

# Template 3: Assessment for Smallholders and Family Farms

This template of the amfori BSCI System Manual helps producers to collect information and monitor social performance of business partners that are:

- Smallholders:
  - Farms that hire five or less workers (on a permanent or seasonal basis)
  - All performance areas apply to them
- Family farms:
  - Farms that use only family workforce
  - Only performance areas and questions marked with (\*) apply

For farms with more than five hired workers, producers should use [amfori BSCI Template 1: Business Partner Information](#).

<b>Name of the farm:</b>	
<b>Legal status:</b>	
<b>Name of internal assessor: (if applicable)</b>	
<b>Job title of internal assessor:</b>	
<b>Product(s):</b>	
<b>Total number of workers:</b>	

Checklist Questions per Performance Area	Not Started	In Progress	Already in Practice
<b>Performance Area 1: Social Management System and Cascade Effect</b>			
This performance area does not apply to smallholders and family farms.			

<b>Performance Area 2: Workers Involvement and Protection</b>			
The producer involves workers in workplace issues and exchanges information with them on the issues.			
The producer takes specific steps to make workers aware of their rights and responsibilities.			
<b>Performance Area 3: The Rights of Freedom of Association and Collective Bargaining</b>			
The producer respects the right of workers to form unions in a free and democratic way.			
<b>* Performance Area 4: No Discrimination</b>			
The producer takes the necessary measures to avoid or eradicate discrimination in the workplace.			
The producer takes the necessary preventative and/or remedial measures to avoid workers being harassed or disciplined on grounds of discrimination as defined in the amfori BSCI Code of Conduct.			
<b>Performance Area 5: Fair Remuneration</b>			
The producer pays its workers at least the legal minimum wage or a higher wage approved through collective bargaining.			
The producer pays wages on time, regularly, and fully in legal tender.			

Producer deductions to workers' remuneration are only taken according to conditions prescribed by law.			
<b>Performance Area 6: Decent Working Hours</b>			
The producer does not require workers to work more than 48 regular working hours per week, unless exceptional cases are prescribed by law.			
The producer does not require workers to work overtime but may do so in exceptional cases, always paying a premium rate.			
* The producer grants workers the right to resting breaks in every working day.			
* The producer grants workers the right to at least one day off in every seven days, unless a different agreement has been reached through collective bargaining.			
<b>* Performance Area 7: Occupational Health and Safety</b>			
The producer cooperates with workers when developing and implementing systems to ensure a healthy and safe work environment.			
* The producer enforces the use of personal protective equipment with other safety systems and procedures.			
* The producer respects the workers' right to remove themselves from imminent danger without seeking permission.			
The producer provides workers with potable water at all times.			

<b>* Performance Area 8: No Child Labour</b>			
The producer does not engage illegal child labour directly or indirectly.			
<b>* Performance Area 9: Special Protection for Young Workers</b>			
The producer ensures that young workers do not work at night and that they are protected against working conditions that are harmful to their health, safety, morals, and development.			
The producer ensures that young workers' working hours do not lower or affect their attendance at school or any other training or instruction programmes.			
The producer seeks to ensure that young workers are properly trained on occupational health and safety.			
The producer has a good overview of all young workers engaged in its production site(s). The overview may include the producer's family members who support with 'light work'.			
<b>Performance Area 10: No Precarious Employment</b>			
The producer does not provide employment relationships that cause insecurity for the workers.			
The producer employs workers based on recognised employment relationships and keeps records of the contracts.			
The producer provides workers with understandable information on their rights and			

obligations before they start working.			
<b>Performance Area 11: No Bonded Labour</b>			
* The producer does not engage workers under any form of servitude or forced, bonded, indentured, trafficked, or non-voluntary labour.			
The producer acts carefully and remains vigilant when recruiting and engaging migrant workers either directly or indirectly.			
* The producer does not treat workers in an inhumane or degrading manner. Corporal punishment, mental or physical coercion, and/or verbal abuse are forbidden.			
<b>* Performance Area 12: Protection of the Environment</b>			
The producer manages waste in a way that does not lead to the pollution of the environment.			
The producer manages water in a way that respects the environment, particularly with respect to preserving local water sources.			
<b>Performance Area 13: Ethical Business Behaviour</b>			
The producer actively opposes corruption, extortion, or any form of bribery in its activities.			
The producer keeps accurate information regarding its own activities and organisational structure.			