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| --- |
| **GRASP Worker representation**  |
| Company |  | P&C GRASP | 2 |
| Management |  | Date | .. / .. / 202. |

* GRASP version 2 requires a GRASP worker representation on the company, representing the interests of the workers to the management, elected or appointed by the workers and recognized by the management.
* The worker representation shall be reviewed at least annually, with and by current workers, at the time of highest employment. The review may also occur at each entry point of a group of seasonal workers.
* Worker representation is communicated to all workers.
* The producer provides for monthly consultations with the worker representation,

viz. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (specify, e.g., first Monday of the month at noon).

Workers may freely and without negative consequences submit agenda items through the worker representation until no later than \_\_\_\_ working days before the consultation.

* Worker representation is available to the auditor during external GRASP reviews.

At the company, the workers below have freely chosen

|  |  |
| --- | --- |
| Same worker representation as that of the previous season |  |
| Worker representation by union delegates and/or members of other collective organizations of worker representation - specify |  |
| A newly elected worker representative - see registration election/appointment |  |
| Individual representation by workers themselves, no collective representation desired - in this case management GRASP liaison person is required  |  |
| Other form of representation - please specify  |  |

As of (date) \_\_\_/ \_\_\_ / 20\_\_\_, the following person(s) has/have been appointed or elected as worker representative of all workers, regardless of gender, origin, nationality, religion and type of employment contract

|  |  |  |
| --- | --- | --- |
| Name | Function | Accessibility |
|  |  |  |
|  |  |  |
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A management GRASP liaison person is required if

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| --- | --- |
| The producer relies only on labor crews of contract workers |  |
| Workers decided to represent themselves to management |  |
| The producer employs five or fewer workers during the season, and they decide to represent themselves to management (A) |  |

1. The workers declare that they do not prefer collective worker representation, and will represent themselves to management. They made this decision of their own free will, without any external pressure or influence.

At the company the management GRASP liaison person is

|  |  |  |
| --- | --- | --- |
| Name | Function | Accessibility |
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|  |  |  |
|  |  |  |

Involved workers

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |
|  |  |  |
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|  |  |  |
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|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| Producer (name) |  |
| Date |  |
| Signature |  |

Choice of staff members

* GRASP version 2 requires a GRASP worker representation at the company, representing the interests of the workers to the management, elected or appointed by the workers and recognized by the management.
* The worker representation shall be reviewed at least annually, with and by current workers, at the time of highest employment. The review may also occur at each entry point of a group of seasonal workers.

At the company, the workers below have freely chosen

**Individual representation by workers themselves,**

**so no collective representation desired**

Involved workers

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
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Appointment and/or election of worker representation (WR).

* The election/appointment took place publicly, was announced to and carried out with the knowledge of all workers.
* Documentation shows that at election time, vote counting was conducted fairly and openly.
* In the case of an appointed WR, there is a justification for why no election took place.
* The WR voluntarily participated in the election/appointment. The WR is recognized by the producer and a job description clearly defines roles and rights. The WR is aware of the role and rights. The WR can discuss complaints and suggestions with the producer.
* There is written evidence of regular meetings between WR and producer where topics related to GRASP are discussed - monthly during peak/harvest season, once at time of highest employment, once if highest employment is for seven weeks or less. Either producer can demonstrate that staff members can have one-on-one consultations at all times.
* GRASP topics include at a minimum: working hours and schedules, wages, changes in working conditions and terms, human rights policies of the producer, the importance of the grievance procedure and how to use it, important local contacts (e.g. government departments, unions, ombudspersons - see also BNIG and labor regulations).

Upon appointment

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| --- |
| Reason(s) for appointment rather than election |

In elections

|  |  |
| --- | --- |
| Date |  |
| Reporter - name/function |  |
| Workers - number  |  |
| Candidates - number  |  |
| Votes cast - total |  |
| Votes cast - valid  |  |

Candidates

|  |  |
| --- | --- |
| Name | Worker representation |
| Effective | Deputy |
|  |  |  |
|  |  |  |
|  |  |  |

Participating workers

|  |  |  |
| --- | --- | --- |
| Name | Signature | Date |
|  |  |  |
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Worker representation (WR) - function, rights and duties

Role of worker representative

* Is point of contact and represents the interests of workers within the company.
* Discusses personnel-related issues within the company with the producer on behalf of the workers (e.g., regarding safety or labor).
* Is aware of national labor regulations in order to be a point of contact for workers from this perspective (see also BNIG).
* Complaints will be discussed with the producer within \_\_\_ days and appropriate follow-up will be given if the complaint is considered justified by the producer and the WR. Formulated complaints or suggestions will be kept in a folder for a minimum of 24 months (see complaint procedure).
* At least once a year there is a general consultation with the producer.

Rights of worker representative

* The WR is provided by the producer with all relevant information to properly perform the function of WR, this can be oral or written.
* The WR has the right to consult with and represent workers.
* If necessary, working time will be provided by the producer for the fulfillment of the task, for mutual deliberation or with other persons. Expenses incurred from the function of WR will be borne by the producer, if reasonable.
* The PRP retains an entitlement to pay for working time spent on duties from worker representation.
* The producer shall ensure that workers who perform or have performed the role of WR are not disadvantaged in their position within the company and that this role does not result in personal sanctions.
* The WR may, for the purpose of holding office, receive from the producer a statement of the number of workers employed by the company.

Obligations of the worker representative

* The WR is bound to be available during the external GRASP reviews.
* The WR is obliged to keep confidential all business and trade secrets learned in the role of WR, as well as from all occasions where secrecy is imposed or whose confidential nature must be understood.
* The obligation of confidentiality does not apply to persons approached as experts.
* The duty of confidentiality does not cease by termination of the position as WR nor by termination of work with the producer.

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| --- | --- | --- | --- |
| Responsible  | Producer | Worker representation | Management GRASP liaison |
| Name |  |  |  |
| Date |  |  |  |
| Signature |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Initial formatting | Revision 01 | Revision 02 | Revision 03 |
| Changes from previous version? |
| Yes / No | Yes / No | Yes / No |
| If YES: Make changes and additions clearly identifiable on document or use new document if necessary. |
| Producer |  |  |  |  |
| Date |  |  |  |  |
| Signature |  |  |  |  |

Worker representation - meetings, consultation times and reporting

|  |  |
| --- | --- |
| Location, date, time |  |
| Participants | Name | Function |
|  | Producer-manager |
|  | Worker representation |
|  |  |
|  |  |
|  |  |

The producer and the worker representative must at least participate in the meeting, but others are also welcome.

Topics discussed (e.g. follow-up to recent meeting, new complaints, suggestions, announcements, the complaint process in general)

1.

2.

3.

4.

Results/conclusions (e.g., decisions, feedback, time frame for corrections/implementation)

1.

2.

3.

4.

Prospects/next meeting (e.g., date, topics to be discussed, outstanding business)

\_\_\_

|  |  |  |  |
| --- | --- | --- | --- |
| Responsible  | Producer | Worker representation | Management GRASP liaison |
| Name |  |  |  |
| Date |  |  |  |
| Signature |  |  |  |