

These are the guidelines for implementation of the International Code of Conduct, organised by relevancy per point of the Code.

Guidelines "Freedom of association and collective bargaining"

ILO conventions No. 87 + 98 + 135

The rights of all employees to form and join trade unions and to bargain collectively shall be recognised. Workers' representatives shall not be subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions. Guideline 1.1

Guidelines "Equality of treatment"

ILO conventions 100 + 111

- Employees shall have access to jobs and training on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion religion or social origin. Guideline 1.2
- Complaints regarding labour and working conditions should be forwarded to the Workers' Representatives or to an external, independent body, accepted by all parties involved. Guideline 1.5

Employees must be protected from strain due to excessive and permanent work stress. Harassment at the workplace and mental or physical repression, particularly of female workers, must be strictly prevented. Guideline 1.11

Guidelines "Living wages and housing"

ILO conventions No. 110 + 155 + 170

- Wages and benefits paid for a standard working week shall meet at least legal or industry minimum and always be sufficient to meet basic needs of workers and their family and to provide some discretionary income. Guideline 1.6
- The wages must be paid in cash to the employees, at the agreed time and in full. The associated information must be supplied to the employees in detail and in a readily understandable form Guideline 1.7
- If the company provides the workers with housing, it must comply with ILO convention No. 110 art. 85 – 88. The structural standard and the infrastructure must be such as to provide healthy and restful living conditions. The company should motivate and support the workers to have their own vegetable gardens. Guideline 3.6
- Transport if required to and from the farm has to be provided by the company, alternatively an allowance has to be paid. Guideline 3.9
- The company should assume responsibility for the education of the children of the workers. Support of creche facilities inside or outside the compound is highly recommended. In case that the workers and their families are living on the farm either schooling in the farm or transport to the next school has to be provided. Guideline 3.8
- The company shall support and encourage social and cultural projects in cooperation with the surrounding communities. Guideline 3.10
- The company shall promote the development of its employees with educational programmes in the social and cultural field. Guideline 3.2

Guidelines "Working hours and labour conditions"

ILO conventions 110 + 155 +170

- Working hours, overtime and paid leave must comply with applicable law and industry standards. In any event, workers shall not be required to work in excess of 48 hours per week on a regular basis. Overtime shall be voluntary, not exceed 12 hours per week, not be demanded on a regular basis and always be compensated at a premium rate. Agreed and legally stipulated midday and work breaks must be observed. Workers should have at

least 24 consecutive hours of rest per week and at least 3 weeks of paid leave a year.
Guideline 1.8

- Companies shall ensure that workers are included in an appropriated state or private social security scheme, covering especially invalidity, injury, maternity and old-age benefit.
Guideline 3.1

Guidelines "Health and safety"

- Together with the Workers' Representatives, the Management shall establish a coherent policy for Occupational Safety, Health and Working Environment, which conforms to ILO Convention 155 art. 4 and 11 and the international accepted health and safety standards, which cover, also, the handling of pesticides and chemicals. Guideline 2.1
- Employees and their representatives must be consulted, informed and trained on health and safety matters. Information and training courses must be held periodically. New employees, including temporary and subcontracted workers must be informed and instructed on the risks at the workplace. Guideline 2.2
- All work in the flower farm must be organised in such a way as not to endanger the safety and health of the employees. High-risk jobs and areas must be specially indicated and supervised. Increased risk and danger areas and operations must be recorded in a Risk Register. Guideline 2.3
- An appointed or nominated Safety Officer in cooperation with the Workers' Representatives shall keep a check on the observance of the labour and safety regulations and evaluate suggestions for improvements and complaints. Guideline 2.4
- Employees are to be provided free of charge with regular medical care and advice within the place of work at fixed times during working hours. The regular examinations and check-ups shall be carried out by a physician. Guideline 2.5.1
- Complete, continuously updated documentation and statistics are to be kept with regard to sickness, accidents and absences from work, Guideline 2.5.2
- First Aid facilities should be available at all operating sites where at least two employees trained in First Aid procedure should be present. Guideline 2.5.3
- For emergencies and accidents, rapid medical attention and an appropriate first aid organisation on site must be assured. The company shall arrange transport to the nearest hospital when necessary. Guideline 2.5.4
- Special measures must be taken to avoid reproductive health risks. In particular, pregnant women may only perform work which is appropriate to their physical capacity and which excludes contact with pesticides and chemicals. Guideline 3.3
- A special clean rest room must be provided for pregnant women and nursing mothers, unless no other possibility exists near by the flower farm. Guideline 3.4
- Female employees shall be entitled to the legal maternity leave on full pay. The employee will not occur any loss of privileges for reason of being on such leave. Guideline 3.5
- The flower farm must have a suitable, clean, social and sanitary infrastructure, which conforms to the requirements of its employees and is adequate to their numbers. Guideline 2.6.1
- Suitable rest rooms and canteen with cooking, eating and storage facilities for food and drinks, strictly separated from the working area have to be provided for by the company. Guideline 2.6.2
- Clean drinking water must be available, also during the work within a reachable distance from the working place. Guideline 2.6.3
- Changing rooms with sufficient washing facilities, showers and clean toilets must be available. Guideline 2.6.4
- The company must supply the employees, free of charge, with suitable clean working clothes, which are to be cleaned by the company in order to avoid contamination. Guidelines 2.6.5 and 4.10
- Eating, drinking and smoking in the working areas have to be strictly forbidden. Guideline 4.10
- The company shall pay special attention to sufficient and healthy nutrition of the workers and its families. Special subsidies for the food supply of the workers are encouraged in the programme to fulfil the human right to food. Where food is served in a canteen, the diet should be nutritious and varied. When workers are living on the farm free vegetable gardens with sufficient irrigation should be offered to the workers families. Guideline 3.7

Guidelines "Pesticides and chemicals"

- Recording and documentation of all pesticide applications must be done, indicating date and time, crop and pest/disease and information on the pesticide used, active ingredient, quantity and dosage rate. Guideline 4.1
- The most appropriate combination of organic, mechanical and chemical methods shall be used. Pesticides have to be applied only in a selective manner in accordance with the crop damage threshold. Pest or disease incidence and pressure shall be kept low by use of suitable production methods and conditions. Guideline 4.2
- Biological methods should replace pesticide treatment wherever possible. Guideline 4.2
- Pesticides banned or not registered in the country should not be used. Also, persistent pesticides, soil fumigants and herbicides must be avoided. Highly toxic WHO 1 products and/or carcinogenic/mutagenic pesticides should be replaced wherever possible by lower toxic one. Guideline 4.3
- Post-harvest treatment of the flowers is only permitted with non-toxic chemicals. Silver Thiosulfate is not allowed to be used. Guideline 4.4
- All spray operators must be thoroughly instructed and trained by a recognised institution or by specialists on the safe application and the risks of pesticides and chemicals Guideline 4.5
- Spray operators should not spray more than 4 hours per day. Due to the high risk and exposure to toxic products, a job rotation scheme has to be implemented. Guideline 4.6
- Pesticide application in the greenhouse is strictly forbidden, as long as unprotected workers are inside. Guideline 4.7
- Warning signs are required at each entrance of the areas sprayed, indicating the time and date when entry is safe. Guideline 4.7
- Re-entry intervals should be strictly observed after spraying pesticides. In any case, the foliage has to be completely dry before harvesting. Guideline 4.7
- Suitable and properly calibrated spray equipment must be used for the application of the pesticides. Equipment must receive regular maintenance and should be cleaned and tested after each application. Guideline 4.8
- All spray operators must wear suitable and intact personal protective equipment and clothing provided by the company. Guideline 4.9
- After spraying, the operators have to rinse off all equipment and wash themselves thoroughly. Respirators with suitable filters have to be controlled and changed regularly. Guideline 4.9
- For all workers in the cultivation, harvesting and finishing sections the company shall provide free of charge suitable protective clothing appropriate to the task. Guideline 4.10
- Personnel working in the spraying, mixing and store of pesticides must be medically examined every three months. Workers in the cultivation, harvesting and finishing sections should be medically examined once a year and at the beginning and ending of their employment. The findings must be communicated to the persons in readily understandable form. A complete documentary record of such examinations must be kept. Guideline 4.11
- Pesticides and chemicals must be stored in lockable, well-ventilated rooms, which conform to safety regulations. A supervisor responsible for the pesticide and chemical store has to be nominated. Only authorised personnel, who are instructed in handling pesticides and dealing with spillage, should have access to the store. Guideline 4.12
- All products and packages must be clearly labelled and stored in the original container. Highly toxic and inflammable pesticides and chemicals should be stored separately. The inventory, with a record of all incoming and outgoing pesticides and chemicals, must be documented and continuously updated. Guideline 4.13
- Dispensing and mixing pesticides and chemicals has to be done in a separate, well-ventilated room or area with accurate and clean measuring equipment. A spill-containment trough not draining to the sewer must be installed. Guideline 4.14
- On entering the service of the company and on regular intervals, all workers must be informed about the risks and safety measures relating to the pesticides and chemicals used in the farm. This also applies to temporary and subcontracted workers. Guideline 4.15
- The safety instructions, re-entry intervals and hygiene recommendations should be displayed clearly visible in the workplaces. Guideline 4.16
- Recording and documentation of all fertilizer and chemical application must be done, giving date and time, crop, quantity and dosage rate. Guideline 5.1
- Chemical fertilizer should be applied only selectively on the basis of careful observation of the crop together with soil and leaf analysis. The input should be optimally adapted to the needs of the plants. Guideline 5.2

- Losses and drainage of the fertilizers through leaching into the soil should be kept at a minimum. Nitrogen and water supply should only cover the flowers' need to growth. Guideline 5.3
- Wherever possible, low toxic and biodegradable chemicals have to be used. Formaldehyde as disinfectant is not allowed. Guideline 5.4
- Organic fertilizer and composted organic waste should be used for the improvement and care of the soil in the plantations in order to reduce chemical fertilizer input. Guideline 4.16

Guidelines "Security of Employment"

- All employees must have a legally valid, written contract of employment signed by employees and employers, which safeguards them from loss of pay in the case of illness, disability and accident. The employee must be provided with a copy of the contract. For recruitment, pregnancy tests and genetic tests are not allowed. Guideline 1.3
- These provisions also apply to temporary, part-time, casual and subcontracted workers. Time-limited contracts and sub contraction are permitted only during peak periods and in the case of special tasks. Guideline 1.4

Guidelines "The Protection of the Environment"

- A programme has to be elaborated by the company for conserving the environment and the sustainable use of natural resources and the avoidance of the environmental pollution. Guideline 6.1
- Pollution of the soil, water and air with pesticides, fertilizers, chemicals and waste must be avoided wherever possible. Guideline 6.1
- A specially appointed and instructed environmental protection officer shall evaluate suggestions for improvements and keep check on compliance. Guideline 6.2
- Workers are to be informed on the envisaged measures and instructions Guideline 6.3
- Special measures to protect drinking water sources, groundwater, surface water, rivers, dikes and lakes have to be taken. Guideline 6.4
- Special attention must be given to the protection of the fauna and flora inside the farm and the surrounding areas. Guideline 6.5
- For the supply of irrigation water, the company must implement a water management system, which minimize water consumption and conserves ground and surface water. Guideline 7.1
- Recording and documentation of the consumption of water and energy has to be done. Guideline 7.2
- Irrigation must be done with methods and systems, which minimize water consumption. Guideline 7.3
- Where possible rainwater should be collected in water reservoirs of adequate capacity. The lowering of the ground water level or any other negative effect on the availability and quality of drinking and irrigation water for the surrounding communities and farmers must be avoided. Guideline 7.4
- The consumption of energy must be kept at a minimum. Wherever possible, renewable energy should be used. Guideline 7.5
- Waste and pollution reduction must be given high priority. A proper waste management system for the separation and disposal must be established in the company. Waste deposit must conform to the requirements of the law. Monitoring must be carried out by a properly instructed supervisor. Guideline 8.1
- Organic waste should be composted in an appropriate manner and reused in the farm. It is strictly forbidden to feed animals with pesticide-contaminated material. Guideline 8.2
- Waste of all kind, especially pesticides, fertilizer and chemical residues, must not be disposed of in the soil, drains and watercourses. Pesticide residues should be diluted and sprayed under the crops inside the greenhouses. Guideline 8.3
- Empty pesticide or chemical containers or drums must be triple rinsed at a safe place before returning to the supplier. If returning is not possible, the containers should be disposed off by incineration or burial, taking all precautions strictly controlled. Guideline 8.4
- The re-use of pesticide and chemical containers and drums for drinking water or food storage is strictly prohibited. Guideline 8.5
- Paper, plastic, metal, wood and other waste material are to be separated and wherever recycled. Guideline 8.6

- All wastewater, especially those contaminated with pesticides and/or chemicals have to be specially treated before safe disposal in accordance with the law. Guideline 8.7
- Air pollution and unpleasant smells due to pesticide or chemical application or incineration in the open air near housings must be strictly avoided. Guideline 8.8
- The company should make efforts to protect the environment and the residential areas inside and surrounding the farm together with their inhabitants from harmful effects and nuisances. Guideline 9.1
- To protect the surroundings and to encourage wildlife, trees and bushes should be planted especially at the farm's boundaries. Guideline 9.2
- A safety distance of not less than 100 meters from the residential areas and houses to the greenhouses or pesticide application areas must be maintained. Guideline 9.3
- Expansion of the farm, building alterations, supply of water, waste disposal and other environmentally relevant measures must conform with the law and the existing zoning/building master plan of the regional and/or local authorities Guideline 9.4
- The company shall within its capacity support the environmental and infrastructure projects of the local and regional authorities. Guideline 9.5

Guidelines "Child labour is not used"

ILO Conventions No 29 + 105 + 138

- There shall be no use of child labour. No worker under the age of 15 years or under the compulsory school-leaving age shall be engaged. Children under 18 shall not work at night and in hazardous conditions. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any replaced child worker. Guideline 1.9

Guidelines "No forced labour"

ILO convention 29 + 105 + 138

- There shall be no forced labour, included bonded or involuntary prison labour. Nor shall workers be required to lodge, "deposits" or their identity papers with their employer. Guideline 1.10