



**GGN: 4056186443922**

Registration number of producer/  
producer group (from CB): Naturalfa 0004

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

### **PROOF OF ASSESSMENT**

According to

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

**Option 2**

Issued to

Producer Group TERRAS DE FELGUEIRAS - CAVES DE FELGUEIRAS, C.R.L.

Rua Tenente Coronel António Emílio Peixoto, 1258, 4610-213 Margaride - Felgueiras, Portugal

### **The Annex contains details of the GRASP results (and the covered producer group members).**

The Certification Body Naturalfa - Controlo e Certificação,Lda. 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

GLOBALG.A.P.-certified products covered by GRASP:

| Products      | Assessment Number | Product Handling | Remote Assessment | Employee Interview | No. of GRASP internally assessed producers | Total number of group members |
|---------------|-------------------|------------------|-------------------|--------------------|--|-------------------------------|
| Kiwis         | 00126-HVCXK-0005  | Yes              | N/A               | No                 | 17   | 21                            |
| <b>Total:</b> |                   |                  |                   |                    | 17   | 21                            |

**1. Overall assessment result: Not compliant**

**GGN: 4056186443922**

**2. QMS result: Not compliant**

**3. Assessment result in detail:**

|                  |                                     |
|------------------|-------------------------------------|
| Control Point 1  | Not compliant                       |
| Control Point 2  | Not compliant                       |
| Control Point 3  | Not compliant                       |
| Control Point 4  | Not compliant                       |
| Control Point 5  | Not compliant                       |
| Control Point 6  | Fully compliant                     |
| Control Point 7  | Not compliant                       |
| Control Point 8  | Fully compliant                     |
| Control Point 9  | Not applicable                      |
| Control Point 10 | Improvements needed                 |
| Control Point 11 | Not compliant, but some steps taken |

**Date of Assessment: 09-10-2023**

**Date of Upload: 06-11-2023**

**Validity: 06-11-2023 - 05-11-2024 (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 Producer Group (Option 2)

Valid from: July 2020

Mandatory from: October 2020



| 1. CERTIFICATE HOLDER REGISTRATION DATA   |   |  |                          |                  |  |     |                          |    |
|---|---|--|--------------------------|------------------|--|-----|--------------------------|----|
| Producer Group GGN/GLN:*  | 4056186443922   |  |                          | Registration N°: | 4  |     |                          |    |
| Company name:*  | Terras de Felgueiras - Caves Felgueiras, CRL  |  |                          | Address:*        | Rua Tenente Coronel António Emílio Peixoto<br>4610-213 Margaride |     |                          |    |
| Telephone:*   | 255312666; 935134484 (Eng.ª Teresa Lage);<br>967011120<br>934455571   |  |                          |                  |  |     |                          |    |
| Email:  | teresalage@coopfelgueiras.pt;<br>geral@coopfelgueiras.pt;<br>hreis@coopfelgueiras.pt<br>filipepimenta@live.com.pt<br>monteiromadeirapinto@sapo.pt |  |                          | Fax:             |  |     |                          |    |
| Assessment date:*   | 09.10.2023  |  |                          | Contact person:* | Eng.ª Teresa Lage<br>Filipe António Teixeira Pimenta             |     |                          |    |
| Previous assessment date(s):  |   |  |                          |                  |  |     |                          |    |
| Does the producer group have any other external audits or certification covering social practices? If yes, which?   |   |  |                          |                  |  |     |                          |    |
| Standard 1: NP 4469<br>Valid to: 05.05.2024   | Standard 2:<br>Valid to:  |  | Standard 3:<br>Valid to: |                  | Standard 4:<br>Valid to:   |     |                          |    |
| Has the Certification Body detected any significant breach of legal requirements concerning labor conditions?   |   |  |                          |                  |  |     |                          |    |
|   |   |  |                          |                  | <input type="checkbox"/>   | YES | <input type="checkbox"/> | NO |
| Has the Certification Body reported this finding to the local/national responsible and competent authority?   |   |  |                          |                  |  |     |                          |    |
|   |   |  |                          |                  | <input type="checkbox"/>   | YES | <input type="checkbox"/> | NO |
| Comments:   |   |  |                          |                  |  |     |                          |    |
| <p>Company description: O Operador é responsável pelo QMS de um Grupo de produtores de Kiwi em Opção 2. Os kiwis são colhidos nos produtores membros. A época de maior força de trabalho é durante a operação da colheita. O manuseamento é totalmente realizado pela Cooperativa.</p> <p>A Cooperativa possui uma PH responsável pela receção, calibração (quando aplicável) e expedição dos kiwis. Em alguns casos, os kiwis seguem diretamente dos produtores para os clientes, não passando pela cooperativa.</p> <p>Os dados preenchidos abaixo são o resumo das auditorias GRASP da Terras de Felgueiras e dos 5 produtores. Dos produtores avaliados, 4 produtores possuem trabalhadores, que são partilhados entre estes 4 trabalhadores. Os trabalhadores destas empresas possuem vínculo com uma empresa contratada por Norberto Pinto que fornece a mão de obra às restantes empresas. 1 das empresas avaliadas não possui trabalhadores, recorrendo apenas a mão de obra familiar e a regime de torneira com familiares e vizinhos.</p> |   |  |                          |                  |  |     |                          |    |

| YEAR   | 2020 | 2021 | 2022 | 2023 |  |
|--|------|------|------|------|--|
| Total number of producer group members participating in GRASP:                       | 18   | 17   | 18   | 21   |  |
| Total number of producer group members included in the GLOBALG.A.P. IFA Certificate: | 18   | 17   | 18   | 21   |  |
| Total number of externally assessed GRASP producer group members:                    | 5    | 5    | 5    | 5    |  |
| <i>* Mandatory field</i>   |      |      |      |      |  |

|  |               |               |               |               |  |  |  |  |  |
|--|---------------|---------------|---------------|---------------|--|--|--|--|--|
| List the GLOBALG.A.P. Numbers (GGN) or Global Location Number (GLN) of the externally assessed GRASP producer group members: |               |               |               |               |  |  |  |  |  |
| 4063651733754  | 4063651733785 | 4052852690294 | 4052852005296 | 4063651733778 |  |  |  |  |  |
|  |               |               |               |               |  |  |  |  |  |
|  |               |               |               |               |  |  |  |  |  |
|  |               |               |               |               |  |  |  |  |  |

|  |  |  |  |   |  |
|--|--|--|--|---|--|
| Are produce handling (PH) facilities included in the GRASP assessment?         |  |  |  | <input checked="" type="checkbox"/> YES | <input 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 checked="" type="checkbox"/> YES | <input type="checkbox"/> NO                  |
|  |  |  |  | If yes:                                 | Name of the PH company:                      |
|  |  |  |  |   | Terras de Felgueiras - Caves Felgueiras, CRL |
|  |  |  |  |   | GGN/GLN of the PH company (if applicable):   |
|  |  |  |  |   | 4056186443922                                |

|  |  |  |               |
|--|--|--|---------------|
| Name and location of the assessed PH Facilities: |  |  |               |
| PH Facility 1                                    | Cooperativa de Felgueiras, Margaride, Felgueiras |  | PH Facility 4 |
| PH Facility 2                                    |  |  | PH Facility 5 |
| PH Facility 3                                    |  |  | PH Facility 6 |

|  |                            |                          |     |  |                             |
|--|----------------------------|--------------------------|-----|--|-----------------------------|
| Does the company subcontract any other activities? |                            |                          |     | <input checked="" type="checkbox"/> YES                            | <input type="checkbox"/> NO |
| If yes, which one?                                 |                            |                          |     | Are the subcontracted activities included in the GRASP assessment? |                             |
| <input checked="" type="checkbox"/>                | Pest and rodent control    | <input type="checkbox"/> | YES | <input checked="" 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): 2 | <input type="checkbox"/> | YES | <input type="checkbox"/>   | NO                          |

## 2. STRUCTURE OF EMPLOYMENT

| Month(s) of peak season (if applicable): | Outubro, Novembro, Dezembro |           |          |                       |           |          | % of employees living in accommodation provided by the company (if applicable): | 0         |          |            |
|--|-----------------------------|-----------|----------|-----------------------|-----------|----------|---|-----------|----------|------------|
| Nationalities of employees               | Portuguesa                  |           |          |                       |           |          |   |           |          |            |
| Total number of employees                | Local                       |           |          | Cross-Border Migrants |           |          | National Migrants   |           |          | Total      |
|  | Permanent                   | Temporary | Agency   | Permanent             | Temporary | Agency   | Permanent   | Temporary | Agency   |            |
| in agricultural production               | 126                         | 0         | 0        | 0                     | 0         | 0        | 0   | 0         | 0        | 126        |
| in product handling facility(ies)        | 2                           | 0         | 0        | 0                     | 0         | 0        | 0   | 0         | 0        | 2          |
| <b>Total</b>                             | <b>128</b>                  | <b>0</b>  | <b>0</b> | <b>0</b>              | <b>0</b>  | <b>0</b> | <b>0</b>  | <b>0</b>  | <b>0</b> | <b>128</b> |



### 3. PRESENCE DURING THE ASSESSMENT

|                                 | SITE MANAGEMENT                         |  | PERSON RESPONSIBLE FOR THE IMPLEMENTATION OF GRASP |                             | EMPLOYEES' REPRESENTATIVE    |  |
|---------------------------------|---|--|--|-----------------------------|------------------------------|--|
| Names <sup>1</sup> :            | Rui Pinto                               |  | Teresa Lage  |                             | N/A                          |  |
| Present at the opening meeting? | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO | <input checked="" type="checkbox"/> YES            | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |
| Present at the assessment?      | <input type="checkbox"/> YES            | <input checked="" type="checkbox"/> NO | <input checked="" type="checkbox"/> YES            | <input type="checkbox"/> NO | <input type="checkbox"/> YES | <input checked="" 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 type="checkbox"/> YES | <input checked="" type="checkbox"/> NO |












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












**Not compliant**












|  |   |                                |
|--|---|--------------------------------|
| Assessment results reviewed with company management? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO    |
| Name of certification body:                          | NATURALFA, LDA                          | Duration of the assessment: 2h |
| Name of assessor:                                    | LilianaPerestrelo                       |                                |
| Name of company management:                          | Casimiro Pinto                          |                                |






















<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. This 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 management occur at accurate frequency. The dialogue <u>taking place in such meetings is duly documented</u>. If a producer group member has less than 5 employees, it is allowed to have an employees' representative at the level of the producer group.</p> |   |               |   |     |  |
| 1.1  | The election/nomination procedure has been defined and communicated to all employees.   |    | 0             | 5 | 1   |  |
| 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.  |     | 0             | 5 | 1   |  |
| 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.   |     | 0             | 5 | 1   |  |
| 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).  |    | 0             | 5 | 1   |  |
| 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).   |     | 0             | 5 | 1   |  |
| 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.  |    | 0             | 5 | 1   |  |
| <b>COMPLIANCE LEVEL CONTROL POINT 1:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>   |   |   | Not compliant |   |     |  |
| <p>Evidence/Remarks: A Cooperativa não possui representante de trabalhadores, não possui procedimento de eleição e não foi realizada qualquer eleição. Do mesmo modo, este ponto não foi implementado em nenhum dos trabalhadores avaliados. Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor.</p> <p>Corrective Actions: Redigir um procedimento de eleição do Representante dos trabalhadores e fazer a eleição, bem como a respetiva ata. Ações de formação e sensibilização aos Produtores e Trabalhadores.</p> |   |   |               |   |     |  |






| 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?<br><br>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. The procedure specifies a timeframe to answer complaints and suggestions and take corrective actions. 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.   |    | 4             | 1 | 1   |  |
| 2.2  | Employees are regularly and actively informed about the complaint and suggestion procedure.   |    | 0             | 5 | 1   |  |
| 2.3  | The procedure states clearly that employees will not be penalized for filing complaints or suggestions.   |     | 4             | 1 | 1   |  |
| 2.4  | Complaints and suggestions are discussed in meetings between the employees' representative(s) and the management.   |    | 0             | 5 | 1   |  |
| 2.5  | The procedure sets a timeframe to resolve complaints and suggestions (e.g. during the next month).  |    | 0             | 5 | 1   |  |
| 2.6  | The complaints, suggestions and their follow-up are documented and available for the last 24 months.  |    | 0             | 0 | 6   |  |
| <b>COMPLIANCE LEVEL CONTROL POINT 2:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>   |   |   | Not compliant |   |     |  |
| <p>Evidence/Remarks: Todos os produtores evidenciaram o procedimento de reclamações ou sugestões, mas o mesmo não se encontra disponível para os trabalhadores. A Cooperativa não possui procediemtno de reclamações.<br/> No caso dos produtores, o procedimento define que os trabalhadores não serão penalizados em caso de apresentarem reclamações ou sugestões e estabelece o prazo de 72h para resolver as reclamações e sugestões.<br/> Até ao momento ainda não foram apresentadas reclamações.<br/> Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor.</p> <p>Corrective Actions: Criar procedimento de reclamações para a Cooperativa.<br/> Disponibilizar o procedimento de reclamação ou sugestão aos trabalhadores, incluindo os trabalhadores dos produtores.<br/> Ações de formação e sensibilização aos Produtores e Trabalhadores.</p> |   |   |               |   |     |  |

| 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.   |    | 4             | 1 | 1   |  |
| 3.2  | The declaration has been signed by the management and by the employees' representative(s).   |    | 0             | 5 | 1   |  |
| 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.).  |    | 0             | 5 | 1   |  |
| 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.  |    | 0             | 5 | 1   |  |
| 3.5  | It is stated that the employees' representative(s) can file complaints without personal sanctions.   |    | 0             | 5 | 1   |  |
| 3.6  | The declaration is checked and revised at least every 3 years or whenever necessary.   |     | 0             | 5 | 1   |  |
| <b>COMPLIANCE LEVEL CONTROL POINT 3:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>   |  |   | Not compliant |   |     |  |
| <p>Evidence/Remarks: Em todos os produtores foi evidenciada a Autodeclaração sobre boas práticas sociais, no entanto, em alguns casos a mesma não se encontrava assinada pelo Responsável dos Trabalhadores e não se encontrava disponível para consulta pelos trabalhadores.<br/> A Cooperativa não possuía Autodeclaração de boas práticas sociais.<br/> Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor.</p> <p>Corrective Actions: Assinar a autodeclaração pelo Responsável dos Trabalhadores e disponibilizar a autodeclaração assinada aos trabalhadores.<br/> Criar autodeclaração para a Cooperativa.<br/> Ações de formação e sensibilização aos Produtores e Trabalhadores.</p> |  |   |               |   |     |  |








| 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?<br><br>CC: The person responsible for implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to national labor 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).   |    | 0             | 5 | 1   |  |
| 4.2   | RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on gross and minimum wages and deductions from wages.  |    | 0             | 5 | 1   |  |
| 4.3   | RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on working hours.  |    | 0             | 5 | 1   |  |
| 4.4   | RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on freedom of association and right to collective bargaining.  |    | 0             | 5 | 1   |  |
| 4.5   | RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on anti-discrimination.  |    | 0             | 5 | 1   |  |
| 4.6   | RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on child labor and minimum age of working.   |    | 0             | 5 | 1   |  |
| 4.7   | RGSP and employees' representative(s) have knowledge about or access to the valid labor regulations on holiday and maternity leave.  |    | 0             | 5 | 1   |  |
| <b>COMPLIANCE LEVEL CONTROL POINT 4:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>  |  |   | Not compliant |   |     |  |
| Evidence/Remarks: Quer nos produtores, quer na Cooperativa não existe Responsável dos Trabalhadores. Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor. |  |   |               |   |     |  |
| Corrective Actions: Eleger Responsável dos Trabalhadores e dar a conhecer a legislação laboral. Ações de formação e sensibilização aos Produtores e Trabalhadores.  |  |   |               |   |     |  |













| 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, a 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 <u>their legal status and working permit</u>. The contract does not show 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.   |   | 1             | 4 | 1   |
| 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).  |    | 1             | 4 | 1   |
| 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.  |    | 0             | 5 | 1   |
| 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.   |    | 1             | 4 | 1   |
| 5.5  | In the contract, there is no contradiction to the self-declaration on good social practice.  |    | 1             | 4 | 1   |
| 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.  |    | 0             | 0 | 6   |
| 5.7  | Records of the employees must be accessible for at least 24 months.  |    | 1             | 4 | 1   |
| <b>COMPLIANCE LEVEL CONTROL POINT 5:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>   |  |   | Not compliant |   |     |
| Evidence/Remarks: Em todos os produtores não foram evidenciados os contratos de trabalho dos trabalhadores, nem informação sobre os trabalhadores. A Cooperativa possui contratos de trabalho com toda a informação necessária, exceto a nacionalidade dos trabalhadores. Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor. |  |   |               |   |     |
| Corrective Actions: Reunir os contratos de trabalho dos trabalhadores de campo.  |  |   |               |   |     |













| 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?<br><br>CC: The employer shows adequate documentation of the regular salary transfer (e.g. employee's signature on pay slip, bank transfer). Employees sign or receive 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).   |   | 5               | 0 | 1   |
| 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.).   |   | 5               | 0 | 1   |
| 6.3   | The records of payments are kept for at least 24 months.  |    | 5               | 0 | 1   |
| <b>COMPLIANCE LEVEL CONTROL POINT 6:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>  |   |   | Fully compliant |   |     |
| Evidence/Remarks Foram evidenciados os recibos de vencimento para os trabalhadores da Cooperativa, assim como comprovativos de pagamento. No caso dos produtores, não foram evidenciados os recibos de vencimento para todos os trabalhadores e para a maioria não foram apresentados comprovativos de pagamento aos trabalhadores.<br>Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor. |   |   |                 |   |     |
| Corrective Actions: Não foram definidas ações corretivas.   |   |   |                 |   |     |











| 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?<br><br>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).   |   | 1   | 4 | 1   |   |
| 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.  |   |    | 0 | 5   | 1 |
| 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.  |   |   | 1 | 4   | 1 |
| <b>COMPLIANCE LEVEL CONTROL POINT 7:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>   |   |   | Not compliant   |   |     |   |
| Evidence/Remarks: Foram evidenciados os recibos de vencimento e comprovativos de pagamentos para os trabalhadores da Cooperativa e para alguns trabalhadores dos produtores. No caso da cooperativa, não foi evidenciado o pagamento das horas extraordinárias. Nos recibos avaliados confirmou-se o pagamento de pelo menos o ordenado mínimo aos trabalhadores. Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor. |   |   |   |   |     |   |
| Corrective Actions: Envio dos recibos de vencimento de todos os trabalhadores dos produtores.  |   |   |   |   |     |   |

















| 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?<br><br>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.  |    | 6               | 0 | 0   |
| 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.   |       | 0               | 0 | 6   |
| <b>COMPLIANCE LEVEL CONTROL POINT 8:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>  |  |   | Fully compliant |   |     |
| Evidence/Remarks: Em todos os produtores avaliados foi verificado que não existem menores a trabalhar na exploração. Na Cooperativa não foi verificado a existência de menores a trabalhar. |  |   |                 |   |     |
| 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?<br><br>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.   |     | 0              | 0 | 6   |  |
| 9.2  | There is evidence of transport facilities if children cannot reach school within acceptable walking distance (half an hour walking or according to GRASP National Interpretation Guideline).   |      | 0              | 0 | 6   |  |
| 9.3  | There is evidence of an on-site schooling system when access to schools is not available.  |      | 0              | 0 | 6   |  |
| <b>COMPLIANCE LEVEL CONTROL POINT 9:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i> |  |   | Not applicable |   |     |  |
| Evidence/Remarks: Em todos os casos verificou-se que não existem trabalhadores menores a viver na exploração.        |  |   |                |   |     |  |
| 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?<br><br>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.).  |    | 5                   | 0 | 1   |  |
| 10.2  | The records indicate the regular working time for employees on a daily basis.  |    | 5                   | 0 | 1   |  |
| 10.3  | The records indicate the overtime hours as defined by contracts per legislation for all employees on a daily basis.  |    | 4                   | 1 | 1   |  |
| 10.4  | The records indicate the breaks/festive days for the employees (on a daily basis).   |    | 5                   | 0 | 1   |  |
| 10.5  | The working records are regularly approved by the employees (e.g. regularly signed record sheet, checking clock).  |     | 5                   | 0 | 1   |  |
| 10.6  | Access to these records is provided to the employees' representative(s).   |    | 0                   | 5 | 1   |  |
| 10.7  | The records are kept for at least 24 months.   |    | 5                   | 0 | 1   |  |
| <b>COMPLIANCE LEVEL CONTROL POINT 10:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>   |  |   | Improvements needed |   |     |  |
| Evidence/Remarks: Em todos os produtores avaliados, verificou-se que está implementado um sistema de registo de horas. Os registos comprovam a existência de pausas.<br>No caso da Cooperativa, os recibos de vencimento não indicam a discriminação e pagamento de horas extraordinárias. Nos picos de trabalho verificou-se que foram ultrapassadas a 10 horas diárias de trabalho permitidas na legislação (8h + 2h /dia no máximo).<br>Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor. |  |   |                     |   |     |  |
| Corrective Actions: Discriminar nos recibos de vencimento as horas extraordinárias.   |  |   |                     |   |     |  |

| 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?<br><br>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).   |      | 0                                   | 5 | 1   |  |
| 11.2   | Working hours including overtime as shown in the records indicate compliance with legal regulations and/or collective bargaining agreements.   |    | 4                                   | 1 | 1   |  |
| 11.3   | Rest breaks/days as shown in the records indicate compliance with national regulations and/or bargaining agreements.   |    | 5                                   | 0 | 1   |  |
| 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.  |     | 4                                   | 1 | 1   |  |
| 11.5   | The records indicate that rest breaks/days are also guaranteed during peak season.   |    | 5                                   | 0 | 1   |  |
| <b>COMPLIANCE LEVEL CONTROL POINT 11:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>  |  |   | Not compliant, but some steps taken |   |     |  |
| Evidence/Remarks: Não se verificou a disponibilização de informação sobre legislação laboral relativamente a horários de trabalho e pausas. Os registos comprovam a existência de pausas.<br>No caso da Cooperativa, os recibos de vencimento não indicam a discriminação e pagamento de horas extraordinárias. Nos picos de trabalho verificou-se que foram ultrapassadas a 10 horas diárias de trabalho permitidas na legislação (8h + 2h /dia no máximo).<br>Um dos produtores não possui trabalhadores, pelo que este ponto foi considerado como N/A para esse produtor. |  |   |                                     |   |     |  |
| Corrective Actions: Disponibilizar informação aos trabalhadores.   |  |   |                                     |   |     |  |

## ONLY APPLICABLE FOR PRODUCER GROUPS

| N°  | CONTROL POINT & COMPLIANCE CRITERIA   | VERIFICATION  | COMPLIANCE   |   |     |
|---|---|---|--|---|-----|
|   |   |   | Y  | N | N/A |
| <b>INTEGRATION INTO QMS</b>   |   |   |  |   |     |
| QMS   | <p>CP: Does the assessment of the Quality Management System (QMS) of the producer group show evidence of the correct implementation of GRASP for all participating producer group members?</p> <p>CC: The assessment of the Quality Management System of the producer group demonstrates that GRASP is correctly implemented and internally assessed. Non-compliances are identified and corrective actions are taken to enable compliance of all participating producer group members.</p> |   |  |   |     |
| QMS1  | The implementation of GRASP is included in the Quality Management System of the producer group, based on the respective part of the GLOBALG.A.P. General Regulations for Producer Group Certification.  |   | X  |   |     |
| QMS2  | There is a system in place to regularly inform and train key staff on GRASP related issues.   |   |  | X |     |
| QMS3  | All steps taken in the frame of the QMS to implement GRASP among all participating producer group members are documented.   |   |  | X |     |
| QMS4  | There is evidence that the producer group fosters compliance of all participating producer group members with the GRASP requirements and assesses the progresses and problems complying with GRASP every year.  |   |  | X |     |
| QMS5  | A register is maintained of all GLOBALG.A.P. producers implementing GRASP. It contains for every producer group member the internal assessment date as well as the compliance level reached, all non-compliances detected in internal and external assessments and corrective actions given to non-compliances.   |   | X  |   |     |
| QMS6  | There is a procedure to implement corrective actions from previous internal assessments.  |   |  | X |     |
| QMS7  | The internal producer group inspector is qualified according to the GRASP General Rules.  |   | X  |   |     |
| <b>COMPLIANCE LEVEL CONTROL POINT QMS:</b> <i>(Calculated automatically based on the results per sub-controlpoint)</i>  |   | <input type="checkbox"/> Fully compliant.   | <input checked="" type="checkbox"/> Not compliant. |   |     |
| Evidence/Remarks: O GRASP está incluído no SGQ no entanto, não têm sido desenvolvidas ações para sensibilizar e incentivar os membros produtores a implementarem melhorias. |   |   |  |   |     |
| Corrective Actions: Desenvolver ações de formação e sensibilização aos Produtores e Trabalhadores, que promovam a melhorias nas falhas detetadas.                           |   |   |  |   |     |

## 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?<br>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: Pagamento de prémios, atividades em equipa, formações, etc. |  |

**ANNEX for GGN 4056186443922**

**Producer Group Members:**

| Product(s) | GLOBALG.A.P. Number (GGN) | Company/Producer Name and Address  |
|------------|---------------------------|--|
| Kiwis      | 4052852005296             | David Soares Pinto, Quinta da Granja, Barrosas, Idães Felgueiras, Idães, 4650-130, Portugal  |
| Kiwis      | 4052852690300             | CASA DAS PORTAS – SOCIEDADE AGRICOLA, LDA, RUA DO CAMPO ALEGRE, 640-1º.ESQ , – MASSARELOS - Porto, 4150-171 , Portugal                             |
| Kiwis      | 4052852690317             | JÚLIO SAMPAIO TEIXEIRA, CASA DE SOBRELÉBRE , – MARGARIDE - FELGUEIRAS, 4610-100, Portugal  |
| Kiwis      | 4052852690331             | JOAQUIM DE FREITAS, BOUÇA – TORRADOS - FELGUEIRAS, Torrados- Felgueiras, 4610-000, Portugal  |
| Kiwis      | 4052852693776             | MARIA HELENA SILVA TEIXEIRA MARINHO, RUA DE FERVENÇA, 3581 - FERVENÇA 4890-301 CELORICO DE BASTO, Fervença- Celorico de Basto, 4890-301 , Portugal |
| Kiwis      | 4056186010551             | Maria de Lurdes Coelho Pimenta Marinho, Dafões, Fervença, 4890-309, Portugal   |
| Kiwis      | 4056186011848             | Francisco Alexandre Pignatelli Sousa Vasconcelos, Quinta da Cabreira, Felgueiras, 4610-169, Portugal   |
| Kiwis      | 4056186444097             | Antero Ribeiro Fonseca e Sousa - Cabeça de Casal da Herança, Quinta da Taipa - Caramos, Felgueiras, 4610-030, Portugal                             |
| Kiwis      | 4056186445476             | José Baltazar Ribeiro, Quinta do Padroso - Margaride, Felgueiras, 4650-655, Portugal   |
| Kiwis      | 4056186879448             | Joaquim Menezes Bastos, Unipessoal, Lda, Rua Dr. Carlos Saraiva, n.º177 - 3º Dto, Guimarães, 4810-026, Portugal                                    |
| Kiwis      | 4059883290059             | Ricardo João Menezes Abreu Sousa, Quinta da Torre - Vila Cova da Lixa - Felgueiras, Felgueiras, 4615-500, Portugal                                 |
| Kiwis      | 4059883765991             | BURGOPANORAMA - SOCIEDADE AGRÍCOLA, LDA, Rua da Tamanqueira, n.º 85, São João da Madeira, 3700-289, Portugal                                       |
| Kiwis      | 4063061182982             | Videalfat Unipessoal Lda, Quinta do Ermeiro, s/n, Unhão - Felgueiras, 4650-651, Portugal   |

|       |               |  |
|-------|---------------|--|
| Kiwis | 4063061182999 | Casa do Mosteiro - Sociedade Agrícola e Imobiliária Lda, Casa da Taipa - Caramos, Felgueiras, 4610-030, Portugal |
| Kiwis | 4063061186164 | Luís Horácio Ribeiro da Costa, Cimo de Vila - Refontoura, Refontoura, 4610-680, Portugal                         |
| Kiwis | 4063061564092 | Filipe e Marcela Rent, Lda, Rua da Serra, n.º 218, Vila Verde - Felgueiras, 4615-754 , Portugal                  |
| Kiwis | 4063651381061 | Arménio Manuel Oliveira Magalhães, Travessa de S. Martinho, n.º 296, Telões, 4615-220, Portugal                  |