certified.

#### **4.4.3.3. Certificate Validity**

The initial date for Validity will start when the CB makes the first decision to certify and the certificate is valid for two years.

Thereafter the Code Certificate at all levels is valid for two years, starting from the date of the Certification decision/submission and acceptance of the final item of evidence of compliance required for Certification or until one year from the date of the 'Valid until' shown on the last Certificate, whichever is the later.

To maintain 'certified status' the farm should apply for and be audited in the 4 months period prior to the expiry date of the current certificate. This will allow time for the audit to be conducted and the farm to respond to any items where additional evidence is required before the current Certification has expired. Then, providing that all the evidence required for compliance has been provided before expiry of the old certificate, the new Certificate will be issued and will be valid for one year from the date of expiry of the previous Certificate.

Should exceptional circumstances arise, a farm may apply, before the expiry date of the current certificate, to the Certifying Body for a Certificate extension of up to 3 months. In this case the reasons for extension should be stated and if the extension is granted, the new Certificate will be valid from the expiry date/valid until date stated on the previous certificate.

Therefore, the normal audit cycle for a farm is 24 months. However, where sanctions have been imposed on a farm or the farm has declared self-suspension, re-audit on the planned date may not be possible and the Farm should consult with the CB to arrange for an appropriate date for their re-audit.

Where the certificate of compliance has been allowed to expire before re-audited and fulfillment of all the requirements for compliance, Farms will be notified by EHAIA that their Certification is now expired, and the Farm will be removed from the list of compliant farms displayed on the EHAIA Web site.

In the case of certificate expiry before re-audit the Farm the Farm must re-register and will be regarded as a 'First Audit'.

#### **4.4.4. Inspection when a new product is added to the Registration after Certification**

Where a farm wishes to add a new product to their certification, the farm must inform the CB and the CB will decide based on similarity of process with existing certified products produced and handled on the site and the impact that the new product may have on existing production and processes, if an audit visit is necessary. When the CB is satisfied that compliance with all relevant compliance criteria is maintained and the new crop is within the scope of the code, the CB will arrange for the new crop to be added to the registration and Certification records will be updated.



### 4.4.5. Farm Commitment

Prior to Certification and usually at the end of the farm External Audit/Inspection, the farm is required by the Certifying Body, to sign a commitment to:

- Comply with the Rules and Regulations for the EHAIA Social and Environmental Code of Practice for Responsible Agricultural Investment
- To comply with the Terms and condition specified in the farm contract with the certifying Body
- Maintain the standards needed for compliance in the period between certification and the next audit.

### 4.4.6. Spot (Unannounced) audits

A system of unannounced Audits will be implemented throughout the year. 10% of farms will be selected at random each year and given 2 days (48 hours) notice of a 'Spot Audit'.

If the producer is not able, for acceptable reasons, sickness, pressure of urgent works, other auditors on site, etc., the producer may ask for the unannounced audit to be rescheduled. In this case the CB will arrange an alternative unannounced audit.

Repeated requests for re-scheduling of unannounced audits for unjustifiable reasons will result in suspension of the farm certification.

The spot audit will use the full check sheet for the level of the standard certified and will include all products, production sites and produce handling units included in the certification.

Where a compliance criterion is clearly not relevant to the farm situation, the farm can request (in writing and with justification) for N/A status of named compliance criteria.

All compliance criteria (Mandatory, Minor Must and recommended) will be audited and results noted as pass or fail or not applicable with comments to justify the grading to the Evaluator.

Where no evidence is presented or the evidence is insufficient or of poor standard then the criteria will be recorded as a non-conformity

*Note: It is the responsibility of the farm to demonstrate/prove their compliance, not the responsibility of the Auditor to 'find out' if the farm is compliant*

Non-conformities identified during this audit will be reported to the farm, and to EHAIA and will be handled in the same way as for non-conformities identified in the routine announced audit, ref Section 4.7 sanctions; i.e. the farm will be given 28 days to correct the non-conformities. Failure to respond within the agreed time frame will result in withdrawal of the Certificate and a full re-audit will be required for re-certification. This audit will be for the expense of the farm concerned.

The cost of 'spot auditing will be factored into the audit fee for all farms.

## 4.5. Requirements for Compliance

Requirements and compliance criteria for the SECoP are shown in Annex 1, 2 and 3 of this document; Annex 1, Bronze Level, Annex 2 Silver Level, and Annex 3, Gold Level. Compliance criteria for the SECoP are graded Mandatory, Minor Must and Recommended.

All criteria; Mandatory, Minor Must and Recommended, will be audited and recorded as Pass/Fail or N/A where the N/A grade is justified and is allowed.

Comments must be provided to justify all Mandatory and Minor Musts judged to be N/A and for all Yes/No decisions for all Mandatory compliance criteria.

Fulfillment of the requirements for the Code certificate will be calculated by the Certification Body using the formulas shown in Table 5:

**Table 5: Requirements for Code Compliance**

Bronze Level	All (100%) Mandatory and 90 % Minor Must, excluding all N/A's of the Bronze Compliance Criteria shown in Annex 1
Silver Level	Current Bronze Compliance Certificate <i>plus</i> All (100%) Mandatory and 90 % Minor Must, excluding all N/A's of the Silver Compliance Criteria shown in Annex 2
Gold Level	Current Silver Compliance Certificate <i>plus</i> All (100%) mandatory and 90% Minor Must, excluding all N/A's of the Gold Level shown in Annex 3

## 4.6. Confirmation of Results and Certification

A copy of the written audit check sheet showing the decision for each compliance criteria of Pass/Fail/N/A and a confirmation of the non-conformities identified will be communicated to the farm on the day of the audit. However should the evidence provided during the audit need further discussion, the CB has the right to override any decisions made on the day of the audit. The farm will receive the final written report within 10 working days of the date of the audit cc to EHAIA.

Farms that have non-conformities that must be addressed before certification can take place will be given an agreed amount of time, see warnings for non-conformity detected during inspection, section 4.7.1 below.

The Certification decision will be made by the CB within 28 days of closure of all relevant non-conformities required for Certification.

The Certificate will be issued by the Audit Entity, within 28 calendar days of the Certification decision.

The original certificate will be issued directly to the farm with a copy to EHAIA who will update the record of certified Farms on the web site.

Each Certificate issued will be printed on the Certificate Template of the Audit entity showing the watermark, logo and stamp of the audit Entity and the Name and Contact Address of the Audit Entity and the appropriate SECoP Logo for the level of compliance achieved. All Certificates will also show:

- i. A statement that the farm complies with the compliance criteria laid down in the EHAIA Social and Environmental Code of Practice for Responsible Commercial Agriculture, version..... at .....level
- ii. The scope of the Certification
- iii. Produce handling is included/excluded from the certification
- iv. The Audit entity number for the Farm certified
- v. The Name and address, including country of operation of the farm
- vi. The Date of issue and Certificate valid from .....
- vii. The Date that the certificate is valid until .....
- viii. The signature, name and designation of the Certifier
- ix. The Date when the certification decision was made
- x. Details of Production Management units and produce handling units are shown in the annex attached and form an integral part of this Certificate of Compliance

Each Certificate will be accompanied by an annex that forms an integral part of the Certificate of Compliance stating:

- i. The name and watermark sign of the Audit Entity
- ii. The CB Certificate Number
- iii. The Name, size and address of the farm site(s) included in the certificate
- iv. The Version and level of the Code that is being Certified
- v. The size of the Production area (s) certified
- vi. The Product Management Units included in the Certification
- vii. The Produce Handling Units included in the Certification
- viii. The Date of issue and certificate valid until.....
- ix. After Certification, each farm is must maintain systems and standards in accordance with the Code compliance requirements between audits and must be audited every two years to maintain their SECoP certification. Farms that fail to maintain adequate standards will have their Certification suspended or removed in accordance with the procedures outlined in the above.

## **4.7. Sanctions**

Sanctions, for farms that fail to maintain standards or to respond to Non-conformities within reasonable time, are necessary to maintain confidence in the Certification Scheme and to encourage farms to maintain standards between audits.

Sanctions for non-conformity are to be administered by the Certifying Body and are set at three levels, Warning, Product Suspension and Cancellation with the level of sanction being proportional to the nature of the non-conformity or failure to respond to an earlier sanction.

Producers are not allowed to register for the SECoP at Silver Level at the same time as sanctions area active. This process will also be administered by the CB.

### **4.7.1. Warnings**

Warnings are issued in response to non-conformity detected during a Certification Body inspection (announced and un-announced audit visit) or to confirmed complaints received from stakeholders; farm employees, government regulators, market actors and members of Civil Society.

For a first inspection, Farms with outstanding non-compliances at the end of the External Farm Inspection will be given 28 days or an agreed higher number of days up to a maximum of 3 months, depending on the nature of the non-conformity and at the discretion of the CB Auditor, to and provide additional evidence needed for certification to the Certifying Body.

For subsequent inspection, irrespective of progression to a higher level of certification, farms with outstanding non-compliances at the end of the External Farm Inspection will be given 28 days to provide additional evidence to the Certifying Body.

For Certified farm where a complaint regarding non-conformity is received by the Certifying Body from EHAIA or from stakeholders; farm employees, government regulators, market actors and members of Civil Society, the CB will investigate and for justified complaints will issue a warning to the farm and set a time frame to a maximum of 28 days for the non-compliance to be closed.

In any of the above three circumstances, Farms that fail to address the non-compliances(NC) with in the agreed time frame will be suspended by the CB. During the suspension the farm is prohibited from using the SECoP logo. If the farm does not close the outstanding NC within the agreed time, a full re-audit will be necessary and must be paid for by the farm concerned.

*Note 1: The maximum time allowed for closure of non-conformity before re-audit is deemed necessary is a total of 3 months (28 days + 2 months suspension)*

*Note 2: In the case where the issue of failure to close non-conformity falls within a certification period, the failure to respond will lead to a suspension of product or products*

*Note 3: The Certifying Body may, in consultation with EHAIA, reduce the time allowed for closure of non-conformity or suspend the Certification of the farm where the non-conformity is deemed to have a direct impact on Operator Safety or present a serious risk to the environment or the safety of consumers or to affect the contracting and payment of employees.*

## **4.7.2. Suspension**

Suspension is reserved for very serious non-compliances, see Note 3 above or for failure to close one or more non-compliances within the agreed time given by the CB, Note 2 above or in the case of a significant breach of the terms and conditions of the contract made with the certifying body.

When suspension occurs, a suspension notice will be issued to the farm concerned, copy to EHAIA by the Certification Body.

A suspension can be applied by the CB to one, several or all of the products certified and the suspension applies to all production of the suspended product on all units listed on the Certificate Annex. Partial suspension of a product is not allowed.

The duration of the suspension will be determined by the Certification Body and will be for a period of up to 3 months or until the Farm is able to demonstrate to the CB that the problem leading to the suspension has been resolved whichever is the shorter.

**Self-declared product suspension** is also possible where a producer is not already subject to a suspension, and finds after certification that he/she is unable to maintain the standard for certification for one or more of the certified products, the producer can inform the CB and ask for the certification of the products concerned to be suspended. In this case the CB will evaluate the reason(s) for non-compliance and decide if product or farm suspension is appropriate for a period of up to 3 months.

During the period of suspension, the farm/producer is not able to claim 'SECoP compliance'.

If the reason for suspension is not resolved within 3 months either the product(s) certification is cancelled or the whole Certificate of compliance at Bronze, Silver or Gold Level will be cancelled by the CB. When this occurs, the CB will confirm the cancellation to EHAIA.

## **4.7.3. Cancellation**

The CB may cancel the registration and the certification of a Producer if:

- i. The CB finds evidence of fraud
- ii. The CB has reason to doubt that the requirements for certification are being fulfilled in practice
- iii. Corrective actions required to lift a suspension have not been carried out within the time period stipulated by the CB or
- iv. There is a serious contractual non-compliance.

When a cancellation of the Registration and Certification of a producer is made by the CB, the Certificate of compliance at Bronze, Silver or Gold Level will be cancelled by the CB and the Farm is no longer permitted to use the Code Certification. When cancellation occurs, the CB will confirm the cancellation to EHAIA.

Producers whose certification is cancelled may apply to the CB for re-registration and Certification at Bronze Level but will not be considered for Certification of Silver or for the Gold level of the Code for at least 12 months.

## 4.8. Complaints Procedure

Complaints from stakeholders are matters that may be raised directly with EHAIA or may be matters that the complainant feels have not been satisfactorily addressed by the Farm Complaints Procedure. Some of these will be genuine and others may be due to misunderstanding or relate to matters which are historical incidents or that fall outside the remit of the SECoP.

When a complaint is brought to the attention of EHAIA, it will record the nature of the problem, the location of the problem and the details of the person raising the concern then will nominate representatives from EHAIA staff and the SECoP Council of Stakeholders to investigate the complaint. Where the complaint is found to be justified, the complaint will be warned by EHAIA and the complaint will be brought to the CB who will issue sanctions as described in section 4.7 above.

## 4.9. Use of the SECoP Certification

### 4.9.1. Use of the EHAIA Code Certificate and Logo

Farms that achieve accreditation for the Bronze, Silver or Gold standard of the SECoP are welcome to bring this achievement to the attention of their clients or potential clients.

The words **EHAIA SECoP 'Bronze / Silver / Gold compliant'**, as per the levels of compliance achieved by the farm, may be used on stationary, business documents and on produce packaging.

A copy of the certificate of Compliance can be shown on the Company web site and Farm Notice Boards.

The Logo for the level of Code compliance achieved by the farm may also be shown on stationery, business documents and on produce packaging.

Farms that engage in parallel ownership and marketing of un-certified produce are advised that the SECoP logos and any indication of SECoP compliance on the packaging and market documentation for un-certified product or 'own produce' that may have/has become contaminated/mixed with this uncertified produce is not allowed.

### 4.9.2. Relationship between the Code and Other Social and Environmental standards used in the Sector

Whilst the accepted international standards for 'Good Practice' in relation to good Agricultural Practice, Environmental and Social performance are broadly similar in many market labels used in the sector, there are still subtle differences in level and content to be found. This means that to establish formal parity a benchmark exercise must be undertaken and the level of parity agreed with the owner of the standard with which parity is required.

Two terms have emerged to describe the degree of similarity between standards/schemes. These are:

**Resembling:** Used to indicate that the standards being compared are broadly similar in content and level in relation to areas where the subject matter is common but the standards/schemes taken as a whole are not the same

And

**Equivalent:** Used to indicate that a formal benchmark exercise has been undertaken and the owner of the standard/scheme to which equivalence is claimed has agreed that the benchmarked standard/scheme has the same or more content and compliance requires the same or a higher level of performance.

In relation to the EHAIA SECoP, benchmarking with international standards like Global GAP will/should be undertaken for future versions for increased international competitiveness.

#### **4.10. Up-dates of the Code**

SECoP is a 'Living Document' and will be updated as necessary in response to experience gained in the implementation phase, new legislative and market requirements and availability of 'clean technology'. Updates will automatically be issued to the EHAIA, contracted External Audit Entity (CB), and Multi-Stakeholder Group members. A register of updates issued will be kept by the EHAIA but EHAIA is unable to commit to automatically notify all recipients of hard copy of the SECoP Manual. Therefore all persons wishing to check that they are using a complete and current version of the SECoP are advised check the EHAIA web site.



## 5 Content for Requirements for the Bronze Level of the SECoP

### 1 General

1.1 Farm Management Responsibilities

### 2 Principle 1: Promote environmental sustainability, biodiversity and resilience, and reduce disaster risks

2.1 Soil and Water Management Practices

2.2 Flora and Fauna / Biodiversity

2.3 Monitoring and Evaluation of the Use of Inputs

2.4 Restrictions to the use of inputs

2.5 Crop hygiene and crop scouting

2.6 Agrochemical Product Register

2.7 Fertilizer Storage

2.8 Pesticide Transport

2.9 Pesticide Storage

2.10 Pesticide transport around the farm

2.11 Measuring and mixing of chemicals

2.12 Spraying schedules and Re-entry times after spraying

2.13 Pesticide spraying equipment and spraying practices

2.14 Post harvest Chemicals

2.15 Re-usable containers and Packaging

2.16 Waste Management

2.17 Disposal of waste

2.18 Water use

2.19 Farm Site Risk Assessment

### 3 Principle 2: Support the national economy and reduce poverty

3.1 Employment creation

3.2 Technology transfer

### 4 Principle 3: Support the development of local communities

4.1 Local Peoples' Livelihoods

### 5 Principle 4: Promote food security and nutrition

5.1 Local Food Security

### 6 Principle 5: Respect land-use and resource rights

- 6.1 Understanding, identifying and recognizing rights
- 6.2 Impact on Tenure Rights
- 6.3 Mitigation Measures
- 7 Principle 6: Respect labor and human rights (incl. gender – women, youth, children, elderly, disabled etc.)**
  - 7.1 Human Rights
  - 7.2 Labor Rights
  - 7.3 Employment Practice
  - 7.4 Working Environment
  - 7.5 Occupational Rights
  - 7.6 Induction training
  - 7.7 Occupational Safety and Health Policy
  - 7.8 Safety, Health and Hygiene briefing and training
  - 7.9 Protective Clothing and Safety Equipment (PPE)
  - 7.10 HIV/AIDS Policy
  - 7.11 First Aid
  - 7.12 Medical Check-up for staff working with pesticides
  - 7.13 Accident and Emergency Procedures
  - 7.14 Hygiene and Ablution facilities
  - 7.15 Facilities for Eating and Drinking
- 8 Principle 7: Ensure participation, transparency and accountability**
  - 8.1 Transparency
  - 8.2 Participation and Consultation
  - 8.3 Community Participation
  - 8.4 Negotiations and Contracts
  - 8.5 Access to Grievance and Dispute Resolution Mechanisms
- 9 Principle 8: Uphold high business and ethical standards**
  - 9.1 Business and Ethical Standards
- 10 Principle 9: Support institutional strengthening**
  - 10.1 Commitment to Continuous Improvement
  - 10.2 Lessons Learnt

## 6 Annex 1: Bronze Level Requirements

SECoP Version 1.0 Bronze Level		
Requirements	Compliance Criteria	Status
<b>1. General</b>		
1.1 Farm Management Responsibilities		
1.1.1 SEIA is carried out according to regulatory framework, considering all SECoP principles	1. A Social and Environmental Impact Assessment is carried out as per requirements under Proclamation 299/2002 Environmental Impact Assessment and Environmental Policy of Ethiopia	Mandatory
1.1.2 A SEMS is developed and maintained	1. A Social and Environmental Management System is developed and maintained	Mandatory
1.1.3 Institutionalize or formulate environmental and social unit	1. Institutionalize or formulate environmental and social unit or personnel who undertake the environmental and social management activities under the farm	Mandatory
1.1.4 Responsibilities have been defined for environmental and social management and human resource positions within the organizational structure and have been allocated to suitably qualified and experienced people	1. There is a documented staffing structure diagram (organogram) in place	Minor Must
	2. Job descriptions for Management and Supervisory staff are documented and issued	Mandatory
	3. The roles and responsibilities of the Farm Health and Safety Officer, Environment Officer, Human Resource Manager/Administrator and Internal Auditor have been identified and documented	Mandatory
	4. Roles have allocated to suitably qualified and experienced staff in the 'middle management' team, and the documented roles have been issued, and accepted by the staff concerned	Mandatory
	5. Time has been allocated to the persons in these positions to enable them to fulfil the duties and responsibilities.	Mandatory
1.1.5 A procedure for internal auditing is in place	1. There is a documented procedure for Internal Auditing established on Farm	Minor Must
	2. One or more employees have received training and are able to demonstrate competence to conduct internal farm audits for the bronze level.	Mandatory

	3. The Internal Auditor has received training and is able to demonstrate competence to conduct internal farm audits for Bronze level	Mandatory
	4. The Internal Audit procedure is demonstrated to be active by evidence of: - Completed check sheets - Notes of Management discussion and Action plans agreed	Mandatory
	5. There is written evidence that a full internal farm audit is carried out every 6 months using the code check sheet bronze level	Mandatory
	6. Based on evidence, action plan is prepared and taking corrective measures as necessary	Mandatory
	7. Progress of corrective measures has been recorded	Mandatory
1.1.6 Corrective actions identified as necessary in the internal Audit are taken appropriately	1. There is evidence that the corrective actions identified as necessary have been implemented	Mandatory
	2. Progress with action or Completion of corrective actions has been recorded	Mandatory
1.1.7 The farm is positive and proactive in response to complaints relating to Code implementation	1. A complaints procedure is in place	Recom. In Year 1
	2. Staff, clients, members of the local community and public stakeholders are made aware of the standards and procedures being implemented by the farm and how to make a complaint if these standards are not adhered to reliably	
	3. Management is able to show how they have responded or will respond in the event of a complaint	
	4. Persons making the complaints receive feedback on the actions taken	
1.1.8 An organized system of record keeping must be documented and implemented for all records pertinent to this code of Practice	1. A procedure for the management of record keeping should be in place and demonstrated to be active. Procedure to include, what is to be recorded, who is responsible, how often data is to be recorded, who will check and process the data.	Minor Must
	2. New applicants must have full records for at least three months prior to the date of inspection	Mandatory
	3. All records related to Code compliance are retained for at least 2 years	Mandatory
1.1.9 A Document Management System is in place	1. All documents required for demonstration of compliance are presented in a reasonable state of order	Minor Must
	2. A document management system with back up is in place	Minor Must

2.Promote environmental sustainability, biodiversity and resilience, and reduce disaster risks		
2.1 Soil and Water Management Practices		
2.1.1 Soil and Water management is practiced	1. Micro-catchment treatment plans are designed	Mandatory
	2. Physical and biological soil & water conservation measures are taken accordingly, i.e. to prevent soil erosion due to wind and water run-off from the site	Mandatory
	3. Buffer zones of river sides and water bodies are planted with trees, shrubs or covered with grass	Mandatory
	4. Small tree nursery is established, and seedlings are planted on and around the farm	Mandatory
	5. Small tree nursery is established and seedlings are supplied to the surrounding community	Minor Must
	6. Applying integrated soil nutrient (fertility) management practices to keep soil nutrient balance	Mandatory
	7. Indigenous trees are planted as wind break and vegetation along the river banks is not cut down	Mandatory
	8. Farms and farm compounds should have reasonable distance from rivers and other water bodies according to national laws to reduce impact on river bank & erosions	Minor must
	9. Indigenous tree species are planted on 5% of the land. <b>NA for floriculture</b> <b>For floriculture</b> Indigenous tree species should be planted at appropriate place (location) for conditioning the surrounding area.	Mandatory

2.1.2 Soil condition in and around the production area is maintained.	1. Soil analysis for PH, EC and major nutrients in the root zone is carried out annually by a recognised laboratory	Minor must
	2. Annual soil analysis in the crop root zone shows that the fertility of the soil is being maintained and that salinity is not increasing to unacceptable levels	Reccom.1 year
<b>2.2 Flora and Fauna / Biodiversity</b>		
2.2.1 Forests close to farms are protected from fire & encroachment	1. Settlement of farm workers should be far from forest areas at a reasonable distance <b>NA for floriculture</b>	Mandatory
	2. Farms and farm compounds should be far away from rivers and other water bodies at a reasonable distance rely on national law to reduce impact on biodiversity	Mandatory
2.2.2 Illegal hunting is prevented	1. Penalty code is stated in the rules & regulations of the farm for illegal hunting and tree cutting	Mandatory
2.2.3 Vehicles of the farm lands move at a speed that protects wildlife from being killed	1. Speed breaks are constructed in every 500m of access road taking to the farm land <b>NA for floriculture</b>	Recommended
2.2.4 Migrating birds are allowed to fly to their seasonal homes	1. Giant trees or oaks on farm lands with diameter greater than or equal to 2m are left from being cuted. <b>NA for floriculture</b>	Minor Must
2.2.5 Introduction of new forest tree species from an authorized body	1. Any ornamental or forest tree that had not been introduced to Ethiopia before should not be planted in the project area unless registered by the relevant authority	Mandatory
2.2.6 Seeds or germplasm imported from abroad are certified by an authorized body	1. Vouchers showing origin of seeds or germplasm are documented	Minor Must
	2. Information showing the certification and application of seeds or germplasm is shown to MoANR, Agricultural associations, and kept documented	Minor Must
<b>2.3 Monitoring and Evaluation of the Use of Inputs</b>		
2.3.1 There is system in place that allows the monitoring and evaluation of the use of water, pesticides, fertilizers and energy	1. A system is in place to facilitate the collection of data relating to monthly input purchase and use	Minor Must
	2. Persons are nominated to collect and collate the relevant data	Minor Must
	3. Monthly summaries are available for reference	Minor Must



2.3.2 Input use is recorded and collected monthly for management use	1. Total pesticide use is collated each month for management use; Records show total use for each product and as Kg of active ingredient per ha	Mandatory
	2. Details of all pesticide purchases can be traced by reference to Invoices, Goods Received Notes and Stock Records	Recommended
	3. Total fertilizer use is collated each month for management use; Records show total use for each product and as Kg of NPK per ha	Mandatory
	4. Details of all Fertilizer purchases can be traced by reference to Invoices, Goods Received Notes and Stock Records	Recommended
	6. Total Water use is recorded monthly	Mandatory
	7. Electricity use is recorded and electricity bills are available to confirm the records	Recommended
	8. Fuel consumption for farm activities excluding transport is recorded	Recommended
2.3.3 Monthly input data is reviewed by management and used to reflect on farm performance	1. There is written evidence that management uses the collected data to reflect on the current farm performance	Minor must
	2. The farm produces an annual action plan to show what will be done to improve performance year on year	Recom. In 1 year
<b>2.4 Restrictions to the use of inputs</b>		
2.4.1 The use of Methyl Bromide is not allowed	1. The use of Methyl Bromide is not allowed on the farm	Mandatory
2.4.2 Use of untreated human sewage sludge and effluent is banned for all farm activities	1. Untreated sewage water must never be used for post-harvest or irrigation	Mandatory
	2. The use of human sewage sludge been banned on the farm	Mandatory
2.4.3 All the crop protection products stored and applied are officially registered or permitted by the appropriate governmental organization for use in Ethiopia	1. The farm must be able to explain to relevant government regulatory body that determine which pesticide products are allowed for use on the crops being produced on the farm	Mandatory

	2. The use of products banned in Ethiopia is not allowed	Mandatory
	3. A list of all pesticide products Banned in Ethiopia is available on the farm	Mandatory
<b>2.5 Crop hygiene and crop scouting</b>		
2.5.1 The level of pest and disease inoculums in the growing environment is minimized by hygiene and weed control	1. A procedure for all actions to be taken to minimizing the use of pesticides for pest and disease control on the farm is documented	Minor Must
	2. The procedures is implemented and standards achieved are acceptable	Mandatory
2.5.2 Crop scouting is practiced, and observations are recorded	1. Crop scouters have to be identify the symptoms of pest and disease and report to responsible body	Minor Must
	2. Crop scouting records are available for audit	Minor Must
	3. Crop scout records are used in the preparation of the pesticide application program	Minor Must
<b>2.6 Agrochemical Product Register</b>		
2.6.1. A register is maintained for the types and properties of all agrochemical used on the farm	1. An updated list of all pesticide products registered in Ethiopia is available on the farm for reference	Mandatory
	2. Key properties of all pesticides in use are documented for reference; Active ingredient, chemical group, WHO Class, re-entry time, target pest, preventative/curative, mode of action, etc	Recom. in 1 year
	3. Labels and MSDS for all pesticides in use are on file on the farm and are accessible to staff in an emergency	Mandatory
	4. Pesticide labels must as a minimum be in English. Where products are labelled in languages that are unfamiliar to the store man, a translation of the key information into English or Amharic is provided and attached to the product	Mandatory

	5. Only products permitted for the relevant crop(s) may be used and stored; chemicals are those currently allowed by WHO / The use of products banned in Ethiopia is not allowed	Mandatory
	6. There is written procedure implemented to ensure that these information lists are updated and the information disseminated to the relevant staff members	Minor Must
	7. A list of all pesticide products banned in Ethiopia is available on the farm	Mandatory
	8. This procedure is implemented	Recom. in 1 year
2.6.2. Highly toxic pesticide products are used only when justified	1. The Farm uses WHO Class 1 products and products that are highly hazardous to the environment only when use of these products can be justified	Mandatory
<b>2.7 Fertilizer Storage</b>		
2.7.1 Fertilizer is stored in a dry, proper temperature & secure store where there is no risk of fire, contamination of local water courses or health threat to employees or other human beings and flora and fauna in the direct surrounding of the store	1. Fertilizer is stored in dry and secured area with intact roof and lockable door	Mandatory
	2. Construction and management practices are designed to minimize the risk of contamination of water sources: <ul style="list-style-type: none"> <li>• Store is a safe distance from water sources or the store is bunded</li> <li>• Floor is liquid proof</li> <li>• Materials are provided for cleaning up spillage</li> </ul>	Mandatory
	3. Store is maintained in a clean and tidy condition	Mandatory
	4. Spillage is managed and disposed of in such a way as to avoid water pollution	Mandatory
	5. Fire risk is reduced by excluding other flammable materials and waste from the store	Mandatory
	6. Where pesticides and fertilizers are kept in the same store these must be separated by a distance of at least 1m and a physical barrier	Mandatory
	7. Parent plant material and harvested produce are not be stored with fertilizers	Mandatory
	8. Store key holders are identified	Mandatory
2.7.2 Fertilizers stocks are stacked correctly	1. Fertilizers are segregated and stacked safely above floor height	Minor Must

<b>2.7.3</b> Safe working practices are implemented in the fertilizer stores	1. Staff working with Fertilizer have been warned of the Hazards and trained in safe working practices and emergency procedures	Mandatory
<b>2.7.4</b> There is an inventory of fertilizers used on the farm	1. A list of fertilizer types and their nutrient analysis, details as provided by the supplier, is available for reference	Minor Must
	2. Stock records are kept and are accurate and up to date	Minor Must
	3. A quarterly stock inventory is undertaken	Mandatory
<b>2.8 Pesticide Transport</b>		
<b>2.8.1</b> Transportation of pesticides is in accordance with local regulations and pesticides are moved safely around the farm	1. Pesticides are not transported in the same space as people, food or livestock	Mandatory
	4. The load is secured from theft and physical damage	Minor Must
	5. The driver carries a list of the products being transported	Minor Must
	6. Vehicle is supplied with equipment to contain spillage and the driver is aware of what to do in the event of an accident	Mandatory
	7. Pesticides are only moved around the farm in the original containers or in suitable, labeled containers by authorized personnel	Mandatory
<b>2.9 Pesticide Storage</b>		
<b>2.9.1</b> Pesticides are stored safely in suitably constructed stores	Pesticide store must: <ol style="list-style-type: none"> <li>1. be sited at a safe distance, at least 50 m from a bore hole or river and the door must be bonded</li> <li>2. be of robust construction</li> <li>3. be built of fire-resistant materials</li> <li>4. have sufficient and constant ventilation of fresh air to avoid a buildup of harmful vapors</li> <li>5. have sufficient illumination to ensure that all product labels can be read easily on the shelves</li> <li>6. have a physical barrier separating crop protection products from other materials e.g. fertilizers</li> <li>7. give adequate protection from atmospheric influences like sun light, frost s and rain</li> <li>8. exclude vermin and livestock</li> </ol>	Mandatory

<b>2.9.2</b> The risk of contamination of other materials in storage is minimised	1. Pesticides and fertilizers will not be stored in the same area as detergents or disinfectants that are to be used for any aspect of edible crop production and post-harvest	Mandatory
	2. Propagation materials, harvested produce and packaging for harvested produce are not stored under the same roof space as pesticides	Mandatory
	3. Where pesticides and fertilizers are kept in the same store these must be separated by a distance of a least 1m and a physical barrier with a locked door	Mandatory
<b>2.9.3</b> Access is restricted to suitably trained and authorized personnel	1. The crop protection products storage facilities are kept locked	Mandatory
	2. Physical access is only granted in the presence of authorised personnel who have received formal training can demonstrate competence in the safe handling and storage of crop protection products	Mandatory
<b>2.9.4</b> Only approved pesticides in their original containers are stored in the stores unless special circumstances arise due to leakage and delays to application after issue	1. Only pesticides may be stored in the storage location, whole or part of store for pesticide	Mandatory
	2. The storage locations should contain only legally permitted pesticides which are for use for own cultivation	Mandatory
	3. Only plant protection products that are registered/permitted in the country of use for the target crop are stored and used on the farm	Mandatory
	4. Plant protection products that are for use on the crops grown in the crop rotation included in the Audit are stored separately within the plant protection product store from those used for other purposes	Mandatory

<b>2.9.5</b> Pesticides are clearly labeled and kept in their original containers unless special circumstances arise due to leakage and delays to application after issue	1. All the crop protection products in the store are kept in the original containers and packs except in the circumstances below: Where transfer to another suitable container has been necessary due to leakage When application after issue has been delayed	Mandatory
	2. All containers must be clearly and adequately labeled	Mandatory
<b>2.9.6</b> Obsolete and expired pesticide products must be stored in separately secure and fenced area and labeled accordingly.	1. Obsolete and expired products in the pesticide store must be clearly labelled 'Obsolete or Expired' and kept separate from the stock in use.	Mandatory
	2. Stock records should show clearly what products are 'Obsolete or expired' and that the products are not being used	Mandatory
	3. Farms must have procedures in place to ensure that they do not accumulate more obsolete or expired products	Mandatory
<b>2.9.7</b> Pesticide products, in storage are housed on suitable shelving and are segregated according to type	1. The shelves on which pesticides are stored must be made of non-absorbent material (leak trays are acceptable)	Mandatory
	2. All the crop protection products that are in a powder or granular formulation are stored on shelving which is always above those products that are liquid formulations in case of accidental leakage	Mandatory
<b>2.9.8</b> Stocks are rotated and a monthly stock check and inventory is undertaken (Name, amount in stock and expiry date)	1. Stocks are used on a first in first out basis or oldest first where this is appropriate	Mandatory
	2. The condition of pesticides in store is checked weekly	Minor must
	3. All issue and receipt of pesticide products is recorded in the Stock records	Mandatory
	4. Stock records are stored near to but not in the stores	Minor must



	5. The storekeeper is not using the stores as an office	Mandatory
	6. There is a monthly inventory of all the crop protection products in store	Mandatory
<b>2.9.9</b> Adequate facilities and equipment are provided to ensure that pesticide products in store do not pose unnecessary risk to personnel or the environment	1. There are permanent and clear hazard warning signs on or next to the access doors of the crop protection products storage facilities which are visible at all times	Mandatory
	2. A suitable fire extinguisher is sited near to the exit door and staff have received instruction in its use	Mandatory
	3. Persons working in the stores have access to suitable protective clothing (minimum of 2 sets), which is stored in personal locker	Mandatory
	4. A container of absorbent inert material, e.g. sand, a designated floor brush and dust bin, plastic bags are provided to handle spillage	Minor Must
	5. Store keepers must receive training regarding pesticides handling, their storage and dispensing	Mandatory
<b>2.9.10</b> Accident and emergency procedures for the storage area are documented, displayed and communicated to relevant personnel	1. An eye wash capability is available near to the door of the stores	Mandatory
	2. A complete first aid kit is provided in close proximity (10meters) to the stores	Minor must
	3. Clean running water is available, at all times, within 10 m of the store to deal with personal contamination	Mandatory
	4. Accident and emergency procedures, including emergency contact telephone numbers and the basic steps of primary accident care, are permanently and clearly displayed in/by the stores	Mandatory
	5. Staff working in the stores can explain what to do in the event of an accident or emergency	Mandatory
	6. Notices must be placed on the outside of the pesticide store stating "DANGER PESTICIDES, AUTHORISED PERSONS ONLY"	Mandatory

<b>2.10 Pesticide transport around the farm</b>		
2.10.1 Pesticides are moved safely around the farm	1. Pesticides are only moved around the farm in the original containers or in suitable containers by authorized personnel	Minor must
	2. Containers must be adequately labelled; Product, WHO Class, Amount, dilution rate, area to be sprayed	Mandatory
<b>2.11 Measuring and mixing of chemicals</b>		
2.11.1 Adequate facilities and equipment are provided to ensure that measuring and mixing can be carried out safely and accurately	1. Pesticides are only issued for use to authorized personnel in response to written instructions from authorized personnel;	Minor Must
	2. All staff involved in measuring and mixing of pesticide products are supplied with protective clothing as specified on the product label;	Mandatory
	3. Measuring jugs and weighing scales are appropriate type and size are provided;	Minor Must
	4. Measuring and mixing areas are maintained in a clean condition;	Mandatory
	5. Equipment for clearing up spillage is provided;	Mandatory
	6. Clean water is available,(within 10 m), for use to the event of personal contamination;	Mandatory
	7. Weighing scales are calibrated/accuracy verified annually and records of calibration/verification are maintained	Mandatory
	8. Staff involved in measuring and mixing receive training in safe and correct working practices	Mandatory
	9. Handling and mixing procedures are correct and in accordance with advice given on the product label	Minor must
	10. Accident and emergency procedures, including emergency contact telephone numbers and the basic steps of primary accident care, are permanently and clearly displayed in the measuring and mixing area	Mandatory

	11. Staff involved in measuring and mixing can explain what to do in the event of an accident	Mandatory
<b>2.12 Spraying schedules and Re-entry times after spraying</b>		
2.12.1 Preventive measures are taken to avoid health risk of the farms employees;	1. No unprotected people are inside the farm during spraying of chemicals	Mandatory
	2. Pesticide operators must be familiar with all aspects on the safe use and application of pesticides.	Mandatory
	3. Re-entry board should placed spraying area which indicate that type of chemical,grade/class, ingredient ,spraying time,ending time and re-entry time	Mandatory
	4. A system through which the community living around is warned before the spray of chemicals.	Mandatory
	5. All pesticide applications, time and date, details of chemicals used, active ingredient and toxicology rating , location of crop, weather conditions, names of spray men and supervisors, dosage rates, crops and reason for use to be recorded and documented	Mandatory
	6. WHO Class 1 chemical products are to be applied at the end of the working day and no re-entry should take place until the next morning. For WHO Class 2, 3 and 4 chemical products application, re entry is not permitted until the leaves are dry, minimum two hours	Mandatory
	7. Clear noticed prohibiting entry must be placed outside all entry points into areas that are being sprayed or where re-entry times apply	Mandatory
	8. Farm is developing plans to phase out the use of WHO Class 1 products	Minor must

2.13 Pesticide spraying equipment and spraying practices		
2.13.1 The crop protection products application machinery is kept in a good state of repair	1. There is a procedure in place that describes the method and frequency of calibration of application equipment	Minor Must
	2. There are records for all calibration and pesticide spray mix calculations	Minor Must
	3. Nozzle output is checked monthly and the nozzles replaced as necessary	Minor Must
	4. Discrepancies between calculated requirements and actual application used are investigated and corrective action is implemented and recorded;	Minor Must
	5. Spray time is set at the season when honey bees are not actively moving.	Mandatory
	6. Left over spray mix must be used constructively on a crop area selected by the manager. This application must be recorded	Minor Must
	7. Equipment maintenance has been carried out in accordance with the manufacturers recommendations and the maintenance is recorded	Minor Must
	8. An appropriate weather is selected for spraying.	Mandatory
2.13.2 Pesticides are applied safely and effectively and application is recorded	1. Instructions to apply pesticides are given in writing and are authorized by a suitably qualified/experienced manager	Mandatory
	2. Each Pesticide application is recorded; Date, location, area sprayed, crop/variety, method of application, name of pesticide used, amount of pesticide and volume of spray used, re-entry time, reason for application, operators names	Mandatory
	3. Data must be available to link Pesticide product name to its active ingredient	Mandatory
	4. All persons involved in the pesticide application process are supplied with adequate PPE and are adequately supervised to ensure that the PPE is used correctly during the spraying process	Mandatory
	5. Spray supervisors receive training in safe working practices and effective spraying and supervisory techniques	Minor must

2.13.3 Spraying equipment and personal protective clothing is maintained in a clean condition;	1. Spraying equipment should be cleaned after each use	Mandatory
	2. Spraying equipment and personnel protective clothing is washed after each use;	Mandatory
	3. Spraying equipment must be well maintained to ensure that the equipment operates at the optimum condition so that right application rates are delivered and unnecessary leakage avoided.	Mandatory
<b>2.14 Post harvest Chemicals</b>		
2.14.1 All the post harvest chemicals used on crops in Ethiopia are permitted for use in Ethiopia and are used safely <i>Only applicable for floriculture</i>	1. The farm is able to show that the chemicals applied Post Harvest are permitted for use in Ethiopia	Mandatory
	2. There is a written procedure describing how the post harvest chemicals are to be applied	Mandatory
	3. All label instructions observed	Minor must
	4. Appropriate Safety procedures are implemented that give due regard to the nature of the product used, persons involved in application, persons in the area at the time of application and persons handling the product after treatment	Mandatory
	5. Post harvest treatment of flowers with pesticide products is discouraged and the farm must demonstrate that there are no other alternatives to use	Recom. in 1 year
	6. The use of post harvest chemicals is recorded; type, amount, date, person responsible, dilution rate, crop batch, location, application method, name of operator	Mandatory
	7. Disposal of post harvest solution is done by acceptable means	Recom. in 1 year

<b>2.15 Re-usable containers and Packaging</b>		
2.15.1 Harvesting containers are maintained in a clean condition	1. Flower buckets are cleaned thoroughly after each use	Minor must
2.15.2 Packaging is fit for purpose and is stored in clean dry conditions	1. Boxes purchased to be used for export are manufactured accurately and assembled correctly	Recom. in 1 year
	2. Ethiopian standards for box specification, size and cardboard strength are observed	Minor must
	3. The area used for storing packaging is clean, dry and free from vermin and the Packaging is stored on pallets and is covered	Minor must
<b>2.16 Waste Management</b>		
2.16.1 Waste is handled appropriately to avoid health risk and unnecessary environmental pollution	1. All types of waste generated by the farm have been identified	Mandatory
	2. A risk assessment for the storage, transport and disposal of waste has been carried out	Mandatory
	3. There is a procedure in place that defines the farm rules on waste handling defined per type of waste (plastic, paper, wood, chemical,waste water)	Mandatory
	4. Personnel handling waste materials are trained to store and treat the waste as defined in the procedure	Mandatory
	5. The site is kept in reasonable state of tidiness and maintenance	Mandatory
	6. Pesticide containers must not be released for use; these containers must be triple rinsed, punctured, stored securely then burnt in a suitable incinerator or buried in a designated area on the farm	Mandatory
	7. Effluent from washing spraying equipment is sprayed on to the soil in the production area where application took place or onto a suitable designated area outside the greenhouse. This area must be fenced and labelled	Mandatory



	8. Plastics and paper waste is to be recycled where possible	Recom. in 1 year
	9. Human effluent must not be allowed to contaminate water sources	Mandatory
	10. Rinse, store and remove empty packaging from chemical products in an assured way that human exposure to the products and environmental pollution are avoided	Mandatory
	11. Compress then store in a secure labeled area prior to incinerator, collection and disposal scheme in accordance with local legislation	Mandatory
	12. The internal and external sewerage systems should be made of hard, strong, durable, smooth, impervious and non-corrodible materials so as to avoid waste water leakage.	Mandatory
	13. Successful waste management practice need to be implemented that requires identification of all waste streams, development of appropriate management methods based on the three Rs (reduce, re-use, recycle) of the farm;	Mandatory
	14. Collected wastes and garbage should be disposed at appropriate sanitary site prepared by the farm	Mandatory
	15. Set up a soak way pit /wet land for the treatment of discharged water from the farm	Mandatory
<b>2.17 Disposal of waste</b>		
2.17.1 Implement safe disposal mechanism	1. The farm should have to have written procedures for safe waste disposal must be developed and communicated	Mandatory
	2. Incinerator site should be at least at reasonable distance from surface water and from boreholes	Mandatory
	3. Incinerator site must be securely fenced, locked, paved and labeled with warning signs	Mandatory
	4. The farm should be constructed using bricks incinerator	Mandatory

	5. The farm should have to constructed horizontal soak away pit as much as possible	Recommended
	6. Disposal of waste is recorded	Mandatory
<b>2.18 Water use</b>		
2.18.1. Water use permit, source identification, conducting riskassessment, analysis water quality, measuring water consumption, efficient water use, treat & recycle water	1. The farm has obtained a Water construction permit from the relevant Government Body	Mandatory
	2. The Farm has obtained a Water Use permit from the relevant Government Body or The farm is able to provide evidence that Water is abstracted from a sustainable source Evidence may include Environment Impact Assessment, pump test results, draw down and recovery, record of depth of water/pump in the bore hole, reliability of supply throughout the year, etc.	Mandatory
	3. The Farm has included in the Environment Action Plan activities to optimising water use and reducing wastage	Minor must
	4. A systematic method of prediction and monitoring is used to calculate the water requirement of the crop	Minor must
	6. Closed systems/recycling/reuse of run of is practiced where possible or where not possible run off is minimised	Minor must
	8. A water source risk assessment relating to sustainability and pollution risks, chemical and microbiological, is carried out annually Appropriate mitigating actions are implemented when need is identified in the risk assessment. Actions taken will be/are recorded	Minor must
	10. Untreated sewage water must never be used for pre harvest and post-harvest activities.	Mandatory
	11. here is a procedure in place and in use that allows the appropriate annual water analysis for checking nutrient content	Minor Must

	12. Recording/Measuring of water use for irrigation and other purpose	Mandatory
	13. Set up wet land for the treatment of discharged water from the farm to reuse	Mandatory
	14. Promote efficient water usage management system to avoid over watering and soil salinity	Mandatory
	15. Adjust the irrigation applied in relation to the prevailing weather and crop growth stage	Recommended
	16. Minimise the loss of water caused by leaks, evaporation and infiltration through canals and reservoirs (e.g. maintain vegetation along water canals and make paved reservoir).	Mandatory
	17. Field personnel should be trained to recognise and rectify irrigation deficiencies such as pipe bursts to ensure remedial action is taken promptly to avoid wastage of water.	Recommended
<b>2.13 Farm Site Risk Assessment</b>		
2.13.1 Based on a basic risk assessment procedure environmental risks are identified periodically, and corresponding corrective actions are taken appropriately	1. A written procedure for the identification and handling of environment risks is in place	Minor must
	2. The procedure is demonstrated to be active by evidence of documented risk assessments, action plan and corrective actions being undertaken	Mandatory
2.13.2 When taking on new land for expansion or starting development on a new site, the participant must carry out relevant risk assessments and implement the actions needed to minimize the risks identified	1. When the investor/growers taking new land for investment, it should have to be have an Environment Impact Assessment document and implement accordingly.	Mandatory
	2. For expansion on existing sites, a farm should be developed new environment impact assessment with full implmetation accordingly.	Mandatory

	3. The farm should have established environmental, social and OHS units that follow up and take measures for the implementation of EIA for the existing and new expansion.	Mandatory
<b>3. Support the national economy and reduce poverty</b>		
<b>3.1 Employment creation</b>		
3.1.1 Create employment opportunities	1. Provide employment opportunities	Minor Must
<b>3.2 Technology transfer</b>		
3.2.1 Diffusion of appropriate technology	1. Contribute to the development and diffusion of appropriate technologies in Ethiopia, including linkages with partner organizations	Recommended
<b>4. Support the development of local communities</b>		
<b>4.1 Local Peoples' Livelihoods</b>		
4.1.1 Do no harm to local peoples' livelihoods	1. Integrate societal effects and impacts on livelihoods in the SEIA and project design	Mandatory
4.1.2 Ensure project consistency with national plans for sustainable agricultural development as well as rural development plans	1. Hire, train and promote local people to work in the project	Mandatory
4.1.3 Where possible, support diversification of livelihoods through project activities	1. Prepare an economic assessment analyzing the distribution of the added value between the different stakeholder groups	Recommended
<b>5. Promote food security and nutrition</b>		
<b>5.1 Local Food Security</b>		
5.1.1 The investment should not harm local food security but aim to improve it, through Identifying and addressing risks related to food security as part of a broader process of identifying impacts on local communities. Such impacts should be addressed by a plan to address negative impacts (as part of the SEIA and SEMS)	1. Risks related to local and national food security are identified.	Minor Must
	2. Strive to ensure that investor operations do not lead to food insecurity and contribute to food security and nutrition, including by enhancing the availability, accessibility, stability and utilization of safe and nutritious foods	Recommended

<b>6. Respect land-use and resource rights</b>		
<b>6.1 Understanding, identifying and recognizing rights</b>		
6.1.1 Check historical process of land acquisition and identifying existing conflicts related to land rights	1. Review and understand the national and local laws and practices: How did the current rights holder(s) – including the state acquire rights to the land? Did it involve involuntary displacement or expropriation? Are the current legally recognized rights to the land contested by local people? Are there existing conflicts over the land? <ul style="list-style-type: none"> <li>- Check with government officials and review land records</li> <li>- Consult with experts regarding national and local laws and customary practices relating to land</li> </ul>	Recommended
6.1.2 Prior to starting negotiations, commission independent SEIA that includes a tenure assessment (transparent and participatory)	1. Land tenure assessment has been included in the SEIA prior to the start of contract negotiations	Mandatory
<b>6.2 Impact on Tenure Rights</b>		
6.2.1 Assess potential direct and indirect impacts on tenure rights	1. Consider impact on legitimate local land rights, on women, youth, or other vulnerable groups such as pastoralists: Does the proposed project have a negative impact on legitimate local land rights, including socially recognized informal rights? In particular, does the proposed project have a negative impact on rights of women, youth or vulnerable groups, such as pastoralists? Determine what, if anything, can be done to mitigate the negative impact, including alternative business models	Mandatory
6.2.2 Monitor land tenure conflicts or violence in the area	1. Land tenure conflicts or violence in the area monitored	Recommended
<b>6.3 Mitigation Measures</b>		
6.3.1 Avoid involuntary displacement of people, explore alternative investment models that do not result in the large-scale transfer of land rights, and minimize the amount of land required	1. Does the project require involuntary displacement through expropriation of local people? If yes, modify the project / business model to avoid involuntary physical and/ or economic displacement, e.g. by reducing the land area. If involuntary displacement cannot be avoided, follow the principles for fair compensation in the VGGT.	Mandatory
6.3.2 Ensure prompt, fair and adequate compensation wherever land tenure is affected	1. When holders of legitimate tenure rights are negatively impacted, such holders receive a fair and prompt compensation of their tenure rights being negatively impacted by investor operations	Mandatory

	2. In consultation with those receiving compensation, compensation has been provided considering all relevant forms of compensation, including financial and in kind, according to community preferences and international standards. (In-kind compensation may be preferable to cash in many cases.)	Minor Must
	3. Document and publish the payment of compensation, explaining how it complies with international standards and listing the recipients and amounts of compensations paid.	Minor Must
<b>7. Respect labor and human rights (incl. gender – women, youth, children, elderly, disabled etc.)</b>		
<b>7.1 Human Rights</b>		
7.1.1 All necessary legal requirements should be fulfilled (Comply with national and international laws on human rights), Include human rights impact assessments in the SEIA and integrate human rights protection throughout the project	1. Human rights impact assessment has been included in the SEIA	Mandatory
	2. If infringements of human rights have already occurred provide access to effective remedy and avoid further infringements	Mandatory
	3. Efforts are made to prevent or mitigate adverse human rights impacts that are linked to investor operations, products or services by a business relationship, even if the investor did not contribute to those impacts	Mandatory
<b>7.2 Labor Rights</b>		
7.2.1 The right of all Workers to have Freedom of Association is respected	1. Workers will be informed of their right to join a Union of their choice or to form a Farm Workers Committee to represent their interests	Mandatory
	2. Workers are not subjected to disciplinary measures or discrimination as a result of forming/joining a Farm Workers Committee/Union and participating in legitimate associated activities	Mandatory
7.2.2 There shall be no use of Forced Labor	1. Workers shall not be required to lodge 'deposits', original certificates of qualifications or their identity papers with their employer.	Minor Must
	2. There is no use of prison labor unless the work is done voluntarily and the prisoner is paid	Minor Must
	3. Staff will not be required to work for some days unpaid as punishment for unauthorized absence	Mandatory

7.2.3 The use of Child Labor is forbidden	1. Children under 14 years of age are not allowed to work in the farm, in any circumstances	Mandatory
	2. When children have been in full time employment on the farm, transitional support is provided to enable them to return to education	Recom. in 1 year
7.2.4 Employment of persons under the age of 18 years must be in accordance with the national legislation and international guidelines	1. Children between the ages of 15 - 16 years are not employed on contract or for periods of more than 15 days as day labour and are only permitted to do light work that will not to jeopardize their health and wellbeing	Minor Must
	2. Young people, 16 – 17 years old may only be employed for light work that will not to jeopardize their health and wellbeing. Young workers are not allowed to work at night or to be involved with tasks identified in the farm risk assessment and in the Directive 'prohibited work for Young workers' as posing a risk to their health, e.g. working with pesticides, complex or dangerous machinery and heavy lifting	Mandatory
	3. Young people, 14 – 17 years inclusive, are only allowed to work for up to 42 hours per week and are not allowed to work overtime	Mandatory
	4. There is a register of young workers working on the farm	Recom. in 1 year
	5. Wages paid to young people on the farm must be at the same rate, pro rata as that being paid to adults doing the same work	Minor Must
	6. Persons working with pesticides must be at least 20 years old	Minor Must
<b>7.3 Employment Practice</b>		
7.3.1 All employments are undertaken according to the labor law of the country	1. Employees must be employed on the basis of an employment contract which is legally binding	Mandatory
	2. The contract of employment will specify, at the least, the type of contract, a job title, the normal place of work, the hours of work required including the normal start time, the rate of remuneration, the time of payment and general conditions of employment as per the Labor Proclamation 377/2003.	Mandatory



	3. Staff on probation must receive a letter of appointment outlining the terms and conditions of the probation period, the job title and the wage to be paid	Mandatory
	4. Efforts have been made to explain to all staff; wages, employment contracts and employment procedures, including the need to work overtime, on Sunday and on public holidays, before the contract is signed. This briefing	Minor Must
	6. Determinate contracts must state the duration of the contract/start and finish dates or the nature of the piece of work to be completed.	Mandatory
	7. Record shall be kept of employment contracts for permanent and seasonal employees	Minor Must
	8. Staff who are employed for a period of time in excess of 15 days receive a written and signed copy of their contract	Minor Must
	9. A record of 'Day labor' used is maintained, including personal identity of employee and attendance	Mandatory
7.3.2 Working hours are as per legislation and overtime is paid	1. Employees shall not be required to work in excess of 8 hours per day and 48 hours per week on a regular basis	Mandatory
	2. Overtime worked is recorded accurately	Mandatory
	3. Overtime worked will be paid at a premium rate in accordance with the Labor Proclamation 377/2003	Mandatory
	4. Overtime hours are not excessive, i.e. less than 12 hours per week on a regular basis	Minor Must
	5. Work carried out on official public holidays will be paid as overtime as specified in the labour proclamation	Mandatory
	6. All employees will have a period of at least 24 consecutive hours of rest per week	Mandatory
7.3.3 Employees will receive annual paid leave or payment in place of leave as per the local legislation	1. Annual leave with full pay is granted as specified in the labor proclamation	Mandatory

	2. The annual leave is in addition to all public holidays, weekly rest days, maternity leave and absenteeism due to such causes as illness or accidents.	Mandatory
	3. Staff on a determinate contract in excess of 15 days receive paid leave or payment in lieu of leave as above on a pro rata basis in accordance with the Law of Ethiopia if their contract concludes before the leave is taken	Mandatory
<b>7.4 Working Environment</b>		
7.4.1 Payments made to all farm employees are as agreed in the contract of employment and as specified in the Labor proclamation 377/2003 and wage is equal or greater than the wage stated by law	1. Wages are paid to all farm employees as agreed in the contract of employment	Mandatory
	2. All employees confirm that they receive wages as specified in their job contract	Mandatory
	3. Wages are paid in full in cash and not 'in kind'	Mandatory
	4. Employees sign for wages received	Mandatory
	5. Pay-roll record sheets are kept documented	Mandatory
	6. All staff receive equal pay for equal work	Mandatory
	7. All workers are paid with sickness benefit in accordance with the Law	Mandatory
	8. Unauthorized deductions from wages are not made	Mandatory
	9. Where bonus schemes are practiced they are implemented according to clear rules, transparency, and fairness	Minor Must
7.4.2 Rules and regulations of the farm, grievance and disciplinary procedures are documented and made clear to all employees	1. Farm Rules and regulations, disciplinary codes and grievance procedures are documented	Mandatory
	2. Grievance and Disciplinary procedures have been explained to all contracted staff and a copy is available for reference with the Farm Union or Workers committee and the Farm Administrator	Minor Must
	3. Disciplinary action taken is in accordance with the procedure and is noted in personnel files	Mandatory

	4. Disciplinary action will not be taken when workers refuse to work in dangerous situations without adequate PPE; When Re-entry time is not being observed, no or inadequate PPE for working with pesticides or concentrated acid and welding or metal grinding	Mandatory
	5. Disciplinary action must be taken when PPE is provided and not used correctly or safety rules are broken	Mandatory
	6. Disciplinary action involving dismissal is only done by authorized members of the Management Team	Minor Must
7.4.3 Staff will be recruited and promoted based on their ability to perform the work to be done	1. There is a procedure in place that defines hiring and firing rules, and general contracting conditions	Minor Must
	2. Selection and promotion of employees is based on merit and work performance and their ability to do the work required	Mandatory
	3. There will be no discrimination on the basis of race, color, sex, religion, political opinion, nationality or social origin	Mandatory
7.4.4 Female staffs protected from hazardous work, or dismissals due to gender discrimination	1. Female employees must not work jobs related to pesticides (Stores, measuring and mixing, spraying and waste disposal) or in other areas identified as hazardous in the farm risk assessment	Mandatory
	2. No pregnant employee shall be required to undertake any type of work harmful to her or her unborn child in the period prior to her maternity leave; this is especially important regarding the handling of chemicals and pesticides and heavy lifting	Mandatory
	3. Where necessary, female staff is transferred to a safe working area during pregnancy	Mandatory
	4. Pregnant women will be granted leave without deducting wages for medical examination connected with her pregnancy, provided that she presents a medical certificate of her examination	Mandatory

	5. Pregnant employees will be given maternity leave as specified in the national labor legislation, minimum 1 month before delivery and 2 months after	Mandatory
	6. Maternity leave must be taken as leave not converted into cash	Mandatory
	7. Annual Leave entitlement is not reduced for women taking maternity leave	Mandatory
	8. A member of staff who has taken maternity leave can return to her original position after maternity leave with no loss of benefits accrued before the leave was taken	Mandatory
	9. Pregnancy testing will not be used as part of the staff recruitment process	Mandatory
	10. No women shall not be dismissed solely due to pregnancy	Mandatory
7.4.5 All forms of harassment, physical, sexual and psychological, are not allowed and appropriate action will be taken when harassment has been found to have occurred	1. It is clearly stated in the policy of the farm that bribery, physical, verbal and sexual harassment or psychological operation, particularly of women workers, shall not be tolerated and disciplinary action will be taken against the perpetrator	Mandatory
	2. Employees are informed of how to report any type of harassment	Minor Must
	3. Farms actively responds to reports of harassment	Minor Must
	4. Employees reporting genuine cases of harassment should not be discriminated and dismissed from their jobs for reporting harassment	Minor Must
<b>7.5 Occupational Rights</b>		
7.5.1 Where camping is necessary, it is built at the right location with all the necessary constructions	1. Camp sites are constructed at least 2kms away from forests and National parks	Mandatory
	2. Camp sites are constructed at least at reasonable distance away from water bodies	Mandatory
	3. There will be toilet constructed at least 30ms away from the living house and 50ms away from water wells in the wind ward direction	Mandatory

	4. Landfills for the disposal of solid wastes is prepared at least 200ms away from the living house, kitchen and canteen	Mandatory
	5. There will be readily constructed washing basins for clothes and showers for employees	Minor Must
	6. Where canteen facilities are provided these are operated to an acceptable hygiene	Minor Must
<b>7.6 Induction training</b>		
7.6.1 All farm personnel receive basic induction training in relevant topics, including farm employment and OSH procedures and health and hygiene	1. All new farm employees receive induction training and orientation in the following areas: <ul style="list-style-type: none"> <li>• Farm facilities and tasks to be performed</li> <li>• Relevant safe working practices</li> <li>• Relevant farm procedures</li> </ul>	Mandatory
	2. Delivery of and attendance at induction training is recorded	Minor Must
<b>7.7 Occupational Health and Safety Policy</b>		
7.7.1 An Occupational Health and Safety procedure is developed, documented, and being implemented	1. A Policy and procedure for the identification and handling of Occupational Health and Safety risks is in place	Mandatory
	2. A Farm Safety Officer is assigned by official letter and trained	Mandatory
	3. A Safety Committee with management and worker representation in accordance with the legislation is in place and is active	Mandatory
	4. The Farm Safety Committee meets at least three times in a year and minutes of the meeting are maintained for reference	Minor Must
	5. A farm risk register is available, displayed and kept up to date	Minor Must
	6. Warning signs are clearly visible at each of the 'High Risk' areas	Mandatory

	7. General farm safety rules are documented and displayed for staff reference	Mandatory
	8. OHS Risk Assessment is undertaken by the Farm Safety Officer, relevant Departmental Staff and the Farm safety Committee twice a year. Accident prevention measures identified as necessary in the OHS Risk Assessment are implemented	Mandatory
	9. An annual farms safety audit is conducted and recorded	Mandatory
<b>7.8 Safety, Health and Hygiene briefing and training</b>		
7.8.1 Relevant Occupational safety and Health training is provided for all workers	1. All employees receive general farm safety, health and hygiene training as part of their induction training package	Mandatory
	2. Specific formal training must be provided for; Farm Safety Officers, Farm Safety committee members, Internal auditors, Environment Officers, Pesticide Store Keeper, Spray team members, Spray Team Supervisor	Mandatory
	3. These staff must be able to demonstrate competence	Mandatory
	4. This training is refreshed and enriched at least twice a year for permanent staff	Minor Must
	5. A register is maintained of who performs the tasks and who is trained for tasks where job specific training is required by Law or in the Code	Minor Must
	6. In the second year of compliance farms must train support staff to provide temporary cover for leave periods and in the event of the assigned staff leaving the farm	Minor Must
	7. Attendance at all safety, health and hygiene trainings is recorded	Minor Must
	8. Employees are able to explain what to do if they feel ill whilst at work or an accident happens at their work station	Mandatory
	9. All workers receive warnings about high risk areas on the farm and the specific risks associated with the tasks that they are employed to perform	Mandatory

	10. The farm provides training on awareness and prevention of HIV /AIDS	Minor Must
7.8.2 Visitors and sub contractors working are briefed	1. Visitors to the site are accompanied by a farm staff member	Minor Must
	2. Sub contractor working on the site are briefed about relevant farm OSH procedures and site hazards	Minor Must
<b>7.9 Protective Clothing and Safety Equipment (PPE)</b>		
7.9.1 Protective clothing for all activities on the farm must be provided in accordance with the Law and when the risk Assessment indicates that provision is necessary	1. All Personnel involved in handling pesticides have appropriate personnel protective equipment(PPE) <ul style="list-style-type: none"> <li>• <i>For spraying in greenhouses this will be Boots, overall, spray suit, respirator, gloves and goggles or face shield</i></li> <li>• <i>Respirator filters must be of a recommendable type,A2P3</i></li> <li>• <i>For spraying in open areas a risk assessment should be made or label recommendations followed, whichever gives the greater level of protection</i></li> </ul>	Mandatory
	2. There is a check list in place that indicates the recommended personnel protective device for the types of pesticides to be handled on the farm and for the different situations in which the pesticides are being handled and applied.	Minor Must
	3. Protective clothing for all other farm activities e.g. flower handling, working on the roof, welding, must be provided as determined by to be necessary for safe working practice and confirmed in the farm risk assessment	Mandatory
7.9.2 Staff must be trained to use and care for their PPE correctly	1. Operators receive instruction in the correct, use and maintenance of the personnel protective equipment provided	Mandatory
	2. Operators are briefed on the farm rules regarding the requirements to wear the PPE provided and the action that will be taken when it is not worn	Mandatory
7.9.3 Facilities are provided on the farm for cleaning and storage of PPE	1. Protective clothing is cleaned after use	Mandatory
	2. Adequate On farm Facilities for cleaning and storage of PPE are provided	Minor Must
7.9.4 The condition of the PPE provided must be	1. The Farm has prepared a list of the annual requirements for PPE for all	Minor Must



monitored regularly and the PPE replaced as necessary	activities on the farm and the farm manager or Investor has made an undertaking that the items will be purchased	
	2. Condition of the PPE is monitored and recorded and replacement made as necessary (Respirator Filters are replaced every 2 or 3 months)	Mandatory
	3. Stocks of all PPE are kept on the farm to facilitate replacement as necessary and these stocks are stored correctly	Mandatory
	4. All issue and replacement is of PPE recorded	Minor Must
<b>7.10 HIV/AIDS Policy</b>		
7.10.1 The Farm is working actively to develop and implement an HIV/AIDS Policy	1. The farm has developed an HIV/AIDS Policy and procedures for implementation	Mandatory
	2. The Farm has Peer Educators, guideline about 1: 100 employees or the farm has an agreement with a local NGO to provide regular support for the farm / Focal person who and task force who mobilize Anti HIV/ADS activities is assigned	Minor Must
	3. The farm provides training on awareness and prevention of HIV /AIDS	Minor Must
	4. The farm facilitates voluntary access to VCT for staff	Minor Must
	5. The Farm facilitates access to medical care for employees with HIV/AIDS	Mandatory
	6. There is no discrimination against people affected by HIV	Mandatory
<b>7.11 First Aid</b>		
7.11.1 Farms have on site facilities and equipment to allow staff to administer first aid treatment	1. Display the name,phone number and color picture(if possible) of First Aiders at all necessary place	Mandatory
	2. There is one employee trained on First Aid for each 50 employees	Mandatory
	3. All workers have received awareness training in basic First aid and farm emergency procedures	Minor Must
	4. There are First Aid Boxes with full first aid kits available in the areas identified as risk zones	Mandatory

	5. A members of the management team (authorized to take appropriate action & minimum graduate agronomist level) and a first aid provided is on site whenever staff are working	Minor Must
7.11.2 Formal First Aid Training is provided for all First Aid Personnel	1. Formal First Aid training is provided for all First aid personnel	Mandatory
	2. Training is recorded	Minor Must
	3. Refresher Training is provided every two years	Minor Must
	4. Training includes what to do in the event of an accident involving pesticides or suspected pesticide poisoning	Minor Must
<b>7.12 Medical Check-up for staff working with pesticides</b>		
7.12.1 Health of personnel handling pesticides must be monitored	1. All pesticide handlers, (i.e. stores personnel, spray operators, measurers and mixers) and their supervisors should have an annual medical check for general health	Mandatory
	2. A quarterly blood test for cholinesterase activity must be carried out if organophosphate pesticides or carbamate insecticides are being used on the farm	Mandatory
	3. Where the cholinesterase test reveals > 30% depression of activity the staff member is transferred to work not involving pesticide use. The cause for the depression of activity is investigated and remedial action taken as necessary. Actions must be recorded	Mandatory
<b>7.13 Accident and Emergency Procedures</b>		
7.13.1 Accident and emergency procedures for farm activities including fire are developed and communicated to all staffs	1. A Farm Accident and emergency procedure for general accidents and fire has been developed, documented and communicated to all staff	Mandatory
	2. Specific procedures for areas of the farm with special need have been developed and are displayed in these work areas; typically, Pesticide stores, fertilizer and acid stores, mixing areas and machinery workshops	Mandatory
	3. Staff working in these areas are trained in what to do in the event of an accident or emergency	Mandatory
	4. A list of personnel to contact and telephone numbers to use in the event of an emergency is permanently displayed in the pesticide stores, mixing	Mandatory

	area, and on the 'staff notice board'	
	5. Key staff in each department receive training in fire prevention and immediate action to be taken if a fire occurs on the farm	Mandatory
	6. All supervisors and permanent staff are informed to evacuate all personnel from the area in an orderly manner and assemble at the muster points when the fire alarm is sounded	Mandatory
	7. Fire extinguishers and or beaters are provided at high risk locations and designated staff working in these areas know how to use the equipment	Mandatory
	8. Exit routes and fire exit doors from buildings are clearly marked, allow free exit and doors are unlocked whenever there are people in the building	Mandatory
	9. Fire drill is carried out in each section of the farm once in a year and is recorded	Mandatory
7.13.2	Accidents are recorded and the cause identified	
	1. There is a written procedure in place for recording accidents and the treatment applied	Minor Must
	2. All accidents are recorded; - In the first Aid book for minor Accident - As an individual accident report for serious injury	Mandatory
	3. Accident records are reported to farm manager then MOLSA (Woreda Office) every 3 months	Mandatory
	4. Accidents are investigated and action taken to prevent re-occurrence Actions taken are recorded	Minor Must
	5. All Records pertaining to occupational health and safety must be kept for 2 years	Minor Must
<b>7.14</b>	<b>Hygiene and Ablution facilities</b>	
7.14.1	Appropriate toilet shower and hand washing facilities are provided and maintained in good working order	
	1. Showers/washing facilities for spray men are provided separately from other workers	Mandatory
	2. Showers are of a permanent nature and sufficient in number; (guideline 1:10)	Mandatory

	spray personnel)	
	3. Toilet facilities are provided within a reasonable distance of all work stations	Mandatory
	4. Toilets are sufficient in number: Female 1:15 Male 1:25	Recom. in 1 year
	5. All toilets provide privacy for users and have hand washing facilities close by	Mandatory
	6. Toilets are maintained in a clean and working condition	Mandatory
	7. All staff have access to hand washing facilities near to their work stations	Minor Must
7.14.2 Staff are instructed to use the facilities provided	1. The Farm has documented hygiene procedures for staff	Recommended
	2. Staff are instructed to: Wash thoroughly after spraying Wash hands after handling the crop / produce, before eating and after using the toilet.	Mandatory
<b>7.15 Facilities for Eating and Drinking</b>		
7.15.1 All staff have access to drinking water during the working day	1. Water provided for drinking is of a potable quality; Source must be tested two times per year and may be treated as necessary. Potability must be confirmed by annual analysis after treatment	Mandatory
	2. Taps/sources of water are clearly labelled 'Drinking' and 'Not Drinking' as appropriate	Mandatory
7.15.2 Staff have access to a clean and suitable area for storage of personal belongings, and eating food	1. Staff has access to a clean and suitable area for storage of personal belongings, and eating food. Personal clothing must not be stored with PPE used for handling pesticides	Minor Must
	2. Where canteen facilities are provided these are operated to an acceptable level of hygiene and the food is nutritious	Minor Must
<b>8. Ensure participation, transparency and accountability</b>		
<b>8.1 Transparency</b>		
8.1.1 Being transparent should be an integral part of the process of stakeholder engagement, consultation and	1. An investor should know or be sure whether the community around his/her land are well informed about his project	Recommended

building solid relationships with the community	2. Establish a documented process for chain of custody or a traceability system; this involves creating internal documentation of due diligence processes, findings and resulting decisions	Recommended
	3. Maintain internal inventory and transaction documentation that can be used retrospectively to identify actors in the supply chain	Recommended
	4. Partake in ongoing dialogue and consultation with civil society and investors' organizations	Recommended
8.1.2 Develop and implement a zero-tolerance policy on corruption	1. Develop and implement a zero-tolerance policy on corruption; or engage a local expert to do such an analysis	Mandatory
	2. Zero-tolerance corruption policies must be operationalized by the use of internal controls, including monitoring and compliance programs	Mandatory
<b>8.2 Participation and Consultation</b>		
8.2.1 Create a stakeholder engagement plan	1. The investor has created a stakeholder engagement plan that is inclusive, accessible and transparent prior to starting project design, information is disseminated, and consultations are conducted in a culturally appropriate way. If no: Rely on assistance from local CSOs, traditional and government authorities and experts to construct an appropriate plan. Ensure information is disseminated in the local language, and in both written and oral form, to ensure broad reach.	Recommended
8.2.2 Engage early, during and after any project, starting with project design	1. Stakeholders to be consulted: parliamentarians, national and local government, grassroots organizations, other CSOs, local leaders, traditional authorities, and local land users, including women, pastoralists, and other vulnerable and marginalized groups.	Recommended
8.2.3 Do not overlook vulnerable groups inside the communities	1. Does the stakeholder engagement plan include women, pastoralists, elders, youth, indigenous peoples and other vulnerable groups? If no: Rely on assistance from local CSOs, special groups (e.g. women's cooperatives), traditional and government authorities to identify missing stakeholders, and, if necessary, include specific provisions to ensure that the voices and interests of those groups are heard and considered.	Minor Must

8.2.4 Ensure there is no intimidation and consultation is conducted with a climate of trust	1. Are project consultations conducted in an inclusive, honest, transparent, and collaborative manner, with feedback from all stakeholders taken into consideration? Provide complete and unbiased information about the project; listen carefully and consider community opinions; ensure consultations are conducted in a setting where all stakeholders feel comfortable and empowered to participate; develop a formal mechanism to receive feedback.	Recommended
8.2.5 Ensure that counterparts have sufficient capacity to engage into meaningful participation and consultation	1. Has the investor taken steps to help the local community and other stakeholders develop sufficient capacity to engage in meaningful and fair consultations? If no: Increase communication and outreach about the purpose, scope, impacts, timeline, business model and risks of the project, as well as alternatives. Provide access to those who can assist the community with consultations.	Recommended
<b>8.3 Community Participation</b>		
8.3.1 The investors collaboration with government inform local community about all planning and implementation phases of the project to intensify their support of the investment	1. The local community is made aware of the project before project activities take place (Good if accompanied by a cultural ceremony)	Mandatory
	2. The local community is involved in the whole process of planning and implementation of the project.	Recommended
8.3.2 In cooperation with the local population, care should be taken to protect historical relics, burial sites and scenic values from being damaged	1. Historical relics, burial sites and cultural monuments are identified, fenced and left untouched.	Recommended
	2. Rules of emergency plan and monitoring programs are disclosed to local communities and other stakeholders	Recommended
	3. A Consultation group that is concerned with the local social-environmental issues is formed. Members of the consultation group are selected from different social groups of the local community and the management of the farm enterprise.	Recommended
	4. A regular meeting session is set to make a consistent use of the consultation group.	Recommended
	5. There will be a procedure to resolve social-environmental disputes designed by the consultation group.	Recommended

	6. Agendas and discussions made by the consultation group are kept documented.	Recommended
<b>8.4 Negotiations and Contracts</b>		
8.4.1 Ensure local legitimacy of the persons involved in land negotiations	1. Do the contract signatories have the legitimacy and legal authority to sign, according to both formal law and customary norms? Identify those who legally own the land, as well as those who have other legitimate rights over the land. Include both groups in negotiation, even if only legal owner signs the contract. Ensure that the entity or person signing the contract has legal authority to do so.	Mandatory
8.4.2 Obtain consent from indigenous peoples (VGGT 9.9)	1. Are indigenous peoples affected by the project? If so, has their free, prior, informed consent (FPIC) been obtained? Ensure access to the necessary capacity to assess indigenous issues and engage with and obtain an informed decision from indigenous people.	Mandatory
	2. Do the affected persons, and the community at large support the project as reflected in the final contract? Do not sign the contract before support has been obtained. Where national law or regional agreements require FPIC from all affected groups, this needs to be respected.	Mandatory
8.4.3 Ensure inclusion of interests of all relevant stakeholders in negotiations, without discrimination against or in favor of certain groups, in a culturally appropriate and inclusive way	1. Do negotiations include the interests of women, pastoralists, elders, youth, and other vulnerable groups? In a culturally appropriate way, ask women, pastoralists, elders, youth and other vulnerable groups whether the chosen representative adequately represents their interests. If no: Include additional representatives as needed.	Mandatory
	2. Has the investor taken reasonable steps to determine whether those representing the community in negotiations have the best interests of the whole community? Inform the community widely about the project negotiation process, and give them the chance to object or voice displeasure with the person(s) chosen to represent them.	Mandatory



	3. Has the investor taken steps to help local communities have sufficient capacity to engage in fair negotiations resulting in a contract that evenly balances the interests of different stakeholders? If no: support national efforts to establish a legal aid program or similar efforts. If such programs cannot be made available in time, offer to pay, directly or indirectly, for a neutral third party to assist the community with legal advice and/or contract negotiation.	Minor Must
	4. Include monitoring and remedies for non-performance clauses in the contract that can be used by either party. Engage a neutral third party to work with the investor and the community to monitor whether the project complies with the terms of the contract, with regulatory and other obligations not captured in the contract and that it is not causing adverse social and environmental impacts.	Mandatory
	5. Put in place a mandated and adequately resourced oversight committee that includes stakeholder representatives, to facilitate communication between local communities, the government and the investors from early consultation, the negotiation of the contract until post evaluation.	Recommended
<b>8.5 Access to Grievance and Dispute Resolution Mechanisms</b>		
8.5.1 Access to a Mechanism to Resolve Grievances and Disputes must be provided to deal with infringements of legitimate tenure rights. The mechanism should contain effective and accessible means for all parties to resolve disputes over tenure rights; and to provide affordable and prompt enforcement of outcomes. The mechanism can involve judicial authorities or other approaches.	1. Investor understands what complaint mechanisms are available for the stakeholders, their functioning as well as their fairness, effectiveness and accessibility. (Available complaint mechanisms include: Judicial system, Complaint mechanisms inside the land administration, National Human Rights Institutions, National Contact Points under the OECD Guidelines for Multinational Corporations, Traditional dispute settlement mechanisms (chiefs etc.), Alternative dispute resolution)	Mandatory
	2. If no adequate mechanisms are available start developing a company based mechanism, created by the investor or as part of a certification scheme the investor is participating in.	Mandatory
	3. A complaint mechanism has been agreed upon during the consultations and negotiations with the affected stakeholders. Red line: If no complaint mechanism has been agreed upon and/or is not functioning effectively, do not proceed.	Mandatory

	4. The mechanism should be set up in consultation with the affected communities	Mandatory
<b>9. Uphold high business and ethical standards</b>		
<b>9.1 Business and Ethical Standards</b>		
9.1.1 Ensure good Governance	1. Comply with both the letter and spirit of the tax, laws and regulations of Ethiopia	Minor Must
9.1.2 Do not enter anti-competitive agreements	1. Refrain from entering into or carrying out anti-competitive agreements among competitors. Co-operate with investigating competition authorities	Minor Must
<b>10. Support institutional strengthening</b>		
<b>10.1 Commitment to Continuous Improvement</b>		
10.1.1 The Farm is actively monitoring social and environmental performance and working to improve standards year on year	1. The Farm has prepared an annual report detailing the social and environmental performance of the farm on the previous year	Recommended
	2. The Farm has set targets for improved social and environmental performance and has prepared an action plan for reaching these targets	Recommended
	3. Reports and targets have been discussed at Management Level and with the Internal Auditor, Farm Safety Officer and Environment Officer	Recommended
	4. Reports and targets have been discussed with the farm Union/Workers committee, the Farm Safety Committee and other relevant committees on the farm	Recommended
	5. The Farm is able to provide examples of improved social and environmental practices (Minimum two improvements per year), implemented since the previous audit	Recommended
<b>10.2 Lessons Learnt</b>		
10.2.1 Share lessons learnt	1. Information regarding lessons learnt in the SECoP implementation process is provided to relevant stakeholders	Recommended

## **7 Content for requirements of Silver Level of the SECoP**

### **1. General**

- 1.1. Management responsibilities
- 1.2. Management and implementation of Code Standards
- 1.3. Training for Office Bearers involved in management of the Code standard on the farm
- 1.4. Complaints Procedure
- 1.5. Farm site risk assessment
- 1.6. Commitment to develop and share good practice
- 1.7. Farm site mapping
- 1.8. Traceability
- 1.9. Management of Records and Documentation pertinent to the code
- 1.10. Produce recall or withdrawal
- 1.11. Use of the global GAP logo
- 1.12. Auditing of subcontractors handling
- 1.13. Good Agricultural practice and protection of the environment
  - 1.13.1 Farm level Environmental management.

### **2. Promote environmental sustainability, biodiversity and resilience, and reduce disaster risks**

- 2.1. Soil and Water Management Practices
- 2.2. Flora and Fauna / Biodiversity
- 2.3. Water use
- 2.4. Soil and substrate fumigation
- 2.5. Substrate management

- 2.6. Varieties and rootstock
- 2.7. Purchase of propagation material
- 2.8. In house propagation and propagation for sale
- 2.9. Genetically modified organisms
- 2.10. Use of inputs; restrictions to the use of inputs
- 2.11. Use of input records
- 2.12. Fertilizer Storage
- 2.13. Inorganic and organic Fertilizer
- 2.14. Use of compost and Organic manure
- 2.15. Storage and Use of Concentrated Acid
- 2.16. Management of the crop protection programme
- 2.17. Crop hygiene and crop scouting
  - 2.18. Pesticide transport to the farm
- 2.19. Pesticide Storage
- 2.20. Pesticide transport around the farm
- 2.21. Measuring and mixing of pesticides
- 2.22. Pesticide spraying equipment and spraying practices
- 2.23. Re-entry time after spraying
- 2.24. Use of chemicals post-harvest for disease control
- 2.25. Use of chemicals post-harvest for enhancement of pesticide
- 2.26. Waste management
- 2.27. Packaging
- 2.28. Animal welfare

### **3. Support the national economy and reduce poverty**

3.1. Technology Transfer

### **4. Development of Local Communities**

4.1. Support the development of local communities

### **5. Food Security and Nutrition**

5.1. Promote Food Security and Nutrition

### **6. Ensure participation, transparency and accountability**

6.1. Complaint mechanisms

### **7. Uphold High Business and Ethical Standards**

7.1 Corporate Social Responsibility (CSR)

### **8. Support institutional strengthening**

8.1. Sub-sector associations

### **9. Employment practice and welfare of employment**

9.1. Employment practices contracts

9.2. Hours of work and paid leave

9.3. Wages and pension

9.4. Freedom of association

9.5. Grievance and Disciplinary procedures

9.6. Forced and Bonded labour

9.7. Female staff

9.8. Work place harassment

9.9. Child labour and young people at work

9.10. Induction

- 9.11. Technical training
- 9.12. Occupational Safety and Health policy
- 9.13. Safety, health and hygiene briefing and training
- 9.14. Protective clothing and safety equipment (PPE)
- 9.15. HIV/AIDS Policy
- 9.16. First Aid
- 9.17. Medical care and Promotion of healthy living
- 9.18. Accident and emergency procedures
- 9.19. Hygiene and Ablution facilities
- 9.20. Facilities for Eating and Drinking
- 9.21. Provision of Transport
- 9.22. Living quarters
- 9.23. Health and welfare of contractors and visitors
- 9.24. Commitment to continuous improvement

## 8 Annex 2: Requirements for Silver Level of the SECoP

SECoP Version 1.0 Silver Level		
Requirements	Compliance Criteria	Status
<b>Compliance management practice</b>		
<b>1. General</b>		
<b>1.1. Management responsibilities</b>		
1.1.1 Responsibilities have been defined for environmental management and human resource positions within the organizational structure and have been allocated to suitably qualified and experienced people.	1. There is a documented staffing structure diagram (organogram) in place	Mandatory
	2. Job descriptions for Management and Supervisory staff are documented and issued	Mandatory
	3. The roles and responsibilities of the Farm Safety Officer, Environment Officer, Human Resource Manager/Administrator and Internal Auditor have been identified and documented	Mandatory
	4. Roles have been allocated to suitably qualified and experienced staff in the 'middle management' team and the documented roles have been issued to and accepted by the staff concerned	Mandatory
	5. Time has been allocated to the persons in these positions to enable them to fulfill the duties attached to the allocated role	Mandatory
	6. The Internal Auditor, Environment Officer and Farm Safety Officer all have direct access to the Farm Manager	Mandatory
1.1.2. A procedure for Internal auditing will be implemented	1. There is a documented procedure for Internal Auditing established on Farm	Mandatory

\*\* Note: Farms wishing to combine their Silver audit with their audit for Global GAP must also complete the Official Global GAP check Sheet during the Internal Farm Audit N/A for Code of Practice Silver Audit and Mandatory for Global GAP



	2. The Internal Audit procedure is demonstrated to be active by evidence of: <ul style="list-style-type: none"> <li>- Completed check sheets</li> <li>- Notes of Management discussion and Action plans agreed</li> </ul>	Mandatory
	3. There is written evidence that a full internal farm audit is carried out every 6 months using the Code Check Sheet Silver Level	Mandatory
<b>1.2. Management and implementation of Code Standards</b>		
1.2.1. Corrective actions identified in the internal Audit are taken appropriately	1. There is evidence that the corrective actions identified as necessary have been implemented	Mandatory
	2. Progress with action or Completion of corrective actions has been Recorded	Mandatory
<b>1.3 Training for Office Bearers involved in management of the Code standard on the farm</b>		
1.3.1 Relevant training has been provided for the Farm safety Officer, the Farm Internal Auditor, Environment Officer and Administrator/Human resource manager	1. The Internal Auditor has received training in auditing skills and is able to demonstrate competence to conduct internal farm audits for the EHAIA Code at Silver level	Mandatory
	2. The Farm Safety Officer has undertaken relevant training in OSH Risk Assessment and Auditing, and is able to demonstrate competence to Conduct a Farm Safety Audit	Mandatory
	3. The Environment Officer has undertaken relevant training in Environment Risk Assessment and Auditing, and is able to demonstrate competence to conduct a Farm Environment Audit	Mandatory
	4. The Farm Administrator/Human Resource Manager has undertaken relevant training in auditing techniques and in the requirements for the EHAIA Code Silver level	Mandatory
	5. The Internal Auditor, Environment Officer and Farm Safety Officer can all show evidence of annual continuous professional development after initial certification	Mandatory
	6. In the second year of compliance the farm must train support staff to provide temporary cover for leave periods and in the event of the assigned staff leaving the farm	Minor must

<b>1.4. Complaints Procedure</b>		
1.4.1. The farm is positive and proactive in response to complaints about matters relating to Code implementation	1. A complaints procedure is in place	Mandatory
	2. A notice explaining the complaints procedure is displayed on the staff notice Board and in Reception for the information of employees, clients and visitors to the site	Mandatory
	3. Complaints are recorded, and Management is able to show how they have responded to any complaints received or will respond in the even of a complaint being received	Mandatory
	4. Persons making the complaints receive feedback on the actions taken	Mandatory
<b>1.5. Commitment to develop and share good practice</b>		
1.5.1. The Farm is proactive in helping to develop and share good practices with other farms and stakeholders	1. Other farms and stakeholders are welcome to visit by appointment to discuss Code implementation and share good practice	Minor Must
	2. The Farm participates actively in relevant trainings and Management meetings related to Code implementation and Members of the Farm Code management team make at least one visit per year to other farm(s) to share good practice	Minor Must
<b>1.6. Farm site risk assessment</b>		
1.6.1. Based on a basic risk assessment procedure, environmental risks are identified periodically and corresponding corrective actions are taken appropriately	1. A written procedure for the identification and handling of environment risks is in place	Mandatory
	2. The procedure is demonstrated to be active by evidence of documented risk assessments, action plan and corrective actions being undertaken	Mandatory
	3. Risk assessment for the site is carried out annually by the farm Environment Officer to confirm that the site is suitable/remains suitable for the activities carried out on the site and that the impact of the farm activities on the environment remains minimized	Mandatory

	<p>4. The Risk Assessment includes the potential considers the potential impact of farm activities on the natural environment, the working conditions for employees and the local community.</p> <p>Activities identified as necessary to mitigate the impact of farm activities on the natural environment, the working conditions for employees and the local community or to protect the farm from the impact of activities in the surrounding area are discussed at senior management level and addressed</p>	Mandatory
1.6.2. When taking on new land for expansion or starting development on a new site, the participant must carry out relevant risk assessments and implement the actions needed to minimize the risks identified	<p>1. When taking on new land the farm Owner must arrange for an Environment Impact Assessment to be carried out in accordance with MOANR and MEFCC Guidelines Actions identified as being necessary must be included in the business plan for the development of the new land and must be implemented</p> <p><i>N/A if no new land has been taken on since the last audit</i></p>	Mandatory
	<p>2. The expansion on existing sites a farm environment risk assessment that considers the impact of the expansion on the natural environment, the working conditions for employees and the local community must be conducted by the Farm environment Officer and management team. Actions identified as necessary to mitigate the impact of the expansion must be included in the management plan for the expansion and must be implemented as an integral part of the expansion</p> <p><i>N/A if no new land has been undertaken since the last audit</i></p>	Mandatory
<b>1.7. Farm site mapping</b>		
1.7.1. Farm maps have been prepared showing site features and the location of production areas and farm facilities	<p>1. A Farm Map has been prepared showing relevant site features of the site, slope, water courses, nature of activities around the perimeter, etc.</p>	Minor Must
	<p>2. A Farm Map has been prepared showing the location of each production area and all other key farm facilities, pack house, toilets, stores, water sources, waste disposal areas , etc.</p>	Minor Must
1.7.2. All production areas have a unique identity and are visibly labeled	<p>1. Every field or greenhouse is physically identified with a unique code, number or colour</p>	Mandatory
	<p>2. The field or greenhouse identity is used on all records that refer to that Area</p>	Mandatory
	<p>3. There is a durable, visual identification of greenhouse and plot numbers in place</p>	Mandatory

	4. There are documented records of the production area for each crop and each variety of crop in production	Mandatory
<b>1.8. Management of Records and Documentation pertinent to the code</b>		
1.8.1. A Document Management System and an organized system of record keeping has been developed and is being implemented for all documents and records pertinent to Code of Practice compliance	1. A procedure for the management of record keeping should be in place and demonstrated to be active	Minor Must
	2. Procedure to include, what is to be recorded, who is responsible, how often data is to be recorded, who will check and process the data	Minor Must
	3. All documents required for demonstration of compliance are presented in a reasonable state of order	Minor Must
	4. A document management system with back up is in place	Mandatory
	5. New applicants must have full records for at least three months prior to the date of inspection All records related to Code compliance are retained for at least 2 years	Mandatory
<b>1.9. Traceability</b>		
1.9.1. A practical system of one up one down traceability, suited to the crop and market requirements is implemented	1. Harvested products are labeled at harvest (minimum date and production location)	Mandatory
	2. Graded and packed produce is labeled with the harvest date	Mandatory
	3. Products exported are traceable back to the registered farm (or other relevant registered areas) where it has been grown	Mandatory
	4. Products exported can be traced to a harvest date and an export date	Minor Must
	5. Products exported can be linked to production records	Mandatory
	6. Produce from non-certified sites is clearly labeled and kept separate from produce from the certified site at all stages of the handling and marketing process	Mandatory
1.9.2. Individual harvesters and pack house staff label their work	1. Workers label their own work and the Quality control staff use the labels to trace problems that arise during harvesting and processing of produce	Recom.

1.9.3. Mass balance calculation shows that the volume of produce exported under the Code Silver Logo or the Global GAP GGN for the farm has come from the certified area of the farm	1. The Farm has records of all production on the Certified area of the farm: Crop, Variety, Planting date, location and area of planting Records for 3 months are available at the first audit and are kept for a minimum of 2 years	Mandatory
	2. The Farm has records of Total production, exported produce, rejected produce and local sales and can show by reference to this data and industry benchmark data for the nature of the produce and location of the production site that the produce exported has actually been produced in the Certified area of the farm	Mandatory
<b>1.10. Produce recall or withdrawal</b>		
1.10.1. An appropriate system of produce re-call or withdrawal has been developed	1. A procedure for recall and withdrawal of registered produce is in place and has been tested annually. Testing of the re-call and withdrawal procedure is recorded. Possible reasons for produce recall/withdrawal are included in the procedure.	Mandatory
	2. The farm has made a commitment to inform known clients that produce identified as unfit for requirements must be withdrawn for the supply chain and destroyed, when a serious problem is found after produce has been shipped. Possible reasons for produce withdrawal are included in the procedure	Mandatory
<b>1.11. Auditing of subcontractors handling</b>		
1.11.1. Subcontractors directly involved in activities relating to production and produce handling must be included in the Internal Auditing and Certification process	1. Subcontractors involved on production activities or produce handling must be informed of relevant Code and relevant Global GAP requirements	Mandatory
	2. The Farm has records of all work carried out by subcontractors involved on production activities or produce handling: Contractors details, date, work carried out, relevant records relating to work carried out	Mandatory
	3. Work carried out by subcontractors involved on production activities or produce handling forms part of the farm internal and external Audit	Mandatory

<b>1.12. Use of the global GAP logo</b>		
1.12.1. Global GAP Rules relating to the use of the Global GAP logo are respected	1. The Global GAP status is included in the transaction documentation for all certified produce	Mandatory
	2. The producer has agreements in place with direct customers regarding segregation of labeled produce from that of other producers and for the prevention of misuse of the GGN	Mandatory
	3. The Farm has made commitment to use the Global GAP Logo and GGN in accordance with the Global GAP rules in Annex 1 of the Global GAP regulations The Global GAP/EUREPGAP Logo and GGN is not used on produce labels or packaging that will be seen by the consumer	Mandatory
<b>1.13. Good Agricultural practice and protection of the environment</b>		
<b>1.13.1 Farm level Environmental management</b>		
1.13.1.1. The Farm has undertaken an Environmental Audit and is proactive in responding to identified needs to protect the environment	1. The Farm has an Environmental Policy in place	Mandatory
	2. An Environment Risk Assessment has been completed annually for the farm by the Farm Environment Officer	Mandatory
	3. An Environment Audit has been completed annually for the farm by the Farm Environment Officer	Mandatory
	4. Monitoring of routine practices that impact on the environment (input use and waste disposal) is carried out every 6 months and action taken when routine practices are not implemented satisfactorily	Mandatory
	5. The farm produces an annual environment report for the farm site and activities on the site	Mandatory
	6. The Farm sets annual targets for improvement in environmental performance and has made an action plan for implementation of actions leading to achievement of these targets Progress is being made with implementation of the plan	Mandatory
	7. The farm is able to show measurable improvement in Environment performance year on year	Mandatory

	8. The Farm has undertaken a base line study of biodiversity on the site	Recommended
	9. Measures are in place to prevent soil erosion due to wind and water run- off from the site	Minor must
	10. The Farm is working actively to establish grass and trees on the site and to promote biodiversity	Minor must
	11. An Environment action plan that gives due consideration to biodiversity, the need to protect and promote wild life and conservation and to reduce the impact of farming activities on the environment has been prepared and is being implemented	Minor must
	12. Farm site residents and the local community are protected from nuisance caused by smells, noise, lighting, vehicles moving at antisocial hours, etc	Recommended
	13. Environment Awareness training is provided annually for all permanent staff	Minor must
<b>2. Promote environmental sustainability, biodiversity and resilience, and reduce disaster risks</b>		
<b>2.1 Soil and Water Management Practices</b>		
2.1.1 Appropriate soil conservation measures are taken and fertility of the farm soil is maintained using cultural practices like crop rotation, agro forestry practice	1. Leave sufficient enough buffer zones of undisturbed vegetation between the site of the farm land, lakes and other water bodies at a reasonable distance be dependent on national law	Mandatory
	2. Drainage systems of farm lands should not have more than 1% gradient	Mandatory
	3. Farm design should include a soil conservation plan both physical & biological	Minor Must
	4. The soil conservation plan is implemented accordingly	Minor Must
	5. Crop rotation is designed and practiced	Minor Must
	6. Some leguminous trees like acacia trees are left scattered from being cleared out of the farm	Recommended
	7. At least 1/2 of the decomposable crop residue is left on the cultivation areas	Minor Must

2.1.2	Soil types on the farm are known and the associated properties taken into account in production practices	1. Outline maps of Soil types on the farm have been prepared by reference to local maps and/or by analysis and/or by examination of soil profiles as necessary	Minor Must
		2. The farm management team is aware of the soil types on the farm and can explain how this will affect routine farm activities and their interaction with the environment	Minor Must
2.1.3	Cultivation practices are used to maintain and improve the Soil structure. Soil fertility is maintained	1. Appropriate cultivation and management techniques been used to maintain or improve soil structure, and to avoid soil compaction	Minor Must
		2. Measures are being implemented to maintain the fertility of the soil in the production area	Minor Must
2.1.4	Crop Rotation is practiced where possible	1. Where possible, crop rotation is practiced for annual crops	Minor Must
2.1.5	Consideration is given to protection of the environment when substrates are selected, purchased and used in production	1. There are records in place that prove the origin of the substrates being used (supplier, type, amount and date purchased)	Minor Must
		2. The farm can demonstrate that substrates of natural origin have not come from designated conservation areas	Minor Must
		3. Substrate is re used where possible	Minor Must
		4. When re-use is not possible the substrate is disposed of by acceptable means and the disposal is recorded; date amount, method of disposal	Minor Must
<b>2.2 Flora and Fauna / Biodiversity</b>			
2.2.1	Forests found nearby farms are further protected from fire & encroachment	1. A minimum of 30-50 m wide fire break is constructed between the farm and the nearest forest	Mandatory
<b>2.3 Water use</b>			



2.3.1 Water is extracted from a sustainable source or sources and is used efficiently	1. The farm has obtained a Water construction permit from the relevant Government Body	Mandatory
	2. The Farm has obtained a Water Use permit from the relevant Government Body or The farm is able to provide evidence that Water is extracted from a sustainable source Evidence may include Environment Impact Assessment, pump test results, draw down and recovery, record of depth of water/pump in the bore hole, reliability of supply throughout the year, etc.	Mandatory
	3. Choice of irrigation methodology used on the farm is justified in relation to farm and crop needs and the requirement to conserve water	Minor Must
	4. The Farm has included in the Environment Action Plan activities to optimizing water use and reducing wastage	Minor Must
	5. Water use in the various sections of the farm is recorded	Mandatory
	6. A systematic method of prediction and monitoring is used to calculate the water requirement of the crop	Minor Must
	7. Closed systems/recycling/reuse of run of is practiced where possible or where not possible run off is minimized	Minor Must
2.3.2 A water source risk assessment is carried out annually	1. A water source risk assessment relating to sustainability and pollution risks, chemical and microbiological, is carried out annually Appropriate mitigating actions are implemented when need is identified in the risk assessment Actions taken will be/are recorded	Minor Must
	2. Untreated sewage water must never be used for post-harvest;	Mandatory
	3. Irrigation water is analyzed annually for heavy metals, and major nutrients	Mandatory
	4. Treat and re-cycle contaminated water	Mandatory
	5. Reduce water losses and to achieve an efficient use of irrigation water	Mandatory
<b>2.4 Substrate management</b>		

2.4.1	Consideration is given to protection of the environment when substrates are selected, purchased and used in production	1. There are records in place that prove the origin of the substrates being used (supplier, type, amount and date purchased)	Minor Must
		2. The farm can demonstrate that substrates of natural origin have not come from designated conservation areas	Minor Must
		3. Substrate is re used where possible	Minor Must
		4. When re-use is not possible the substrate is disposed of by acceptable means and the disposal is recorded; date amount, method of disposal	Minor Must
<b>2.5 Soil and substrate fumigation</b>			
2.5.1	When soil or substrate sterilization is necessary, appropriate steps are taken to protect the environment	1. Alternatives to chemical fumigation have been evaluated before chemical fumigation is used	Minor Must
		2. There is written justification for the use of chemical soil fumigants	Mandatory
		3. Re-entry times and Pre-planting intervals are recorded and observed	Mandatory
		4. If chemicals are used to sterilize substrates for reuse, the location, the date of sterilization, type of chemical, method of sterilization, application rate and name of the operator have been recorded	Mandatory
<b>2.6 Varieties and rootstock</b>			

2.6.1	The farm complies with UPOV or confirms that there are no issues outstanding with the Breeder of the crop/ produce being certified	1. Farm complies with the latest UPOV (International Union for the Protection of New Varieties of Plants) guidelines with regard to the use and propagation of Varieties and/or Rootstock <i>Mandatory when Global GAP Certification is required</i> Or The farm provides evidence in writing that there are no outstanding issues with the Plant Breeders of the crops grown on the farm site applying for Certification for Code Compliance	Mandatory
2.6.2	Susceptibility to pests and diseases has been considered when variety selection was made	1. The grower is aware of and has considered the varieties' degree of susceptibility to pest and diseases during the variety selection process	Minor Must
2.6.3	Varieties selected for new plantings meet the requirements of clients in the target markets for the farm	2. The Farm is able to show that it has conducted market research to identify client requirements and has considered client requirements in the target markets when selecting new varieties for production or that the farm has a contract to produce the varieties grown	Minor Must
<b>2.7 Purchase of propagation material</b>			
2.7.1	The farm has documentary evidence certifying the Quality and Health of seed	1. The Farm keeps records of seed suppliers, batch numbers, sowing dates, site and area sown	Recommended
		2. The Farm has recodes of seed dressings applied, product, target pest, application rate	Minor must
		3. The farm has obtained document that guarantee seed quality (purity, free from injurious pests, diseases, virus, etc.)	Recommended
2.7.2	The farm endeavors to ensure that vegetative plant material is true to type and of good quality	1. A procedure is in place to ensure that vegetative planting material introduced into the cropping area is true to type, of good quality and does not pose a risk to the existing production area	Minor Must
		2. Contract for supply of planting material includes requirements for trueness to type, size/quality, freedom for pest and diseases <i>N/A for planting material planted more than 3 months before the first audit</i>	Minor Must

	3. Purchased propagation material is checked for quality and freedom from visible signs of pest and diseases before planting	Recommended
	4. Poor quality and infected material is rejected at planting	Recommended
	5. The farm has details of the crop protection products used during propagation	Recommended
<b>2.8 In house propagation and propagation for sale</b>		
2.8.1 Propagation practices used are in accordance with client specifications, local legislation and relevant international law	1. There are written documents available that prove that the varieties being propagated have been obtained in accordance to local legislation and in compliance with intellectual property rights.	Mandatory
	2. Propagation for sale is subject to a written contract with the client that specifies, as a minimum, responsibility for sourcing rootstock and scion material, responsibility for payment of royalties, number and type on plants to be produced	Mandatory
	3. Plant material being produced is in accordance with the client specifications	Minor Must
	4. The client is informed in good time if problems arise during propagation and there will be a delay in delivery, a shortfall in numbers or lower than expected quality of propagules	Minor Must
	5. The propagator will supply to the client, on request certification of authenticity of variety, details of crop protection products used guarantee of freedom of the material from GMO contamination and other specific related items of information specified in the contract	Minor Must
2.8.2 Procedures are in place to ensure that plant quality and health is adequately monitored and controlled during propagation	1. A procedure is in place to ensure that materials used for propagation are substantially free from pests and diseases	Minor Must
	2. A procedure is in place to ensure that materials used for propagation are true to type and taken from 'good quality stock'	Minor Must
	3. A quality control system including crop scouting for visible signs of pest and diseases must be in place and records of the monitoring system must be available for audit	Minor Must
	4. The farm must evaluate and respond to problems identified during quality inspections	Minor Must

	5. Records of crop protection product treatments applied during the plant rearing stage must be made available upon request from the client; source of supply and include product name, application date, doses and re-entry interval.	Minor Must
	6. Seed dressing and rootstock treatments are recorded	Minor Must
	7. The propagator keeps records of sowing/planting methods, seed/planting rate, sowing/planting date	Minor Must
	8. Poor quality propagules and propagules that fail to meet legal standards or client requirements are discarded	Minor Must
<b>2.9. Genetically modified organisms</b>		
2.9.1 Use of genetically modified planting material is within the Law, recorded and done under the supervision of MOA ref Proclamation No.655/2009	1. All plantings of or trials with GMO's comply with all applicable legislation of Ethiopia	Mandatory
	2. Documentation relevant to the use of GMO planting material is available on the farm when the producer is growing genetically modified organism	Minor Must
	3. Direct clients have been informed by the producer about the GMO status of the product	Mandatory
	4. When GMO material is being used there is a plan for handling the GM material (crops and trials) setting out strategies to minimize contamination risks, such as accidental mixing of adjacent non-GMO crops and maintaining product integrity	Minor Must
	5. GMO crops are stored separately from other crops to avoid adventitious or accidental mixing	Mandatory
<b>2.10 Use of inputs; restrictions to the use of inputs</b>		
2.10.1 Use of Methyl Bromide is banned	1. The use of Methyl Bromide on the farm is banned	Mandatory
2.10.2 Use of untreated human sewage sludge and effluent is banned for all farm activities.	2. Untreated sewage water is not used for post-harvest or irrigation	Mandatory
	3. The use of human sewage sludge been banned on the farm	Mandatory

2.10.3 All the crop protection products stored and applied are officially registered or permitted by the appropriate governmental organization for use in Ethiopia	1. The farm must be able to explain the current government regulations that determine which pesticide products are allowed for use on the crops being produced on the farm. A list of Pesticide products registered in Ethiopia is available on the farm for reference	Mandatory
	2. A list of all pesticide products Banned in Ethiopia is available on the farm and the use of these banned products is not allowed on the farm	Mandatory
	3. A list of all pesticide products Banned in internationally is available on the farm and the use of these banned products is not allowed on the farm	Mandatory
	4. All the crop protection products stored and applied are officially registered or permitted by the appropriate governmental organization for use in Ethiopia	Mandatory
	5. Pesticide products on the MPS Black List are not used on the Farm	Minor must
2.10.4 Highly toxic pesticide products are used only when use can be justified	1. The Farm only uses WHO Class 1 pesticide products and products that are highly hazardous to the environment when use of these products can be justified	Minor must
2.10.5 Importation of biological agents and pesticide products for trials purposes is permitted with permission from MoANR	1. All importation of biological agents and pesticides for trials purposes must be done with permission from and in collaboration with MoANR Agreed trails procedures for implementation, recording and reporting must be followed <b><i>N/A where trials of biological agents and plant protection products is not carried out</i></b>	Mandatory
<b>2.11 Use of input records</b>		
2.11.1 There is system in place that allows the monitoring and evaluation of the use of water, pesticides, fertilizers and energy	1. A system is in place to facilitate the collection of data relating to monthly input purchase and use And Persons are nominated to collect and collate the relevant data	Minor must

2.11.2 Input use is recorded and collated monthly and annually for management use	1. Total pesticide use is collated each month for management use; Records show total use for each product and as Kg of active ingredient per ha	Mandatory
	2. Details of all pesticide purchases can be traced by reference to Invoices, Goods Received Notes and Stock Records	Mandatory
	3. Total fertilizer use is collated each month for management use; Records show total use for each product and as Kg of NPK per ha	Mandatory
	4. Details of all Fertilizer purchases can be traced by reference to Invoices, Goods Received Notes and Stock Records	Mandatory
	5. Total Water use is recorded monthly	Mandatory
	6. Electricity use is recorded and electricity bills are available to confirm the records	Mandatory
	7. Fuel consumption for farm activities excluding transport is recorded	Mandatory
	8. Monthly input data for pesticides, fertilizers, water and energy, excluding transport are collated to give an annual summary of input use on the farm	Mandatory
2.11.3 Monthly and annual input data is reviewed by management and used to reflect on farm performance	1. The management team members are able to explain with reference to examples, how the farm is using the data collected to ensure efficient and effective use of resources and to reflect on the farm environmental performance	Minor must
<b>2.12 Fertilizer Storage</b>		
2.12.1 Fertilizer purchase and use is recorded	1. A list of fertilizer types and the MSDS sheets are available	Mandatory
2.12.2 Fertilizers stocks are stacked correctly	1. Fertilizers are stored safely above floor height	Mandatory
	2. Acid and base materials are stored separately each with its own basin to contain leaks	Minor Must
	3. Fertilizers should be kept apart from fuel, paint, machinery, flammable waste etc.	Mandatory
2.12.3 Fertilizer is stored in a facility that gives	1. Fertilizer is stored in an area which is dry and secure (intact roof and lockable door)	Mandatory

protection for the stock and measures are implemented to minimize risk to the environment	2. Construction and management practices are designed to minimize the risk of contamination of water sources; Store is a safe distance from water sources or the store is bonded Floor is liquid proof Materials are provided for cleaning up spillage	Mandatory
	3. Store is maintained in a clean and tidy condition	Mandatory
	4. Spillage is managed and disposed of in such a way as to avoid water pollution	Minor Must
	5. Fire risk is reduced by the exclusion of other flammable materials and waste from the stores	Mandatory
	6. Pesticides, Parent plant material and Harvested Produce is not stored in the fertilizer storage area	Mandatory
	7. Store key holders are identified	Mandatory
2.12.4 Safe working practices are implemented in the fertilizer stores	1. Fertilizers are segregated and stacked safely above floor height	Minor Must
	2. Staff working with Fertilizer have been warned of the Hazards and trained in safe working practices and emergency procedures	Mandatory
2.12.5 There is an inventory of fertilizers used on the farm	1. A list of fertilizer types and their nutrient analysis, details as provided by the supplier, is available for reference	Minor Must
	2. MSDS sheets for all fertilizers used are available on the farm	Minor Must
2.12.6 Fertilizer stock records are maintained	3. Stock records are kept and are accurate and up to date	Minor Must
	4. A quarterly stock inventory is undertaken	Minor Must
<b>2.13 Inorganic and organic Fertilizer</b>		



2.13.1 Inorganic Fertilizer use is recorded	1. Inorganic and organic Fertilizer use is recorded: <ul style="list-style-type: none"> <li>• Date</li> <li>• Type used</li> <li>• Amount applied</li> <li>• Sites where used</li> <li>• Person responsible</li> </ul>	Mandatory
2.13.2 Fertilizer programmes are prepared by personnel with relevant competence	1. Recommendations for application of fertilizers (organic or inorganic) are given by competent, qualified persons holding a recognized national certificate or similar Producers who use outside professional help (advisers and consultants) regarding the use of fertilizers satisfy themselves that the people on whom they rely are competent to provide that advice Where such advisers are not used, are producers able to demonstrate their competence and knowledge?	Minor Must
2.13.3 The Fertilizer programme is designed to meet crop needs and minimize the risk to the environment	1. The application of all fertilizers and manure is timed to maximize the efficacy and/or uptake by the target crop; consideration is given to: <ul style="list-style-type: none"> <li>• Temperature and incoming radiation for the Production area</li> <li>• Stage of crop growth</li> </ul>	Minor Must
	2. Application practices are designed to minimize loss of nutrients to the environment; consideration is given to; <ul style="list-style-type: none"> <li>o Length and timing of irrigation/fertigation cycles</li> <li>o Measured drain volume and EC</li> <li>o Predicted rainfall (Field crops only)</li> </ul>	Minor Must
	3. Irrigation water is analyzed ,minimum annually or more frequently as necessary	Minor Must
	4. Soil analysis is carried a minimum of once per year by a reputable laboratory and the results used in the formulation of the fertilizer programme orRun off from the hydroponic system is monitored weekly, volume, pH and EC. Data is recorded and used to guide adjustments to the fertigation programme when necessary	Minor Must
	5. Application of fertilizers is based on a calculation of the nutrient requirements of the crop and on crop guidelines, analysis of water used and results from appropriate routine analysis of nutrient levels in the soil or run off	Minor Must

	6. The fertilizer programme takes into account the mineral content of the water and the nutrient from organic material in the soil and manure or compost applied to the crop	Minor Must
	7. The fertilizer application programme meets the needs of the crops as well as maintaining the soil fertility	Minor Must
2.13.4 The application Machinery used, (Solid fertilizer distributors and fertigation unit) is calibrated and maintained	1. Solid fertilizer application machinery kept in good condition and calibrated annually to ensure accurate fertilizer application N/A when Solid fertilizer is not used or is applied by hand	Minor Must
	2. The Fertigation unit in good working condition and is maintained in accordance with the manufacturers recommendations	Minor Must
	3. The farm has working and calibrated meters to be able to check the pH and EC of media and run off solutions and to verify the accuracy of the fertigation unit sensors	Minor Must
	4. pH and EC of fertigation applied and of the soil or run off from the media is checked weekly and the programme or equipment adjusted as necessary	Minor Must
<b>2.14 Use of compost and Organic manure</b>		
2.14.1 Organic manure and organic fertilizer is stored and used responsibly	1. A risk assessment been carried out for organic manure and organic fertilizer. The Risk assessment considers its source and characteristics and is carried out before application	Mandatory
	2. High risk sources, e.g. those that may be contaminated with human faeces or heavy metals, are not used	Mandatory
	3. Organic fertilizer and manure is stored in an appropriate manner, which reduces the risk of contamination of the environment	Minor Must
2.14.2 Organic Fertilizer and manure use is recorded	1. Application of compost and or organic manures is recorded; Date, Type used and source, Amount applied, Sites where used, Persons involved in application	Minor Must

2.14.3 The use of permitted Organic Growth promoting substances is recorded	1. Only permitted organic growth promoters are used	Mandatory
	2. Use of permitted Organic Growth promoters is recorded, Date, amount, crop, area, method of application	Mandatory
<b>2.15 Storage and Use of Concentrated Acid</b>		
2.15.1 Concentrated Acid must be stored and handled safely	1. Area where acid is stored must be secure, i.e. walls to exclude people and a locked door	Mandatory
	2. Access to the acid storage area is restricted to authorized personnel working with a trained and experienced supervisor	Mandatory
	3. Where concentrated Acid and fertilizers are stored in the same store, the Concentrated acid must be in a separate designated area which is secure and bounded to contain leaks and spillages	Mandatory
	4. Suitable PPE and equipment is provided to allow operators to measure and transport acid safely	Mandatory
	5. Staff working with concentrated acids have been warned of the Hazards and trained in safe working practices and emergency procedures	Mandatory
	6. Eyewash and water to remove personal contamination or dilute spillage is available at all times in areas where concentrated is handled and measured	Mandatory
<b>2.16 Management of the crop protection programme</b>		

2.16.1 An effective crop protection programme is being implemented	1.The Person technically responsible for Pest control has up to date awareness training in IPM and the safety and environmental properties of pesticides Either, The Farm Production Manager or Crop Protection agronomist has relevant training and experience which is kept up to date  Or, Where this is not the case assistance with implementation of IPM systems and the planning of pest management is being obtained from suitably qualified and experience external Advisory Service	Mandatory
	2. Measures are in place to prevent reduce the build-up of resistance to Pesticides <ul style="list-style-type: none"> <li>• Pesticide groups used are rotated to prevent the build-up of resistance</li> <li>• Label recommendations for application are followed</li> <li>• Investigation and necessary action is undertaken when crop scout records indicate that control has not been achieved after application</li> </ul>	Minor Must
	3.Plant protection products applied are appropriate for the target as recommended on the product label	Mandatory
	4.Crop scout records show that timely application has been applied and that application has been effective	Recommended
2.16.2 A procedure for pesticide use and minimization of use has been developed and is being implemented	1. A procedure for the use of pesticides and for minimizing the use of pesticides has been developed and is being implemented	Minor Must
	2. IPM is implemented on the farm: Techniques used include prevention, observation and monitoring, and non-pesticide intervention	Minor Must
2.16.3 The level of pest and disease inoculums in the growing environment is minimized by good	1. A procedure for all actions to be taken to minimizing the use of pesticides for pest and disease control on the farm is documented	Mandatory

cultural practices	2. The Procedure is implemented and standards achieved are acceptable	Minor Must
<b>2.17 Crop hygiene and crop scouting</b>		
2.17.1 The level of pest and disease inoculums in the growing environment is minimized by hygiene and weed control	1. A procedure for all actions to be taken to minimizing the use of pesticides for pest and disease control on the farm is documented	Minor Must
	2. The procedures is implemented and standards achieved are acceptable	Mandatory
2.17.2 Crop scouting is practiced and observations are recorded	1. An appropriate method of crop scouting is documented and implemented control, key pests and diseases	Minor Must
	2. Crop scouts have received appropriate training and are able to recognize agronomic factors relevant to pest infestation and	Minor Must
	3. Crop scout reports are prepared by the team for use	Mandatory
	4. Crop scouting records are available for audit	Mandatory
	5. Crop Scout Records are used by the Production Manager/Crop Protection Agronomist in the preparation and review of the pesticide application program	Mandatory
2.17.3 A register is maintained of the types and properties of all pesticides used on the farm	1. An up to date list of all pesticide products used on the farm is maintained	Mandatory
	2. Key properties of all pesticides in use are documented for reference; Active ingredient, chemical group, WHO Class, re-entry time, target pest, preventative/curative, mode of action, potential risk to the environment.	Minor Must
	3. Labels and MSDS for all pesticides in use are on file on the farm and are accessible to staff in an emergency	Mandatory

	4. For pesticides Registered in Ethiopia, Pesticide labels must as a minimum be written in English and Amharic and contain the information specified in the Pesticide Registration and Control Proclamation No 674/2010 and For pesticides not registered in Ethiopia and imported directly by the Farm for own use, Pesticide labels must as a minimum be written in English and contain the information specified in the Pesticide Registration and Control Proclamation No 674/2010	Mandatory
	5. There is a written procedure to ensure that these information lists are updated and the information disseminated to the relevant staff members. This procedure is implemented	Recommended
<b>2.18 Pesticide transport to the farm</b>		
2.18.1 Transportation of pesticides is in accordance with local regulation	1. Pesticides are not transported in the same space as people, food or livestock	Mandatory
	2. The Load is secure from theft and physical damage	Minor Must
	3. Driver carries a list of the products being transported	Minor Must
	4. Vehicle is supplied with equipment to contain spillage and the driver is aware of what to do in the event of an accident	Minor Must
	5. MoANR is contacted for advice when a vehicle has been seriously contaminated by a large spillage (Guideline: spillage > 10 litres)	Mandatory
<b>2.19 Pesticide Storage</b>		

2.19.1 Pesticides are stored safely in suitably constructed stores that give adequate protection to people, products and the environment	1. The crop protection products storage facilities must be of a suitable size for the amount of stock needed for the farm and must be constructed as a discrete unit with entire walls and roof space. Ventilation must be to the outside not into other work areas The store must also fulfill the requirements listed below: a) Be sited at a safe distance, guideline +/- 50 m from a Bore hole or river and the door must be bounded to contain spillage or liquid products must be placed in trays to contain leakage b) Be of robust construction c) Be built of fire resistant materials d) Have sufficient and constant ventilation of fresh air or positive fan ventilation to avoid a build-up of harmful vapors. e) Have sufficient illumination to ensure that all product labels can be read easily on the shelves f) Have a physical barrier separating crop protection products from other materials e.g. fertilizers g) Give adequate protection from atmospheric influences; sun, frost and rain h) Exclude vermin and livestock	Mandatory
	2. Where pesticides are issued in the afternoon for application early the following morning, storage overnight must be in a locked metal cupboard which is only used for this purpose or in a locked measuring and mixing area room	Mandatory
2.19.2 The risk of contamination of other materials in storage is minimized	1. Pesticides are not stored in the same area/building as detergents or disinfectants that are to be used for any aspect of edible crop production and postharvest.	Mandatory
	2. Parent plant materials, harvested produce and packaging for harvested produce are not stored under the same roof space as pesticides	Mandatory
	3. Where pesticides and fertilizer storage areas are housed in the same building, the fertilizers must be stored outside the designated area for pesticides	Mandatory
2.19.3 Access to pesticide storage is restricted	1. The crop protection products storage facilities are kept locked	Mandatory
	2. physical access is only granted on the presence of persons who can demonstrate formal training in the safe handling and storage of crop protection products	Mandatory

2.19.4 Only approved pesticides in their original containers are stored in the stores unless special circumstances arise due to leakage and delays to application after issue	1. Only pesticides may be stored in the storage location for pesticides but empty containers and spraying equipment may be stored in the same stores provided this does not pose a risk to the pesticides in store. PPE may not be stored in the pesticide storage area	Mandatory
	2. The storage locations should contain only legally permitted pesticides which are for use for own cultivation	Mandatory
	3. Only plant protection products that are registered in Ethiopia or permitted for use in Ethiopia by Moa APhRD for the target crop are stored and used on the farm	Mandatory
	4. Plant protection products that are for use on the crops grown in the crop rotation included in the Audit are stored separately within the plant protection product store from those used for other purposes	Mandatory
2.19.5 Pesticides are clearly labeled and kept in their original containers unless leakage and delays to application occur	1. All the crop protection products in the store are kept in the original containers and packs except in the circumstances below: - Where transfer to another suitable container has been necessary due to leakage - When application after issue has been delayed	Mandatory
	2. All containers must be clearly and adequately labeled and the full label retained for reference	Mandatory
2.19.6 Obsolete and expired pesticide products must be stored securely and disposed of by acceptable means in accordance with recommendations from MoANR	1. Obsolete and expired products in the pesticide store must be clearly labeled 'Obsolete or Expired' and kept separate from the stock in use.	Mandatory
	2. Stock records should show clearly what products are 'Obsolete or Expired' and that the products are not being used	Mandatory
	3. Procedures are in place and implemented to ensure that more obsolete or expired products are not accumulated on the farm	Mandatory
	4. The Farm must show evidence of actively seeking advice about safe disposal of obsolete or expired products in stock and disposal of Expired or Obsolete stock is done by acceptable means in accordance with recommendations from MoANR	Mandatory
	5. Disposal must be recorded	Mandatory



2.19.7 Pesticide products, in storage are housed on suitable shelving and are segregated according to type	1. The shelves on which pesticides are stored must be made of non-absorbent material (Plastic covering and leak proof trays are acceptable).	Mandatory
	2. All the crop protection products that are in a powder or granular formulation are stored on shelving which is always above those products that are liquid formulations in case of accidental leakage	Mandatory
2.19.8 Stocks are rotated and a monthly stock check and inventory is undertaken (Name, amount in stock and expiry date)	1. Stocks are used on a first in first out basis or oldest first whichever is the more appropriate	Mandatory
	2. The condition of pesticides in store is checked weekly	Minor Must
	3. All issue and receipt of pesticide products is recorded in the Stock records	Mandatory
	4. Stock records are stored near to but not in the stores	Minor Must
	5. The storekeeper is not using the stores as an office	Mandatory
	6. There is a monthly inventory of all the crop protection products in store, Stock card balance, physical balance condition and expiry date	Mandatory
2.19.9 Adequate facilities and equipment are provided to ensure that pesticide products in store do not pose unnecessary risk to personnel or the environment	1. There are permanent and clear hazard warning signs on or next to the access doors of the crop protection products storage facilities which are visible at all times	Mandatory
	2. A suitable fire extinguisher (CO2 or Foam), is sited near to the exit door and staff have received instruction in its use	Mandatory
	3. Persons working in the stores have access to suitable protective clothing, (minimum of 2 sets), which is stored near to but outside of the storage area for pesticides	Mandatory

	4. A container of absorbent inert material, e.g. sand, a designated floor sweeping brush, dustpan and plastic bags are provided to handle spillage	Minor Must
2.19.10 Accident and emergency procedures for the storage area are documented, displayed and communicated to relevant personnel	1. An eye wash capability is available near to the door of the stores or is mounted on the wall in front of the measuring area when measuring is carried out in the stores	Mandatory
	2. A complete first aid kit is provided in close proximity to the stores	Minor Must
	3. Clean running water is available, at all times, within 10m of the store to deal with personal contamination	Mandatory
	4. Accident and emergency procedures, including emergency contact telephone numbers and the basic steps of primary accident care, are permanently and clearly displayed in/by the stores	Mandatory
	5. Staff working in the stores can explain what to do in the event of an accident or emergency	Mandatory
<b>2.20 Pesticide transport around the farm</b>		
2.20.1 Pesticides are moved safely around the farm	b. Pesticides are only moved around the farm in the original containers or in suitable containers by authorized personnel	Minor Must
	c. Containers must be adequately labelled; Product, WHO Class, Amount, dilution rate, area to be sprayed	Mandatory
<b>2.21 Measuring and mixing of pesticides</b>		
2.21.1 Adequate facilities and equipment are provided to ensure that	1. Pesticides are only issued for use to authorized personnel in response to written instructions from authorized personnel	Mandatory

measuring and mixing can be carried out safely and accurately.	2. All staff involved in measuring and mixing of pesticide products are supplied with protective clothing as specified on the product label	Mandatory
	3. Measuring jugs and weighing scales of appropriate type and size are provided	Minor must
	4. Weighing scales are calibrated/accuracy verified annually and records of calibration/verification are maintained	Minor must
	5. Equipment for cleaning up spillage is provided	Minor must
	6. Measuring and mixing areas are well ventilated and maintained in a clean condition	Minor must
	7. Clean water is available, (within 10 m), for use in the event of personal contamination	Minor must
	8. Staff involved in measuring and mixing receive training in safe and correct working practices	Minor must
	9. Handling and mixing procedures are correct and in accordance with advice given on the product label	Mandatory
	10. Accident and emergency procedures, including emergency contact telephone numbers and the basic steps of primary accident care, are permanently and clearly displayed in the measuring and mixing area	Mandatory
	11. Staff involved in measuring and mixing can explain what to do in the event of an accident	Minor must
	<b>2.22 Pesticide Spraying equipment and spraying practices</b>	
2.22.1 The crop protection products application machinery is kept in a good state of repair	1. There is a procedure in place that describes the method and frequency of calibration of application equipment	Minor must
	2. There are records for all calibration and pesticide spray mix calculations	Minor must
	3. Nozzle output is checked monthly and the nozzles replaced as necessary	Minor must

	4. Discrepancies between calculated requirements and actual application used are investigated and the corrective action taken. The investigation and action taken is recorded.	Minor must
	5. Left over spray mix must be used constructively on a crop area selected by the manager. This application must be recorded	Minor must
	6. Equipment maintenance has been carried out in accordance with the manufacturers recommendations and the maintenance is recorded	Minor must
2.22.2 Pesticides are applied safely and effectively and application is recorded	1. Instructions to apply pesticides are given in writing and are authorized by a suitably qualified/experienced manager	Mandatory
	2. Each Pesticide application is recorded; Date, location, area sprayed, crop/variety, method of application, name of pesticide used, amount of pesticide and volume of spray used, re-entry time, reason for application, operators names	Mandatory
	3. Data must be available to link Pesticide product name to its active ingredient	Mandatory
	4. All persons involved in the pesticide application process are supplied with adequate PPE and are adequately supervised to ensure that the PPE is used correctly during the spraying process	Mandatory
	5. Spray supervisors receive training in safe working practices and effective spraying and supervisory techniques	Minor Must
2.22.3 Spraying equipment and Personal protective clothing is cleaned after use	1. Spraying equipment is cleaned after each use	Mandatory
	2. Personal Protective Clothing is washed after each use	Mandatory
<b>2.23 Re-entry time after spraying</b>		
2.23.1 Preventive measures are taken to avoid health risk to the farm employees working in areas after pesticide application has taken place	1. Farm has a documented Re-entry policy and procedure and can provide records to show that this is implemented	Mandatory
	2. No unprotected people are inside of the green house when spraying of toxic products occurs	Mandatory

	3. The Re-entry time specified on the product label is observed or When the re-entry time is not specified on the product label the following applies: WHO Class 1 24 hours WHO Class 2 12 hours WHO Class 3 & 4 2 hours or leaves dry, whichever is the longer WHO unclassified (i.e. safer than Class 4) leaves dry	Mandatory
	4. Physical Barriers and clear noticed prohibiting entry must be placed outside all entry points into areas that are being sprayed or where re-entry times apply	Mandatory
<b>2.24 Use of chemicals post-harvest for disease control</b>		
<p>2.24.1 The postharvest application of pesticide chemicals for disease control is done with due regard for the safety of the environment, the operator, pack house staff and clients and is recorded</p> <p>Note: These requirements apply to direct application of pesticide product to the produce and when fumigation / sulphur burning is carried out in the Cold rooms</p>	1. The farm is able to show that the pesticide chemicals applied Post Harvest are permitted for use in Ethiopia, recommended for postharvest application and are accepted in the receiving country	Mandatory
	2. The technically responsible person for the postharvest crop handling is able to demonstrate competence and knowledge with regard to the selection and application of postharvest plant protection products	Mandatory
	3. All label instructions observed	Mandatory
	4. There is a written procedure describing how the postharvest pesticides are to be applied	Minor Must
	5. Appropriate Safety procedures are implemented that give due regard to the nature of the product used, persons involved in application, persons in the area at the time of application and persons handling the product after treatment	Mandatory
	6. The use of pesticides postharvest is recorded; Date, product, application rate, produce treated, method of application, name of operator	Mandatory
	7. Postharvest treatment of flowers with pesticide products is discouraged and the farm must present written justification for application	Minor Must

<b>2.25 Use of chemicals post-harvest for enhancement of pesticide</b>		
2.25.1 Use of pesticide chemicals for, disease control is in cold rooms is minimized by implementation if good hygiene practices	1. Old and diseased stock is removed from the cold room and composted	Recommended
	2. The cold room floor is kept dry and free from debris	Recommended
	3. Walls and floor are cleaned periodically with suitable disinfectant	Recommended
2.25.2 Use of postharvest products for preservation of vase life is done with due regard for the safety of the environment, the operator, pack house staff and clients and is recorded	1. Postharvest solutions used are permitted for use in Ethiopia	Minor Must
	2. A procedure has been developed and is being implemented for the use and disposal of postharvest solutions	Minor Must
	3. Daily use of products used in the postharvest solutions is recorded: Date, Product, Amount Used, Person responsible	Minor Must
	4. The farm is aware of restrictions on specific chemicals for individual countries to which flowers are being exported directly	Minor Must
	5. The use of STS is only permitted where no viable alternative is available	Recommended
2.25.3 Application of other agrochemical products to the crop or growing media to enhance growth or reduce incidence of pests and diseases must be recorded	1. Application of other agrochemical products to the crop or growing media to enhance growth or reduce incidence of pests and diseases must be recorded: Trade name or plant derivative, date of application area and crop treated, amount used	Minor Must
<b>2.26 Packaging</b>		
2.26.1 Flower buckets and troughs used in the postharvest process are cleaned as necessary	1. Buckets/troughs for greenhouse/field and for the pack house are segregated	Recommended
	2. Buckets/troughs used in the harvest and postharvest process are cleaned thoroughly after each use and are dried after cleaning	Recommended
2.26.2 Packaging is fit for purpose and is stored in clean dry conditions	1. Ethiopian standards for box specification, size and cardboard strength are observed	Minor Must
	2. Boxes to be used for export are assembled correctly	Recommended

	3. The area used for storing packaging is clean, dry and free from vermin Packaging is stored on pallets and is covered	Minor Must
<b>2.27 Waste management</b>		
<p>2.27.1 Waste is handled in an appropriate way to avoid health risk and unnecessary environmental impact</p> <p>Note: When an official collection and disposal system becomes established in Ethiopia, the service must be used At this time containers must be handled in accordance with the Rules of the official system</p>	1. All types of waste generated by routine farm production activities have been identified	Mandatory
	2. A risk assessment for the storage, transport and disposal of waste has been done	Mandatory
	3. There is a procedure in place that describes the measures to be taken to minimize waste and methodology for handling, storage and disposal of waste generated on the farm	Mandatory
	4. Personnel handling waste materials are trained to store, handle and dispose of the waste as defined in the procedure	Mandatory
	5. Pesticide containers are not released for use for unauthorized purposes. These containers must be triple rinsed, punctured, stored securely then burnt in a suitable incinerator, (Silos type or an equivalent) or stored securely until a formal collection and re-cycling system is established	Mandatory
	6. Effluent from washing spraying equipment is sprayed on to the soil in the production area where application took place or onto a suitable designated area outside the greenhouse. This area must be fenced and labelled.	Mandatory
	7. Plastics and paper waste is to be recycled where possible	Recommended
	8. Measures are in place to ensure that Human effluent does not contaminate water sources	Mandatory
	9. Waste is not be allowed to attract pests that are dangerous to human health and food hygiene	Minor Must
	10. The Management, transport and disposal of organic crop waste must be done in such a way as to minimize the risk for pests and diseases spreading into the crop	Minor Must

	11. The site is kept in reasonable state of tidiness and maintenance	Minor Must
	12. Organic crop waste is not fed directly to livestock and is not left where livestock have informal access to the waste	Minor Must
	13. Where possible healthy organic crop waste is composted and used for soil amelioration on the site or is converted into other products, fuel briquettes, furniture, etc. Routine burning and indiscriminate dumping around the site is not permitted	Minor Must
	14. Organic waste that is heavily infested with pests and diseases is burnt promptly and care is taken that the smoke does not cause nuisance to people	Minor Must
<b>2.28 Animal welfare</b>		
2.28.1 Support animal welfare in operations, including by: Striving to ensure that the 'five freedoms' for animal welfare are implemented, i.e. freedom from hunger, thirst and malnutrition, physical and thermal discomfort, pain, injury and disease, fear and distress, and freedom to express normal patterns of behavior; and Ensuring high standards of management and stockmanship for animal production, that are appropriate to the scale of our operations, in accordance with or exceeding OIE's principles	1. Assess actual and potential impacts on animal welfare, using the framework of the 'Five Freedoms';	Minor Must
	2. Ensure that the physical environment allows comfortable resting, safe and comfortable movement, including normal postural changes, and the opportunity to perform types of natural behavior that animals are motivated to perform;	Mandatory
	3. Ensure that animals have access to sufficient feed and water, suited to their age and needs, to maintain normal health and productivity and to prevent prolonged hunger, thirst, malnutrition or dehydration	Mandatory
	4. When painful procedures cannot be avoided, manage the resulting pain to the minimum extent that available methods allow	Mandatory
	5. Ensure that the handling of animals fosters a positive relationship between humans and animals and does not cause injury, panic, lasting fear or avoidable stress	Minor Must
	6. Use livestock breeds appropriate to the environment and circumstances so that they can be reared without production diseases and other intrinsic problems	Mandatory
<b>3 Support the national economy and reduce poverty</b>		



<b>3.1. Technology Transfer</b>		
3.1.1. Use improved technologies	1. Identify and apply improved technologies and management practices in a range of areas related to production, post-harvest value addition and marketing	Minor Must
<b>4. Support the development of local communities</b>		
<b>4.1. Development of Local Communities</b>		
4.1.1. Technology transfer	1. New technology is introduced and staff is trained on how to use it	Minor Must
4.1.2. Out-grower cells	2. Create out-grower cells	Recommended
<b>5. Food Security and Nutrition</b>		
<b>5.1. Promote Food Security and Nutrition</b>		
5.1.1 Ensure that operations contribute to food security and nutrition, Give attention to enhancing the availability, accessibility, stability and utilization of safe, nutritious and diverse foods.	1. To the extent possible, consider the impacts of operations on the availability and access to food, local employment, dietary preferences and stability of food supply, including by involving local governments and other relevant stakeholders	Recommended
	2. When appropriate, identify food-related concerns of different stakeholders and evaluate strategies for meeting investment objectives while respecting the food-related concerns of different stakeholders, through consultations with relevant stakeholders	Recommended
	3. To the extent possible, adjust project design to address concerns about negative impacts on food security and nutrition, by for instance: considering feasible alternative investments if proposed investments lead to the physical and/or economic displacement of local communities; reclaiming degraded lands or choosing land that has not been previously used for agriculture yet is not environmentally sensitive; or improving agricultural productivity through sustainable intensification in order to contribute to food security and nutrition;	Recommended

	4. To the extent possible, consider contributing to improving access to food and the resilience and nutrition of local populations by: increasing the production of safe, nutritious and diverse foods and promoting the nutritional value of food and agricultural products; facilitating access to inputs, technology, and markets; generating employment in downstream activities; or setting up community storage facilities to reduce postharvest losses and price volatility	Recommended
<b>6.Ensure participation, transparency and accountability</b>		
<b>6.1. Complaint mechanisms</b>		
6.1.1 Non-judicial, company based complaint mechanisms should follow the effectiveness criteria from the UN-Guiding Principles on Business and Human Rights (Guideline 31)	1. The investor-based complaint mechanism complies with the effectiveness criteria for non-judicial complaint mechanisms from the UN Guiding Principles on Business and Human Rights, which are: legitimacy, accessibility, predictability, equity, transparency, rights-compatibility, source of continuous learning and based on engagement and dialogue (Guideline 31)	Minor Must
<b>7. Uphold High Business and Ethical Standards</b>		
<b>7.1 Corporate Social Responsibility (CSR)</b>		
7.1.1 Improved technologies and management practices	1. Identify and introduce improved technologies and management practices in a range of areas related to production, post-harvest value addition and marketing	Minor Must
7.1.2 Corporate Social Responsibility (CSR)	1. Develop and integrate CSR policy in the SEMS	Recommended
<b>8 Support institutional strengthening</b>		
<b>8.1 Sub-sector associations</b>		
8.1.1 Support Sub-sector associations and capacities building	1. Establish an Social and Environmental Management Unit in the company with relevant professionals	Recommended
	2. Support formation and operation of Sub-sector Associations	Minor Must
	3. Contribute to strengthening investor organizations by facilitating training to enhance their capacity and skills	Minor Must

9 Employment practice and welfare of employment		
9.1 Employment practices contracts		
9.1.1 All permanent and seasonal staff have a contract, job title or description and conditions for service as per the Labour Proclamation 377/2003	1. Procedures for staff recruitment and contracting are developed, documented and implemented	Minor must
	2. All employees must be employed on the basis of an employment contract, which is legally binding. This contract may be made in oral, sign or written form Staff employed for a period of time in excess of 15 days receive a written copy of their contract	Mandatory
	3. The contract of employment non-managerial staffs will specify, at the least, the type of contract, a job title, the normal place of work, the hours of work required including the normal start time, the rate of remuneration, the time of payment and general conditions of employment as per the Labour Proclamation 377/2003. Determinate contracts must also state the duration of the contract or the start and finish dates or the nature of the piece of work to be completed.	Mandatory
	4. Job descriptions are provided for Managers and Supervisors	Mandatory
	5. Staff on probation must receive a letter of appointment stating the job title and the wage to be paid, the terms and conditions of the probation period, and the length of the probation period The length of the period of Probation required must not exceed 45 days	Mandatory
	6. Record shall be kept of employment contracts and attendance for all employees	Mandatory
	7. Efforts have been made to explain to all staff; the type of employment contract that they are being given, wages to be paid, pension and employment procedures, including the need to work overtime, on Sunday and on public holidays, before the written contract is signed. This briefing is recorded	Minor must
	8. The Notice period given by employers to employees is as a minimum the same as that requested from the employee to the employers and for employers shall be as a minimum as specified in the labour proclamation 377/2003 Articles 31 and 35	Minor must
9.1.2 A Definite contract is only used for periods of time and in circumstances	1. A Definite contract is only used for periods of time and in circumstances defined in the Labour Proclamation 377/2003 Article 10	Mandatory

defined in the Labour Proclamation 77/2003 Article 10	2. Employees will not be employed on a definite contract as 'Day Labour / Labour only employees' for a period of time in excess of 15 Days and shall not be re-employed for the same task within a short period after completion of the first 15 day period of employment	Recommended
	3. A record of 'Day Labour' used; identity of personnel and attendance is maintained	Mandatory
<b>9.2 Hours of work and paid leave</b>		
9.2.1 Hours of work will not be excessive and overtime will be paid for	1. Employees shall not be required to work in excess of 8 hours per day and 48 hours per week on a regular basis	Mandatory
	2. Overtime worked is recorded accurately	Mandatory
	3. Overtime worked will be paid at a premium rate in accordance with the Labour Proclamation 377/2003	Mandatory
	4. Hours of overtime are not excessive, i.e. not more than 12 hours per week	Minor must
	5. Overtime is voluntary except in circumstances described in the Labour proclamation 377/2003 Article 66 and 67 and is only worker at the request of Management not employees	Minor must
	6. Work carried out on official public holidays will be paid at premium rates as specified in the labour proclamation	Mandatory
	7. Guards must not work for more than 4 x 12 hours shifts in a week and each shift must be followed by a period of rest	Minor must
9.2.2 Periods of rest during the working week, specified in the Labour proclamation, 377/2003 will be provided	1. All employees shall have a rest break and reasonable access to toilets and drinking water during the working day	Minor must
	2. Employees are permitted to take period of rest, comprising at least 24 consecutive hours, in every period of seven days averaged throughout a month	Mandatory
	3. Employees are not permitted to work on their weekly rest day	Mandatory

9.2.3 All contract staff will receive annual paid leave or payment in lieu of leave in accordance with local legislation	1. Annual leave with full pay is granted as specified in the labour proclamation	Mandatory
	2. The annual leave is in addition to all public holidays, weekly rest days, maternity leave and absenteeism due to such causes as illness or accidents.	Mandatory
	3. Seasonal contracted staff receive paid leave as above on a pro rata basis in accordance with the Law of Ethiopia	Minor must
<b>9.3 Wages and pension</b>		
9.3.1 Wages paid to all farm employees are as agreed in the contract of employment and/or the Farm CBA negotiations whichever is the greater	1. Basic wages paid to all farm employees are as agreed in the contract of employment or where a farm CBA is in place, at least as good as the level negotiated and agreed in the farm CBA negotiations whichever is the greater	Mandatory
	2. All employees confirm that they receive wages as specified in their job contract	Mandatory
	4. Wages are paid in full in cash and not 'in kind'	Mandatory
	5. Wages are paid on time/ within the time agreed in the CBA	Mandatory
	6. All permanent staff (Indefinite contract) are registered for the Government pension scheme unless they opted to stay with the Company Provident Fund when the pension scheme was introduced	Mandatory
	7. Provident Fund or Pension deductions from wages and farm contribution to either of these funds are paid to the appropriate authority	Mandatory
	8. All staff receive equal pay for equal work	Mandatory
	9. Unauthorized deductions from wages are not made	Mandatory
	10. Authorized deduction from Basic Wage (fine) is not used as a disciplinary measure unless this is provided for in the Farm CBA or farm Employment manual.	Mandatory
	11. All workers are paid with sickness benefit in accordance with the Law	Mandatory

	12. Bonus schemes have clear rules and are implemented transparently and fairly	Minor must
9.3.2 Staff sign for the receipt of wages	1. Employees that are not 'seasonal or permanent' sign a wages book to acknowledge receipt of specified wage. Contracted staff and are provided with an itemized pay slip	Mandatory
	2. Record shall be kept of pay-rolls	Mandatory
9.3.3 Workers are able to meet their basic needs from the wage paid	1. Workers receive an annual increment	Minor must
	2. The farm is able to show that they pay at or above the average wage for similar work in the area or Workers confirm that they are able to meet their needs for food, housing, health care and clothing from their basic e wag	Minor must
9.3.4 Farms provide financial protection for employees during and after their employment on the farm	1. The Farm makes commitment to pay or is paying severance pay to eligible workers whose employment is terminated and commits to or is making financial payment to workers suffering from occupational injury or illness as per the requirements of the Labour proclamation Article 39 and Amendment 494/2006 no. 2 and Articles 107 – 112 respectively	Mandatory
<b>9.4 Freedom of association</b>		
9.4.1 The rights of all Workers to Freedom of Association i.e. to form a Workers Committee or Union and to participate in Collective Bargaining are respected <i>Note: Existence of an active Farm Committee/Union will be accepted as evidence that these criteria above have been fulfilled therefore</i>	1. Independent and informed parties have been invited to the farm to explain to the Workers the functions of a farm workers committee/union and how to set up such an organization to represent their interests, if such an organization is required by the Farm staff	Mandatory
	2. Workers are not subjected to disciplinary measures or discrimination as a result of forming/joining a Farm Workers Committee/Union and participating in legitimate associated activities	Mandatory
	3. The Farm management team is informed about the roles and operating procedures for Farm Workers Committees and registered Unions	Mandatory

	4. An independent Ballot has been held to determine whether the farm workers wish to form a Workers Committee/Union. The Ballot procedure, records of the activity and results are documented for reference	Mandatory
	5. Where farm staffs have indicated by independent ballot that they wish to establish a Workers Committee/Union to represent their interests and concern to management, assistance has been provided to facilitate the establishment of the Workers Committee/Union	Mandatory
	6. Farm Management personnel are not involved in the election of worker representatives and Committee or Union Officers or the set up and operation of the Farm Workers Committee/Union	Mandatory
9.4.2 Where Farm Workers Union or Committee has been formed, the Union is registered and Collective bargaining or negotiation of farm bylaws is carried out if the employees wish to bargain	1. Where a Union has been formed, the Union is registered with the relevant local authority, in accordance with Ethiopian Law	Mandatory
	2. Where a Farm Union or Workers Committee has been formed and employees wish to negotiate, a Collective Bargaining Agreement or local farm bylaws are being negotiated or are in place	Minor must
	3. The Farm Management facilitates access to independent training to enable workers representatives to negotiate effectively regarding the Collective Bargaining Agreement	Mandatory
9.4.3 Assistance is provided to facilitate and support the farm workers committee/union	1. Farm management has made a public and written statement that workers will not be discriminated against for belonging to or participating in the legitimate activities of the Farm Workers Committee/Union  Note: This does not exclude any worker from the due process of discipline for matters that are not related to legitimate Workers Committee/Union activities	Mandatory
	2. A facility has been made available for the Farm workers Committee/union to meet and keep records	Minor must

	<p>3. A written agreement has been made between the Farm management and the Workers Committee/Union that:</p> <ul style="list-style-type: none"> <li>• Gives Workers Committee / Union elected officials at least 2 hours/month time to meet during working hours</li> <li>• Gives all farm employees at least 2 opportunities/year to meet during working hours (suggest 3 x 2 hours or two afternoons).</li> </ul> <p>Note: At the set up time an additional meeting must be added to the plan to introduce the elected members to the farm and to explain how the workers can bring their concerns and suggestions to the Committee</p> <ul style="list-style-type: none"> <li>• Gives the Workers Committee/Union an opportunity to meet regularly with management to discuss relevant issues (suggest one hour /month)</li> <li>• Records, Agenda, attendance and minutes will be kept of all committee meetings, farm meeting and management meetings</li> <li>• Stipulates that the timing of the meetings must be acceptable to both parties but must not disrupt work during periods of high production. An agreed schedule of meetings must be prepared and agreed with the management and records must indicate that this schedule has been adhered to</li> </ul>	Mandatory
<b>9.5 Grievance and Disciplinary procedures</b>		
9.5.1 Farm rules, Grievance and Disciplinary procedures are clearly documented and explained to all staff	1. Farm Rules, Disciplinary Code and Grievance procedures are developed and documented in the Farm CBA or where the CBA is still in development, in the farm employment manual Disciplinary procedures must as a minimum; list actions that will result in summary dismissal and for other offences allow for verbal and two written warnings. Penalties for actions that do not lead to summary dismissal must be specified	Mandatory
	2. Farm Rules and the Discipline and Grievance procedures developed are in accordance with the labour proclamation 377/2003 In the absence of a registered CBA, the farm can provided evidence that the Farm Rules and the Discipline and Grievance procedures in use are in accordance with the Labour Proclamation 377/2003	Mandatory



	3. Farm Rules and the Grievance and Disciplinary procedures have been explained to all contracted staff and a copy is available for reference with the Farm Union or Workers committee and the Farm Administrator	Minor must
	4. Disciplinary action is taken in accordance with the procedure and is noted in personnel files	Mandatory
	5. Disciplinary action will not be taken when workers refuse to work in dangerous situations without adequate PPE; e.g. When Re-entry time is not being observed, no or inadequate PPE for working with pesticides or concentrated acid and welding or metal grinding	Mandatory
	6. Disciplinary action is taken when PPE is provided and not used correctly or safety rules are broken	Mandatory
	7. Disciplinary action involving dismissal is only done by authorized members of the senior Management Team	Minor must
9.5.2 The farm has developed and is implementing an 'Equal Opportunities' policy	1. The farm has developed and is implementing an 'Equal Opportunities Policy' that prohibits all forms of discrimination in recruitment, in work place routine operations, for promotion, access to training and ensures that recruitment and promotion is based on merit and ability to perform the required tasks	Mandatory
	2. The Farm is able to demonstrate, by reference to a number of activities and instances that the policy is being implemented in practice	Mandatory
	3. The Farm is able to demonstrate that action will be/has been taken when instances of discrimination have been reported	Minor must
	4. Workers representatives confirm that discrimination is not being practiced on the farm	Minor must
9.5.3 Staff will be recruited and promoted based on their ability to perform the work to be done	1. Vacancies will be advertised	Minor must
	2. Staff will be appointed, selected for training and promoted on merit and their ability to do the work required. There will be no discrimination made on the basis of race, colour, sex, religion, political opinion, nationality or social origin	Mandatory

	3. Recruitment is only done by authorised members of the senior Management Team	Minor must
	4. HIV/AIDS, Pregnancy and genetic tests are specifically forbidden in the Policy and are not carried out as part of the recruitment process or during the period of employment on the farm	Mandatory
<b>9.6 Forced and Bonded labour</b>		
9.6.1. There shall be no use of forced or bonded labour	1. Workers shall not be required to lodge 'deposits' or their identity papers with their employer.	Minor must
	2. Staffs are not required to work for one or more days without pay as punishment for unauthorized absence or similar offence. A small fine is however allowed, ref. 3.3.1.9	Mandatory
	3. Rules for repayment of a company loan are agreed in writing and are not designed to bind a person to the company forever	Minor must
	4. Where Persons are allowed time off work or receive financial assistance for further studies the agreement must be made in writing before the start of the study period	Minor must
<b>9.7 Female staff</b>		
9.7.1 Female staff must not be employed in areas identified as hazardous for female staff in the Farm risk Assessment	1. Female staff must not be employed to work with pesticides (Stores, measuring and mixing, spraying and waste disposal), or in other areas identified as hazardous in the directive 'Protection for Female workers in the workplace' or the Farm risk Assessment	Mandatory
9.7.2 Female staff will not be dismissed, discriminated against or expected to undertake work that may harm the mother or the unborn child	1. No pregnant employee shall be required to undertake any type of work harmful to her or her unborn child in the period prior to her maternity leave	Mandatory
	2. Where necessary pregnant staff should be transferred to suitable 'safe' employment for the duration of her pregnancy	Mandatory
	3. No woman shall be dismissed solely because she is pregnant	Mandatory

	4. Pregnant women will be granted leave without deducting wages for medical examination connected with her pregnancy, provided that she presents a medical certificate of her examination	Mandatory
	5. Pregnant employees will be given maternity leave as specified in the national labour legislation, minimum 1 month before delivery and 2 months after	Mandatory
	6. Maternity leave must be taken as leave not converted into cash	Mandatory
	7. Annual Leave entitlement is not reduced for ladies taking maternity leave	Mandatory
	8. A member of staff who has taken maternity leave can return to her original position after maternity leave with no loss of benefits accrued before the leave was taken	Mandatory
	9. Pregnancy testing does not form part of the recruitment and appointment process	Mandatory
9.7.3	Arrangements for mothers with young babies	
	1. The Farm is proactive in facilitating the return of female employees to employment at the end of their maternity leave. Commitment to be demonstrated by evidence of consultation with female staff representatives and implementation of actions agreed	Minor must
	2. Where workers are living on site the farm must provide a clean quiet room where mothers can breast feed babies brought to the site specifically for this purpose during work breaks	Minor must
9.7.4	Special attention is given to facilitating the involvement of Ladies in matters concerning farm activities	
	1. A committee or working group should be in place to allow ladies to meet and discuss issues of particular concern to ladies and to present their views for consideration by the Workers Committee/Union and the farm management team	Minor must
	2. Time, during working hours must be made available for this to happen at least twice a year	Minor must
	3. Records show that this time has been made available	Minor must

	4. Procedures are in place to facilitate the views of ladies being considered by relevant committees and the Farm Management team	Minor must
<b>9.8 Work place harassment</b>		
9.8.1 The farm has developed and is implementing a policy to prevent and address all forms of harassment in the work place	1. The farm has made a clear statement to all staff that bribery, physical, verbal and sexual harassment or psychological oppression is not allowed, and disciplinary action will be taken against the perpetrator	Mandatory
	2. All employees must be informed of how to report any type of harassment	Minor must
	3. The company must be active in response to reports of harassment	Minor must
	4. Staff who report genuine cases of harassment must not be discriminated against or dismissed for reporting harassment	Minor must
	5. Farm management, the Workers committee/Union and representatives of the Female workers have prepared a plan for how to prevent and respond to any issues involving harassment in the work place	Minor must
	6. Training has been provided for Peer group Leaders and Management in how to address issues of Harassment in the workplace	Minor must
<b>9.9 Child labour and young people at work</b>		
9.9.1 The use of child Labour is forbidden	1. Children under 15 years of age are not allowed to work in the farm, in any circumstances	Mandatory
	2. When children are found to have been in full time employment on the farm, transitional support is provided to enable them to return to education	Recommended

9.9.2 Employment of persons under the age of 18 years must be in accordance with the national legislation and international guideline	1. Young People under the age of 16 years are not employed on a permanent or seasonal contract or for periods of more than 15 days as 'day labour' and must be given a rest day in each week	Mandatory
	2. Young people, 16 – 17 years old may only be employed for light work that will not to jeopardize their health and wellbeing	Mandatory
	3. Young people are only allowed to work for up to 42 hours per week and must have a rest day in each week	Mandatory
	4. Young workers are not allowed to work at night or to be involved with tasks identified in the farm risk assessment and in the labour proclamation as posing a risk to their health, e.g. working with pesticides, working with complex or dangerous machinery and heavy lifting	Mandatory
	5. There is a register of young workers working on the farm and Managers and supervisors are informed when 'young persons are assigned to their sections.	Minor Must
	6. Wages paid to young people on the farm must be at the same rate, pro rata as that being paid to adults doing the same work	Mandatory
	7. A procedure has been developed and is implemented to endeavor to ensure that persons under 16 years of age are not employed for regular work and that the age of 'young persons' is established as far as is possible before employment is offered.	Minor Must
	8. Employment of any kind of persons aged 15-17 must be done with permission from the parent or guardian	Minor Must
9.9.3 Age for working with pesticides is minimum 20 years	1. Persons working with pesticides must be at least 20 years old	Minor Must

<b>9.10 Induction</b>		
9.10.1 All farm personnel receive basic induction training in relevant topics, including farm employment and OSH procedures and health and hygiene, protection of the environment	1. All new farm employees receive induction training and orientation in the following areas: <ul style="list-style-type: none"> <li>• Relevant Farm employment practices</li> <li>• Farm facilities and the location of hazardous areas</li> <li>• Tasks to be performed and relevant safe working practices</li> <li>• What to do if there is a fire or if they have an accident or feel ill whilst at work</li> </ul>	Mandatory
	2. Delivery of and attendance at induction training is recorded	Minor must
<b>9.11 Technical training</b>		
9.11.1 All farm staff receive job specific training to allow them to work safely and to fulfill their roles and responsibilities	1. The farm has developed and is implementing a farm training plan	Minor Must
	2. Specific formal training must be provided for; Pesticide Store Keeper, Spray team members, Spray Team Supervisor These staff must be able to demonstrate competence	Mandatory
	3. Refresher/revision training in safe working practices must be attended annually by the Spray men store keeper and spray team supervisor	Mandatory
	4. Training must be provided for all other tasks identified as hazardous in the farm safety risk assessment of suitably certified operators must be employed to carry out these tasks	Mandatory
	5. Provision of in house safety training and attendance of courses provided by external training providers is recorded: Date, attendance, content of training, details of the training provider Records should be maintained in the farm Training file and in the personnel files of the persons concerned	Mandatory
	6. Where specific training is required by Law or in the Code, such tasks are only performed by trained and/or Certified operators	Minor must

	7. In house training or specialist must be provided for all employees to enable them to work efficiently and effectively on the farm	Recommended
	8. Responsibility for provision of training for workers must be included in the Job descriptions of management and supervisory staff	Minor must
<b>9.12 Occupational Safety and Health policy</b>		
9.12.1 An Occupational Safety and Health procedure is developed, documented, and being implemented	1. A Policy and procedure for the identification and handling of Occupational Safety and Health risks is in place	Mandatory
	2. A Farm Safety Officer is assigned and trained in the management of OSH issues on the farm	Mandatory
	3. The farm Safety Officer reports directly to the Manager for issues relating to farm safety	Minor must
	4. A Safety Committee with management and worker representation in accordance with the legislation is in place and is active	Mandatory
	5. The Farm Safety Committee meets at least three time in a year and minutes of the meeting are maintained for reference	Minor must
	6. A farm risk register is available and kept up to date and Warning signs are clearly visible at each of the 'High Risk' areas	Mandatory
	7. General farm safety rules are documented and displayed for staff reference	Mandatory
	8. OSH Risk Assessment is undertaken by the Farm Safety Officer, relevant Departmental Staff and the Farm safety Committee twice each year and Accident prevention measures identified as necessary in the OSH Risk Assessment are implemented	Mandatory
	9. An Annual OSH audit is carried out and recorded and the farm is able to show year on year improvement to OSH practices on the farm	Mandatory

9.13 Safety, health and hygiene briefing and training		
9.13.1 Relevant Occupational safety and Health training is provided for all workers	1. All employees receive general farm safety, health and hygiene training as part of their Induction Training Package	Mandatory
	2. This training is refreshed and enriched at least once a year for permanent staff	Minor Must
	3. Attendance at all safety trainings is recorded	Minor Must
	4. Employees are able to explain what to do if they feel ill whilst at work or an accident happens at their work station	Mandatory
	5. All workers receive warnings about high risk areas on the farm and the specific risks associated with the tasks that they are to perform	Mandatory
9.14 Protective clothing and safety equipment (PPE)		
9.14.1 Protective clothing for all activities on the farm must be provided in accordance with the Law and when the risk Assessment indicates that provision is necessary	1. A List of the farm needs for PPE to enable staff to work safely in the tasks to which they are assigned has been prepared Consideration is given to quantity and type of PPE needed for safe working practice for the tasks being carried out on the farm Minimum requirements for Spray men working in greenhouses are: <ul style="list-style-type: none"> <li>• Boots, overall, spray suit, respirator, gloves and goggles or face shield</li> <li>• Respirator filters must be of a suitable type, A2P3 and replaced as necessary (Guideline: monthly or after 100 hours of use)</li> </ul> <i>For spraying in open areas a risk assessment should be made or label recommendations followed, whichever gives the greater level of protection</i> Requirements for other staff working with acids, fertilisers, flower handling, working on the roof, welding, etc. must be determined by reference to Label instructions and Risk Assessment	Mandatory
	2. Management has made commitment, for the PPE identified as necessary to: <ul style="list-style-type: none"> <li>Supply the PPE, monitor the condition of the PPE</li> <li>Provide adequate facilities for cleaning and storing the PPE</li> <li>Provide training in how to use</li> <li>Replace the PPE as necessary</li> </ul>	Mandatory



	3. PPE identified as necessary is provided	Mandatory
9.14.2 Staff must be trained to use and care for their PPE correctly	1. Operators receive instruction in the correct, use and maintenance of the personnel protective equipment provide	Mandatory
	2. Operators are briefed on the farm rules regarding the requirements to wear the PPE provided and the action that will be taken when it is not worn	Mandatory
9.14.3 Facilities are provided on the farm for cleaning and storage of PPE	1. Adequate On farm Facilities are provided for cleaning PPE	Mandatory
	2. Protective clothing is cleaned after use	Mandatory
	3. Adequate On farm Facilities are provided for storage of PPE	Minor must
9.14.4 The condition of the PPE provided must be monitored regularly and the PPE preplaced as necessary	1. The Farm has prepared a list of the annual requirements for PPE for all activities on the farm and the farm manager or investor has made a written undertaking that the items will be purchased	Minor must
	2. Condition of the PPE is monitored and recorded and replacement made as necessary Records confirm that replacement is according to need and schedule not based on the date of the audit	Mandatory
	3. Stocks of all PPE are kept on the farm to facilitate replacement as necessary and these stocks are stored correctly	Mandatory
	4. All issue and replacement is of PPE recorded	Mandatory
9.14.5 Suitable working attire is provided for employees	1. Suitable working clothes, aprons or overalls or dust coats are provided for employees working in production areas and pack house	Minor Must
	2. Laundry facilities must be provided on site to allow workers to wash these clothes on the farm, not at home	Minor Must

	3. Suitable footwear must be provided annually for permanent and seasonal workers	Recommended
<b>9.15 HIV/AIDS Policy</b>		
9.15.1 The Farm is working actively to develop and implement an HIV/AIDS Policy	1. The farm has developed an HIV/AIDS Policy and procedures for implementation of the policy and is working to implement the Policy	Mandatory
	2. The Farm has Peer Educators, guideline about 1: 100 employees and/or the farm has an agreement with a local NGO to provide regular support for the farm	Minor Must
	3. The farm provides training on awareness and prevention of HIV /AIDS	Minor Must
	4. The farm facilitates voluntary access to VCT for staff	Minor Must
	5. The Farm facilitates access to medical care for employees with HIV/AIDS	Mandatory
	6. There is no discrimination against people affected by HIV/AIDS	Mandatory
<b>9.16 First Aid</b>		
9.16.1 Farms have on site facilities and equipment to allow staff to administer first aid treatment	1. Names of First Aid personnel, photographs and location of First Aid provision will be displayed in all work areas	Mandatory
	2. There is one employee trained on First Aid For each 50 employees	Mandatory
	3. There are First Aid Boxes available in the areas identified as risk zones	Mandatory
	4. The Farm Safety Officer has received awareness training in basic First Aid	Minor Must
	5. A members of the management team (authorized to take appropriate action & minimum graduate agronomist level) and a first aid provider is on site whenever staff are working	Minor Must

9.16.2 Formal First Aid Training is provided for all First Aid Personnel	1. Formal First Aid training is provided for all First aid personnel	Mandatory
	2. Training is recorded	Minor Must
	3. Refresher Training is provided every two years	Minor Must
	4. Training includes what to do in the event of an accident involving pesticides or suspected pesticide poisoning	Minor Must
<b>9.17 Medical care and Promotion of healthy living</b>		
9.17.1 Basic medical care will be provided for all employees on the Farm site	1. A health worker will attend the farm monthly to provide health advice and oversee the general health of the farm employees	Mandatory
	2. A clean room will be provided for health care and consultation and for workers taken ill at work to rest in private until recovery or removal to home or the local clinic	Mandatory
	3. Medical care is provided for workers needing medical care during working hours. Care may be provided by either of the following means; <ul style="list-style-type: none"> <li>• Formal arrangement with the local clinic and provision of transport or transport money as appropriate</li> <li>Or</li> <li>• Establishment of an on farm clinic and employment of a farm nurse</li> </ul>	Mandatory
9.17.2 A Medical checkup will be made available to all workers on an indefinite contract and annually thereafter	1. All workers on an indefinite contract will be offered a free medical check after issue of their contract and annually thereafter	Mandatory
	2. Medical examination will be carried out by a certified medical practitioner at the local clinic or by the farm nurse working in cooperation with the local clinic	Mandatory
	3. These medical examinations will voluntary and will be carried out during working time at no cost and with no loss of basic wages to the employee	Mandatory
	4. Results of the medical examination are confidential between physician/nurse and the employee	Mandatory

	5. Employers will be notified by the physician/nurse that the employee is fit to work/not fit to work and of incidences where health issues may be of an occupational nature	Mandatory
	6. The physician will be required by contract for the service or the farm nurse will be required to keep records of pre-existing medical conditions at the start of employment and of occupational and non-occupational health conditions that arise during a workers period of employment and to make these details available to appropriate personnel in the event of a complaint or concern raised by the worker , workers union or the local labour office	Minor must
	7. Incidences of suspected occupational health problems will be documented, appropriate investigation carried out and action implemented to prevent reoccurrence	Mandatory
	8. Service extended to seasonal workers at the start of their seasonal employment contract	Recommended
9.17.3 Health of personnel handling pesticides must be monitored	1. All pesticide handlers, (i.e. stores personnel, spray operators, measurers and mixers) and their supervisors must have a medical check for general health at the start of their period of employment and every three months thereafter A quarterly blood test for cholinesterase activity is to be included in the medical check if organophosphate pesticides and or carbamate insecticides are being used on the farm	Mandatory
	2. Where the cholinesterase test reveals > 30% depression of activity the staff member is transferred to work not involving pesticide use. The cause for the depression of activity is investigated and remedial action taken as necessary. Actions must be recorded	Mandatory
9.17.4 All permanent and seasonal workers will have training on issues relating to healthy living	1. All permanent and seasonal workers will be given access to training relating to: <ul style="list-style-type: none"> <li>o Reproductive health and family planning</li> <li>o Personal health and hygiene</li> <li>o Safe Water and good nutrition</li> <li>o Dangers of smoking, excessive use of chat and alcohol abuse</li> </ul> Training will be provided, minimum annually and spread over the year	Mandatory

	2. Training will be extended to day labour whenever possible	Recommended
<b>9.18 Accident and emergency procedures</b>		
9.18.1 Accident and emergency procedures for farm activities including fire are developed and communicated to all staffs	1. A Farm Accident and emergency procedure for general accidents and fire has been developed, documented and communicated to all staff	Mandatory
	2. Specific procedures for areas of the farm with specific identifiable risks have been developed, are displayed in these work areas, typically; Pesticide stores, fertilizer and acid stores, mixing areas and machinery workshops	Mandatory
	3. Staff working in these areas are trained in what to do in the event of an accident	Mandatory
	4. A list of personnel to contact and tel. numbers to use in the event of an emergency is permanently displayed in the pesticide stores, mixing area, machinery workshop and on the 'staff notice board'	Mandatory
	5. Key staff in each department receive training in fire prevention and immediate action to be taken if a fire occurs on the farm	Mandatory
	6. All supervisors and permanent staff receive training in how to raise a fire alarm, evacuate people from the work area in an orderly manner and assemble staff at the farm fire muster sites	Mandatory
	7. Fire extinguishers and or beaters are provided at high risk locations and designated staff working in these areas know how to use the equipment	Mandatory
	8. Exit routes and fire exit doors from buildings are clearly marked, allow free exit and doors are unlocked whenever there are people in the building	Mandatory
	9. Fire drill is carried out once in a year and is recorded	Mandatory

9.18.2 Accidents are recorded and the cause identified	1. There is a written procedure in place for recording accidents and the treatment applied	Minor must
	2. All accidents are recorded; - In the first Aid book for minor Accident - As an individual accident report for serious injury	Mandatory
	3. Accident records are reported to MOLSA(Woreda Office) every 3 months	Minor must
	4. Accidents are investigated, and action taken to prevent re-occurrence Actions taken are recorded	Minor must
	5. All Records pertaining to occupational health and safety must be kept for 2 years	Minor must
<b>9.19 Hygiene and Ablution facilities</b>		
9.19.1 Appropriate toilet shower and hand washing facilities are provided and maintained in good working order	1. Showers/washing facilities for spray men are provided	Mandatory
	2. Showers are of a permanent nature and sufficient in number; (guideline1:10 spray personnel)	Mandatory
	3. Toilet facilities are provided within a reasonable distance of all work stations	Mandatory
	4. Toilets are sufficient in number: Female 1:15 Male 1:25	Recommended
	5. All toilets provide privacy for users and have hand washing facilities close by	Mandatory
	6. Toilets are maintained in a clean and working condition	Mandatory
	7. All staff have access to hand washing facilities near to their work stations	Minor must
9.19.2 Staff are instructed to use the facilities provided	1. The Farm has documented hygiene procedures for staff	Recommended

	2. Staff are instructed to: Wash thoroughly after spraying Wash hands after handling the crop / produce, before eating and after using the toilet	Mandatory
<b>9.20 Facilities for Eating and Drinking</b>		
9.20.1 All staff have access to drinking water during the working day	1. Water provided for drinking is of a potable quality; Source must be tested annually and may be treated as necessary. Potability must be confirmed by annual analysis after treatment	Mandatory
	2. Taps/sources of water are clearly labeled 'Drinking' and 'Not Drinking' as appropriate	Mandatory
9.20.2 Staff have access to a clean and suitable area for storage of personal belongings, and eating food	1. Staff have access to a clean and suitable secure area for storage of personal belongings, and eating food	Minor Must
	2. Where canteen facilities are provided these are operated to an acceptable level of hygiene and the food is nutritious	Minor Must
	3. A suitable area must be provided for all employees to relax and eat their food	Mandatory
	4. Facilities must be of a suitable size for the number of employees on the farm	Minor Must
	5. Facilities are maintained in a clean and hygienic condition	Minor Must
9.20.3. The farm will assist workers in achieving adequate nutrition	1. Workers diet will be supplemented by provision of a minimum of a high energy drink or seasonal fruit/vegetables or bread or milk or a nutritious meal in the work place	Minor Must
9.20.4. The Farm must provide suitable facilities for changing	1. All employees must have access to a suitable area to change and to store personal and working overalls. PPE used for handling pesticides and personal clothing must be stored separately	Minor Must

<b>9.21 Provision of Transport</b>		
9.21.1 Suitable transport will be provided when necessary	1. Suitable transport to and from the main recruitment localities will be provided for workers, free of charge when necessary, guideline distance to work is greater than 1 hour of walking time	Minor Must
	2. Transport provided will be examined periodically to ensure that the provision is maintained in a safe/roadworthy condition	Mandatory
<b>9.22 Living quarters</b>		
9.22.1 Living quarters provided by the farm are habitable and well maintained	1. Where living quarters are provided the facilities must include: Intact roof, lockable door and adequate ventilation Access to potable water Facilities for waste disposal and clean and hygienic surroundings Clean and well maintained toilets with adequate privacy	Minor Must
<b>9.23. Health and welfare of contractors and visitors</b>		
9.23.1 The Farm is implementing procedures to ensure the safety of other persons in the site	1. Visitors to the site are accompanied by a farm staff member	Minor Must
	2. All visitor and are made aware of relevant farm procedures for safety and hygiene	Minor Must
	3. All Contractor working on the site are briefed about relevant farm procedures for safety and hygiene and site hazards	Mandatory
<b>9.24 Commitment to continuous improvement</b>		
9.24.1 The Farm is establishing a forum for social dialogue and is active in working to achieve cooperation with all stakeholders in the	1. The Farm has established a 'Bipartite forum' (Management and workers representatives/union) to discuss and resolve disputes on the farm	Minor Must



workplace	2. The 'Bipartite forum' on the farm is proactive in identifying and addressing issues that are of concern to stakeholders on the farm and is working to achieve industrial harmony on the farm	Minor Must
9.24.2.The Farm is actively monitoring social and environmental performance and working to improve standards year on year	1. The Farm has prepared an annual report detailing the social and environmental performance of the farm during the previous year	Mandatory
	2. The Farm has set targets for improved social and environmental performance and has prepared an action plan for reaching these targets	Mandatory
	3. Reports and targets have been discussed at Management Level	Mandatory
	4. Reports and targets have been discussed at with the farm Union/Workers committee and the Farm Safety Committee	Mandatory
	5. A work plan will be prepared for the activities agreed and budget will be made available	Mandatory
	6. Progress is monitored and reviewed and the farm is able to show by reference to documentation and physical items that year on year progress in being made	Mandatory
	7. The Farm is working to reduce erosion on the site and to establish grass or trees in unused parts of the allocated land	Minor must
	8. The Farm is able to provide examples (Minimum two per year) of improved practices implemented since the previous audit	Minor must

## 9 Content for requirements of Gold Level of the SECoP

- 1 **Principle 1: Promote environmental sustainability, biodiversity and resilience, and reduce disaster risks**
  - 1.1 Soil and Water quality monitoring and analysis
- 2 **Principle 2 Support the development of local communities**
  - 2.1 Supporting Local Communities
  - 2.2 Corporate Social Responsibility (CSR)
- 3 **Principle 3: Promote Food Security and Nutrition**
  - 3.1 Improved Nutrition
- 4 **Principle 4: Uphold High Business and Ethical Standards**
  - 4.1 Organic and Faire Trade Standards
  - 4.2. Commitment to Product Quality Management and development of good Client Relations
- 5 **Principle 5: Support institutional strengthening**
  - 5.1 Support institutional strengthening
  - 5.2 Commitment to Sector Development

## Annex 3: Requirements for Gold Level

SECoP Version 1.0 Gold Level		
Requirements	Compliance Criteria	Status
<b>1. Promote environmental sustainability, biodiversity and resilience, and reduce disaster risks</b>		
1.1 Soil and Water quality monitoring and analysis		
1.1.1 Conduct permanent soil and water quality monitoring & analysis	1. Soil fertility status checked by the farm twice per year	Mandatory
	2. Water quality status checked by the farm twice per year	Mandatory
<b>2. Support the development of local communities</b>		
<b>2.1 Supporting Local Communities</b>		
2.1.1 Support local communities	1. Provide direct support to local communities (e.g. ploughing, give improved seed, harvesting, community's land)	Mandatory
	2. Improve the access to social and technical infrastructure of local communities	Mandatory
<b>2.2 Corporate Social Responsibility (CSR)</b>		
2.2.1 The Farm is actively implementing a CSR project that is of direct benefit to the farm community or the local community or the environment	1. Members of the farm management team have participated in training related to the development and introduction of a CSR Policy	Minor Must
	2. The need to be involved in active CSR and the commitment needed from the farm has been explained to the owner/Investor or his designate	Minor Must
	3. CSR has been explained to the Farm Union and to the workers	Minor Must
	4. A CSR Team comprising Management, Farm Union/workers representatives has been formed	Minor Must
	5. The CSR Team has developed and documented a Farm CSR Policy and procedure	Minor Must
	6. The CSR Policy including financial commitment for approved projects has been signed by the owner/Investor or his designate	Minor Must

	7. The CSR team has completed an analysis of: Farm strengths and weaknesses in relation to project selection Farm and/or community needs (to be done in consultation with the Farm/local community)	Minor Must
	8. A project that will be of direct benefit to the farm community or the local community or the environment has been selected	Minor Must
	9. A member of the management team has been appointed as project leader and a work plan and budget has been prepared	Minor Must
	10. There is evidence of tangible project activity and output year on year, sustainable development of projects and initiation of new projects	Mandatory
<b>Ideas for Projects that may be undertaken to fulfill the requirements for Certification for Gold Level compliance include but are not restricted to: see the attached table at the end****</b>		
2.2.2 The farm is committed to engaging with the local community	1. Local community leaders are invited to the farm at least twice in a year for a farm visit for experience sharing and discussion regarding farm and community needs and concerns	Minor Must
2.2.3 The farm will record and communicate social and environmental performance and targets annually	1. The farm will record and communicate annually to employees and EHAIA its Environment and Social performance, CSR activities, achievements	Mandatory
	2. The farm will record and communicate annually to employees and EHAIA its environment and social targets for the forthcoming year	Mandatory
2.2.4 The Farm has established a forum for social dialogue and is actively working to achieve cooperation with all stakeholders in the workplace	1. The Farm has established a 'Bipartite forum' (Management and workers representatives/union) to discuss and resolve disputes on the farm	Minor Must
	2. The 'Bipartite forum' on the farm is proactive in identifying and addressing issues that are of concern to stakeholders on the farm and is working to achieve industrial harmony on the farm	Minor Must
	3. The Fame is able to give examples, (minimum of two new achievements), per year of issues that have been addressed or problems that have been resolved by 'social dialogue	Mandatory

<b>3. Promote Food Security and Nutrition</b>		
<b>3.1 Improved Nutrition</b>		
3.1.1 Nutrition of employees is improved	1. Provide healthy nutritious meals at the workplace	Recommended
3.1.2 Nutrition of employees' families is improved	2. Provide healthy nutritious meals for employees' families at the workplace and/or company accommodation facilities	Recommended
<b>4. Uphold High Business and Ethical Standards</b>		
<b>4.1 Organic and Internationally accepted standards Certification</b>		
4.1.1 Organic Agriculture Standards  <i>Only for edible crops</i>	1. The farm and its entire production cycle is certified as Organic according to an internationally accepted standard/label, or alternatively can prove compliance with according internationally accepted standards	Mandatory
4.1.2 Certification to Internationally accepted standards	1. The farm and its entire production cycle is certified to an internationally accepted standard/label, or alternatively can prove compliance with according internationally accepted standards	Minor must
<b>4.2. Commitment to Product Quality Management and development of good Client Relations</b>		
4.2.1. The farm has documented and established a system of Product Quality Management	1. A product quality procedures manual has been developed	Minor Must
	2. Appropriate staff are in place and trained to implement the procedures included in the manual	
	3. Work instructions and quality standards are defined and documented	Minor Must
	4. The farm is able to demonstrate that the quality procedures are being implemented in practice by evidence of: <ul style="list-style-type: none"> <li>• Feedback from handling agents, un-packers and clients</li> <li>• Response to feedback</li> <li>• Client satisfaction with product/ average Auction price or better</li> <li>• Completed Internal audit Check sheets and evidence of actions completed/improvements implemented</li> <li>• Implementation of effective cold chain management</li> <li>• Implementation of 'good packaging practices'</li> <li>• Implementation of a Traceability system</li> </ul>	Mandatory

5. Support institutional strengthening		
5.1 Support institutional strengthening		
5.1.1 Piloting	1. Pilot innovative social and environmental best practice projects	Recommended
5.1.2 Support Farmers Training Centers (FTC)	1. Participate and support agriculture extension strengthening through improvement of facilities in Farmers Training Centers (FTC)	Minor Must
5.1.3 Provide training for public administrations	1. Establish an investor training provision to bridge the skills gap for Development Agents (DAs), woreda and zonal staff	Minor Must
5.1.4 Strengthen Laboratories	1. Where applicable, strengthen laboratories (e.g. soil testing) by building the capacity of analysis technique provision of analytical equipment, chemicals and training to promote e.g. improved fertilizer use based on soil analysis	Recommended
5.1.5 Strengthen Animal Health Services	1. Where applicable, strengthen Animal Health Services by supporting animal health clinics and health post facilities at the woreda level where possible	Minor Must
5.2 Commitment to Sector Development		
5.2.1 The farm participates actively in a range of sector activities	1. The farm participates actively in a range of sector activities e.g. <ul style="list-style-type: none"> <li>• Attendance at relevant sector meeting and workshops</li> <li>• Participation in projects and working groups</li> <li>• Active membership of the Association</li> <li>• Attendance at Trade Fairs and dissemination of lessons learned</li> </ul>	Minor Must
5.2.2 The farm is making a significant contribution to capacity building for the sector	1. The farm is able to show how they are participating in information sharing with other farms in the sector, e.g. participation in study groups/cluster groups, active programme of farm visits, etc.	Minor Must
	2. The farm is recruiting new graduates and actively implementing a Graduate management training programme. <ul style="list-style-type: none"> <li>✓ New Graduates are contracted for 2 years minimum for the training programme</li> <li>✓ Programme has a training plan and training with structured movement through relevant departments and assessment of competence in the following areas: Production, Irrigation and Fertigation, Crop protection, Compliance, Marketing &amp; Export, Maintenance, Personnel/Administration and Planning &amp; Budgeting</li> </ul>	Mandatory

	3. The Farm provided work experience/placements for industry attachment for student attending training at horticultural institutes; TVET colleges and/or Universities	Minor must
--	---	------------

**This part is came from Gold level section 2.2.1**

<b>Ideas for Projects that may be undertaken to fulfill the requirements for Certification for Gold Level compliance include but are not restricted to:</b>		
Social projects for the Farm	Environmental Projects for the Farm	CSR in the Community***
<ul style="list-style-type: none"> <li>• Development of a sports or recreational facility for use by employees</li> <li>• Construction of a canteen and provision of meals for employees</li> <li>• Establishment of a Farm clinic</li> <li>• Construction and operation of a child care facility</li> <li>• Facilitation of attendance at night school to enable staff to enhance their career prospects or support for further education for children of farm employees etc</li> </ul>	<ul style="list-style-type: none"> <li>• Establishment of rainwater collection for use on the farm</li> <li>• Establishment of a constructed wet land for treatment of farm effluent</li> <li>• Development of non-productive areas of the farm as areas that can support natural flora and fauna</li> <li>• Rehabilitation of derelict land in the area around the farm</li> <li>• Contribution to effective water sources protection and management in the catchment area</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of drinking water for the local community</li> <li>• Production of natural tree species or fruit trees for distribution to local farmers or for rehabilitation of degraded land</li> <li>• Contribution to development of a local school or clinic or child care facility in the community</li> <li>• Adding value' to local school provision or experience sharing input into training for local farmers</li> <li>• Financial and/or technical input into an existing community project</li> </ul>
*** Projects in the community should be undertaken after consultation with and with the permission of the relevant local government offices		

## 10 Annex 4: Ethiopian Legislation relevant to the SECoP

### The Ethiopian Constitution

- Article 18 Prohibition against Inhuman Treatment
- Article 25 Right to Equality
- Article 30 The Right of Assembly, Demonstration and Petition
- Article 31 Freedom of Association
- Article 35 Rights of Women
- Article 36 Rights of Children
- Article 40 The Right to Property
- Article 41 Economic, Social and Cultural Rights
- Article 42 Rights of Labor
- Article 43 The Right to Development
- Article 44 Environmental Rights
- Article 89 Economic Objectives
- Article 90 Social Objectives
- Article 91 Cultural Objectives
- Article 92 Environmental Objectives

The full articles can be found at: <http://www.ethiopia.gov.et/constitution>

### **Laws, Proclamations, Regulations**

*Published in the Federal Negarit Gazeta of the Federal Democratic of Ethiopia Addis Ababa, Ethiopia*

#### **Biosafety Proclamation No. 655/2009,**

<http://www.ilo.org/dyn/natlex/docs/ELECTRONIC/85139/95138/F384585139/ETH85139.pdf>

#### **The Criminal Code of the Federal Democratic Republic of Ethiopia, Proclamation No. 414/2004**

[http://www.fsc.gov.et/Content/Negarit%20Gazeta/Negarit%20Gazeta/codes/Criminal%20Code\(%20New\).pdf](http://www.fsc.gov.et/Content/Negarit%20Gazeta/Negarit%20Gazeta/codes/Criminal%20Code(%20New).pdf)

#### **Development Conservation and Utilization of Wildlife Proclamation No. 541/2007**

[http://www.lawethiopia.com/images/federal\\_proclamation/proclamations\\_by\\_number/541.pdf](http://www.lawethiopia.com/images/federal_proclamation/proclamations_by_number/541.pdf)

#### **Environmental Impact Assessment Proclamation No.299/2002**

<https://www.ilo.org/dyn/natlex/docs/ELECTRONIC/85156/95183/F804075597/ETH85156.pdf>

#### **Environmental Pollution Control Proclamation No. 300/2002**

<http://www.ilo.org/dyn/natlex/docs/ELECTRONIC/85155/95182/F1358142257/ETH85155.pdf>

#### **Environmental Protection Organs Establishment Proclamation No. 295/2002,**

<http://ilo.org/dyn/natlex/docs/ELECTRONIC/85158/95185/F193782397/ETH85158.pdf>

#### **Food, Medicine and Health Care Administration and Control Proclamation No. 661/2009,**

<http://www.ilo.org/dyn/natlex/docs/ELECTRONIC/85138/95137/F1149275061/ETH85138.pdf>

#### **Forest Development, Conservation and Utilization Proclamation No. 542/2007**

[http://theredddesk.org/sites/default/files/forest\\_proc\\_542\\_2007\\_2.pdf](http://theredddesk.org/sites/default/files/forest_proc_542_2007_2.pdf)

#### **Labor (Amendment) Proclamation No. 494/2006**

<http://www.ilo.org/dyn/natlex/docs/SERIAL/74476/76671/F1507200063/ETH74476.pdf>



## **National HIV/AIDS Prevention and Control Council and the HIV/AIDS Prevention and Control Office Establishment Proclamation No. 276/2002**

<http://www.fsc.gov.et/Content/Negarit%20Gazeta/Negarit%20Gazeta/Gazeta-1994/Proc%20No.%20276-2002%20National%20HIV-AIDS%20Prevention%20and,%20Control.pdf>

## **Private Organization Employees Pension Proclamation (Amendment) No. 908/2015**

<http://www.poessa.gov.et/documents/1386618/1387683/%E1%88%B5%E1%88%88%E1%8C%8D%E1%88%8D%20%E1%8B%B5%E1%88%AD%E1%8C%85%E1%89%B5%20%E1%88%A0%E1%88%AB%E1%89%B0%E1%8A%9E%E1%89%BD%20%E1%8C%A1%E1%88%A8%E1%89%B3%20%E1%88%88%E1%88%98%E1%8B%B0%E1%8A%95%E1%8C%88%E1%8C%8D%20%E1%8B%A8%E1%8B%88%E1%8C%A3%20%E1%8A%A0%E1%8B%8B%E1%8C%85/aadab6b4-5ffe-4fb3-aa68-052d99424d90?version=1.2>

## **Public Health Proclamation No. 200/2000**

<http://www.ilo.org/dyn/natlex/docs/ELECTRONIC/85162/95197/F2119682774/ETH85162.pdf>

## **Radiation Protection Proclamation No. 571/2008**

<http://www.ilo.org/dyn/natlex/docs/ELECTRONIC/85149/95163/F727243/ETH85149.pdf>

## **Rural Land Administration and Use Proclamation No. 456/2005**

<http://faolex.fao.org/docs/pdf/eth95459.pdf>

## **Ethiopian Seed Council of Ministers Regulations No. 16/1997**

<http://faolex.fao.org/docs/pdf/eth43986.pdf>

## **Seed Proclamation No. 206/2000**

<http://www.fsc.gov.et/content/Negarit%20Gazeta/Gazeta-1992/Proc%20No.%20206-2000%20Seed.pdf>

## **Social Health Insurance Proclamation No.690/2010**

<http://www.ilo.org/dyn/natlex/docs/SERIAL/89591/102970/F-1864505158/ETH89591.pdf>

## **Solid Waste Management Proclamation No. 513/2007**

<http://www.phe-ethiopia.org/pdf/Solid%20Waste%20Management%20Proclamation%202.pdf>

## **Useful documents related to implementation and interpretation of Ethiopian Law**

### **Directives and other legal documents:**

- FDRE MoLSA Occupational Safety and Health Directive
- FDRE Joint OSH Committee Directives
- FDRE List of Prohibited Work for Young Workers
- FDRE List of Prohibited Work for Women Workers
- FDRE MoLSA Termination Directive

### **Policies:**

*FDRE Environmental Policy:* The overall policy goal is to improve and enhance the health and quality of life of all Ethiopians and to promote sustainable social and economic development through the sound management and use of natural, human-made and cultural resources and the environment as a whole so as to meet the needs of the present generation without compromising the ability of future generations to meet their own needs.

*FDRE Occupational Safety and Health (OSH) Policy*: The policy is defined by Constitution Article 42/2 as 'Workers right for healthy and safe work environments', Proclamation 4/1995 and the Health Policy Statement (1993)<sup>9</sup>.

*FDRE Health Policy*<sup>10</sup>: The Ministry of Health developed a Health Policy that aims at the development of the health sector. Components of the current Health Policy are:

- Democratization and decentralization of the health service system;
- Development of the preventive and promotional components of health care;
- Development of an equitable and acceptable standard of health service system that will reach all segments of the population within the limits of resources;
- Promoting and strengthening of intersectoral activities;
- Promotion of attitudes and practices conducive to the strengthening of national self-reliance in health development by mobilizing and maximally utilizing internal and external resources;
- Assurance of accessibility of health care for all segments of the population;
- Working closely with neighboring countries, regional and international organizations to share information and strengthen collaboration in all activities contributory to health development including the control of factors detrimental to health;
- Development of appropriate capacity building based on assessed needs;
- Provision of health care for the population on a scheme of payment according to ability with special assistance mechanisms for those who cannot afford to pay;
- Promotion of the participation of the private sector and nongovernmental organizations in health care.

*FDRE Youth Policy*<sup>11</sup>: The Ministry of Youth, Sports and Culture developed the vision to create an empowered young generation with democratic outlook and ideals, equipped with knowledge and professional skills, get organized and built on ethical integrity. The objective of the Youth Policy is defined as "To bring about the active participation of youth in the building of a democratic system and good governance as well as in the economic, social and cultural activities in an organized manner and to enable them fairly benefit from the results".

*FDRE National Policy on Ethiopian Women*<sup>12</sup>: The Ministry of Women and Children Affairs defined the following objectives as foci:

- Facilitating conditions to the speeding of equality between men and women so that women can participate in the political, social and economic life of their country on equal terms with men and ensuring that their right to own property as well as their other human right are respected and that they are not excluded from the enjoyment of their fruits of their labor or from performing public functions and being decision makers;
- Facilitating the necessary condition whereby rural women can have access to basic social services and to ways and means of lightening their work-load; and
- Eliminating, step by step, prejudices as well as customary and other practices that are based on the idea of male supremacy and enabling women to hold public office and to participate in the decision making process at all levels.

*FDRE Policy on HIV/AIDS*<sup>13</sup>: The aim of this policy is to promote decent work in the face of HIV/AIDS, by preventing the spread and mitigate the impacts of problem, and creating a working environment that is free of any form of discrimination on workers due to their HIV/AIDS status.

*FDRE Water Sector Policy*<sup>14</sup>: The Water Sector Policy of the Ministry of Water, Irrigation and Electricity aims at enhancing and promoting all national efforts towards the efficient, equitable and optimum

---

<sup>9</sup><https://www.aiha.org/aihce06/handouts/po111keil.pdf>

<sup>10</sup><http://www.moh.gov.et/policiesstrategies>

<sup>11</sup>[http://www.youthpolicy.org/national/Ethiopia\\_2004\\_National\\_Youth\\_Policy.pdf](http://www.youthpolicy.org/national/Ethiopia_2004_National_Youth_Policy.pdf)

<sup>12</sup><http://www.mowcya.gov.et/documents/715111/2235425/National+policy+on+Ethiopian+women/a516fe2a-6c0d-4b92-a903-affb86fbbaa6?version=1.0>

<sup>13</sup>[http://www.ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/---ilo\\_aids/documents/legaldocument/wcms\\_125382.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/---ilo_aids/documents/legaldocument/wcms_125382.pdf)

utilization of the available Water Resources of Ethiopia for significant socioeconomic development on sustainable basis.

*Growth and Transformation Plan (GTP II)*: the Growth and Transformation Plans (GTP II), which aims for 'supporting the institutionalization of an environmentally and socially sustainable and inclusive commercial and contract farming system that will have tangible benefits to the livelihoods of smallholder investors'.

*Ethiopia's Climate Resilient Green Economy Strategy*: Ethiopia has developed its green economy strategy based on four pillars:

- **Improving crop and livestock production practices to increase food yields, hence food security and investor income, while reducing emissions**
- Protecting and re-establishing forests for their economic and ecosystem services, including as carbon stocks
- Expanding electric power generation from renewable sources of energy fivefold over the next five years for markets at home and in neighboring countries
- Leapfrogging to modern and energy-efficient technologies in transport, industry, and buildings.

*National Biodiversity Strategy and Action Plan*<sup>15</sup>: Effective systems are established that ensure the **conservation and sustainable use of Ethiopia's biodiversity**, that provide for the **equitable sharing of the costs and benefits** arising therefrom, and that **contribute to the well-being and security of the nation**.

#### Guidelines:

- Environmental Impact Assessment Guideline on Pesticides
- Guidelines on the Health and Safety of Workers
- Environmental Impact Assessment Guidelines on Irrigation
- Guidelines on Soil Conservation on Cultivated Land
- Guidelines on Fertilizer
- Integrated Environmental and Social Impact Assessment Guidelines on Water Supply
- Guidelines on Crop Production
- Guideline to Prepare Environmental and Social Management Plan
- Environmental Impact Assessment Guideline Document
- Environmental Impact Assessment Procedural Guideline Series 1
- EIA Assessment Guidelines on Forestry
- Guidelines for National Work Place HIV/AIDS Intervention
- Workplace HIV/AIDS Policy – Guideline
- General Guidelines on Providing Training in Occupational Health and Safety
- Community Based participatory Water Shade Development
- Guidelines for the Social, Environmental and Ecological Impact Assessment and Environmental Hygiene in Settlement Areas
- Environmental Impact Assessment Guideline for Tanneries

In addition, the following Policies and Strategies are also of some relevance:

- Strategy of Environmental Protection
- Program of the Rural Development
- Conservation Strategy of Ethiopia (CSE)
- Agricultural Development Led Industrialization (ADLI)
- Rural Development Policy and Strategies<sup>16</sup>

---

<sup>14</sup>[www.mowr.gov.et/attachmentfiles/Downloads/Water%20policy.doc](http://www.mowr.gov.et/attachmentfiles/Downloads/Water%20policy.doc)

<sup>15</sup><http://faolex.fao.org/docs/pdf/eth149529.pdf>

<sup>16</sup>[http://gafspfund.org/sites/gafspfund.org/files/Documents/Ethiopia\\_4\\_of\\_6\\_ARD%20policy.pdf](http://gafspfund.org/sites/gafspfund.org/files/Documents/Ethiopia_4_of_6_ARD%20policy.pdf)

## 11 Annex 5: Related International Conventions, Standards and Guidelines

### ISO Standards of particular relevance to the SECoP

**ISO 14001: Environmental Management Systems – Requirements with Guidance for Use.**

<https://committee.iso.org/sites/tc207sc1/home/projects/published/iso-14001---environmental-manage.html>

**ISO 14004: Environmental Management Systems – General Guidelines on Principles, Systems and Support Techniques**

<https://committee.iso.org/sites/tc207sc1/home/projects/published/iso-14004---environmental-manage.html>

**ISO 14005: Environmental Management Systems – Guidelines for the Phased Implementation of an Environmental Management System, Including the Use of Environmental Performance Evaluation.**

<https://committee.iso.org/sites/tc207sc1/home/projects/ongoing/iso-14005---guidelines-for-the-p.html>

**ISO 14006: Environmental Management Systems – Guidelines for Incorporating Ecodesign.**

<https://committee.iso.org/sites/tc207sc1/home/projects/published/ongoing-1.html>

**ISO 14008 (under development): Monetary Valuation of Environmental Impacts from Specific Emissions and Use of Natural Resources.**

<https://committee.iso.org/sites/tc207sc1/home/projects/ongoing/iso-14008.html>

### International Conventions

The following conventions and treaties are of particular relevance for the SECoP:

***Rotterdam Convention on the Prior Information Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade.* United Nations (UN), United Nations Environment Programme (UNEP), FAO (2015): Geneva. Texts and Annexes (Revised in 2015)**

<http://www.pic.int/Portals/5/download.aspx?d=UNEP-FAO-RC-CONVTEXT-2015.English.pdf>

***Stockholm Convention on Persistent Organic Pollutants (POP).* United Nations (UN), United Nations Environment Programme (UNEP) (2001): Stockholm.**

[http://www.pops.int/documents/convtext/convtext\\_en.pdf](http://www.pops.int/documents/convtext/convtext_en.pdf)

### Human Rights Treaties ratification status for Ethiopia

[http://tbinternet.ohchr.org/\\_layouts/TreatyBodyExternal/Treaty.aspx?CountryID=59&Lang=EN](http://tbinternet.ohchr.org/_layouts/TreatyBodyExternal/Treaty.aspx?CountryID=59&Lang=EN)

### ILO Conventions ratified by Ethiopia

[http://www.ilo.org/dyn/normlex/en/f?p=1000:11200:0::NO:11200:P11200\\_COUNTRY\\_ID:102950](http://www.ilo.org/dyn/normlex/en/f?p=1000:11200:0::NO:11200:P11200_COUNTRY_ID:102950)

### UNESCO Conventions ratified by Ethiopia

[http://www.unesco.org/eri/la/conventions\\_by\\_country.asp?contr=ET&language=E&typeconv=1](http://www.unesco.org/eri/la/conventions_by_country.asp?contr=ET&language=E&typeconv=1)

### International Guidelines and Principles

---

African Union (AU), African Development Bank, United Nations Economic Commission for Africa (UNECA) (2014): *Guiding Principles on Large Scale Land Based Investments in Africa*. Addis Ababa. [http://www.uneca.org/sites/default/files/PublicationFiles/guiding\\_principles\\_eng\\_rev\\_era\\_size.pdf](http://www.uneca.org/sites/default/files/PublicationFiles/guiding_principles_eng_rev_era_size.pdf)

These Guiding Principles on LSLBI serve to facilitate the implementation of the African Union Declaration on Land Issues and Challenges in Africa, the Comprehensive Africa Agriculture Development Program (CAADP), and the Nairobi Plan of Action by providing policy direction and guidance to inform LSLBI in African agriculture. As such, the Guiding Principles are a basis for commitment, solidarity and collective responsibility by governments, other stakeholders and investors to improve the governance of large-scale land based agricultural investments in Africa.

Committee on World Food Security (CFS) (2014): *Principles for Responsible Investment in Agriculture and Food Systems*. <http://www.fao.org/3/a-au866e.pdf>

The objective of the Principles is to promote responsible investment in agriculture and food systems that contribute to food security and nutrition, thus supporting the progressive realization of the right to adequate food in the context of national food security.

Food and Agriculture Organization (FAO), Committee on World Food Security (CFS) (2012): *Voluntary Guidelines on the Responsible Governance of Tenure of Land, Fisheries and Forest in the Context of National Food Security*. Rome. <http://www.fao.org/docrep/016/i2801e/i2801e.pdf>

These Guidelines are intended to contribute to the global and national efforts towards the eradication of hunger and poverty, based on the principles of sustainable development and with the recognition of the centrality of land to development by promoting secure tenure rights and equitable access to land, fisheries and forests.

New Alliance for Food Security and Nutrition (2015): *Analytical Framework for Land-based Investments in African Agriculture. Due Diligence and Risk Management for Land-based Investments in Agriculture*. [https://new-alliance.org/sites/default/files/resources/Analytical-framework-for-land-based-investments-in-African-agriculture\\_0.pdf](https://new-alliance.org/sites/default/files/resources/Analytical-framework-for-land-based-investments-in-African-agriculture_0.pdf)

The Analytical Framework for Land-Based Investments in African Agriculture (the “Framework”) is *designed to help investors ensure that their investments are inclusive, sustainable, transparent, and respect human rights. It derives from a commitment made by the New Alliance Leadership Council in 2014 to develop a harmonized set of operational guidelines for implementing land-based agricultural investments in a responsible manner.*

## 12 Annex 6: Additional Resources

African Union (AU), United Nations Economic Commission for Africa (UNECA), African Development Bank (2010): *Framework and Guidelines on Land Policy in Africa. Land Policy in Africa: A Framework to Strengthen Land Rights, Enhance Productivity and Secure Livelihoods*. Addis Ababa.

[http://www.uneca.org/sites/default/files/PublicationFiles/fg\\_on\\_land\\_policy\\_eng.pdf](http://www.uneca.org/sites/default/files/PublicationFiles/fg_on_land_policy_eng.pdf)

Business for Social Responsibility (BSR) (2013): *Conducting an Effective Human Rights Impact Assessment: Guidelines, Steps and Examples*.

[http://www.bsr.org/reports/BSR\\_Human\\_Rights\\_Impact\\_Assessments.pdf](http://www.bsr.org/reports/BSR_Human_Rights_Impact_Assessments.pdf)

Committee on World Food Security (CFS) (2015): *Global Strategic Framework for Food Security & Nutrition (GSF)*. Fourth Version

<http://www.fao.org/3/AV031e.pdf>

**Environmental Protection Authority (2008): *Directive Issued to Determine Projects Subject to Environmental Impact Assessment*, Dir. No. 1/2008. Federal Democratic Republic of Ethiopia, Addis Ababa.**

**Fairtrade International (FLO) (2014): *Fairtrade Prohibited Materials List*.**

[http://www.fairtrade.net/fileadmin/user\\_upload/content/2009/standards/documents/Prohibited\\_Materials\\_List\\_EN.pdf](http://www.fairtrade.net/fileadmin/user_upload/content/2009/standards/documents/Prohibited_Materials_List_EN.pdf)

**Fairtrade International (FLO) (2015): *Fairetrade Climate Standard*.**

[http://www.fairtrade.net/fileadmin/user\\_upload/content/2009/standards/documents/Climate\\_Standard\\_EN.pdf](http://www.fairtrade.net/fileadmin/user_upload/content/2009/standards/documents/Climate_Standard_EN.pdf)

**Food and Agriculture Organization (FAO) (1999): *Environmental Impact Guidelines*. November, Number 1. FAO Investment Center. Rome. <http://www.fao.org/3/a-x4005e.pdf>**

**Food and Agriculture Organization (FAO) (2012): *Guiding Principles for Responsible Contract Farming Operations*. Rome. <http://www.fao.org/docrep/016/i2858e/i2858e.pdf>**

**Food and Agriculture Organization (FAO) (2013): *Governing Land for Women and Men – A Technical Guide to Support the Achievement of Responsible Gender-Equitable Governance of Land Tenure*. Governance of Tenure Technical Guide No. 1. Rome.**

<http://www.fao.org/docrep/017/i3114e/i3114e.pdf>

**Food and Agriculture Organization (FAO) (2014): *Respecting free, prior and informed consent. Practical guidance for governments, companies, NGOs, indigenous peoples and local communities in relation to land acquisition*. Governance of Tenure Technical Guide No. 3. Rome. <http://www.fao.org/3/a-i3496e.pdf>**

**Food and Agriculture Organization (FAO) (2016): *Responsible governance of tenure: a technical guide for investors*. Governance of Tenure Technical Guide 7. Rome. <http://www.fao.org/3/a-i5147e.pdf>**

**Food and Agriculture Organization (FAO), International Fund for Agricultural Development (IFAD), United Nations Conference on Trade and Development (UNCTAD), World Bank Group (2010): *Principles for Responsible Agricultural Investment that Respects Rights, Livelihoods and Resources. Extended Version. Discussion Note***

[.http://siteresources.worldbank.org/INTARD/214574-1111138388661/22453321/Principles\\_Extended.pdf](http://siteresources.worldbank.org/INTARD/214574-1111138388661/22453321/Principles_Extended.pdf)

**Food and Agriculture Organization (FAO), Organization for Economic Co-operation and Development (OECD) (2015): *FAO-OECD Guidance for Responsible Agricultural Supply Chains*. Draft for comment, January 2015.**

<http://www.oecd.org/daf/inv/mne/FAO-OECD-guidance-responsible-agricultural-supply-chains.pdf>

**Government of Ethiopia (GoE) (2011): *Code of Practice of the Floriculture Sector*. Council of Ministers Regulation No. 207/2011. Federal Negarit Gazet, Addis Ababa, Ethiopia**

[.http://faolex.fao.org/docs/pdf/eth121674.pdf](http://faolex.fao.org/docs/pdf/eth121674.pdf)

**Health Fitness Revolution (2015): *The Fortune 100 and Their Fitness and Wellness Programs*. <http://www.healthfitnessrevolution.com/fortune-100-fitness-wellness-programs/>**

**International Labor Organization (ILO) (2001): *An ILO code of practice on HIV/AIDS and the world of work*. Geneva.**

[http://www.ilo.org/wcmsp5/groups/public/@ed\\_protect/@protrav/@ilo\\_aids/documents/publication/wcms\\_13783.pdf](http://www.ilo.org/wcmsp5/groups/public/@ed_protect/@protrav/@ilo_aids/documents/publication/wcms_13783.pdf)

**International Labor Organization (ILO) (2016): *NATLEX - Database of National Labor, Social Security and Related Human Rights Legislation*.**

[http://www.ilo.org/dyn/natlex/natlex4.countrySubjects?p\\_lang=en&p\\_country=ETH&p\\_order=ALPHABETIC](http://www.ilo.org/dyn/natlex/natlex4.countrySubjects?p_lang=en&p_country=ETH&p_order=ALPHABETIC)



- International Labor Organization (ILO) (2016): *Occupational Safety and Health Country Profile: Ethiopia.***  
<http://www.ilo.org/safework/countries/africa/ethiopia/lang--en/index.htm>
- International Labor Organization (ILO), Ministry of Labor and Social Affairs (2006): *Occupational Safety and Health Profile for Ethiopia.***  
[http://www.ilo.org/wcmsp5/groups/public/---ed\\_protect/---protrav/-safework/documents/policy/wcms\\_187630.pdf](http://www.ilo.org/wcmsp5/groups/public/---ed_protect/---protrav/-safework/documents/policy/wcms_187630.pdf)
- International Council on Mining and Metals (2010): *Indigenous Peoples and Mining. Good Practice Guide.*** London. <https://www.icmm.com/document/1221>
- International Finance Corporation (IFC) (2007): *Environmental, Health, and Safety General Guidelines.*** Washington. <http://www.ifc.org/wps/wcm/connect/554e8d80488658e4b76af76a6515bb18/Final+-+General+EHS+Guidelines.pdf?MOD=AJPERES>
- International Finance Corporation (IFC) (2012a): *IFC Performance Standards on Environmental and Social Sustainability.*** Washington.  
[http://www.ifc.org/wps/wcm/connect/c8f524004a73daeca09afdf998895a12/IFC\\_Performance\\_Standards.pdf?MOD=AJPERES](http://www.ifc.org/wps/wcm/connect/c8f524004a73daeca09afdf998895a12/IFC_Performance_Standards.pdf?MOD=AJPERES)
- International Finance Corporation (IFC) (2012b): *Working with Smallholders: A Handbook for Firms Building Sustainable Value Chains.*** Washington.  
<http://www.ifc.org/wps/wcm/connect/8dc5628042112fdbba2fff494779b2ad/Handbook+-+Working+with+Smallholders.pdf?MOD=AJPERES>
- International Finance Corporation (IFC) (2012c): *Access to Information Policy.*** Washington.  
<http://www.ifc.org/wps/wcm/connect/98d8ae004997936f9b7bffb2b4b33c15/IFCPolicyDisclosureInformation.pdf?MOD=AJPERES>
- International Finance Corporation (IFC) (2013): *Assessing and Managing Environmental and Social Risks in an Agro-Commodity Supply Chain. Good Practice Handbook.*** Washington.  
[http://www.ifc.org/wps/wcm/connect/138bd80041bb99d6846e8400caa2aa08/IFC\\_Handbook\\_AgroSupplyChain\\_s.pdf?MOD=AJPERES](http://www.ifc.org/wps/wcm/connect/138bd80041bb99d6846e8400caa2aa08/IFC_Handbook_AgroSupplyChain_s.pdf?MOD=AJPERES)
- International Institute for Sustainable Development (IISD) (2014): *The IISD Guide to Negotiating Investment Contracts for Farmland and Water.***  
[http://www.iisd.org/sites/default/files/publications/iisd-guide-negotiating-investment-contracts-farmland-water\\_1.pdf](http://www.iisd.org/sites/default/files/publications/iisd-guide-negotiating-investment-contracts-farmland-water_1.pdf)
- International Institute for the Unification of Private Law (UNIDROIT), Food and Agriculture Organization (FAO), International Fund for Agricultural Development (IFAD) (2015): *Legal Guide on Contract Farming.*** Rome.  
<http://www.fao.org/3/a-i4756e.pdf>
- KPMG (2008): *Corporate Social Responsibility – Towards a Sustainable Future.*** A White Paper. KPMG in India.  
[http://www.in.kpmg.com/pdf/csr\\_whitepaper.pdf](http://www.in.kpmg.com/pdf/csr_whitepaper.pdf)
- Ministry of Agriculture and Natural Resources (MoANR) (2013): *Agricultural Growth Program (AGP).***  
<http://ethioagp.org/>
- Organization for Economic Co-operation and Development (OECD) (2011): *OECD Guidelines for Multinational Enterprises.*** 2011 Edition. Paris.  
<http://www.oecd.org/corporate/mne/48004323.pdf>
- Pesticide Action Network International (2016a): *PAN International List of Highly Hazardous Pesticides (PAN List of HHPs).***  
[http://pan-international.org/wp-content/uploads/PAN\\_HHP\\_List.pdf](http://pan-international.org/wp-content/uploads/PAN_HHP_List.pdf)
- Pesticide Action Network International (2016b): *PAN International Consolidated List of Banned Pesticides.***  
<http://pan-international.org/pan-international-consolidated-list-of-banned-pesticides/>

**Responsible Agro-Investment (2016): *RAI Knowledge Exchange Platform*.**

<https://www.responsibleagroinvestment.org/>

**Technical Committee on “Land Tenure and Development” (2014): *Guide to Due Diligence of Agribusiness Projects that Affect Land and Property Rights. Operational Guide*.** French MOFA/AFD. Paris.  
<http://www.landcoalition.org/sites/default/files/documents/resources/Guide-to-due-diligence.pdf>

**United Nations Global Compact (no date): *The Ten Principles of the UN Global Compact*.**  
<https://www.unglobalcompact.org/what-is-gc/mission/principles>

**United Nations Women, Office of the United Nations High Commissioner for Human Rights (OHCHR) (2013): *Realizing Women’s Rights to Land and Other Productive Resources*.**  
<http://www.unwomen.org/~media/headquarters/attachments/sections/library/publications/2013/11/ohchr-unwomen-land-rights-handbook-web%20pdf.pdf>

**United Nations (UN), United Nations Human Rights Office of the High Commissioner (2011): *Guiding Principles on Business and Human Rights. Implementing the United Nations “Protect, Respect and Remedy” Framework*.** New York and Geneva  
[.http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR\\_EN.pdf](http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf)

**United Nations Environment Programme Finance Initiative (UNEP FI), UN Global Compact (2015): *Responsible Investment in Farmland. Report 2014-2015*.**[https://www.unpri.org/download\\_report/6243](https://www.unpri.org/download_report/6243)

**USAID (2015): *Operational Guidelines for Responsible Land-Based Investment*.** Washington.  
[https://www.land-links.org/wp-content/uploads/2016/09/USAID\\_Operational\\_Guidelines\\_updated-1.pdf](https://www.land-links.org/wp-content/uploads/2016/09/USAID_Operational_Guidelines_updated-1.pdf)

**Wageningen University & Research Centre (2010): *Inspiring practices in corporate social responsibility. Guidelines for commercial agriculture in Ethiopia*.** Wageningen University.  
[https://www.wageningenur.nl/upload\\_mm/c/d/1/dd403c07-554c-43d6-a4fd09d17267fcde\\_LEI\\_Inspiringpractices.pdf](https://www.wageningenur.nl/upload_mm/c/d/1/dd403c07-554c-43d6-a4fd09d17267fcde_LEI_Inspiringpractices.pdf)

**Wanjenk, Christopher (2005): *Food at work. Workplace Solutions for Malnutrition, Obesity and Chronic Diseases*.** ILO, Geneva.  
[http://www.ilo.org/wcmsp5/groups/public/@dgreports/@dcomm/@publ/documents/publication/wcms\\_publication\\_9221170152\\_en.pdf](http://www.ilo.org/wcmsp5/groups/public/@dgreports/@dcomm/@publ/documents/publication/wcms_publication_9221170152_en.pdf)

**World Bank (2014): *The Practice of Responsible Investment Principles in Larger-Scale Agricultural Investments. Implications for Corporate Performance and Impact on Local Communities*.** Agriculture and Environmental Services Discussion Paper 08. World Bank Report Number 86175-GLB.[http://unctad.org/en/PublicationsLibrary/wb\\_unctad\\_2014\\_en.pdf](http://unctad.org/en/PublicationsLibrary/wb_unctad_2014_en.pdf)

**World Bank (2016): *ET Productive Safety Nets Project 4 (PSNP 4)*.**  
<http://www.worldbank.org/projects/P146883?lang=en>

**World Health Organization (WHO) (2010): *WHO Recommended Classification of Pesticides by Hazard, 2009*.** Geneva. [http://www.who.int/ipcs/publications/pesticides\\_hazard\\_2009.pdf](http://www.who.int/ipcs/publications/pesticides_hazard_2009.pdf)

**World Resources Institute (2013): *Creating a Sustainable Food Future. A menu of solutions to sustainably feed more than 9 billion people by 2050*.** World Resources Report 2013-14: Interim Findings. [https://www.wri.org/sites/default/files/wri13\\_report\\_4c\\_wrr\\_online.pdf](https://www.wri.org/sites/default/files/wri13_report_4c_wrr_online.pdf)



## 13 Annex7: Relevant Articles of the Ethiopian Constitution<sup>17</sup>

### Article 18 Prohibition against Inhuman Treatment

1. Everyone has the right to protection against cruel, inhuman or degrading treatment or punishment.
2. No one shall be held in slavery or servitude. Trafficking in human beings for whatever purpose is prohibited.
3. No one shall be required to perform forced or compulsory labor.

### Article 25 Right to Equality

1. All persons are equal before the law and are entitled without any discrimination to the equal protection of the law. In this respect, the law shall guarantee to all persons equal and effective protection without discrimination on grounds of race, nation, nationality, or other social origin, color, sex, language, religion, political or other opinion, property, birth or other status.

### Article 30 Right of Assembly, Demonstration and Petition

1. Everyone has the right to assemble and to demonstrate together with others peaceably and unarmed, and to petition. Appropriate regulations may be made in the interest of public convenience relating to the location of open-air meetings and the route of movement of demonstrators or, for the protection of democratic rights, public morality and peace during such a meeting or demonstration.
2. This right does not exempt from liability under laws enacted to protect the well-being of the youth or the honour and reputation of individuals, and laws prohibiting any propaganda for war and any public expression of opinions intended to injure human dignity.

### Article 31 Freedom of Association

1. Every person has the right to freedom of association for any cause or purpose. Organizations formed, in violation of appropriate laws, or to illegally subvert the constitutional order, or which promote such activities are prohibited.

### Article 35 Rights of Women

1. **Women shall, in the enjoyment of rights and protections provided for by this Constitution, have equal right with men.**
2. Women have equal rights with men in marriage as prescribed by this Constitution.
3. The historical legacy of inequality and discrimination suffered by women in Ethiopia taken into account, women, in order to remedy this legacy, are entitled to affirmative measures. The purpose of such measures shall be to provide special attention to women so as to enable them to compete and participate on the basis of equality with men in political, social and economic life as well as in public and private institutions.
4. The State shall enforce the right of women to eliminate the influences of harmful customs. Laws, customs and practices that oppress or cause bodily or mental harm to women are prohibited.
  - a) **Women have the right to maternity leave with full pay. The duration of maternity leave shall be determined by law taking into account the nature of the work, the health of the mother and the well-being of the child and family.**
  - b) **Maternity leave may, in accordance with the provisions of law, include prenatal leave with full pay.**

---

<sup>17</sup><http://www.ethiopia.gov.et/constitution>

5. Women have the right to full consultation in the formulation of national development policies, the designing and execution of projects, and particularly in the case of projects affecting the interests of women.
6. Women have the right to acquire, administer, control, use and transfer property. In particular, they have equal rights with men with respect to use, transfer, administration and control of land. They shall also enjoy equal treatment in the inheritance of property.
7. **Women shall have a right to equality in employment, promotion, pay, and the transfer of pension entitlements.**
8. **To prevent harm arising from pregnancy and childbirth and in order to safeguard their health, women have the right of access to family planning education, information and capacity.**

#### **Article 36 Rights of Children**

1. Every child has the right:
  - a) To life;
  - b) To a name and nationality;
  - c) To know and be cared for by his or her parents or legal guardians;
  - d) **Not to be subject to exploitative practices, neither to be required nor permitted to perform work which may be hazardous or harmful to his or her education, health or well-being.**

#### **Article 40 Right to Property**

1. Every Ethiopian citizen has the right to the ownership of private property. Unless prescribed otherwise by law on account of public interest, this right shall include the right to acquire, to use and, in a manner compatible with the rights of other citizens, to dispose of such property by sale or bequest or to transfer it otherwise.
2. "Private property", for the purpose of this Article, shall mean any tangible or intangible product which has value and is produced by the labor, creativity, enterprise or capital of an individual citizen, associations which enjoy juridical personality under the law, or in appropriate circumstances, by communities specifically empowered by law to own property in common.
3. **The right to ownership of rural and urban land, as well as of all natural resources, is exclusively vested in the State and in the peoples of Ethiopia. Land is a common property of the Nations, Nationalities and Peoples of Ethiopia and shall not be subject to sale or to other means of exchange.**
4. **Ethiopian peasants have right to obtain land without payment and the protection against eviction from their possession. The implementation of this provision shall be specified by law.**
5. **Ethiopian pastoralists have the right to free land for grazing and cultivation as well as the right not to be displaced from their own lands. The implementation shall be specified by law.**
6. **Without prejudice to the right of Ethiopian Nations, Nationalities, and Peoples to the ownership of land, government shall ensure the right of private investors to the use of land on the basis of payment arrangements established by law. Particulars shall be determined by law.**
7. Every Ethiopian shall have the full right to the immovable property he builds and to the permanent improvements he brings about on the land by his labor or capital. This right shall include the right to alienate, to bequeath, and, where the right of use expires, to remove his property, transfer his title, or claim compensation for it. Particulars shall be determined by law.
8. Without prejudice to the right to private property, the government may expropriate private property for public purposes subject to payment in advance of compensation commensurate to the value of the property.

#### **Article 41 Economic, Social and Cultural Rights**

1. Every Ethiopian has the right to engage freely in economic activity and to pursue a livelihood of his choice anywhere within the national territory.

2. Every Ethiopian has the right to choose his or her means of livelihood, occupation and profession.
3. Every Ethiopian national has the right to equal access to publicly funded social services.
4. The State has the obligation to allocate ever increasing resources to provide to the public health, education and other social services.
5. The State shall, within available means, allocate resources to provide rehabilitation and assistance to the physically and mentally disabled, the aged, and to children who are left without parents or guardian.
6. The State shall pursue policies which aim to expand job opportunities for the unemployed and the poor and shall accordingly undertake programmes and public works projects.
7. The State shall undertake all measures necessary to increase opportunities for citizens to find gainful employment.
8. Ethiopian investors and pastoralists have the right to receive fair price for their products, that would lead to improvement in their conditions of life and to enable them to obtain an equitable share of the national wealth commensurate with their contribution. This objective shall guide the State in the formulation of economic, social and development policies.
9. The State has the responsibility to protect and preserve historical and cultural legacies, and to contribute to the promotion of the arts and sports.

#### **Article 42 Rights of Labor**

1. a) Factory and service workers, investors, farm laborers, other rural workers and government employees whose work compatibility allows for it and who are below a certain level of responsibility, have the right to form associations to improve their conditions of employment and economic well-being. This right includes the right to form trade unions and other associations to bargain collectively with employers or other organizations that affect their interests.
- b) Categories of persons referred to in paragraph (a) of this sub-Article have the right to express grievances, including the right to strike.
- c) Government employees who enjoy the rights provided under paragraphs (a) and (b) of this sub-article shall be determined by law.
- d) Women workers have the right to equal pay for equal work.
2. Workers have the right to reasonable limitation of working hours, to rest, to leisure, to periodic leaves with pay, to remuneration for public holidays as well as healthy and safe work environment.
3. Without prejudice to the rights recognized under sub - Article 1 of this Article, laws enacted for the implementation of such rights shall establish procedures for the formation of trade unions and for the regulation of the collective bargaining process.

#### **Article 43 Right to Development**

1. The Peoples of Ethiopia as a whole, and each Nation, Nationality and People in Ethiopia in particular have the right to improved living standards and to sustainable development.
2. Nationals have the right to participate in national development and, in particular, to be consulted with respect to policies and projects affecting their community.
3. All international agreements and relations concluded, established or conducted by the State shall protect and ensure Ethiopia's right to sustainable development.
4. The basic aim of development activities shall be to enhance the capacity of citizens for development and to meet their basic needs.

#### **Article 44 Environmental Rights**

1. All persons have the right to a clean and healthy environment.
2. All persons who have been displaced or whose livelihoods have been adversely affected as a result of State programmes have the right to commensurate monetary or alternative means of compensation, including relocation with adequate State assistance.

#### **Article 89 Economic Objectives**

1. Government shall have the duty to formulate policies which ensure that all Ethiopians can benefit from the country's legacy of intellectual and material resources.
2. Government has the duty to ensure that all Ethiopians get equal opportunity to improve their economic condition and to promote equitable distribution of wealth among them.
3. Government shall take measures to avert any natural and man-made disasters, and, in the event of disasters, to provide timely assistance to the victims.
4. Government shall provide special assistance to Nations, Nationalities, and Peoples least advantaged in economic and social development.
5. Government has the duty to hold, on behalf of the People, land and other natural resources and to deploy them for their common benefit and development.
6. Government shall at all times promote the participation of the People in the formulation of national development policies and programmes; it shall also have the duty to support the initiatives of the People in their development endeavors.
7. Government shall ensure the participation of women in equality with men in all economic and social development endeavors.
8. Government shall endeavor to protect and promote the health, welfare and living standards of the working population of the country.

#### **Article 90 Social Objectives**

1. To the extent the country's resources permit, policies shall aim to provide all Ethiopians access to public health and education, clean water, housing, food and social security.
2. Education shall be provided in a manner that is free from any religious influence, political partisanship or cultural prejudices.

#### **Article 91 Cultural Objectives**

1. Government shall have the duty to support, on the basis of equality, the growth and enrichment of cultures and traditions that are compatible with fundamental rights, human dignity, democratic norms and ideals, and the provisions of the Constitution.
2. Government and all Ethiopian citizens shall have the duty to protect the country's natural endowment, historical sites and objects.
3. Government shall have the duty, to the extent its resources permit, to support the development of the arts, science and technology.

#### **Article 92 Environmental Objectives**

1. Government shall endeavor to ensure that all Ethiopians live in a clean and healthy environment.
2. The design and implementation of programmes and projects of development shall not damage or destroy the environment.
3. People have the right to full consultation and to the expression of views in the planning and implementations of environmental policies and projects that affect them directly.
4. Government and citizens shall have the duty to protect the environment.

## 14 Annex 8: VGGT Principles<sup>18</sup>

### General VGGT Principles

States should:

1. Recognize and respect all legitimate tenure right holders and their rights. They should take reasonable measures to identify, record and respect legitimate tenure right holders and their rights, whether formally recorded or not; to refrain from infringement of tenure rights of others; and to meet the duties associated with tenure rights.
2. Safeguard legitimate tenure rights against threats and infringements. They should protect tenure right holders against the arbitrary loss of their tenure rights, including forced evictions that are inconsistent with their existing obligations under national and international law.
3. Promote and facilitate the enjoyment of legitimate tenure rights. They should take active measures to promote and facilitate the full realization of tenure rights or the making of transactions with the rights, such as ensuring that services are accessible to all.
4. Provide access to justice to deal with infringements of legitimate tenure rights. They should provide effective and accessible means to everyone, through judicial authorities or other approaches, to resolve disputes over tenure rights; and to provide affordable and prompt enforcement of outcomes. States should provide prompt, just compensation where tenure rights are taken for public purposes.
5. Prevent tenure disputes, violent conflicts and corruption. They should take active measures to prevent tenure disputes from arising and from escalating into violent conflicts. They should endeavor to prevent corruption in all forms, at all levels, and in all settings.

**Non-state actors including business enterprises** have a responsibility to respect human rights and legitimate tenure rights. Business enterprises should act with due diligence to avoid infringing on the human rights and legitimate tenure rights of others. They should include appropriate risk management systems to prevent and address adverse impacts on human rights and legitimate tenure rights. Business enterprises should provide for and cooperate in non-judicial mechanisms to provide remedy, including effective operational-level grievance mechanisms, where appropriate, where they have caused or contributed to adverse impacts on human rights and legitimate tenure rights. Business enterprises should identify and assess any actual or potential impacts on human rights and legitimate tenure rights in which they may be involved. States, in accordance with their international obligations, should provide access to effective judicial remedies for negative impacts on human rights and legitimate tenure rights by business enterprises. Where transnational corporations are involved, their home States have roles to play in assisting both those corporations and host States to ensure that businesses are not involved in abuse of human rights and legitimate tenure rights. States should take additional steps to protect against abuses of human rights and legitimate tenure rights by business enterprises that are owned or controlled by the State, or that receive substantial support and service from State agencies.

---

<sup>18</sup><http://www.fao.org/docrep/016/i2801e/i2801e.pdf>

## VGGT Principles of Implementation

1. **Human dignity:** Recognizing the inherent dignity and the equal and inalienable human rights of all individuals.
2. **Non-discrimination:** No one should be subject to discrimination under law and policies as well as in practice.
3. **Equity and justice:** Recognizing that equality between individuals may require acknowledging differences between individuals, and taking positive action, including empowerment, in order to promote equitable tenure rights and access to land, fisheries and forests, for all, women and men, youth and vulnerable and traditionally marginalized people, within the national context.
4. **Gender equality:** Ensure the equal right of women and men to the enjoyment of all human rights, while acknowledging differences between women and men and taking specific measures aimed at accelerating de facto equality when necessary. States should ensure that women and girls have equal tenure rights and access to land, fisheries and forests independent of their civil and marital status.
5. **Holistic and sustainable approach:** Recognizing that natural resources and their uses are interconnected, and adopting an integrated and sustainable approach to their administration.
6. **Consultation and participation:** Engaging with and seeking the support of those who, having legitimate tenure rights, could be affected by decisions, prior to decisions being taken, and responding to their contributions; taking into consideration existing power imbalances between different parties and ensuring active, free, effective, meaningful and informed participation of individuals and groups in associated decision-making processes.
7. **Rule of law:** Adopting a rules-based approach through laws that are widely publicized in applicable languages, applicable to all, equally enforced and independently adjudicated, and that are consistent with their existing obligations under national and international law, and with due regard to voluntary commitments under applicable regional and international instruments.
8. **Transparency:** Clearly defining and widely publicizing policies, laws and procedures in applicable languages, and widely publicizing decisions in applicable languages and in formats accessible to all.
9. **Accountability:** Holding individuals, public agencies and non-state actors responsible for their actions and decisions according to the principles of the rule of law.
10. **Continuous improvement:** States should improve mechanisms for monitoring and analysis of tenure governance in order to develop evidence-based programmes and secure on-going improvements.



**Published by the**  
Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

**Registered office**  
Bonn and Eschborn, Germany

**Support to Responsible Agricultural Investments in Ethiopia (S2RAI)  
Project**

Rahem Building, Diaspora Square, Megegnagna  
P.O. Box 100009, Addis Ababa, Ethiopia  
[www.giz.de/ethiopia](http://www.giz.de/ethiopia)

**Contact Person**  
Oliver Schoenweger  
Project Manager  
T +251 (0) 116 629 980 ext. 335  
M +251 (0) 947 921 814  
E [oliver.schoenweger@giz.de](mailto:oliver.schoenweger@giz.de)

**Design and Layout**  
Zeleman Communications, Advertising and Production

**Photo credits**  
Zeleman Communication, Advertising and Production



European Union



german  
cooperation  
DEUTSCHE ZUSAMMENARBEIT



ግብርና ሚኒስቴር  
MINISTRY OF AGRICULTURE

*This document was produced for the project Support to Responsible Agricultural Investments in Ethiopia (S2RAI), implemented by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH and with the financial assistance of the European Union and the German Federal Ministry for Economic Cooperation and Development (BMZ).*

*The views expressed herein can in no way be taken to reflect the official opinion of the European Union and the BMZ.*

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH