



**GGN: 4056186701374**

Registration number of producer/  
producer group (from CB):

## **GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE (GRASP)**

### **PROOF OF ASSESSMENT**

According to

**GRASP General Rules V1.3-1-i July 2020**

**Option 1**

Issued to

Producer PG Jelena Keserovic

Akademika Radovanovica 30, 15000 Predvorica ( Sabac), Serbia



### **The Annex contains details of the GRASP results.**

The Certification Body Bioagricert srl declares that the producer group mentioned on this proof has been assessed according to the GLOBALG.A.P. Risk Assessment on Social Practice Version 1.3-1-i July 2020.

# GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE (GRASP) - PROOF OF ASSESSMENT

Product Handling	Remote Assessment	Employee Interview
No	N/A	Yes

**Overall assessment result: Improvements needed**

**GGN: 4056186701374**

## Assessment result in detail:

Control Point 1	Improvements needed
Control Point 2	Improvements needed
Control Point 3	Improvements needed
Control Point 4	Fully compliant
Control Point 5	Improvements needed
Control Point 6	Improvements needed
Control Point 7	Fully compliant
Control Point 8	Fully compliant
Control Point 9	Not applicable
Control Point 10	Improvements needed
Control Point 11	Fully compliant

**Date of Assessment: 11-06-2022**

**Date of Upload: 19-07-2022**

**Validity: 11-06-2022 - 09-06-2023 (depending on GLOBALG.A.P. certificate validity)**

**The actual status of this proof is always displayed at: <https://database.globalgap.org>**

# GLOBALG.A.P. RISK ASSESSMENT ON SOCIAL PRACTICE

GRASP Checklist - Version 1.3-1-i

Checklist Individual Producer (Option 1)

Valid from: July 2020

Mandatory from: October 2020



1. CERTIFICATE HOLDER REGISTRATION DATA									
Producer GGN/GLN:*	4056186701374			Registration N°:					
Company name:*	PG Jelena Keserovic			Address:*		Akademika Radovanovica 30, 15000 Sabac, Serbia			
Telephone:*	381 65 3320470								
Email:				Fax:					
Assessment date:*	11/06/2022			Contact person:*		Sasa Keserovic, Sandra Sestic			
Previous assessment date(s):	10/06/2021	13/07/2020							
Does the producer have any other external audits or certification covering social practices? If yes, which?									
Standard 1: Valid to:	Standard 2: Valid to:			Standard 3: Valid to:		Standard 4: Valid to:			
Has the Certification Body detected any significant breach of legal requirement concerning labor conditions?									
						<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Has the Certification Body reported this finding to the local/national responsible and competent authority?									
						<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Comments: No detection of any significant breach of legal requirement concerning labor conditions									
Company description: PG Jelena Keserovic is holder of a family owned agricultural household, which is specialized in cultivation of blueberries. Production takes place onto 7.4ha net surface, on 1 location, KO Predvorice. Throughout the year producer is hiring workers for assistance with fieldworks, but major part of workers is hired at harvest time (June-July). Responsible person for all farm activities is Sasa Keserovic, son of Jelena Keserovic. There are no produce handling activities on the farm. At the peak of harvest time, producer is expecting up to 100 seasonal workers. So far, in 2022, producer has been hiring 58 workers (all seasonal workers from local region), while at the day of inspection 47 were present, from which 7 workers have been sampled for interviews and 4 for documents review.									
Did the management sign a self-declaration saying that if there were employees GRASP would be implemented?									
						<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
* Mandatory field									

Are produce handling (PH) facilities included in the GRASP assessment?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Is produce handling sub-contracted?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
Does the produce handling facility(ies) have any social standards implemented?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
		If yes:	Name of the PH company:
			GGN/GLN of the PH company (if applicable):
Name and location of the assessed PH Facilities:			
PH Facility 1		PH Facility 4	
PH Facility 2		PH Facility 5	
PH Facility 3		PH Facility 6	
Does the company subcontract any other activities?		<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
If yes, which one?		Are the subcontracted activities included in the GRASP assessment?	
<input type="checkbox"/>	Pest and rodent control	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/>	Crop protection	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/>	Harvest	<input type="checkbox"/> YES	<input type="checkbox"/> NO
<input type="checkbox"/>	Others (please specify): No use of subcontractors	<input type="checkbox"/> YES	<input type="checkbox"/> NO

## 2. STRUCTURE OF EMPLOYMENT

Month(s) of peak season (if applicable):	June-July						% of employees living in accommodation provided by the company (if applicable):	0		
Nationalities of employees	Serbian									
Total number of employees	Local			Cross-Border Migrants			National Migrants			Total
	Permanent	Temporary	Agency	Permanent	Temporary	Agency	Permanent	Temporary	Agency	
in agricultural production	0	58	0	0	0	0	0	0	0	58
in product handling facility(ies)	0	0	0	0	0	0	0	0	0	0
Total	0	58	0	0	0	0	0	0	0	58

### 3. PRESENCE DURING THE ASSESSMENT

	SITE MANAGEMENT		PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF GRASP		EMPLOYEES' REPRESENTATIVE	
Names <sup>1</sup> :	S.K.		S.S.		D.Z.	
Present at the opening meeting?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Present at the assessment?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Present at the closing meeting?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO












**OVERALL ASSESSMENT RESULT:** *(Calculated automatically based on the results per sub-controlpoint)*












**Improvements needed**












Assessment results reviewed with company management?	<input checked="" type="checkbox"/> YES	<input type="checkbox"/> NO
Name of certification body:	Bioagricert	Duration of the assessment: 3h
Name of assessor:	Nikola Damljanovic	
Name of company management:	Sasa Keserovic	






















<sup>1</sup> Only mention the names if the persons have agreed to release their personal data to be uploaded with the checklist to the GLOBALG.A.P. Database.









## GRASP CHECKLIST






N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>EMPLOYEES' REPRESENTATIVE(S)</b>					
1	<p>CP: Is there at least one employee or an employees' council to represent the interests of the staff to the management through regular meetings where labor issues are addressed?</p> <p>CC: Documentation demonstrates that an employees' representative(s) or an employees' council representing the interests of the employees to the management is elected or in exceptional cases nominated by all employees and recognized by the management. The election or nomination takes place in the ongoing year or production period and is communicated to all employees. The employees' representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management. Meetings between employees' representative(s) and the management occur at accurate frequency. The dialogue taking place in such meetings is duly documented. N/A if the company employs less than 5 employees.</p>				
1.1	The election/nomination procedure has been defined and communicated to all employees.	  		X	
1.2	Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place.	 	X		
1.3	The results of the election (name of employees' representative(s) or in case of council composition of the council) were communicated to all employees.	 	X		
1.4	The election/nomination has taken place in the ongoing year or production period. The representation is current (all elected/nominated person(s) according to the list still working for the company).		X		
1.5	The employees' representative(s) is/are recognized by the management and a job description clearly defines his/her/their role and rights. The employees' representative(s) is/are aware of his/her/their role and rights (in case of an employees' council, all members are interviewed).	 	X		
1.6	There is documentary evidence of regular meetings at accurate frequency between the employees' representative(s) and the management, where GRASP related issues are addressed.		X		
<b>COMPLIANCE LEVEL CONTROL POINT 1:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Improvements needed		
Evidence/Remarks: Documented procedure GRASP 1.1 from 1.2.2022. has been observed but not displayed on the farm or communicated to all the workers in another way. Based on it, workers have held a meeting where they were voting for election of workers representative. Elections were held on 14.4.2022, where 8 workers were voting and candidate - D.Z. was elected with 6 votes (same person as in 2021). Records from that meeting and election process - document GRASP 1.3 observed which contains also the management acceptance of workers election. This document is displayed on the farm at time of assessment as a way of communication of this decision to all the workers. Regular meetings (at least 2 / year) between management and workers representative are held on 14.4.2022. and on 7.6.2022. (document GRASP 1.5 available)					
Corrective Actions:					






N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>COMPLAINT PROCEDURE</b>					
2	CP: Is there a complaint and suggestion procedure available and implemented in the company through which employees can make a complaint or suggestion?  CC: A complaint and suggestion procedure appropriate to the size of the company exists. The employees are regularly informed about its existence, complaints and suggestions can be made without being penalized and are discussed in meetings between the employees' representative(s) and the management. <u>The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions.</u> Complaints, suggestions and their follow-up from the last 24 months are documented.				
2.1	A documented complaint and suggestion procedure is available, appropriate to the size of the company.		X		
2.2	Employees are regularly and actively informed about the complaint and suggestion procedure.	  		X	
2.3	The procedure states clearly that employees will not be penalized for filing complaints or suggestions.	 	X		
2.4	Complaints and suggestions are discussed in meetings between the employees' representative(s) and the management.				X
2.5	The procedure sets a timeframe to resolve complaints and suggestions (e.g. during the next month).	  	X		
2.6	The complaints, suggestions and their follow-up are documented and available for the last 24 months.				X
<b>COMPLIANCE LEVEL CONTROL POINT 2:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Improvements needed		
Evidence/Remarks: Documented complaint procedure GRASP 2 from 1.2.2022. available and contains the relevant details - workers will not be penalized for any suggestion or complaint. Deadline for answering and/or resolving them is maximum 30 days and preferably shorter, depending on the nature of complaint. Procedure is visually not displayed on the farm or communicated to all the workers in a different way. Recording form for complaints GRASP 2.6 is available and observed There were no suggestions or complaints so far.					
Corrective Actions:					








N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>SELF-DECLARATION ON GOOD SOCIAL PRACTICES</b>					
3	<p>CP: Has a self-declaration on good social practice regarding human rights been signed by the management and the employees' representative(s) and has this been communicated to the employees?</p> <p>CC: The management and the employees' representative(s) have signed, displayed and put in practice a self-declaration assuring good social practice and human rights of all employees. This declaration contains at least the commitment to the ILO core labor conventions (ILO Conventions: 111 on discrimination, 138 and 182 on minimum age and child labor, 29 and 105 on forced labor, 87 on freedom of association, 98 on the right to organize and collective bargaining, 100 on equal remuneration and 99 on minimum wage) and transparent and non-discriminative hiring procedures and the complaint procedure. The self-declaration states that the employees' representative(s) can file complaints without personal sanctions. The employees have been informed about the self-declaration and it is revised at least every 3 years or whenever necessary.</p>				
3.1	The declaration is complete and contains at least all points referred to ILO core labor conventions.		X		
3.2	The declaration has been signed by the management and by the employees' representative(s).		X		
3.3	The declaration is actively communicated to the employees (e.g. displayed on the production site/in the handling unit/management office or attached to the working contract, information at meetings etc.).	  		X	
3.4	The management, the responsible person for the implementation of GRASP and the employees' representative(s) know the content of the declaration and confirm that it is put into practice.	  	X		
3.5	It is stated that the employees' representative(s) can file complaints without personal sanctions.		X		
3.6	The declaration is checked and revised at least every 3 years or whenever necessary.	 			X
<b>COMPLIANCE LEVEL CONTROL POINT 3:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Improvements needed		
Evidence/Remarks: Self declaration on good social practices is available and observed, as a document without identification code (combination of graphics and text). It contains details and references to all the relevant ILO conventions and is signed by workers representatives and the management on 14.4.2022. It is not visually displayed on the farm at time of assessment or communicated to workers in any other transparent way. Latest revision of this document is done on 1.2.2022.					
Corrective Actions:					













N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>ACCESS TO NATIONAL LABOUR REGULATIONS</b>					
4	CP: Do the person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to recent national labor regulations?  CC: The person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to national regulations, such as gross and minimum wages, working hours, trade union membership, anti-discrimination, child labor, labor contracts, holiday and maternity leave. Both the RGSP and the employees' representative(s) know the essential points of working conditions in agriculture as formulated in the applicable GRASP National Interpretation Guidelines.				
4.1	The RGSP provides the employees' representative(s) with the valid labor regulations (e.g. the GRASP National Interpretation Guidelines).	  	X		
4.2	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on gross and minimum wages and deductions from wages.	  	X		
4.3	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on working hours.	  	X		
4.4	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on freedom of association and right to collective bargaining.	  	X		
4.5	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on anti-discrimination.	  	X		
4.6	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on child labor and minimum age of working.	  	X		
4.7	RGSP and the employees' representative(s) have knowledge about or access to the valid labor regulations on holiday and maternity leave.	  	X		
<b>COMPLIANCE LEVEL CONTROL POINT 4:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: Evidence of relevant and valid labor regulation has been observed in electronic version on USB flesh drive with D.Z. - workers representative (e.g. Law on labor, Official Gazette of Republic of Serbia, No. 24/2005, several amendments, last being 95/18; Decision on minimal wages for period January-December 2021, Official Gazette of Republic of Serbia No 116/2020 from 16.09.2020, Law on health and safety at work, Official Gazette of Republic of Serbia No. 101/2005, 91/2017 and 113/2017; Law on simplified hiring of seasonal workers in certain areas of work, Official Gazzete Of Republic of Serbia No. 50/2018 from 29.06.2018.)					
Corrective Actions:					













N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>WORKING CONTRACTS</b>					
5	<p>CP: Can valid copies of working contracts be shown for the employees? Are the working contracts compliant with applicable legislation and/or collective bargaining agreements and do they indicate at least full names, nationality, a job description, date of birth, date of entry, the regular working time, wage and the period of employment? Have they been signed by both the employee and the employer?</p> <p>CC: For every employee, a contract can be shown to the assessor on request on a sample basis. The contracts correspond with the applicable legislation and/or collective bargaining agreements. Both the employees as well as the employer have signed them. Records contain at least full names, nationality, job description, date of birth, date of entry, the regular working time, wage and the period of employment (e.g. permanent, period or day laborer etc.) and for non-national employees their legal status and working permit. The contract does not show any contradiction to the self-declaration on good social practices. Records of the employees must be accessible for at least 24 months.</p>				
5.1	Random checks show availability of written contracts for all employees signed by both parties.	 	X		
5.2	There is evidence that the employees have the correct contract according to national legislation and/or collective bargaining agreements (as stipulated in the applicable GRASP National Interpretation Guideline).		X		
5.3	The working contracts include at least basic information on the employee's name, date of birth and nationality according to the applicable GRASP National Interpretation Guideline.		X		
5.4	The working contracts or attachments to the contracts include basic information on the contract period (e.g. permanent, period or day laborer etc.), the wage, working hours, breaks, and a basic job description.		X		
5.5	In the contract, there is no contradiction to the self-declaration on good social practice.		X		
5.6	If non-national employees are working for the company, records indicate their legal status for being employed by the company. A respective working permit is available.				X
5.7	Records of the employees must be accessible for at least 24 months.			X	
<b>COMPLIANCE LEVEL CONTROL POINT 5:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Improvements needed		
Evidence/Remarks: All employees are seasonal workers and seasonal workers 1-7 are familiar with content and provisions of their contract. Contracts for 4 workers (workers 1-4) from the sample size observed - all of them dated on 14.4.2022. Contracts contain all relevant provisions demanded by GRASP. Working hours are 10h/day, with 90min break included in it. Maximum 60h/week is defined, as well as 400rsd/h comensation. Payment is daily (before the harvest) and weekly (during the harvest). There are no non-national employees working on the farm. This is third year of GRASP assessment and records from initial year 2020 are not available at time of assessment.					
Corrective Actions:					











N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>PAYSLIPS</b>					
6	CP: Is there documented evidence indicating regular payment of salaries corresponding to the contract clause?  CC: The employer shows adequate documentation of the regular salary transfer (e.g. employee's signature on pay slip, bank transfer). <u>Employees sign or receive</u> copies of pay slips/pay register that make the payment transparent and comprehensible for them. Regular payment of the employees during the last 24 months is documented.				
6.1	Documented evidence that the payment is made in defined intervals (e.g. pay slips or pay registers) is available for the employees (random checks).	 	X		
6.2	Pay slips or pay registers indicate that payments are made in accordance with the working contracts (e.g. employee's signature on pay slips, bank transfer etc.).	 	X		
6.3	The records of payments are kept for at least 24 months.			X	
<b>COMPLIANCE LEVEL CONTROL POINT 6:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Improvements needed		
Evidence/Remarks: Payslips are indicated in the records of working hours and breaks per each worker. This is indicated in the document along with calculation of working hours. Payment is done on a daily level before the harvest and on weekly level during harvest as defined in the contracts and confirmed by interviewed workers 1-7. Payslips are signed by the workers on a daily/weekly base accordingly. Sample check: workers 1-4 received 4.000rsd (400rsdx10h) for each working day - in April, for 14/04, 15/04, 16/04, 18/04 and in May, for 16/05, 17/05, 18/05 and 19/05. Payment during the harvest will be done at the end of assessment day for the week from 6-11/6/2022 (5 days were working days). Payments records are not available for the year 2020.					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE			
			Y	N	N/A	
<b>WAGES</b>						
7	CP: Do pay slips/pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements?  CC: Wages and overtime payment documented on the pay slips/pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain <u>at least the legal minimum wage (on average)</u> within regular working hours.					
7.1	Pay slips or pay registers give clear indication on the number of compensated working time or harvested amount including overtime (hours/days).	 	X			
7.2	Wages and overtime payments as shown in the records are according to the contracts and indicate compliance with national labor regulations (minimum wages), and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline.			X		
7.3	Independently from the calculation unit, pay slips/pay registers document that employees gain in average at least the legal minimum wage within regular working times (especially check when piece-rate is implemented). If there are deductions from salaries and employees are being paid below minimum wage, the deductions must be justified in writing.		 	X		
<b>COMPLIANCE LEVEL CONTROL POINT 7:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant			
Evidence/Remarks: All the workers from the sample (1-4) have been compensated 400 RSD per hour, i.e. 4.000rsd/day (10h of work) as can be observed from their payslips (sample check in April, for 14/04, 15/04, 16/04, 18/04 and in May, for 16/05, 17/05, 18/05 and 19/05). Payslips are signed by the workers on a daily/weekly base (before the harvest/at harvest time). There are no deductions and no overtime. Minimal wage in Serbia is 201,22rsd/h.						
Corrective Actions:						

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>NON-EMPLOYMENT OF MINORS</b>					
8	CP: Do records indicate that no minors are employed at the company?  CC: Records indicate compliance with national legislation regarding minimum age of employment. If not covered by national legislation, children below the age of 15 are not employed. If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety, jeopardizes their development, or prevents them from finishing their compulsory school education.				
8.1	Dates of birth on the records show that no employee is aged below the legal minimum age of employment or, if not specified in the GRASP National Interpretation Guideline, under the age of 15.		X		
8.2	If children—as core family members—are working at the company, they are not engaged in work that is dangerous to their health and safety (according to the applicable IFA All Farm Base Module), that -jeopardizes their development or prevents them from finishing their compulsory school education.	     			X
<b>COMPLIANCE LEVEL CONTROL POINT 8:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: No employees below the 15 years and no minors as well (below 18 years). Youngest worker is seasonal worker 1, born in 1977. Children are not working on the farm. Son of producer is working on the farm as farm manager (S.K.) but he is 41 years old.					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>ACCESS TO COMPULSORY SCHOOL EDUCATION</b>					
9	CP: Do the children of employees living on the company's production/handling sites have access to compulsory school education?  CC: There is documented evidence that children of employees at compulsory schooling age (according to national legislation) living on the company's production/handling sites have access to compulsory school education, either through provided transport to a public school or through on-site schooling.				
9.1	There is a list of all children in the age of compulsory schooling age living on the company's production/handling sites, with sufficient indications on name, name of parents, date of birth, school attendance, etc. Children of management may be excluded.	 			X
9.2	There is evidence of transport facilities if children cannot reach school within acceptable walking distance (half an hour walking or according to the GRASP National Interpretation Guideline).	    			X
9.3	There is evidence of an on-site schooling system when access to schools is not available.	    			X
<b>COMPLIANCE LEVEL CONTROL POINT 9:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>				Not applicable	
Evidence/Remarks: Children of employees are not living on the farm. All workers are coming from local area, where they are living with their families, which has been confirmed in an interview with workers 1-7					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>TIME RECORDING SYSTEM</b>					
10	CP: Is there a time recording system that shows daily working time and overtime on a daily basis for the employees?  CC: There is a time recording system implemented appropriate to the size of the company that makes working hours and overtime transparent for both employees and employer on a daily basis. Working times of the employees during the last 24 months are documented. Records are regularly approved by <u>the employees and accessible for the employees' representative(s)</u> .				
10.1	A time recording system is implemented, appropriate to the size of the company (e.g. time record sheet, check clock, electronic cards, etc.).	  	X		
10.2	The records indicate the regular working time for employees on a daily basis.		X		
10.3	The records indicate the overtime hours as defined by contracts per legislation for all employees on a daily basis.				X
10.4	The records indicate the breaks/festive days for the employees (on a daily basis).		X		
10.5	The working records are regularly approved by the employees (e.g. regularly signed record sheet, checking clock).	 	X		
10.6	Access to these records is provided to the employees' representative(s).	  	X		
10.7	The records are kept for at least 24 months.			X	
<b>COMPLIANCE LEVEL CONTROL POINT 10:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Improvements needed		
Evidence/Remarks: Time recording sheet with working hours and breaks is available on a daily base per each worker, document in form of table, without identification number. Workers 1-7 from the sample have been interviewed (10 working hours per day, with 90 min. break included, overtime not applicable for seasonal workers). Records on working hours are regularly approved by the workers (signatures are available on daily level). Sample check: working days for workers 1-4 in April: 14/04, 15/04, 16/04, 18/04 (manual weeds removal) - 40h; in May: 16/05, 17/05, 18/05 and 19/05 - 40h each. Records on working hours were not available for the year 2020. at time of assessment.					
Corrective Actions:					

N°	CONTROL POINT & COMPLIANCE CRITERIA	VERIFICATION	COMPLIANCE		
			Y	N	N/A
<b>WORKING HOURS &amp; BREAKS</b>					
11	CP: Do working hours and breaks documented in the time records comply with applicable legislation and/or collective bargaining agreements?  CC: Documented working hours, breaks and rest days are in line with applicable legislation and/or collective bargaining agreements. If not regulated more strictly by legislation, records indicate that regular weekly working hours do not exceed a maximum of 48 hours. During peak season (harvest), weekly working time does not exceed a maximum of 60 hours. Rest breaks/days are also guaranteed during peak season.				
11.1	Information on valid labor regulation and/or collective bargaining agreements regarding working hours and breaks is available (e.g. in the GRASP National Interpretation Guideline).	  	X		
11.2	Working hours including overtime as shown in the records indicate compliance with legal regulations and/or collective bargaining agreements.		X		
11.3	Rest breaks/days as shown in the records indicate compliance with national regulations and/or bargaining agreements.		X		
11.4	If not regulated more strictly by applicable legislation, regular weekly working time does not exceed 48 hours. During peak season (harvest), weekly working time does not exceed 60 hours.	   	X		
11.5	The records indicate that rest breaks/days are also guaranteed during peak season.		X		
<b>COMPLIANCE LEVEL CONTROL POINT 11:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>			Fully compliant		
Evidence/Remarks: GRASP NIG Serbia available. Time recording sheet with working hours and breaks is available on a daily base per each worker, document in form of table, without identification number. Workers 1-7 from the sample have been interviewed (10 working hours per day, with 90 min. break included, overtime not applicable for seasonal workers). Records on working hours are regularly approved by the workers. Sample check: working days for workers 1-4 in April: 14/04, 15/04, 16/04, 18/04 (manual weeds removal) - 40h; in May: 16/05, 17/05, 18/05 and 19/05 - 40h each. Officially non-working days, as per legislation (e.g. 15&16/02/2022 as well as 22&25/4/2022 and 3/5/2022) were respected. Weekly rest secured also during peak season - most intensive week was the ongoing week - 5 days of work (50h) from 7-11/6/2022, but next day (Sunday 12th of June) is religious holiday and non-working day "Trojice", as confirmed by all 7 interviewed workers.					
Corrective Actions:					

## RECOMMENDATIONS FOR GOOD PRACTICE

N°	CONTROL POINT & COMPLIANCE CRITERIA
<b>ADDITIONAL SOCIAL BENEFITS</b>	
R1	What other forms of social benefit does the company offer to employees, their families and/or the community? Please specify (incentives for good and safe working performance, bonus payment, support of professional development, social benefits, child care, improvement of social surroundings etc.).
Evidence/Remarks: There are examples of some additional benefits for workers - access to coffee, juice and some sweets during the breaks	