

NZEE Workplace and Supplier Standards Version 1.5 – Final Version 24 September 2021

New Zealand Ethical Employers Inc.'s (NZEE) mission is to represent, protect and build a strong organization that provides a sustainable high-quality service to our customers founded on the United Nations Guiding Principles on Business and Human Rights (UNGPs).

In fulfilment of this mission, we require our members to work sustainably and to conduct themselves with the utmost fairness, honesty, and responsibility in all aspects of their business.

We use the NZEE Workplace and Supplier Standards as a tool to help us in selecting and keeping members who follow business practices consistent with our policies and values. As a set of guiding principles, the Workplace Standards also help find potential problems so that we can work with our members to address and correct issues of concern as they arise.

Member's will develop and implement action plans for continuous improvement in working conditions and responsible procurement in line with Global G.A.P standard and the GRASP technical requirements. Progress against these plans will be checked by the members themselves, their internal monitoring team, and/or external independent monitors

Specifically, we expect our members to run workplaces where the following standards and practices are implemented:

GENERAL PRINCIPLE

Members must comply fully with all legal requirements relevant to the conduct of their businesses and must adopt and follow practices which safeguard human rights, workers' employment rights, safety, and the environment as required by the Global G.A.P standard and GRASP technical requirements whichever is the higher

The following sections build on that legal compliance to insure the overall sustainability of our businesses and in our engagement with employees, business partners and suppliers.

HUMAN RIGHTS

Respect for human rights is a core value of NZEE. We work to respect and promote human rights by following the United Nations Guiding Principles on Business and Human Rights (UNGPs) in our relationships with our employees, suppliers, and business partners, and to help increase the enjoyment of human rights by people within the communities in which we work.

NZEE is committed to respecting human rights and it, and its members, suppliers and business partners, will refrain from any activity, or entering relations with any entity, which supports, asks for or encourages others to abuse human rights. NZEE has adopted a human rights policy and members must adopt an identical policy as a condition of membership of NZEE.

NZEE and its members must have in place systems of due diligence to find Human Rights risks in their operations and with their own value chains. The purpose of this is to avoid or mitigate or remedy adverse human rights impacts.

Suppliers are expected to have in place similar human rights policies, practices, and systems.

Where adverse human rights impacts are caused, contributed to or linked to members or suppliers they must inform NZEE of any such impact and advise NZEE of the steps being taken to mitigate that impact. Where members or suppliers have caused or contributed to the adverse impact, they must inform NZEE about the remediation of the adverse human rights impact. The aim being to return the persons rights to the position they were in before the breach occurred.

For the purposes of these Workplace Standards, human rights are a set of rights which recognize the inherent dignity, freedom, and equality of all human beings, as expressed in the United Nation's International Bill of Human Rights and in the International Labour Organization's 1998 Declaration on Fundamental Principles and Rights at Work and as stipulated in any relevant New Zealand Human Rights laws.

EMPLOYMENT STANDARDS FORCED LABOUR

Forced labour is defined as all work or service which is exacted from any person under the threat of a penalty and for which the person has not offered him or herself voluntarily.

NZEE, members and suppliers must not use forced labour, whether in the form of prison labour, indentured labour, bonded labour or otherwise, or allow the trafficking in persons for the purposes of forced labour. No employee may be compelled to work through force or intimidation of any form, or as a means of political coercion or as punishment for holding or expressing political views. No employer shall keep any identity documents and/or passports nor restrict the freedom of movement of any person

CHILD LABOUR

NZEE, members and suppliers must not employ children who are less than sixteen (16) years old, or less than the age for completing compulsory education. Only persons over the age of 18 can be employed to do hazardous work including working with pesticides or machinery.

Children between the ages of 13 to 16 years of age may be employed on light work under the supervision of an adult so long as it is not harmful to their health, does not affect their schooling and they are not employed to work between 10pm and 6am on any school night and in line with national legal requirements.

Such employees will be provided with Health and safety training and provided with and required to wear proper Personal Protective Equipment.

DISCRIMINATION

NZEE and its members support the inclusion of all people. NZEE, members and suppliers must not discriminate in recruitment and employment practices. Decisions about hiring, salary, benefits, training opportunities, work assignments, advancement, discipline, and termination must be based solely on ability to perform the job, rather than based on personal characteristics or beliefs, such as race, national origin, gender, religion, age, disability, marital status, parental status, association membership, sexual orientation, or political opinion. Reasonable accommodations may be needed to enable non-discriminatory employment

Additionally, NZEE, members and suppliers must implement effective measures to protect migrant employees against any form of discrimination and to supply proper support services that reflect their special status.

WAGES, BENEFITS & COMPENSATION

All employees of NZEE and its members are to be provided with a written employment contract in a language they understand in conformity with the requirements of New Zealand's Employment laws. Supplier's employees must be provided with a written employment contract in a language they understand, and that contract must follow that supplier's national law.

All legal requirements relating to wages and benefits must be met. Wages must be equal to or exceed the minimum wage required by law or the prevailing industry wage, whichever is higher, including where piece rates are applied.

Wages shall be paid by electronic funds transfer to an account standing in the name of the employee. No unauthorized deductions shall be made nor any "cash back" requests made of an employee. Deductions from wages shall only be made in accordance with national law or court orders. Any other deductions must be signed by the employee concerned and be made at a level that ensures the employee retains sufficient income to meet their reasonable needs

Each employee shall be provided with a statement of wages worked, hours worked, and any deductions made for each pay period.

In addition to compensation for regular working hours, employees must be compensated for overtime hours at the rate legally specified in the employment contract, at a rate exceeding the regular hourly compensation rate.

NZEE, its members and suppliers are expected to provide employees with compensation for a regular work week that is sufficient to meet workers' basic needs and supply some discretionary income. Where compensation does not meet workers' basic needs and supply some discretionary income, NZEE, its members and suppliers, must take effective action and report annually on efforts, to progressively raise employee compensation and living standards through improved wage systems, benefits, welfare programs and other services.

WORKING HOURS

Employees of NZEE, its members and suppliers must not be expected, except in extraordinary circumstances, to work more than sixty (60) hours per week including overtime or the local legal requirement, whichever is less. A regular work week must not exceed 48 hours excluding overtime. All overtime work must be consensual and not requested on a regular basis. Employees must be allowed at least twenty-four (24) consecutive hours rest within every seven-day period and must receive paid annual leave and other leave entitlements where required by New Zealand Laws.

However, employees are expected to work extended hours or irregular hours during peak or harvesting season. Such season shall not exceed 12 weeks per calendar year nor more than 14 hours per day or more than 72 hours per week and on no more than 18 continuous working days.

Hours of work records for each employee must be accurately recorded and kept and each employee shall be entitled to access their work records.

FREEDOM OF ASSOCIATION & COLLECTIVE BARGAINING

NZEE, its members and suppliers recognize and respect the right of employees to freely join or not join associations of their own choosing and to bargain collectively in accordance with New Zealand law.

NZEE, its members and suppliers must develop and fully implement mechanisms for resolving industrial disputes, including employee grievances.

DISCIPLINARY PRACTICES

NZEE, members and supplier's employees must be treated with respect and dignity in accordance with New Zealand Human Rights and Employment laws.

No employee may be subjected to any physical, sexual, psychological, or verbal harassment or abuse, or to fines or penalties as a disciplinary measure.

NZEE, members and suppliers must give notice of and enforce a non-retaliation policy that allows employees to express their concerns about workplace conditions directly to worksite management or business management or to NZEE without fear of retribution or losing their jobs.

EMPLOYEE ACCOMODATION

Where a member provides employee accommodation, such accommodation will fully follow New Zealand Recognized Seasonal Employer worker accommodation standards at a minimum and ensure such standards are always maintained and comply with New Zealand Health and Safety laws.

EMPLOYMENT OF SEASONAL WORKERS

All seasonal employees are entitled to the protections of these Workplace Standards and New Zealand laws.

NZEE, members and suppliers employing migrant labour shall always follow New Zealand Immigration laws and RSE requirements. They shall also ensure that they pay all recruitment costs of such workers including visa, transport, and other related costs as stipulated by Immigration New Zealand.

HEALTH & SAFETY

All NZEE, members and supplier workplaces shall comply with New Zealand Health and Safety laws.

A safe and clean working environment must be provided and maintained. Occupational health and safety practices which prevent accidents and injury must be promoted. This includes, but is not limited to protection from fire, extreme weather, accidents, and toxic substances. Employees must always have access to safe, adequate, and clean sanitary facilities, including access to clean potable water. Personal Protective Equipment shall be provided to each employee who shall be instructed in its proper use. The Employer shall supply sunscreen, hats, and other protections for employees working outside.

Employees must be trained in the use of machinery and in the handling, correct use and storage of chemicals or other hazardous materials.

NZEE, members and suppliers must have health and safety policies which are clearly communicated to employees

ENVIRONMENTAL REQUIREMENTS

NZEE, its members and suppliers must make progressive improvement in environmental performance in their own operations and require the same of their suppliers. This includes integrating principles of sustainability into business decisions; responsible use of natural resources; adoption of cleaner production and pollution prevention measures; and designing and developing products, materials, and technologies according to the principles of sustainability.

NZEE, its members and suppliers, must take effective action and report annually on efforts, to progressively improve upon their environmental performance

GRIEVANCE MECHANISMS

Employees must be able to raise any concerns about their employment terms and conditions without fear of penalty or other retaliation by their employer.

NZEE, members and suppliers must communicate to employees the avenues available to them to raise such concerns both internal and external to the business. The aim should be to supply a speedy resolution of such issues to ensure any harm is as small as possible and quickly remediated.