

# Checklist for AJP Pledge Inspection

## **PART 1: INTERVIEW WITH FARMER**

1. Name of farm owners, address of farm
2. What activities occur at the farm?
3. Does the farm sell direct to the public? is any of the farm's product sold to brokers, stores, manufacturers?
4. Does the farm provide each employee with a contract or agreement with hourly wage, other remuneration, performance reviews, and any disciplinary actions taken?
5. Does farmer have copies of intern learning contracts?
6. Is the hourly rate a living wage rate if employee received it full time? (living wage covers nutrition, clothing, healthcare, education, potable water, childcare, housing, transportation, energy, savings, recreation: see resources provided)
7. Does the farm use piece rate payments to employees? if so, is piece rate equivalent to a living rate wage per hour?
8. Does the farmer pay employees regularly on fixed days (at least every two weeks unless employee asks for different pay schedule)?
9. Does the farm pay men and women the same rate for the same work?
10. Is there any indication that the farm discriminates against employees by ethnicity, race, gender, religion or age?
11. Does the farm provide workers compensation coverage? any other benefits?
12. If any workers have been terminated, their files should be examined with particular attention to reasons for termination. Was there a just cause for termination? Did the employee receive written warnings before firing?
13. Does the farm have records of safety trainings, trainings in legal rights and food safety?
14. Does farm have record of accidents that have occurred on the farm?

## **PART 2: INTERVIEWS WITH INDIVIDUAL EMPLOYEES**

1. Are there any employees or interns at the farm who are not listed in the farm's Pledge application?
2. Names of employees interviewed:

### **Wages and Benefits:**

1. Is the farmer paying employees at a living wage hourly rate?
2. If not, does the farmer share financial information about the farm with employees such as costs of production, revenues and expenses? does the farmer discuss with the employees how to improve the economic viability of the farm? is there a sense that the farm team is working together on a plan for improvement?
3. Does the farmer agree to increase employee pay and benefits as farm revenues increase?
4. Does the farmer respect employees' rights to freedom of association?
5. Do employees have access to a conflict resolution process in case of disagreement with the farmer or with other employees?
6. Does the farmer negotiate in good faith the terms of employment with either individual employees or with groups of employees or chosen delegates of employees?
7. Does the farmer have a multi-step disciplinary process with a system of warnings before dismissal for employees or interns?
8. Are the employees or interns aware of this conflict resolution process?
9. Were all employees and interns given a written contract, agreement or written manual that serves as an agreement that lists working conditions: Use chart on p. 5 3.11
10. Does the farmer do regular performance reviews (at least once a year)?
11. Do employees have access to the farmer's files on them?
12. Does the farmer treat employees and interns with dignity and respect?
13. Does the farmer have a policy with criteria for lay-offs? does seniority count as one of the criteria?

14. For employees that have been with the farm for more than one season, have they received raises in their wages? do they know what criteria the farmer used in deciding on those raises?
15. Does the farm pay overtime for work over 48 hours a week?
16. Is overtime work voluntary?

### **Trainings: Legal Rights, Health, Safety**

1. Did the farmer provide in a timely manner after initial employment training for employees in
2. legal rights
3. health and safety: including worker protection from pesticides, lifting heavy items and weight limits, ergonomics for physical labor, tractor or other equipment hazards, livestock hazards
4. food safety and sanitation
5. Does the farmer meet regularly with employees to address workplace health and safety issues?
6. Do employees and interns have access to all documents and information relevant to health and safety? (full information on toxic materials(such as MSDS), labels of products used, guides and manuals on equipment)
7. Do employees who perform particularly hazardous tasks (spraying pesticides, tractor and other equipment usage) receive adequate and thorough safety training?
8. Does the farm have a health and safety plan?
9. Do employees have access to adequate medical care they can choose themselves?
10. Are sick employees allowed to stay home from work?
11. Do employees receive one day of rest out of every seven?
12. Does farmer encourage employees to take sufficient breaks, including for severe weather?
13. Meal breaks?

14. Does farm provide sanitation facilities within reasonable distance from work site?
15. Does farm provide safe and sanitary water for drinking and hand washing?

**Toxic materials:**

1. Is the farm certified organic?
2. If not, does the farmer use organic methods?
3. Do employees know where pesticides or other toxic materials are stored? Is the storage safe?
4. If employees are exposed to toxic materials, does farm provide all necessary protective clothing and gear free of charge?
5. Does farm have high accident rate?
6. Has a worker ever been injured on the farm? What happened?
7. Are pregnant employees protected from performing hazardous tasks?

**Child Labor:**

1. Does the farm hire persons under the age of 18?
2. Do minors work only part time?
3. If between the ages of 16 and 18 and working full time, have these minors left school voluntarily?
4. Are minors given age appropriate tasks?
5. Are minors protected from hazards?
6. Are minors carefully supervised?
7. Does farmer facilitate attendance of school by children of employees?

**Farm provided housing:**

1. Is employee housing safe and sanitary? (weather proof, solid, spacious enough for number of people housed, electricity, potable water, toilets, cooking facility, can be maintained at comfortable temperature between 60 and 80 degrees)
2. Does housing have fire escape or well-marked exits? fire extinguishers?
3. Can employees have visitors or their own choosing?
4. Does the farmer charge rent?

**Interns or Apprentices:**

1. Do interns receive a stipend to cover living expenses but that takes into consideration farmer's investment in providing an educational experience?
2. Does farm provide the educational opportunities the interns expected?
3. Has intern written a learning contract with farmer stating intern's educational goals for farm stay including subjects about which intern wants to learn?
4. Do interns receive all rights and protection for employees other than living wage hourly rate?