



Employee's Representative(s)

Checklist

Control Point	Description	Tick Appropriate Box	Option
3 GRASP – Employee's Representative(s)			
3.1 There is an appropriate employee's representation to decide upon, communicate and monitor the interests of the employees before the management	<p>This control point can be met in one of two ways: 1) An employees' representative is elected or nominated. 2) Individual employment agreements include a clause that states employees have the right to represent themselves and explain what the dispute resolution process is.</p> <p>The employees' representative cannot be management. Must be selected and recognised by employees. The representative must clearly represent the interest of employees.</p> <p>If there is no employee's representative elected or nominated and there is no detail in the employment contracts as per above, then the control point is not met and the answer No to all sub-control points.</p> <p>This control point does not over-ride the right of NZ employees to first approach their employer to resolve any employment issues (i.e. they do not have to go through the representative if there is one).</p> <p>If there is an appointed employees' representative then they must be present for at least part of the assessment (they must be present for the control points relevant to employee representation, which are 1, 2, 3, 4, 8, 9, 10 and 11). If they are not present then control point cannot be met.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.1.1 Is there a dispute resolution clause in the employment agreement and state the fact that they can represent themselves?	<p>The Employment Agreement must state; "Due to the transient nature of the workforce, the employee representative can be nominated" and "Employees can represent themselves".</p> <p>If the above is not met then the control point is NO.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO	MANDATORY
3.2 The election or nomination takes place in the ongoing year or production period and is communicated to all employees	The election/nomination procedure has been defined and communicated to all employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.3 Votes were carried out fairly and openly	<p>Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place (see 3.1.1).</p> <p>Evidence shows that employees decided on the representation during an employees' meeting, free of management influence, by their own decision and in a transparent way where all opinions were heard.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.4 The results of the election were communicated to all employees	The results of the election (name of the employee's representative) were communicated to all employees.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.5 The election/nomination has taken place in the ongoing year and the representative is still employed by the business	<p>The employees' meeting to decide on the representation took place in the ongoing year or production period during the time with the most presence of workers based on agricultural activities. The representation is current (all employees involved are still being employed).</p> <p>NOTE: For meetings, there should be evidence that every time that a meeting had taken place, all employees were present.</p>	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY



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3.6 The representative is aware of their role and rights and this is included in a JD	This employees' representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY
3.7 There are regular meetings between the employees representative and the management, where social practice issues are addressed	Meetings between employees' representative(s) and management occurs at accurate frequencies. The dialogue taking place in such meetings is duly documented.	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	MANDATORY