

Naturland Checklist for Social Standards

Self-assessment and Control agency assessment



Instructions for the use of this checklist:

The checklist is working with a score system and score 2 is defined as the norm. (There are mainly two scores below the norm and one definition above)

Please start at score 2 with your checking!

If one aspect is not fulfilled don't mark it. If possible please mark then the corresponding aspect in the score below or above.

If one aspect of one score is not applicable please mark it and make the comment "not applicable".

There are two columns for answering:

The left (non-highlighted) column is being filled in by the operator and represents the organization's self-assessment.

The right (highlighted) column is being filled in by the control agency.

Assessment by the Naturland certification committee:

The qualification is obtained adding the points obtained for each section.

There are sections of absolute minimum standards: human rights and forced labour.

For further questions please contact:

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Please fill in for self-assessment:

Name of operator/ organisation to become organic certified:	VICFISH LTD
Address of the Organisation:	P.O.BOX 1139 BUKOBA
Name and position of the person filling in this form:	J. Maiseli - Project Manager / Satendra N. Tiwari - Project Coordinator
Date:	12.01.2009 and
Time spend on filling in this checklist:	3 hrs 20 minutes

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Are there major NON-Compliances (Major deviations)?

Yes one of the following chapters are answered with score 0
 No

1. Human Rights

Criteria: Basic human rights are respected, please put especial attention to points 1. to 7.

Any case of human right violation or social injustice?

Yes No

Disciplinary practices

	0 = Corrective Action Required	1 = Basic Norm	2 = Recommended Norm by Naturland	3 = Best Practise
	Physical abuse of workers		2 Working conditions protect the dignity, physical and mental health of all workers	
	Mental or physical coercion		2 No verbal abuse	
	Inhuman or degrading treatment or punishment		2 Disciplinary practices do not violate basic human rights	
	Corporal punishment		2 Fairness and transparency in disciplinary practices	3 The Employment & Labour Relation Act is strictly implemented. Disciplinary decisions are taken by a committee of three people: Administrative Officer, Chairperson of TUICO and the Secretary of TUICO.

Final scoring:

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Comments: Any worker who is accused of disciplinary misconduct is given enough opportunities to defend himself before the disciplinary committee that consists of a representative of management and two representatives from the Workers Union, the Trade Union for Industry and Commercial Organisations.

Comments inspector: The TUICO leaders confirmed that they are involved in taking disciplinary decisions involving the factory workers who are members of TUICO. Only 36 workers out of total of about 422 workers at the factory have volunteered to join TUICO. There is no fisherman who is a member of a union or an association.

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2. Wages

Criteria: Minimum wage

	0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		3 = Best Practise
	Wages are below official minimum wages or when dealing with processors relevant industry wages.		In the case of pay by production (piece wage) the pay rate does only permit the worker to earn the official minimum wage by an above or average daily scope of work per person.	2	2 Wages of all workers are in line with official minimum wages or when dealing with processors relevant industry wages.		Wages of all workers are clearly above legal minimum wages or when dealing with processors relevant industry wages.
	In the case of pay by production (piece wage) the pay rate does not permit the worker to earn the official minimum wage.			2	2 In the case of pay by production (piece wage) the wage earned by an average daily scope of work per person is above the official minimum wage.		In the case of pay by production (piece wage) the wage earned by an average daily scope of work per person is well above official minimum wage.
	No or irregular remuneration.						

Final scoring:

Comments:

Comments inspector. The most lowly worker in the factory earns 3,100 Tshs per day which amounts to about 83,700 Tshs per month. The Official minimum wage is 80,000 Tshs. The earnings of the fishermen range from 40,000 Tshs to 200,000 Tshs per month and depending on the size of the catch one manages to catch in the course of the month and unit cost of fuel for the boat engine. So sometimes the a fisherman may earn below the minimum wage if his catch is not good enough.

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3. Forced labour

Criteria: No use of forced labour, employer does not retain any part of workers salary, benefits, legally held or acquired property or documents

	0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		
	Pressing suspicion of forced labour, indications from independent sources such as NGO existing.		Family or dependants are expected to work on the operation	2	2 No indication of forced labour.		
	Family or dependants are forced to work on the operation.		Workers whose family or dependants are not working in the operation seem to be excluded from benefits	2	2 Family and dependants have the right to off-operation employment.		
	Employer retains personal documents or any part of workers salary etc. to prevent or delay worker from leaving the job		Employer does not retain workers documents for times longer than demanded by law	2	2 Workers whose families or dependants are not working on operation are not discriminated at all		
			Employer does not retain any part of workers salary, benefits etc.	2	2 No kind of manoeuvre to prevent or delay worker from leaving the job		

Final scoring:

Comments:

Comments inspector: There was no indication of any forced labor or maneuver to prevent or delay a worker or fisherman from leaving the job. Factory workers are paid per day worked at the end of the day. Fishermen are paid at the end of the month after totaling their daily incomes (based on value of fish caught in the course of the month) minus the food allowance and fuel expenses advanced to them by the boat owners in the course of the month.

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4. Freedom of association and right to collective bargaining

Criteria: freedom of association and assembly even if the right of freedom of association and collective bargaining are restricted under law, discrimination of trade union representatives

	0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		3 = Best Practise
	Employer is openly discriminating against workers unions and other associations		No indication of discrimination because of union membership or union activities but employer may hinder trade union representatives to meet workers		No indication of discrimination because of union membership or union activities	3	3 In addition to score 2: Workers union members are given equal working rights as other workers.
	Dismissal of worker or discrimination against workers because of union membership or union activities has occurred in the last year				2 Employer allows associative activities and collective bargaining	3	Employer grants time within working hours and provides physical facilities for meetings
					Employer provides independent information about workers freedom of association and collective bargaining.	3	3 Employer or management are not present during workers meetings.
						3	3 Employer provides up to date and independent information about workers freedom of association and collective bargaining

Final scoring:

Comments: (i) All workers meetings are held within working hours and within the factory premises. (ii) Unless required by workers, Company Board Members or Senior Management staff do not attend workers meetings so they can enjoy freedom of expression. (iii) Employer invites officials of Labour Department and Workers Union (TUICO) to talk to workers and sensitize them on their rights.

Comments inspector: In 2008, the employer invited in the TUICO (workers Union) officials to sensitise the factory workers about their right to Union membership, the benefits of Union membership and the requirements for membership (a monthly contribution of 2% of earnings to the Union). However, we did not find any instance when the operator granted workers time within working hours for meetings.

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5. Equal Treatment and Opportunities

Criteria: no discrimination (distinction, exclusion or preference) on the basis of race, caste, national origin, political opinion, religion, gender, marital status, disability,

HIV/Aids that denies or impairs equality of treatment, conditions and opportunity

	0 = Corrective Action Required	1 = Basic Norm	2 = Recommended Norm by Naturland	3 = Best Practise
	Obvious indications of discrimination	Indications of systematic discrimination with respect to remuneration (wages, social benefits, other benefits) and opportunities (training, promotion)	2 No indication of systematic discrimination with respect to remuneration (wages, social benefits, other benefits) and opportunities (training, promotion)	3 In addition to score 2: Any discriminating behaviour such as gestures, language, physical contact that is sexually coercive, threatening, abusive or exploitative is condemned
	Pregnancy tests before or during employment		2 No indication of systematic discrimination in hiring practises	3 Mutual respect and good interaction amongst different groups of workers (men and women, migrants and residents, blacks and whites etc) and with workers
				3 Employer is actively engaged to reduce discrimination amongst workers (e.g. educational activities)

Final scoring:

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Comments: (i) The Government Labour Department and Workers Union Officials have been invited to talk to Workers and emphasize on this element as per Employment and Labour Relation Act. Company Senior staff (Public Relations Manager, Administrative Officer and Director have condemned these misconducts on several occasions during Workers meetings. (ii) There is a good interaction of all levels of staff as exemplified during various celebrations (Labour Day, Weddings, New Year Party etc.) The Managing Director / Director / Employer has clearly condemned discrimination on grounds of race, religion or gender.

Comments inspector: There was no evidence of discrimination on the basis of race, caste, national origin, political opinion, religion, gender and marital status in employment and at work. The two companies (Vicfish Ltd and its sub-contractor, Dejjaplus Technologies Ltd) have no written employment policy on HIV/Aids and on disability. However, management of Vicfish sources the services of NGOs to raise awareness about HIV/AIDs among the workers and has claimed that it does not discriminate against infected workers if they vounteer to disclose their HIV/AIDs status to management. We did not recieve any report of discrimination from the workers we interviewed. At the fishermen level, the boat owners have no HIV/AIDs policy and activities for the fishermen. However, fishermen are considered a high risk group and are therefore a major target of NGO and government efforts at awarness raising. We found many awareness raising posters at the different landing sites that we visited.

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6. Child labour:

Criteria: work not hazardous or dangerous to health, safety and development of children, no exploitative child labour, school attendance, working hours and rest periods

	0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		
	Minors are engaged in work hazardous or dangerous to their health and safety and that may jeopardize their educational, moral, social and physical development		Minors are only engaged to experience work on their family's farm or a neighboring farm and are only engaged in work appropriate to their age		Minors are only engaged to experience work on their family's farm or a neighboring farm and are only engaged in work appropriate to their age		3 3 The project has prohibited the engagement of minors in any aspect of the project. This is being complied with in all palces that were inspected.
	Minors are engaged in work not appropriate to their age		Work does not interfere with regular school attendance		The work is not hazardous or dangerous to their health and safety and does not jeopardize their educational, moral, social and physical development		
	Minors are integrated in the operation as if they were adults (same working hours, rest periods)				Work does not interfere with education, good school attendance		
	Work interferes with a regular school attendance				Sufficient rest periods		
			Children are sometimes supervised by adults or have authorization from a legal guardian		Children are supervised by adults or have authorization from a legal guardian		
					Working hours of young workers from 15-17 years age do not exceed 10 hours including travel and school		
					No children below the age of 12 are working on the operation*		

* children below 12 years are only allowed to supplement light household family work (time sensitive tasks)

Final scoring:

Comments: Not applicable

Comments inspector: Not applicable because the project prohibits the involvement of minors in any aspect of the project. Instead, Vicfish has provided support to schools and has financed the establishment of children playing facilities at some of the landing sites like Kerebe and Nyamukazi.

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7. Safety and health

Does operator with more than 10 workers have a policy on safety at the working place?

Yes

No

a) Does the employer ensure safety at the working place?

Criteria: Danger spots, safety measures, first aid, safety training, accident records

0 = Corrective Action Required	1 = Basic Norm	2 = Recommended Norm by Naturland	3 = Best Practise
No warning signs on main danger spots	Comprehensible warning signs on most main danger spots	2 Comprehensible warning signs on all main danger spots	3 In addition to score 2:
Workers are not informed about possible risks of working place	Workers are informed about risks of working place but only insufficiently	2 Workers are informed about risks of working place in a readily comprehensible manner	3 3 Workers are trained about risks of working place in a readily comprehensible manner
Minimum legal norms of work safety are not complied with	Records about accidents at work and illness and complaints related to the work are either not up to date or there are doubts about whether they are correct	2 Sufficient and well maintained first aid equipment	3 3 There is a well equipped treatment room at the factory for first aid treatment. It is staffed with a qualified nurse.
No first Aid equipment	Special risk groups such as pregnant women and children are partly excluded from unreasonable work	2 All accidents at work and illness and complaints related to the work are recorded and records are up to date	3 3 All accidents at work and illness and complaints related to the work are recorded and records are up to date, analysed and relevant measures are taken.
No records about accidents at work and illness and complaints related to the work are kept despite of accidents in the past		2 Special risk groups such as pregnant women and children are excluded from unreasonable work	3 Person trained in First Aid available
		2 Adequate protection from noise, dust, light and exposure to chemicals	

Final scoring:

Comments: Highly dangerous areas / room are kept under lock and key and RESTRICTED ENTRY/ DANGER' notices are conspicuously displayed. Workers have been instructed to read the Occupational Safety and Health. Policy which requires them to avoid / minimize accidents and to use protective gear whenever they are on duty. All minor and major accidents are attended promptly at companys expense and Compensations are made for major injuries on duty. A trained nurse is always on duty during working hours Most workers work in enclosed areas and protective gear is provided.

Comments inspector: The operator factory is well equipped with a treatment room for first aid and there are warning signs and messages at all relevant places of the factory and the occupational safety and health policy is pinned on the walls of the factory. However at the landing sites where the sub-contractors (Fish suppliers and collectors) operate from, there is need for placement of warning signs and training of fishermen in maritime safety. The inspectors met Mr. J. Loisimaye, the Flag State Control Officer in charge of Government's Surface and Maritime Transport Regulatory Authority (SUMTRA) in the Kagera region who indicated that they are responsible for raising awareness about maritime safety. They had only been able to cover the onshore landing sites but were constrained by lack of transport to cover the offshore landing sites. Vicfish is working out arrangements to facilitate SUMTRA to reach the offshore landing sites and for production of maritime safety awareness raising posters.

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b) Does the employer ensure basic conditions?

Criteria: Access to drinking water, medical care, food and accommodation of all workers (including their families when living on the operation)

0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		3 = Best Practise	
Access to drinking water							
No access to drinking water according to local conditions or only with great efforts		Convenient access to drinking water according to local conditions has to be paid for		2 Convenient access to drinking water according to local conditions free of any charge		3 Convenient access to drinking water of good quality at any time free of any charge	
Medical care							
No or only minimum medical care		Basic but insufficient medical care to meet workers needs		2 Availability of medical care to meet the workers needs		3 In addition to score 2: Good medical care to meet workers needs	
Poor attention in cases of emergency		Attention in cases of emergency insufficient		2 In emergency cases transport and financial support is given to all workers		Employer is offering preventive medical care and health education	
Access to food not applicable (if workers bringing their own food, or going home for lunch)							
Access to food is a problem		Sufficient alimentation of workers is not guaranteed or only with great efforts		All workers and their family can prepare their meals according to local eating habits		3 3 All workers at the factory are provided with free lunch	
Meals have to be consumed at the working place in processing operations		Hygienic conditions for food storage and preparation are very poor		2 2 Cooking and dining facilities are sufficient and hygienic			
Storage of food is not possible				2 2 Hygienic and safe storage of food is guaranteed			
Access to accommodation only, where workers depend on -operation accommodation not applicable							
No or far to few accommodation		Not enough accommodation		Sufficient accommodation for all workers and their families (at least local standard)		Sufficient accommodation for all workers and their families above local standards	
No or by far too few sanitary facilities		Accommodation offered far below local standards		Sufficient sanitary facilities		Sufficient sanitary facilities, separated for men and women	
Workers have to sleep at working place or very close to working place		Sufficient sanitary facilities, but hygienic deficiencies		Hygienic conditions in quarters and sanitary facilities meet local standards		Good hygienic conditions in quarters and sanitary facilities	
Accommodation offered is not safe				Clear separation of working place and accommodation		Clear separation of working place and accommodation	
				Safe accommodation		Good security measures in accommodation	

Final scoring:

Comments: Expatriates and senior staff are provided with accommodation.

Comments inspector: **Access to Food:** Workers at the factory are provided with a free lunch in a reserved hygienic dining room. The food is prepared at the factory and there are safe storage facilities. Fishermen buy their own food at all times with an advance that is made available by the boat owner and is deducted from their earnings at the end of the month. **Medical care:** For factory workers this is covered under their national social security medical benefit scheme. However, some of the workers have never been provided with the medical cards for them to access this medical scheme. Fishermen are not subscribing to the National Social Security Fund (NSSF) and are therefore not eligible for the associated medical scheme but the boat owners (their employers) provide some assistance in meeting their medical costs. However, this assistance is not formalized and there are no guarantees that it will be offered at all times and the extent of such support is uncertain. **Accommodation:** Expatriate staffs at the Vicfish factory are offered accommodation at the factory. No worker is provided with accommodation. All factory workers reside in the neighboring areas. Fishermen at the offshore landing sites reside in own rented quarters.

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8.1. Are there ten or more workers working on the operation? (including all type of workers: seasonal, temporary, migrant, foreign, casual, part-time, permanent, sub-contracted workers)

Yes please continue with next question (8.2).

No End of checklist!

8.2. The operation takes place in the following countries: Austria, Belgium, Denmark, Finland, France, Germany, Greece, Italy, Ireland, Netherlands, Norway, Spain, Sweden, Switzerland, United Kingdom and United States of America.

Yes End of checklist!

No please continue with question no 9.

9. Contracts

Criteria: Employment contracts, information policy, mutual understanding/agreement between employer and workers

0 = Corrective Action Required	1 = Basic Norm	2 = Recommended Norm by Naturland	3 = Best Practise
There are no employment contracts	There are employment contracts but only for permanent workers.	2 2 Employment contracts for all workers.	In addition to score 2:
The workers are only minimally informed about the scope of the job as well as type and amount of remuneration.	1 Employment contracts do only include imprecise and insufficient information about job description, scope and limits of the job as well as type and amount of remuneration.	2 No cases of faulty or not documented workers.	There is a good mutual understanding between employer and workers.
	1 Workers are only insufficiently informed about their rights and duties.	2 Employment contracts do define job description, scope and limits of the job as well as type and amount of remuneration, working hours, overtime and rest periods and social benefits.	
	There is only little mutual understanding between employer and workers.	2 All workers are informed about their rights and duties in an understandable manner.	
		2 2 There is a basic mutual understanding between employer and workers.	

Final scoring:

Comments: Daily paid staff are out - sourced through a service Provider / Contractor

Comments inspector: Vicfish contracted workers are sufficiently informed about their job description, scope and limits of the job and remunerations. However, Vicfish obtains most of the factory workers from an employment agency called Dejaplus Technologies Ltd (DTL). The contracts of the DTL contracted workers at the Vicfish factory do not specify the type of work rather it only specifies the work place. Not all Vicfish and Dejaplus Technology Ltd contracted workers were provided with a copy of their employment contracts with the result that some of them are unsure about their employment terms.

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10. Equal treatment of all workers, independently of their employment status

Criteria: equal rights and benefits for all workers independently of their employment status

	0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		3 = Best Practise
	Strong discrimination with respect to salaries or benefits, work advantages, conditions between local and foreign, permanent and temporary workers for work of equal value		Discrimination with respect to salaries or benefits, work advantages, conditions for work of equal value between permanent and temporary workers may exist.	2	2 All workers, independently of their employment status have similar rights, receive similar social benefits and other privileges and face similar working conditions for work of equal value		All workers independently of their employment status have equal rights, receive the same social benefits and other privileges and face the same working conditions than permanent workers for work of equal value.
	Employer hires and fires workers on a continuous temporary base to avoid responsibility for social security and benefit payments					3	3 Employer informs the foreign employees about how to apply for a work permit and does assist them to obtain it.

Final scoring:

Comments: To assist the foreign employees to have maximum concentration on their responsibilities, the Company liaises with respective authorities in processing their work permits.

Comments inspector:

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11. Wages

Criteria: Minimum wage*, remuneration and payment of „unproductive time“**

	0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		3 = Best Practise
	Wages are below official minimum wages or when dealing with processors relevant industry wages.		In the case of pay by production (piece wage) the pay rate does only permit the worker to earn the official minimum wage by an above or average daily scope of work per person.	2	2 Wages of all workers are in line with official minimum wages or when dealing with processors relevant industry wages.		Wages of all workers are clearly above legal minimum wages or when dealing with processors relevant industry wages.
	In the case of pay by production (piece wage) the pay rate does not permit the worker to earn the official minimum wage.		Training sessions and other kinds of unproductive work are not remunerated or below average daily wage in the piece wage.	2	2 Remuneration is done regularly and documented for all workers.	3	3 Remuneration is done regularly and documented for all workers.
	No or irregular remuneration.			2	2 In the case of pay by production (piece wage) the wage earned by an average daily scope of work per person is above the official minimum wage.	3	3 In the case of pay by production (piece wage) the wage earned by an average daily scope of work per person is well above official minimum wage.
				2	2 Training sessions and other kinds of unproductive work are remunerated by an average daily wage rate	3	3 Training sessions and other kinds of unproductive work are remunerated by an average daily wage rate.
						3	3 Special security measures on pay day to protect workers from theft.

*Where minimum wages defined by national legislation do not meet basic needs of workers a living wage has to be calculated, ensuring low-wage workers and their families to live above the poverty line.

**unproductive time: working time losses due to conditions beyond the control of workers, except working time losses due to weather conditions, which could not be avoided despite a good management

Final scoring:

Comments: (i) A bonus scheme is in place for all workers working by pieces wage : The bonus is in addition to the basic pay. (ii) Workers are still paid when they are undergoing training / sensitization sessions. (iii) Security guards are always on standby at the factory to protect against theft.

Comments inspector: The most lowly worker in the factory earns 3,100 Tshs per day which amounts to about 83,700 Tshs per month. The Official minimum wage is 80,000 Tshs. The earnings of the fishermen range from 40,000 Tshs to 200,000 Tshs per month and depending on the size of the catch one manages to catch in the course of the month and unit cost of fuel for the boat engine. So sometimes the a fisherman may earn below the minimum wage if his catch is not good enough but on average they earn above the minimum wage of 80,000 Tshs per month. The factory workers on a daily wage are not paid on days when there is no fish to process.

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12. In kind payment (food, housing etc.)

not applicable

0 = Corrective Action Required	1 = Basic Norm	2 = Recommended Norm by Naturland	3 = Best Practise
In kind payments for food or housing etc. are deducted from wages	If in kind payment is obligatory, but prices are at least at market prices	All workers can freely choose type of remuneration preferred.	All workers can freely choose type of remuneration preferred
Deductions for food or housing are extremely above local prices; exploitative deduction.		In case of in kind payment this is accepted by the worker and at fair price (at cost)	In case of in kind payment this is accepted by the worker and must be at least subsidised

Final scoring:

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Comments:

[Comments inspector:](#) Not applicable. There are no inkind payments

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13. Working hours

Criteria: Documentation, voluntary nature of overtime, agreement between workers and employer, periods of rest (rest days)

0 = Corrective Action Required	1 = Basic Norm	2 = Recommended Norm by Naturland	3 = Best Practise
Weekly working hours far above national labour legislation.	Weekly working hours and rest days are as a rule in line with national labour legislation but documentation about working hours is not sufficient.	2 2 Weekly working hours and rest days are in line with national labour legislation.	In addition to score 2: Daily working hours and overtime of each employee are documented in working time sheets.
No trustworthy documentation about working hours or/and overtime available	Overtime is obligatory not only during peak season and not remunerated separately.	2 2 Daily working hours and overtime of each worker are documented.	Overtime is voluntary, remunerated at a premium rate and overtime wage records are kept.
		2 2 Clear written agreement about a maximum 6 weeks peak season overtime requirements, defining maximum hours of overtime, rest periods and remuneration.	Special consideration is given to workers who need more flexibility in working hours (parents, young workers studying etc.)
		2 2 Overtime is remunerated extra	
		2 2 Employer takes care that rest breaks/days are also guaranteed during peak season	

Final scoring:

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Comments: * We abide to the Employment & Labour Relations Act No. 6 of 2004 Tanzania which states that normal working hours per day shall not exceed 8, if there is a need to work for more than 8 hours, the excess hours shall be remunerated as overtime payment.

Comments inspector: The working hours and overtime limits followed are those stipulated in the Tanzanian 'Employment and Labour Relations Act. No. 6 of 2004'. However, this is not applicable to fishermen because of their unique working hours. Fishermen go out to the lake at starting at 3.00 p.m and return from fishing the following day between 7.00 a.m. and 10.00 a.m and take the rest of the day off. Return to the lake is on the following day.

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14. Social benefits

Criteria: basic coverage for maternity, sickness and retirement, policy on wages and social benefits (social justice)

Is national social security legislation complied with?

		Yes	X	x	NO					
		0 = Corrective Action Required			1 = Basic Norm		2 = Recommended Norm by Naturland		3 = Best Practise	
	No basic coverage for maternity, sickness and retirement				2	2	2	Basic coverage for maternity, sickness and retirement independently of legislation requirements is guaranteed for all permanent workers.		Social security payments surpass legal requirements and basic coverage for maternity, sickness and retirement guaranteed.
	No or only few records						3	Up to date records and no cases of delayed compliance	3	Timely payments and good records
	In case of 10 or more workers no policy on social justice (wages and social benefits)					2	3	In case of 10 or more workers policy on social justice (wages and social benefits) existing and made known to all workers.	3	In case of 10 or more workers policy on social justice (wages and social benefits) existing and made known to all workers.
0	Most of the factory workers employed by the company and those contracted from DTL are not aware of the full benefits of their NSSF medical scheme. There are no extra social benefits such as medical insurance, funeral insurance, membership to a private retirement fund, educational fund, etc						3		3	Extra social benefits such as additional medical insurance, funerary insurance, membership to a private retirement fund educational fund etc.

Final scoring:

Comments: Official from the National Social Security Fund (NSSF) and District Commissioner have been invited more than once to sensitize workers on NSSF Act and to emphasize on the workers obligation to comply to the Act. All workers contribute 10% of their pay to NSSF and the employer contributes a similar amount. Workers have free access to see their NSSF accounts. All workers enjoy the benefits of NSSF membership which include medicare, education, funeral assistances etc.

Comments inspector: The basic maternity, sickness and retirement is that provided under the national legislation (The National Social Security Fund Act, 1997) which provides for maternity, sickness and retirement benefits. All the Vicfish and DTL contracted workers are contributing to the NSSF. The inspectors' findings are that many of the DTL contracted workers and a few Vicfish contracted workers are not aware of the scope of the benefits available from their NSSF contributions. The fishermen do not have any such benefits.

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15. Further Education

Key words: education, further education, capacity building, empowerment, information flow

0 = Corrective Action Required		1 = Basic Norm		2 = Recommended Norm by Naturland		3 = Best Practise	
	No further education and apprenticeship		There are no apprentices in the operation	2	2	The operator has an apprenticeship programme	In addition to score 2: Education and training offers for minors
			Only few employees have been trained	2		Employees have the possibility for further education (if yes, please add a list with subject of training, number of participants, date of training)	Access for primary schools for workers children, for neighbourhoods and/or community
			Appropriate on job training for new employees (permanent and non-permanent)	2	2	Employees are trained regularly	There is a concept for further education and apprenticeship in the operation, which is including in the strategic business plan, the aim of capacity building and empowerment is to enable the employees to become actor and owners of their development process.
		1	Training records available	2		The operator encourages and promote the employees' participation and responsibility, increasing their skills and capabilities through training	Corporate social responsibility is an integral part of the mission or policy of the operator. The operator acknowledges and abides by its social responsibilities and specifically aims to enhance the empowerment and capacity building of its employees (see FLO standards).
	Final scoring:						

Comments: Vicfish Ltd has a program in place for continuous training of wokers to ensure there is no scarcity of trained manpower especially in production line. This is done through on - the - job training program, and sending selected workers to attend seminars on various subjects eg. ISO 22000, Labour Laws, Cleaner Production. Future training shall include Occupational Safety and Health, Environmem Issues and any other subjects that will be deemed relevant. On 07/01/2009 workers were given a general seminar on HIV / AIDS awareness. More such seminars will be done. List of employees who attend out of factory training / seminars is available:-

Comments inspector: **Further education:** There is no further education programme for employees (factory workers and fishermen). There is apprenticeship for the factory workers and fishermen.

This page is filled in only by the control agency!

Naturland Recommendation for Naturland certification has to be filled in by the inspector	Name of operator:	Vicfish Ltd
	Name of inspector:	Charles Walaga and Kemilembe Barongo
	Date of inspection (time):	29th January 2009
	Start of inspection (time):	9.30 a.m.
	End of inspection (time):	5.00 a.m.

Naturland Conditions from last certification have been fulfilled (applied corrective measures? None fulfilled conditions?), Please list conditions and respective corrective measures.

Not applicable. This was the first inspection

Following non-compliance have been detected during inspection:

5: The two companies (Vicfish Ltd and its sub-contractor and Dejaplus Technologies Ltd) have no employment policy on HIV/Aids and on disability; 7a: Insufficient safety measures on boats especially against fire and no warning signs at landing sites at places where there are dangers; 7b: Fishermen have no guaranteed medical support; 9: Dejaplus Technology Ltd contracted workers are insufficiently informed about the scope of their employment and not all Vicfish and Dejaplus Technology Ltd contracted workers were provided with a copy of their employment contracts. 14: Many of the Dejaplus Technologies Ltd contracted workers and some of the Vicfish Ltd contracted workers are insufficiently informed about the full extent of the benefits that accrue from their contributions to the NSSF.

Recommendations/ conditions for Naturland certification: (the operator will be officially informed through the certification letter send by the Naturland certification committee): [The operator is recommended for certification with the condition that he provides an acceptable proposal and time frame for addressing the above non-compliances](#)

Statement from the operator for Naturland

The signatories confirm with their signature the correctness of all findings laid down in this inspection checklist. The manager of the operation confirms with his signature the completeness of the information laid down in this inspection report

- A copy of this document was left with the operation
 A copy of this document will have to be handed over to the operator together with the Naturland certification letter.

Operator	Inspector: Charles Walaga and Kemilembe Barongo
Place, date, signature	Kampala, Uganda. 4nd Feb 2009. Place, date, signature