



TFT's Respect for Workers Principles



Introduction

The TFT Respect for Workers Principles aim to provide a framework for our engagement with companies on human rights. Originally introduced in 2016, these Principles have been reviewed in 2018 based on our enhanced experience and understanding. The Principles form the basis on which we encourage companies to engage with workers and communities. Their application is adapted to the context the company is operating in.¹

The ambition of this work is to protect and respect the rights of communities and workers throughout supply chains.

The Principles apply:

1. to the company, its direct and indirect suppliers and sub-contractors.
2. to all workers, including contract, temporary, subcontracted and migrant.
3. to all sites, although their application at smallholder plantations will differ.²

They are in line with local laws in many countries and with international standards and recognise and respect the Universal Declaration of Human Rights and ILO Core Conventions.³

Principles

1. The company aims to achieve full visibility of its supply chain and the workforce involved.

There is knowledge of the workforce, both on and off-site, direct and indirect. This applies to all workers including those who are temporary, sub-contracted or casual, home-based workers and family labour.

2. Workers are treated equally and humanely.

Diversity is respected. No discrimination is allowed, on any basis, including race, ethnicity, gender, religion, medical status, sexual orientation, political opinion, national extraction or social origin. No violence, abuse and harassment, mental or physical, occur in the workplace. Company policies promote equality.

3. The rights, best interests and wellbeing of children and young people are protected.

Child labour is not used; the company takes appropriate measures to prevent the use of such labour. There is visibility of family work and appropriate measures are in place to safeguard the wellbeing and best interests of children. Where young workers are engaged or employed appropriate measures are taken to safeguard them.

¹ A series of Respect Guidelines will be produced to detail what is expected at sites, by product group.

² The forthcoming 'Respect Guidelines for Smallholders' will detail how implementation can be adapted based on the size of the site.

³ See Annex



4. There is no forced, bonded or trafficked labour.

Workers are employed of their own free will and all workers have a signed contract and understand the terms and conditions of their contract. These conditions must comply with basic labour standards such as minimum wage and standard working hours. The right to freedom of movement is not restricted in any way. Where advances and loans are used these are legal, transparent, in the interests of workers and the repayment terms are fair.

5. Ethical recruitment practices are in place. All recruitment practices are transparent and fair.

All workers understand their terms of engagement, what is required of them and have written documentation in an appropriate language. The company has a due diligence system in place to ensure all third parties involved in recruitment (such as labour contractors or recruitment agencies) operate legally and responsibly.

6. The health and safety of the workforce is protected and where provided workers have access to safe, secure and hygienic living conditions.

Workers are protected from exposure to occupational health and safety hazards that pose a risk of injury, illness or death. Provision is made in case of accident and injury. All workers have access to accident insurance. When provided by the employer, living conditions are safe and hygienic and workers' health is protected. Segregated accommodation for families, single women and single men is provided. There is access to potable water and sanitation facilities for all workers.

7. Wages, benefits and working hours (including overtime hours) must at least meet legal requirements.

All minimum national legal requirements are met with regard to wages, overtime premiums, working hours, overtime hours and benefits. Overtime is operated on a voluntary basis only. Workers' rights with regard to rest and leave are observed. Companies understand and are working towards implementing international standards where these are higher than legal requirements, including a living wage.

8. Access to remedy is transparent and readily available to workers.

There is an effective grievance mechanism, including the ability to raise a grievance anonymously without fear of recrimination or dismissal. Workers at all levels have access to remedy.

9. Freedom of association and the right to collective bargaining is respected for all workers.

There is constructive and effective dialogue between workers and management. All workers, regardless of rank or job grade, have the right to form and join trade unions of their choice, and to bargain collectively. Where the right to freedom of association and collective bargaining are restricted under law, parallel means of association and bargaining are in place for all workers.



10. The health, safety and wellbeing of communities around worksites are respected.

Stakeholder engagement process and external grievance process are both in place. The impact on the communities is fully understood. Where possible a participatory social impact assessment shall be conducted, and prevention and remedy efforts are taken to diminish negative impact in the communities.



Annex:

Principle	Human Rights Instruments & Guidelines
1. The company aims to achieve full visibility of its supply chain and the workforce involved.	<p><u>The Universal Declaration of Human Rights (UDHR) - 1948</u></p> <p><u>International Covenant on Economic, Social and Cultural Rights</u></p> <p><u>International Covenant on Civil and Political Rights</u></p> <p><u>United Nations Guiding Principles on Business and Human Rights</u></p> <p><u>OHCHR: A Guide for Business How to Develop a Human Rights Policy</u></p> <p><u>United Nations Global Compact and OHCHR: A Guide for Integrating Human Rights into Business Management</u></p> <p><u>How to Do Business with Respect for Human Rights: A Guidance Tool for Companies, Global Compact Network Netherlands, Business & Human Rights Initiative</u></p>
2. Workers are treated equally and humanely.	<p><u>Convention on the Elimination of Discrimination against Women (CEDAW)</u></p> <p><u>International Convention on the Elimination of All Forms of Racial Discrimination (ICERD)</u></p> <p><u>Convention 100 Equal Remuneration for Men and Women Workers for Work of Equal Value, 1951</u></p> <p><u>Convention 159 Vocational Rehabilitation & Employment (Disabled Persons), 1983</u></p> <p><u>Convention 111 Discrimination in Respect of Employment and Occupation, 1958</u></p> <p><u>Convention 183 Maternity Protection, 2000</u></p> <p><u>The Acas Statutory Code of Practice: Discipline and Grievance Procedures</u></p>
3. The rights, best interests and wellbeing of children and young people are protected.	<p><u>Convention on the Rights of the Child</u></p> <p><u>Convention 182 the Prohibition and Immediate Action for the Elimination of the Worst Forms of Child Labour, 1999</u></p> <p><u>Convention 138 Minimum Age for Admission to Employment, 1973</u></p> <p><u>Recommendation 146 Minimum Age Recommendation, 1973</u></p> <p><u>ILO: Guidelines for Developing Child Labour Monitoring Processes</u></p> <p><u>ILO-IOE: Child Labour Guidance Tool for Business</u></p> <p><u>Impactt: Operational Procedures for Remediation of Child Labour in Industrial Contexts</u></p> <p><u>IFC: Good Practice Note In the Workplace and Supply Chain Addressing Child Labor</u></p>



<p>4. There is no forced, bonded or trafficked labour.</p>	<p><u>Convention 29 Forced or Compulsory Labour, 1930</u></p> <p><u>Convention 105 the Abolition of Forced Labour, 1957</u></p> <p><u>International Convention on the Protection of the Rights of All Migrant Workers and Members of Their Families</u></p> <p><u>Sedex Global: Guidance on Operational Practice & Indicators of Forced Labour</u></p> <p><u>ILO: Standards on Forced Labour and The New Protocol and Recommendation at a Glance</u></p>
<p>5. Ethical recruitment practices are in place. All recruitment practices are transparent and fair.</p>	<p><u>ILO: General Principles and Operational Guidelines for Fair Recruitment</u></p> <p><u>Convention 181 Private Employment Agencies, 1997</u></p> <p><u>Convention 97 Migration for Employment Convention, 1949</u></p> <p><u>ICCR: Best Practice Guidance on Ethical Recruitment of Migrant Workers</u></p> <p><u>World Employment Confederation: Defining the Business Case: Ethical Recruitment</u></p>
<p>6. The health and safety of the workforce is protected and where provided workers have access to safe, secure and hygienic living conditions.</p>	<p><u>Convention 155 Occupational Safety and Health Convention, 1981</u></p> <p><u>Recommendation 164 Occupational Safety and Health, 1981</u></p> <p><u>OSHA Safety and Health Program Management Guidelines</u></p> <p><u>NHS: Workplace Health and Safety Standards</u></p> <p><u>Recommendation 115 Workers' Housing, 1961</u></p> <p><u>IFC and EBRD: Workers' accommodation: processes and standards</u></p>
<p>7. Wages, benefits and working hours (including overtime hours) must at least meet legal requirements.</p>	<p><u>Convention 1 Hours of Work – Industry, 1919</u></p> <p><u>Convention 14 Weekly Rest – Industry, 1921</u></p> <p><u>Convention 102 Social Security - Minimum Standards, 1952</u></p> <p><u>Convention 131 Minimum Wage Fixing, 1970</u></p> <p><u>Recommendation 116 Reduction of Hours of Work Recommendation, 1962</u></p> <p><u>Responsible Business Alliance: Working Hours/Days Off Guidance</u></p> <p><u>ILO: Minimum Wage Policy Guide</u></p>
<p>8. Access to remedy is transparent and readily available to workers.</p>	<p><u>Recommendation 130 Examination of Grievances, 1967</u></p> <p><u>OHCHR: Access to Remedy for Business-Related Human Rights Abuses</u></p> <p><u>Australian Human Rights Commission: Good practice guidelines for internal complaint processes</u></p>



<p>9. Freedom of association and the right to collective bargaining is respected for all workers.</p>	<p><u>Convention 87 Freedom of Association and Protection of the Right to Organize, 1948</u></p> <p><u>Convention 98 the Application of the Principles of the Right to Organise and to Bargain Collectively, 1949</u></p> <p><u>Convention 135 Workers' Representatives, 1971</u></p> <p><u>OSCE and ODIHR: Guidelines on Freedom of Association</u></p> <p><u>ILO: Freedom of Association: Digest of Decisions and Principles of the Freedom of Association Committee of the Governing Body of the ILO</u></p>
<p>10. The health, safety and wellbeing of communities around worksites are respected and the impact on these communities is understood.</p>	<p><u>Convention 169 Indigenous and Tribal Peoples Convention, 1989</u></p> <p><u>IISD: Corporate Social Responsibility An Implementation Guide for Business</u></p> <p><u>IAIA: Social Impact Assessment Guidance for Assessing and Managing the Social Impacts of Projects</u></p>

