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**Bio Suisse Social Responsibility International  
Self-Declaration Form 2024**

* **The follwing self-declaration form must be truthfully completed by the operations manager. The responsible person is obliged to keep the self-declaration form up-to-date and to correct any inaccuracies within a reasonable period. The self-declaration form and all relevant documentation may be subject to scrutiny during inspections to check their accuracy and completeness.**

|  |  |
| --- | --- |
| Name of project/operation: |  |
| Operations manager: |  |
| E-mail: |  |

# employer – employee relationship

|  |  |  |  |
| --- | --- | --- | --- |
| general working conditions | | **Comments / Details** | **Document presented** |
| Do all employees have contracts that include the following points:   * job description * scope and limits of responsibilities * wages and working hours * overtime compensation and leisure time * social benefits | yes  no |  | List of employees and contracts |
| Are all employees registered with the appropriate authorities and do they have a work pemit? | yes  no |  |  |
| Do you inform all employees in clearly under-standable terms of their rights and duties? | yes  no |  |  |
| Were any disciplinary measures taken with employees in the previous year? | yes  no |  |  |
| Do you make sure that hired contractors provide the same social standards for their employees as apply on your own operation? | yes  no | Describe in detail: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| working hours | | **Comments / Details** | **Document presented** |
| Are working hours and leisure time (days off) per week settled? (how and where?) | yes  no |  |  |
| Do they meet the minimum requirements of local labour laws? | yes  no |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| pay | | **Comments / Details** | **Document presented** |
| On what basis are wages settled for your employees? | laws (for agriculture)  laws (for industry)  sectoral agreement or collective bargaining agreement / collective agreement (for industry)  sectoral agreement or collective bargaining agreement / collective agreement (for agriculture)  other  none |  |  |
| Does your operation have a wage policy? | yes  no |  | wage policy |
| Do the wages paid by your operation correspond at least to the applicable basis of settlement? | yes  no |  |  |
| Is there a generally recognized cost of living calculation for your region? | yes  no |  |  |
| Has this calculation been compared to the wages paid? | yes  no |  |  |
| If a comparison shows that wages are too low, will you implement additional measures to secure the livelihood of your employees? | yes  no  not applicable |  |  |
| Does pay depend on performance (piecework)?  If yes, how is the unit rate calculated? | yes  no |  |  |

# Health and safety

|  |  |  |  |
| --- | --- | --- | --- |
| general standards for health and safety | | **Comments / Details** | **Document presented** |
| Is there emergency equipment on the premises and do all employees know where to find it? | yes  no |  |  |
| Do the employees have access to sanitary facilities and drinking water at their workplace, and is there a doctor (or medical care) within an hour’s reach ? | yes  no |  |  |
| Are meals and housing provided for the employees? | yes  no |  |  |
| Do they receive compensation for loss of earnings due to illness, accidents or maternity leave? | yes  no |  |  |
| Are the minimum legal requirements complied with? | yes  no |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| children | | **Comments / Details** | **Document presented** |
| Do children work on the operation? | yes  no |  |  |
| Can these children go to school regularly? | yes  no |  |  |
| What other steps do you take to ensure that the children’s development is not impaired? |  |  |  |

# equality

|  |  |  |  |
| --- | --- | --- | --- |
| equal opportunity for all employees | | **Comments / Details** | **Document presented** |
| Do all employees enjoy the same rights? | yes  no |  |  |
| Do all employees have equal access to further education/training measures and services provided by the employer (e.g., payments in kind, transportation opportunities, etc.)? | yes  no |  |  |
| Do all employees receive equal pay for the same kind of work? | yes  no |  |  |

# Labour law

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| --- | --- | --- | --- |
| exercising rights | | **Comments / Details** | **Document presented** |
| Can the employees exercise their rights (as per labour laws)? | yes  no |  |  |
| Do the employees have the right to assemble freely and to bargain collectively? | yes  no |  |  |
| Is there at least one employee or a works council that represents the interests of the workforce towards the management? | yes  no |  |  |

# confirmation of the accuracy of the above information

I hereby confirm that the information given above is correct:

**Operations manager:**

Date:       Signed: