



# IP WORKING CONDITIONS

A quality assurance standard for working conditions

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# CONTENT

<b>1</b>	SELF-ASSESSMENT _____	<b>6</b>
<b>2</b>	MANAGEMENT AND ORGANISATION _____	<b>6</b>
<b>3</b>	SYSTEMATIC HEALTH AND SAFETY WORK _____	<b>10</b>
<b>4</b>	LABOUR LEGISLATION – EMPLOYEES _____	<b>12</b>
<b>5</b>	LABOUR LEGISLATION - NON-EMPLOYED _____	<b>15</b>
<b>6</b>	ACCOMODATION _____	<b>17</b>
	SUMMARY – IP GENERAL CONDITIONS _____	<b>18</b>

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# IP WORKING CONDITIONS

## IP IS A QUALITY ASSURANCE STANDARD WITH THIRD-PARTY CERTIFICATION

IP is a standard for quality assurance, through third-party certification, in the production of food and ornamental plants throughout the entire food chain from primary production to the processing industry. The IP standard is owned and managed by Sigill Kvalitetssystem AB (Sigill Quality Assurance Ltd). More information can be found on [www.sigill.se](http://www.sigill.se).

There are two levels of production requirements – Base level and Sigill level in addition there are Additional levels and a completing module.

### BASE LEVEL

- Includes requirements based on current legislation in Sweden as well as agreements of the agricultural sector related to food safety and animal protection.
- Raw material produced according to the requirements of the Base level are called "Base level raw material/products".

### SIGILL LEVEL

- Contains all requirements included in the Base level plus additional stricter requirements concerning food safety, animal welfare and environmental responsibility.
- Raw material produced according to the requirements for the Sigill-level are called "Sigill raw material/products".

### ADDITIONAL LEVELS

- Contains more far-reaching commitments in the areas of animal care and environmental responsibility.
- The additional modules for the Basic level require basic certification, The additional modules for the Sigill level require Sigill certification.

## COMPLETING MODULE

Certification according to a Completion module is possible independently of other certification.

The Completing module for working conditions covers the working environment, labour law and accommodation.

## IP GENERAL REGULATIONS - THE FRAMEWORK FOR CERTIFICATION

IP General Regulations describes for example the requirements on the certification bodies, what qualifications the auditor must possess, how an audit should be conducted and the general requirements for businesses to be certified. A summary of the IP General Regulations can be found at the end of this handbook.

## THE SCOPE OF THE HANDBOOK

Joining the standard is voluntary. Generally, the regulations are applicable to all areas within the company associated with the certified production.

## EXTERNAL AUDIT OF THE COMPANY OPERATION

Every second year an external audit will be carried out on site, with advance notice given. During the audit documentation, written routines and instructions, journals etc. are checked, and an inspection takes place. More in-

formation on the different types of audit can be found at the back of this handbook and in IP General Regulations.

## SELF-ASSESSMENT

A self-assessment must be conducted every year. This involves going through the current handbook, and any non-compliances should be noted in an action plan. Non-compliances must be addressed as soon as possible. A self-assessment must be conducted even if there are no non-compliances. Those years when an audit is not conducted on site, the self-assessment is checked by the certification body, so-called **administrative audit**.

## SUPPORT MATERIAL

To certain control points, there is a reference to support material available on [www.sigill.se/omraden-och-regler/arbetsvillkor/stodmaterial/](http://www.sigill.se/omraden-och-regler/arbetsvillkor/stodmaterial/). The use of this material is optional.

## APPROVED AUDIT AND SANCTIONS

To pass the audit it is required that any shortcomings to be corrected. If the audit is not approved within the time frame, the company is suspended from the certification system or, in worst case, excluded. More information on penalties and how they are handled, can be found at the end of this handbook and within IP General Regulations.

## THE COMPANY'S OBLIGATIONS

A company certified according to the IP-standard has the following obligations:

- Current laws and regulations must be followed in the certified business.
- The production rules in place for the certified business, as well as within IP General Regulations, must be followed. In the case of certification that includes cultivation, this means that the production rules must be followed on all land included in the crop rotation (even in the case of lease or contract cultivation), unless otherwise stated in the handbook.
- If the operation requires permits or notifications from authorities, a copy of these must be presented at the on-site audit.
- There is a duty to implement any changes in production rules or regulations stated in IP General Regulations, as announced by Sigill Kvalitetssystem AB.
- Be responsible for that service provider receive information about their obligations and ensure that regulations are followed.
- Be responsible for that all land, buildings, machinery etc. used by the certified company meets the standards, even if they are owned by another company.
- Participate in and facilitate company audits. This also applies to unannounced audits.
- There is a duty to notify the certification body of any planned changes in production, which may be important for certification (e.g. change of ownership and business expansion).
- There is a duty to notify the certification body if the company has been forced to withdraw a product.
- Allow the certification body to disclose any relevant information about the company, that may affect certification and credibility of the IP-standard, to Sigill Kvalitetssystem AB

## OPENNESS

Information about certified companies, for instance name and address, are published on Sigill Kvalitetssystem AB website, [www.sigill.se](http://www.sigill.se), after the company has given its consent.



**RED DOTS** are marked with a red oval. These are rules that are particularly important for good working conditions and thus the core values of the IP standard. Deviations from rules with red dots are seen as particularly serious for credibility and can lead to suspension or exclusion.


**NEW!** **NEW RULES** and rules that have changed significantly are marked with **NEW!** in the handbook.



**SUPPORTING MATERIAL** is available at [www.sigill.se/omraden-och-regler/arbetsvillkor/stodmaterial/](http://www.sigill.se/omraden-och-regler/arbetsvillkor/stodmaterial/)



## 1 SELF- ASSESSMENT

Regular self-assessment is included in the certification and contributes to the credibility of the IP standard. Documents for review of self-assessment must be sent to the certification body upon request.

			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
<b>1.1</b> 	Self-assessment against the control points in IP Working Conditions, shall be performed annually.	There are a dated and signed checklist and action plan.			
<b>1.2</b> <b>NEW!</b>	At the request of the certification body, administrative audit documentation shall be submitted.	<p>Documentation according to one of the options below has been submitted within the scheduled time:</p> <p>a) Completed, dated and signed checklist in accordance with 1.1.1.</p> <p style="text-align: center;">OR</p> <p>b) Dated and signed correction plan in accordance with 1.1.1 and</p> <ul style="list-style-type: none"> <li>- information that a new workforce have been introduced according to 2.4.</li> <li>- documentation which shows that the fire protection has gone through according to 2.8.</li> <li>- documentation which shows that the working environment has gone through according to 3.2.</li> </ul>			

## 2 MANAGEMENT AND ORGANISATION

The certified company has a responsibility to ensure that the rights and benefits applied to a workplace apply to all staff in the workplace. This applies regardless of whether they come from another country, are employed, self-employed or have their employment at another employer but are working at the certified company.

			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
<b>2.1</b> <b>NEW!</b>	<p>It shall be clear which persons at the company that handle questions and take decisions regarding working environment, working conditions and temporary accommodation, if it is provided to the staff.</p> <p><i>Work environment includes physical, organizational, and social work environment as well as fire protection.</i></p>	The division of responsibilities are documented in an organisation chart or corresponding			
<b>2.2</b> <b>NEW!</b> 	<p>There shall be up to date information about the staff including name and contact details.</p> <p><i>Note! The definition of a member of staff can be found on the last page of this handbook (Summary IP General Regulations).</i></p>	The information about the staff working at the company are available in writing.			
<b>2.3</b> <b>NEW!</b> 	The staff must meet the minimum age for work in accordance with national legislation.	ID documents proving that the workforce meets the minimum age can be presented upon request.			

	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	FULFILLED RULE?		
			YES	NO	N/A
<p><b>2.4</b></p> <p><b>S</b></p> <p><b>NEW!</b></p>	<p>When new staff begins, or in case of changes in the business, the staff shall have received orally or in writing information, provided in languages understood by the entire workforce.</p> <p>The information shall at least include the following:</p> <ul style="list-style-type: none"> <li>- Introduction of the practical work.</li> <li>- If special protective clothing-, equipment or work clothes shall be worn and how they shall be handled, cleaned, and stored.</li> <li>- The terms for salary, working hours, vacation, and insurance at the company.*</li> <li>- What work environment carried out at the company.</li> <li>- Routines in case of emergency (see 2.7).</li> <li>- The right to get involved in the union and to appoint an employee representative for work environment related questions, for example a safety representative.</li> <li>- The relatives of the workforce can be contacted if desired in the event of an accident or illness.</li> </ul> <p>*Non employees shall be informed that the terms regarding salary, working hours, vacation and insurance are regulated in agreement with their employer (see 5.3).</p>	<p>Written confirmation with name and date shows that staff has taken part in the introduction.</p>			
<p><b>2.5</b></p> <p><b>S</b></p>	<p>Written routines and instructions including health, safety and hygiene shall be established and understood by the entire workforce.</p>	<p>There are written routines and instructions and/or illustrated pictures (pictogram) that are understood by the workforce.</p>			
<p><b>2.6</b></p> <p><b>S</b></p>	<p>The workforce will be given the opportunity to give suggestions for improvements as well as handling any complaints from the workforce, regarding working conditions, working environment and temporarily accommodation, if it is provided to the staff.</p>	<p>a) There are routines for procedures for handling complaints and comments.</p> <p>b) The workforce can give an account for the routines.</p>			

			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
<p><b>2.7</b></p> <p><b>S</b></p>	<p>There shall be instructions for emergency and accident including</p> <ul style="list-style-type: none"> <li>- first aid procedures</li> <li>- emergency response guidance including address and directions to the company</li> <li>- fire response procedures</li> <li>- telephone directory to                             <ul style="list-style-type: none"> <li>- who can perform CPR/first-aid</li> <li>- other contact persons within the company</li> <li>- local and regional authorities</li> <li>- on-call companies for electricity, cooling, plumbing etc.</li> </ul> </li> </ul>	<p>Written instructions are clearly visible in all work locations and temporary accommodations.</p>			
<p><b>2.8</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>There shall be routines for functional fire extinguishers and smoke detectors to the extent recommended by the national agencies and fire protection work must be carried out including all workplaces and eventual temporarily accommodation.</p> <p>Fire protection work shall include:</p> <ul style="list-style-type: none"> <li>- A thorough review and ongoing monitoring when site changes are done, or at least every 5th year.</li> <li>- routines to follow in case of a fire and using of firefighting equipment.</li> <li>- routines for checking the smoke detectors and fire extinguishers, eventually other firefighting equipment.</li> </ul> <p><i>Information and training about fire protection work can be included in the introduction of the staff.</i></p>	<ul style="list-style-type: none"> <li>a) There are enough of functioning smoke detectors, fire extinguishers and other firefighting equipment and it appears when they were last checked.</li> <li>b) There are documentation showing that the fireprotection works on all workplaces and accommodations have been reviewed.</li> <li>c) Routines to follow in case of fire can be accounted by everyone in the organisation.</li> <li>d) Knowledges about using the fire extinguishers equipment can be accounted by the responsible person for fire protection work in the organisation.</li> </ul>			



	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	FULFILLED RULE?		
			YES	NO	N/A
<p><b>2.9</b></p> <p><b>S</b></p>	<p>There shall be a current map/drawing which</p> <ul style="list-style-type: none"> <li>- includes all work locations</li> <li>- describes where items important for accident and emergency preparedness are situated</li> <li>- is clearly visible</li> <li>- is made accessible to the emergency services, if necessary.</li> </ul>	<p>A map/drawing with at least following are placed on a clearly visible place:</p> <ul style="list-style-type: none"> <li>- Emergency exits/escape routes in case of fire or other emergency</li> <li>- first aid equipment</li> <li>- fire extinguisher/fire hydrant or water</li> <li>- main power switch</li> <li>- emergency shut-off valve for gas and water.</li> </ul> <p><i>Examples of other important objects can be chemical storage and safety data sheets, cold storage, gas tubes etc.</i></p>			
<p><b>2.10</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>There shall always be a person trained, no more than 5 years ago, in first aid including CPR, available when business is conducted on a worksite.</p> <p>The content of the training and number of trained persons should be assessed based on the risks, the size of the work location, shift work, the geographical distribution of the workforce, the distance to health care etc.</p>	<p>a) The content of the training and number of trained persons can be motivated.</p> <p>b) There are educational certificates or corresponding.</p>			
<p><b>2.11</b></p>	<p>Clean and complete first aid equipment shall be available at all work locations when work is taking place. Location and content of the equipment shall be adapted to the risks that have been identified and the geographical spread of the workforce.</p> <p><i>Examples of important first aid equipment is adhesive plaster, wound cleansing, bandage, blood stopper, gloves, eyewash etc.</i></p>	<p>a) There is first aid equipment available in a manner justified by identified risks.</p> <p>b) There are routines in place ensuring that equipment is kept clean and supplemented if necessary.</p>			

### 3 SYSTEMATIC HEALTH AND SAFETY WORK

Work environment covers physical, organizational, and social work environment as well as fire protection. The employer shall be aware about the risks, work preventively and have a routine for how accidents and illness are managed. If an accident occurs at the workplace, it must always be investigated so that it does not happen again.

			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
<b>3.1</b> <span style="color: #0070c0; font-weight: bold; border: 1px solid #0070c0; border-radius: 50%; padding: 2px 5px;">S</span>	The company shall describe in an overall way in a policy, how the company performs systematic health and safety work and what they want to achieve.	The health and safety work can be accounted in writing			
<span style="background-color: #c00000; color: white; border-radius: 50%; padding: 2px 5px; font-weight: bold;">3.2</span> <span style="color: #0070c0; font-weight: bold; border: 1px solid #0070c0; border-radius: 50%; padding: 2px 5px;">S</span>	The workplace shall be examined, in the presence of the person in the company responsible for the working environment on the whole, or the co-worker who has been delegated tasks involving the working environment, to assess any risks with the working environment and identifying need for action.  A follow-up shall be done at least annually and often if there are changes in the business.	There is documentary that shows <ul style="list-style-type: none"> <li>- that the work environment has been examined and the risks have been assessed</li> <li>- date when it was done</li> <li>- who has participated</li> <li>- suggestions for measures, when they should be implemented and who is/are responsible.</li> </ul>			
<b>3.3</b>	If the company management team allocate tasks that are a part of the health and safety work to one or several co-workers, the delegation of tasks shall be clearly described, together with the associated authority and resources.	There is documentary that shows <ul style="list-style-type: none"> <li>- the allocation of work</li> <li>- the associated authority for respective task</li> <li>- available resources to perform health and safety work and for eventual knowledge acquisition.</li> </ul>			
<b>3.4</b> <span style="color: #008000; font-weight: bold;">NEW!</span> <span style="color: #0070c0; font-weight: bold; border: 1px solid #0070c0; border-radius: 50%; padding: 2px 5px;">S</span>	The work force shall be able to perform duties that require special care and/or competence or certificate/ authorization, in a safety way with respect to safety and health.  <i>Some examples of duties that require special care is driving vehicles on public roads, electrical installations, hot work permits, work at high altitude, handling machinery/work equipment, and driving forklifts, handling plant protection products.</i>	a) There is <ul style="list-style-type: none"> <li>- a list with name on the persons who is performing duties with special care and/or competence or certificate/authorization.</li> <li>- copies on guilty certificate of competence, authorization or corresponding are available where required for the special duty.</li> </ul> b) The work force is aware of the risks with their duty and how illness and/or accidents can be prevented during work, and they are considering it during work.			
<b>3.5</b> <span style="color: #0070c0; font-weight: bold; border: 1px solid #0070c0; border-radius: 50%; padding: 2px 5px;">S</span>	If somebody falls ill or has an accident at work, or if an incident occurs, the company shall investigate and document the causes to avoid the risk of recurrence.	The following is documented if the illness, accident, or incident occurs: <ul style="list-style-type: none"> <li>- Date and name of the person who is documenting the incident</li> <li>- what has occurred</li> <li>- when and how</li> <li>- triggering causes</li> <li>- circumstances that affected the event</li> <li>- proposed action to be taken to ensure there is no recurrence.</li> </ul>			

	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	FULFILLED RULE?		
			YES	NO	N/A
<p><b>3.6</b> <b>NEW!</b></p> <p><b>S</b></p>	<p>Serious accidents, serious incidents, occupational injury, death as a result of an accident and accident to and from work shall be reported to the responsible authority.</p>	<p>There is a form for the purpose and notification has been made.</p>			
<p><b>3.7</b></p> <p><b>S</b></p>	<p>In order for the staff that is not employed directly in the company to be offered a safe and sound working environment, the work environment work according to chapter 3 shall be coordinated with the employer or with the self-employed.</p>	<p>It is stated in the contract / agreement with the employer or with the self-employed</p> <ul style="list-style-type: none"> <li>- who is responsible for the work-environment before, during and after the work force is hired</li> <li>- who is responsible for a common plan for work environment</li> <li>- who is responsible for performing the risk assessment and for eventual need for action</li> <li>- that the other party has accepted the risk assessment.</li> </ul>			

## 4 LABOUR LEGISLATION – EMPLOYEES

A safe and secure workplace presupposes a clear regulation of the conditions that affect the working conditions. Examples are employment contract, work- and residence permit, salaries, working hours, vacation and labour market insurances. It is important for everyone who performs work at the certified company, regardless of if the individual person is employed at the company or not. This chapter includes work force including family members employed directly at the company.




			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
<div style="background-color: #800000; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 5px;">4.1</div> <div style="background-color: #000080; color: white; border-radius: 50%; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center; margin: 5px;">S</div>	<p>Employment contract, understood by the employee, shall be available for all employees and contain at least following information:</p> <ul style="list-style-type: none"> <li>- The name and address of the employer and employee</li> <li>- the employment starts date</li> <li>- the place of work (where the main work is to take place)</li> <li>- a brief specification or description of the work involved and the employee's professional title or job title</li> <li>- if the employment is permanent or temporary, or for a probationary period</li> <li>- notice period for permanent employment</li> <li>- if temporary: the termination date of the employment or the conditions applicable for cease of employment</li> <li>- the type of temporary employment (general, temporary post, seasonal work etc.)</li> <li>- if probationary: the trial period applicable</li> <li>- starting salary, other salary benefits and the intervals at which remuneration is paid</li> <li>- the employee's daily or weekly working hours</li> <li>- the holiday entitlement</li> <li>- conditions for vacation</li> <li>- collective agreement, if applicable.</li> </ul>	<p>a) There are copies of complete employment contracts that are signed by the employer and employee.</p> <p>b) Employment contracts are translated into a language understood by the employee, alternative the work force can account for that an oral review has been made, in languages understood by the work force.</p>			
<b>4.2</b>	<p>Employment contracts shall be drawn up within one (1) month of the start date for the employment and the handling takes place in a manner that ensures that they are not available to unauthorised persons.</p>	<p>a) Dates show that complete agreements, according to 4.1, have been received by each employee within the prescribed time.</p> <p>b) Employment contracts are stored so that unauthorized persons do not have access, for example in a locked room and/or digitally where login is required.</p>			




	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	FULFILLED RULE?		
			YES	NO	N/A
<p><b>4.3</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Work permits and if necessary residency permits and visa, shall be available for employees residing in a country outside of EU/EEA.</p>	<p>Copy of permit from the issuing agency and passport/ID-card can be presented.</p>			
<p><b>4.4</b></p>	<p>Worked time that forms the basis for payment of salary shall be registered and reported in connection with the salary payment.</p> <p>In cases when registering takes place at group level, all persons in the group shall be stated when registering, provided working time and rest are the same for all persons in the group.</p>	<p>a) Worked time is registered and stated on a payslip or similar.</p> <p>b) Employee can account for the routines for registering the time worked.</p> <p>c) Worked time and rest is the same for all persons if registering takes place at group level.</p>			
<p><b>4.5</b></p> <p><b>S</b></p>	<p>When performance-based salary/ piecework is applied, there shall be a calculation basis, known by all employees, which at least shows</p> <ul style="list-style-type: none"> <li>- the requirements for what is considered a normal performance and how it is priced</li> <li>- the tasks, set-up times and internal transport included</li> <li>- the quality requirements of the work performance.</li> </ul>	<p>a) A calculation basis can be presented.</p> <p>b) Performed achievements are demonstrated on the payslip, or equivalent.</p> <p>c) Employees can account for how their accomplishments is registered.</p>			
<p><b>4.6</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Salary for employees shall be reasonable in relation to costs in the country where the work is performed.</p> <p>Differences in salary between employees shall be factual and based on experience, knowledge, responsibility, and possible training.</p> <p><i>Nonfactual basis for wage differences is, for example, gender, age, ethnicity, disability, sexual orientation, religion.</i></p>	<p>a) The salary is stated in the employment contract and salary statement.</p> <p>b) The salary fulfils at least one of the following:</p> <ul style="list-style-type: none"> <li>- Statutory minimum wage.</li> <li>- 50% of the current median salary in the country where the work is performed.</li> <li>- The minimum level in a valid collective agreement in the country where the work is performed, which is relevant to the industry or profession in question.</li> </ul> <p>c) Wage differences can be justified.</p>			
<p><b>4.7</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Deductions from the salary for temporary accommodation shall be reasonable in relation to the housing standard offered in accordance with Chapter 6.</p>	<p>a) It is clear on the employment contract what amount has been deducted for accommodation.</p> <p>b) The amount can be justified.</p>			

			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
<p><b>4.8</b></p> <p><b>NEW!</b></p> <p><b>S</b></p>	<p>Insurance for the employees shall be available and at least provide compensation in the event of accidents and deaths * in connection with the work. Statutory insurance required in addition to the above shall be taken out for the employees.</p> <p><i>*Exceptions regarding compensation in the event of death for foreign workers if it is not possible to take out such insurance due to the fact that they are not registered in the country in question and / or do not have a personal / coordination number.</i></p>	<p>Insurance letters or equivalent show that relevant insurances have been taken out for all employees.</p>			
<p><b>4.9</b></p> <p><b>S</b></p>	<p>Legislation and/or collective agreements for all employees, regarding working hours, overtime, additional hours, and rules for working hours as well as rules for daily and weekly rest must be known and followed.</p>	<p>Employment agreements state that legal and contractual requirements identified for the company in question are complied with.</p>			
<p><b>4.10</b></p> <p><b>S</b></p>	<p>Legislation or collective agreements regarding annual leave and/or holiday pay/salary for the industry in question shall be followed and there shall be routines for calculating and reporting to the employees.</p>	<p>Documentation shows</p> <ul style="list-style-type: none"> <li>- how annual leave and/or holiday pay/salary is calculated and reported to the employees.</li> <li>- that annual leave has been granted and/or holiday pay/salary has been paid out.</li> </ul>			

## 5 LABOUR LEGISLATION - NON-EMPLOYED

A safe and secure workplace presupposes a clear regulation of the conditions that affect the working conditions. Examples of this are employment contracts, work and residence permits, salaries, working hours, holidays, labour market insurance. It is important for everyone who performs work at the certified company, regardless of whether the individual is employed by the company or not. The labour force included in this chapter are those who are not employed by the certified company, but are employed by another company or are self-employed. The work force must have an agreed assignment period of at least one working week during a continuous period to be covered by the certification.

			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
<b>5.1</b> <b>NEW!</b> 	If a company registered in another country is hired, the client shall ensure that the company fulfils its obligations to pay taxes and fees in the country where the work is performed.	There is documentation that proves this (e.g., F-tax, registry certificate).			
<b>5.2</b> 	If posted staff is hired, there shall be a notification of posting to responsible authority, made by the person responsible for the posting.  <i>Posting means that an employer in one country X sends an employee to perform work in another country Y for a limited time.</i>	There is a copy of the notification and/or a written confirmation from the party who has done the posting.			
<b>5.3</b> <b>NEW!</b> 	Anyone who hires staff, with another employer shall ensure that <ul style="list-style-type: none"> <li>- valid employment contracts exist</li> <li>- salary and other remuneration, including holidays, based on the working hours / performance specified in the contract is paid</li> <li>- reimbursement of expenses (travel, subsistence, accommodation) incurred for posted staff as a result of travel from another country do not form part of their salary</li> <li>- the employer does not charge compensation to its employees for its service of arranging a workplace</li> <li>- taxes and statutory employer contributions are reported and paid for the workforce</li> <li>- insurance corresponding to control point 4.8 are taken out</li> <li>- there are work permits, if necessary residency permits and visa</li> <li>- legislation and/or collective agreements regarding working hours and holidays are followed.</li> </ul>	a) That the requirement is met is stated in a written agreement with the employer and by the staff verifying what is stated in the agreement.  OR  b) There is documentation showing that the employer is certified according to a relevant third-party certification corresponding to the requirements in IP Working Conditions.			

			FULFILLED RULE?		
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
5.4	<p>When salary or remuneration to work force, including self-employed persons, is time-based, there shall be routines for recording the time worked that are known by the workforce.</p> <p>If the contract allows registration on a consolidated basis, all persons involved shall be mentioned when reporting, providing the working and resting hours are the same for all persons involved.</p>	<p>a) Hours of work is registered for the current workforce.</p> <p>b) In the contract with the temporary work agency it is stated who is responsible for the registering of hours of work.</p> <p>c) The workforce can account for how they register their time.</p> <p>d) All persons in the group are listed in cases where registration takes place at group level.</p>			
5.5 	<p>When performance-based salary/ composition is applied, there shall be a calculation basis, known by all employees, which at least shows</p> <ul style="list-style-type: none"> <li>- the requirements for what is considered a normal performance and how it is priced</li> <li>- the tasks, set-up times and internal transport included</li> <li>- the quality requirements of the work performance.</li> </ul>	<p>a) A calculation basis can be presented.</p> <p>b) Performed achievements are demonstrated on the payslip, or equivalent.</p> <p>c) Employees can account for how their accomplishments is registered.</p>			
5.6 <b>NEW!</b> 	<p>Salary for the work force shall be reasonable in relation to costs in the country where the work is performed.</p> <p>Differences in salary between employees shall be factual and based on experience, knowledge, responsibility, and possible training.</p> <p><i>Nonfactual basis for wage differences is, for example, gender, age, ethnicity, disability, sexual orientation, religion.</i></p>	<p>a) The salary/compensation is stated in a written agreement with the employer or with the self-employed.</p> <p>b) The salary/compensation fulfils at least one of the following:</p> <ul style="list-style-type: none"> <li>- Statutory minimum wage.</li> <li>- 50% of the current median salary in the country where the work is performed.</li> <li>- The minimum level in a valid collective agreement in the country where the work is performed, which is relevant to the industry or profession in question.</li> </ul> <p>c) Wage differences can be justified.</p> <p>d) The staff is verifying what is stated in the agreement.</p>			
5.7 <b>NEW!</b> 	<p>Deductions from the salary for temporary accommodation shall be reasonable in relation to the housing standard, offered in accordance with Chapter 6.</p>	<p>a) It is stated in the written agreement with the employer or with the self-employed, the amount that has been deducted for any accommodation.</p> <p>b) The amount can be justified.</p> <p>c) The workforce verifies what is stated in the agreement.</p>			



6 ACCOMODATION					
Staff who are assigned temporary accommodation must be offered a safe and good living environment, where basic requirements for accommododation comfort, hygiene and safety have been considered.					
					FULFILLED RULE?
	CONTROL POINT	DETAILED REQUIREMENTS AND VERIFICATIONS	YES	NO	N/A
6.1	If temporary accommodations are provided to their staff, there shall be documentation that make it able to identify the accommodations and the persons who lives there.	a) It is stated on an address list or on a map/drawing where the accommodations are located. b) There is an up-to-date list of the people that lives on respective accommodation. c) The list is in connection to the map/writing in control point 2.9.			
6.2 NEW! S	The accommodation shall be - safe to stay in without risk of injury - fire proof - safe for health - be adapted and dimensioned according to the number of people.	a) The accommodation has a good mechanical resistance and stability, without any risk for total or partly collapse and no risk for fire safety. b) The accommodation has - separate areas for sleep and rest, socializing, cooking, meals, hygiene and storage - possibility of lockable storage for personal belongings - protection against noise in order to achieve good sleep - access to both hot and cold water for household and hygiene - access to water usable as drinking water - space and facilities for wastewater management - space and facilities for waste disposal and eventual sorting - good airflow and/or effective ventilation - lack of dampness damage, mould and fungal attacks - a satisfactory thermal comfort with respect to temperature, draft - safe electrical installations that do not risk electric shock and/or fire - assessed with regard to possible risks with radon. c) The living areas, washrooms, common areas and other facilities are suitable for the number of persons living there.  Please note that checkpoint 2.8 (fire protection) also covers the accommodation.			
6.3	There shall be a responsible person who ensures that reparation and maintenance is done, before the accommodation is put into use or more often if necessary.	Responsible person named.			
6.4 NEW!	There shall be set routines in place for cleaning common areas and waste disposal inside and outside.	a) Cleaning routines, which the residents are aware of, are available that include - what to clean - how often - who is responsible - documentation and follow-up when needed. b) Regular waste collection takes place so that risks with vermin is minimized.			

Number of no/deviations:

## SUMMARY- IP GENERAL CONDITIONS

IP General Regulations is the framework for the standard, which for instance describes the requirements certification bodies shall fulfil, the competence an auditor must have, how an audit should be conducted and the requirements for producers to be certified. A complete copy of IP General Regulations can be downloaded on [www.sigill.se](http://www.sigill.se).

### DIFFERENT TYPES OF AUDITS

Audits are conducted to verify that the production requirements are met.

**A self-assessment** is conducted once a year. This involves the producer going through the requirements in the handbook. Any non-compliances must be noted in an action plan and addressed as soon as possible.

**An administrative audit** is conducted those years when an on-site audit is not conducted. The self-assessment is checked by the certification body, who decides on continued certification.

**An on-site audit** is when the certification body visit the company and goes through the documentation and controls the production. All production requirements are checked, and any non-compliance noted.

**Sample audits** are conducted on top of regular audits on 10 % of the companies who will not have an on-site audit that year. The certification body apportion sample audits based on risk as well as randomly.

**Additional audits** may be carried out if the company has had more than 10 deviations in the on-site audit, if the same deviations are repeated in three audits in a row and if the certification body has reason to suspect that the certification requirements are not being met. These audits may be unannounced.

### RESULT OF THE AUDITS

Following an on-site audit, the auditor writes an audit report listing any non-compliance together with an indication of what should be rectified. Both the producer and the auditor verify the report with their signatures. Non-compliances must be corrected within 28 days (three months following the initial entrance audit).

### APPROVED AUDIT

For the audit to be approved, all non-compliances must be corrected. In some special cases, the certification body may decide to approve certification even though discrepancies remain. This requires an approved action plan that clearly describes how they will be rectified, and some form of evidence that this will occur.

### FAILED AUDIT

If the non-compliances are not rectified in time, the certification body decides whether to suspend the company until corrective measures are implemented. Suspension may apply to the whole company or a part of the activities. If non-compliances are still not rectified, the company will be excluded.

Exclusion can also occur due to repeated non-compliances on a critical point or if the shortcoming is so serious that it might seriously damage the credibility of the IP-standard. Excluded or suspended companies may not announce or designate services, products, or raw material as certified products. This is applicable to raw materials and products before and during the time of suspension or exclusion.

### CERTIFICATE

The certificate issued after an approved audit is a proof of that the requirements in the handbook have been met. The certificate is valid for 24 months, provided that all requirements in the handbook and in IP General Regulations are met, and provided that the business does not change to any great extent. If there are any special conditions for certification, these will be specified on the certificate.

### COMPLAINTS AND APPEALS AGAINST DECISIONS

Any complaints regarding the implementation of the audits: booking, treatment, and assessments, must be submitted directly to the certification body. They are required to have procedures to handle complains.

### WITHDRAWAL

Withdrawal from the system is done at your own request to the certification body. Services, raw materials, or products produced after the date of withdrawal are not certified.

### KNOWLEDGABLE AUDITORS

Certification bodies must have a lead auditor managing the audit process and auditors conducting audits for business onsite. There are detailed requirements regarding the qualifications that all auditors must possess. They should have both theoretical and practical knowledge of the businesses they audit. For the assessments to be as uniform as possible between various inspectors and certification bodies, regular calibrations are performed.

### CONFIDENTIALITY

Certified companies are presented on [www.sigill.se](http://www.sigill.se) if the company gives an approval. The certification bodies are obliged to disclose information that a company is certified. However, information concerning the activities of certified company is treated confidentially. Swedac, the authority that oversees the certification bodies' work, will also receive access to information about certified companies. Confidentiality also applies to Swedac.

### TRANSFER OF RESPONSIBILITY FOR THE CERTIFICATION

Transfer and recognition of an existing certificate involves transferring the responsibility for certification from one certification body to another. The certification body handle the transfer and give the certified company a timeline for the process.

### ISSUE OF NEW STANDARDS

Sigill Kvalitetssystem AB will notify members when new standards are published and the date they commence, either on [www.sigill.se](http://www.sigill.se) or by mailing.

## DEFINITIONS

### WORKFORCE

- Employees including family members \* who are employees.
- Persons employed by another employer or is self-employed and works in the certified company or at least one continuous working week.

*\*Spouse/partner and relative in a straight descending line.  
Distant relative including foster children and fosterling who live together with the employer or belong to the employer's household.*

### WORKPLACE

A defined area where companies conduct work for their operations. A company can have several workplaces.

### POSTING

When an employer in one country X sends an employee to perform work in another country Y for a limited time.

### FIRST AID

The emergency measures that must be carried out immediately when a person has been injured or acutely ill.





