



Mango
-org

Checklist for **SMETA** in
the Mango Industry



0.A HUMAN RIGHTS		YES	NO	N/A	PARTIAL / INCOMPLETE
0.A.1	Does the company have a Human Rights Policy?				
0.A.2 0.A.3 0.A.25	Is there a person in charge of implementing and monitoring compliance with Human Rights Policies? Does the person in charge have preparation, experience, and/or updating in Human Rights?				
0.A.1 0.A.2 0.A.8 0.A.20 0.A.26	Is there evidence on the communication of the policies to all interested parties, i.e. workers, suppliers, and customers?				
0.A.5 0.A.9 0.A.12 0.A.13 0.A.21	Is there necessary training to provide for the management of Human Rights issues?				
0.A.4 0.A.6 0.A.22 0.A.23	Is there a procedure for filing claims for non-compliance with Human Rights issues?				
0.A.17 0.A.18	<i>[This point is a good practice and not mandatory.]</i> Is a system in place for the management and respect of worker information?				
COMMENTS AND/OR ANNOTATIONS					



0.B MANAGEMENT SYSTEM		YES	NO	N/A	PARTIAL / INCOMPLETE
0.B.1	Is there a written commitment to Social Responsibility that complies with the ETI code and International Social Responsibility standards?				
0.B.5	Is the company aware of local labor standards laws?				
0.B.7	Are internal audits applied to measure the effectiveness of these policies?				
0.B.9	Are the registrations of the trainings of the ETI Code available to the workers of the company?				
0.B.12	Are the commercial licenses and permits required by the Operations Laws?				
0.B.13 0.B.14	Are all rights in the ownership and/or lease of the land held?				
0.B.15 0.B.16	Has the company had fines or claims for non-compliance with the rules, and, has it taken actions to avoid fines or claims for non-compliance with the rules?				
0.B.17	Does the company have a policy on the legal acquisition of land?				
0.B.18 0.B.19 0.B.20	Is there a procedure in place for the acquisition of land?				
COMMENTS AND/OR ANNOTATIONS					



1. FREELY CHOSEN EMPLOYMENT		YES	NO	N/A	PARTIAL / INCOMPLETE
1.1	Does the company have a Free Election Employment policy?				
1.1	Are there employment contracts specifying ones' rights, obligations, and disciplinary measures?				
1.1.a 1.5 1.1.c 1.1.d	Can workers leave their jobs voluntarily?				
1.1.b	Does the company have a procedure for workers to receive their liquidation when they leave their jobs or if they have been dismissed?				
1.1.g 1.11	Can workers retire freely after finishing their working day and without unreasonable delays?				
1.1.e 1.13	If the company has security guards during working hours, is it specified in their contracts if they are allowed to restrict the movement of workers?				
1.1.j 1.6	Are migrant workers asked for any fees, documents, taxes, or deposits to work?				
1.2.a 1.2.b 1.2.c 1.8 1.9 1.10	Does the company retain original worker documentation?				
1.2.d. 1.2.e. 1.2.f. 1.2.g. 1.16	Is there a procedure for applying for loans?				
1.3.a. 1.3.b. 1.3.c. 1.3.d. 1.3.h	Is the worker notified if any deduction applies to wages, other than those required by law? (e.g. savings fund, trade union fee, etc.)				
1.3.e. 1.7.	The essential elements for the work, are discounted to the worker?				
COMMENTS AND/OR ANNOTATIONS					



2. FREEDOM OF ASSOCIATION		YES	NO	N/A	PARTIAL / INCOMPLETE
2.2	Does the company have a Right of Association policy?				
2.1	Is it a legal requirement for the company to have a union, committee, or workers' representative?				
2.6.a. 2.13 2.14	Do workers know their rights and are free to join a union or elect a representative?				
2.7.a 2.16	Are workers' representatives voluntarily elected and election records available?				
2.7.d	Are records of meetings of the actions and responsibilities agreed between the workers and the administration published?				
2.8.c.	If there is no trade union or workers' representative, is there a communication procedure for agreements between the company and the workers?				
2.9.d	Are workers' representatives respected for the time to carry out their duties? Is this time paid to the representatives?				
2.10 2.23	Is there any evidence of whether there have been strikes at the company?				
2.7.c 2.24	Are workers satisfied with their representatives?				
2.21	Does the company offer workers facilities for the union's activities?				
1.1.g 1.11	Can workers retire freely after finishing their working day and without unreasonable delays?				
2.9.b. 2.22	Is there evidence that there has been any discrimination against workers' representatives?				
2.11 2.27	<i>[This point is a good practice and not mandatory.]</i> Does the company train its workers on the importance of free choice?				
COMMENTS AND/OR ANNOTATIONS					



3. HEALTH AND SAFETY		YES	NO	N/A	PARTIAL / INCOMPLETE	
3.1	Does the company have a Health and Safety policy and procedures?					
3.5 3.10	Does the company have a Health and Safety representative?					
3.5.b	Is there evidence in records of the meetings and the actions that have been taken?					
3.3.j	Restricted access areas.					
3.4.r	Are drinking water tests performed?					
3.2	Workers are trained on Health and Safety issues, for example:					
3.12 3.7.c.						
3.4.i 3.7.a.		-First Aid.				
3.18 3.7.e		-Handling of Heavy Machinery.				
3.7.b.		-Handling of personal protective equipment.				
3.7.b.		-Chemical removal.				
3.7.d.		-Cleaning/tidiness.				
3.3		Risk evaluations of all the activities carried out in the company, some are mentioned:				
3.3.a						
3.3.a	-Work environment.					
3.3.a	-Machinery, chemicals, and other hazards.					
3.3.a	-Workers in dangerous functions.					
3.3.a	-Young, disabled, women, and vulnerable workers.					
3.3.a	-Appropriate personal protective equipment.					
3.3.a	-Fire hazard. (emergency exits blocked or locked)					
3.3.a	-Accidents and injuries.					
3.4.c 3.6	Is there information on inspections and maintenance of machinery?					
3.4.d 3.15	Have there been drills and the documentation that endorses it?					
3.4.f	Does the company have water disposal and hazardous waste inspection and approval certificates?					
3.4.g	Is there a record of whether health and safety lawsuits have been received, and the actions that have been taken?					
3.4.j 3.13 3.14 3.19	Are the necessary records of accidents, injuries, and/or illnesses kept?					
3.4.k	Are there records of first aid supplies that are maintained and/or are there any agreements with a third party?					
3.4.o 3.4.p	Is there a policy and procedures regarding blood and needle and blade control?					
3.4.t	Are pest control records kept?					
3.4.u	Are there records of the distribution of the Safety Equipment?					
3.4.x	Is there technical data (MSDS sheets) of hazardous chemicals used?					



3. HEALTH AND SAFETY		YES	NO	N/A	PARTIAL / INCOMPLETE
3.7.f 3.9.a	Is there a fire safety procedure or plan?				
3.7.h	Are training records available in each employee file?				
3.8 3.21	Are actions taken if one fails to comply with Health and Safety rules and do they apply to all staff?				
3.9.b	Are noise, dust, lighting, and other risks to workers monitored?				
3.9.f	Is fire control equipment sufficient, updated, and regularly reviewed?				
3.9.h	If you have bedrooms, do they comply with safety precautions such as emergency exits, fire equipment, structural safety certificates?				
3.9.i 3.22	Do you have clean bathrooms, sufficient free access, and separated by gender?				
3.9.l	Are the machines operated with the correct safety protections?				
3.9.m	Are electrical installations such as plugs, wiring, and others in safe condition?				
3.9.o	Is there adequate storage for hazardous chemicals? Are they labelled and do they have precautionary signs?				
3.9.r	If medical facilities are in place, are they adequate, depending on the size of the company and the number of workers and comply with the law?				
3.9.s	Do you have a doctor or nurse at the company, or do you have trained first aid personnel or other medical assistance?				
3.9.t	If day care is available on the premises, are it legal and complies with what is required by law?				
3.9.u 3.9.y	Are evacuation routes and meeting areas sufficient?				
3.9.v	If there is a transport service for workers, is it suitable, safe, and operated by competent personnel?				
3.9.w 3.9.x	Are fire alarms and notifications sufficient to alert workers and 3.9.x are they connected to a secondary power source?				
3.9.o	Is there a procedure of handling and storage of chemicals?				

COMMENTS AND/OR ANNOTATIONS



4. CHILD LABOUR		YES	NO	N/A	PARTIAL / INCOMPLETE
4.4 4.1	Is there a policy on Child Labour?				
4.3 4.4	Is there a procedure to review the ages of all workers?				
4.6 4.13 4.14	Is there a remediation policy and procedure in place if a child is hired?				
4.7 4.10 4.21	Is there legal permission and is the law complied with the in hiring of young workers?				
4.11	Is there a system for verifying that subcontractors and home workers comply with this policy?				
COMMENTS AND/OR ANNOTATIONS					



5. WAGES AND BENEFITS		YES	NO	N/A	PARTIAL / INCOMPLETE
5.1	Is the payment to workers either hourly, per week, for fortnight, or per month, based on the legal minimum rate?				
5.5 5.6 5.42	Are wages reviewed periodically, assessed, and ensured to be fair?				
5.7	Are overtime, rest days, and holidays paid as established by law?				
5.12	Do workers have the provisions and benefits set by the Law, such as Social Security?				
5.13	Are deductions that are permitted by law properly calculated and paid to the appropriate party (government/union)?				
5.16	Do the wages received by the workers correspond to the working hours recorded?				
5.17 5.20 5.24.c 5.33 5.38	Do workers have contracts specifying terms and conditions, contract duration, their activities, normal working hours and days, salary, payment method, and discipline?				
5.18 5.39	Is there a system in place to receive payment of one's settlement and/or waiver?				
5.22 5.23 5.26.b 5.31.b	Is there an agreement signed by the worker informing them of the deductions that will be applied to them for accommodations, for food, or loans?				
5.24.b 5.37	Is a copy of the contract given to the worker?				
5.27.a	Are there agreements with agencies that indicate individual responsibilities?				
5.27.b 5.27.c	Are agreements between workers and agencies known and are wages adequate for the worker?				
5.31.a.	Do all workers understand how their wages are calculated?				
5.34	Do workers have the right to apply for permissions?				
5.35	Do workers have the benefit of applying for loans and do they have the information on how they will be repaid?				
5.44	<i>[This point is a good practice and not mandatory.]</i> If the payment of the salary will be made by transfer, is the company responsible for opening each worker's bank accounts?				
COMMENTS AND/OR ANNOTATIONS					



6. WORK HOURS		YES	NO	N/A	PARTIAL / INCOMPLETE
6.1 6.2	The working day is supported as required by law?				
6.3	Does overtime not exceed the required time and is it paid in accordance with the Law?				
6.4 6.5 6.7	If the total hours allowed by law are exceeded, are they duly justified?				
6.3 6.21 6.24	Are workers free to accept or reject overtime?				
6.4 6.6 6.2.b	Do workers enjoy their mandatory rest days and official holidays?				
6.1.b 6.3	Is there a system for requesting and paying overtime?				
6.1.d	Are deductions made for tardiness?				
6.1.e 6.36	Is there a record of special conditions for young workers, pregnant women, nursing mothers?				
6.1.i 6.4 6.5 6.20	Is there a method for recording normal hours worked?				
6.19	Do workers understand what normal hours are?				
6.28	Is a separate system in place for overtime registration?				
COMMENTS AND/OR ANNOTATIONS					



7. DISCRIMINATION		YES	NO	N/A	PARTIAL / INCOMPLETE																																														
7.1	Is there a policy on Discrimination?																																																		
7.2	Are all policies established in the company complied with?																																																		
7.3	Is equal treatment in the process of selecting new staff guaranteed for all?																																																		
7.4	Are there the same training opportunities and promotions for all workers?																																																		
7.5	Is there a record of discipline warnings to workers and exit interviews?																																																		
7.6	Is there equal pay for workers performing similar jobs or jobs with the same productivity?																																																		
7.7	Are the mechanisms used to file claims respected?																																																		
7.8	Is the employee list available?																																																		
	<table border="1"> <thead> <tr> <th rowspan="2">Employee Number</th> <th rowspan="2">Name</th> <th rowspan="2">Ethnic or social group</th> <th rowspan="2">Position or activity</th> <th rowspan="2">Date of birth dd/mm/yyyy</th> <th colspan="2">Gender</th> <th rowspan="2">Date of admission</th> <th rowspan="2">Plant or seasonal worker</th> <th rowspan="2">Salary</th> <th rowspan="2">Date of exit</th> </tr> <tr> <th>M</th> <th>F</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>					Employee Number	Name	Ethnic or social group	Position or activity	Date of birth dd/mm/yyyy	Gender		Date of admission	Plant or seasonal worker	Salary	Date of exit	M	F																																	
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8. REGULAR EMPLOYMENT		YES	NO	N/A	PARTIAL / INCOMPLETE
8.31 8.32 8.33	Is there a procurement procedure available through labor agencies or suppliers?				
8.2 8.6	Are employment hires through agencies or labor suppliers governed by those established by law?				
8.3	Is the entire recruitment process known, including that of labor intermediaries?				
8.2 8.3 8.8	Do non-direct workers have contracts and all benefits mandated by law, such as social security, right to apply for permissions, right to leave, and vacations?				
8.7.d	Is there a policy about payment during slow seasons?				
8.4 8.31 8.35	Are there effective systems in place for the recruitment of migrant workers?				
8.14 8.15	Are there extended probationary periods in employee contracts?				
8.12	Are all legal requirements for apprentice workers met?				
8.13 8.20 8.21 8.22 8.23	Is it certain that agencies meet legal requirements for workers?				
8.16	Is there a vacation payment record?				
8.18	Are there service delivery contracts with contracting agencies?				
COMMENTS AND/OR ANNOTATIONS					



8A. OUTSOURCING AND WORK FROM HOME		YES	NO	N/A	PARTIAL / INCOMPLETE
8.2	Is there a system in place to manage outsourcing, working from home, and/or external processing?				
8.1.a	Does the client have knowledge that work is done through outsourcing, working from home, or an external process?				
8.3	Is there information about the processes they use for production?				
8.9	In high seasons, are these types of services contracted, to comply with deliveries?				
8.5 8.10	Are contracts available and are the terms and conditions of delivery and payments established?				
8.4 8.11	Are audits conducted to assess that working conditions are accepted?				
8.6	If there are workers from home outside the country, has the company made sure that the other country is found and ratified in the ILO Convention on working from home?				
8.a7 8.12	Is there a verification of the dissemination of the code of conduct?				
8.8	Do you have the information from the providers used for these services?				
COMMENTS AND/OR ANNOTATIONS					



9. NO HARSH OR INHUMANE TREATMENT IS ALLOWED		YES	NO	N/A	PARTIAL / INCOMPLETE
9.1	Is there a policy that prohibits inhuman or severe treatment?				
9.1.a	Is there a procedure for disciplinary rules and actions?				
9.1.d	Do wage deductions apply for disciplinary purposes and are they within the law?				
9.2	Is there a policy of non-retaliation?				
9.4	Are there records of discipline acts and actions taken?				
9.7 9.21	Are employees aware of policies and procedures?				
9.11	Do workers receive training in respect, harassment prevention, abuse, intimidation, and respect for others?				
9.22	Do workers know their rights?				
9.24	Does the union or workers' representative know and agree with the policies?				
9.26	<i>[This point is a good practice and not mandatory.]</i> Is there a system for rewarding staff who are respectful of others?				

COMMENTS AND/OR ANNOTATIONS



10. RIGHT TO WORK		YES	NO	N/A	PARTIAL / INCOMPLETE
10A.1	Are only workers who have the legal right to work in the country hired?				
10A.2	Are all workers' identification documentation and work permits available when required?				
10A.3	Are immigration rules known if immigrant workers are available?				
COMMENTS AND/OR ANNOTATIONS					



10B. ENVIRONMENT 2-PILLAR		YES	NO	N/A	PARTIAL / INCOMPLETE
10B2.1	Is there an Environmental policy?				
10B2.3	Is there documentation of the existing certifications in the company?				
10B2.4	Is there an environmental care manager?				
10B2.5	Is there information on the chemicals used?				
10B2.8	Is there a procedure on waste management?				
10B2.10	<i>[This point is a good practice and not mandatory.]</i> Are staff trained in environmental management?				

COMMENTS AND/OR ANNOTATIONS

10B4. ENVIRONMENT 4-PILLAR

10B4.2	Are local and national environmental standards known?				
10B4.4 10B4.5	Are there documents that comply with environmental legislation?				
10B4.15 10B4.16 10B4.17 10B4.18	Are there policies and procedures in place to prevent forest damage, nature conservation, and deforestation?				
10B4.23 10B.24	Is there an environmental management and research chart to reduce the amount of chemicals required?				
10B4.26	Are regular reviews and records in place for the measurement and monitoring of the correct use of water, electricity, and waste, among others?				

COMMENTS AND/OR ANNOTATIONS



10C. BUSINESS ETHICS		YES	NO	N/A	PARTIAL / INCOMPLETE
10C.5 10C.6 10C.7	Is there a Business Ethics policy on bribery and corruption?				
10C.6	Is there a person in charge of implementing the rules on Business Ethics?				
10C.8	Has the policy been communicated to suppliers and other relevant parties?				
10C.9	Have fines or claims for non-compliance with Business Ethics standards been received and what actions have been implemented?				
10C.2	Are local and national standards on Business Ethics known?				
10C.3	Are there legal licenses and permissions for business operations?				
10C.4	Are the customer's ethics standards known?				
10C.13	Are staff trained on how to deal with business ethics issues?				
10C.22	Do workers know the disciplinary procedures if they are found doing unethical business practices?				

COMMENTS AND/OR ANNOTATIONS

11. BENEFITS FOR THE COMMUNITY		YES	NO	N/A	PARTIAL / INCOMPLETE
	Are there any benefits that the administration has implemented to help the community?				

COMMENTS AND/OR ANNOTATIONS

