

**Ethiopian Horticulture Producer Exporters  
Association  
EHPEA**

**Code of Practice  
for  
Sustainable Flower Production**  
*Bronze Level*

**Ethiopian Horticulture Producer Exporters Association**

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## **The Ethiopian Horticulture Producer Exporters Association**

### **Mission Statement**

The Mission of the Ethiopian Horticulture Producer Exporters Association is to promote and safeguard the sustainable competitive position of the Ethiopian horticulture sector within the global market

#### **This will be achieved by:**

1. Uniting all the commercial horticulture producers and exporters of Ethiopia in one Association
2. Assisting with the promotion of Ethiopia's floriculture and horticulture exports in the international market
3. Assisting with the preparation, review and implementation of the Sector Development Strategy and liaison with the various stake holders involved in this process
4. Representing and promoting the interest of its members at local, national and international level and working to ensure good working relations and cooperation between the Sector and Government and between members and key Stakeholders in the sector
5. Arbitrating and assisting in the settlement of disputes that might arise between members or between members and stakeholders in the sector
6. Collecting and circulating statistics and other information relating to the production and export of vegetables, flowers, plants and fruits to members and other interested stakeholders
7. Assisting in developing projects to expand and support the sector and finding practical solutions to constraints facing members in their operations
8. Developing and introducing a Code of Practice that will guide members in the implementation of sustainable practices relating to Production Practices, and Corporate Social Responsibility
9. Facilitating the implementation of the Code by working with the Donor community and local service providers to ensure that all members have access to relevant training, technical advice and clean technologies
10. Implementing a system of Auditing for the Code that has international credibility and which will ensure that members get recognition for the implementation of sustainable production practices and corporate social responsibility on their Farms

# **EHPEA Code of Practice**

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#### **Acknowledgements**

## **1. Introduction**

The Ethiopian Horticulture Producer Exporters Association Code of Practice is the result of an initiative to introduce a system of continuous professional and technical development, monitoring and self regulation in the sector.

In developing the Code the Association has considered:

- The industries own need and responsibility to implement sustainable practices, provide suitable facilities and working conditions, protect their farm employees and safeguard their local environment and communities
- The need to remain competitive and to protect and enhance the reputation of the Ethiopian flower sector in the international market place
- The concerns of Ethiopian society and the international market place about the implementation of Good Agricultural Practices, Protection of the Environment and the Welfare of Employees

The Code has been developed by a team comprising EHPEA members and local stakeholders and the development has been guided by external expertise provided through the Ethiopia Netherlands Horticulture Partnership Programme. The development process has involved a number of activities which have been carried out during the period 2006-7. These activities included:

- Analysis of existing market labels and codes relating to ‘state of the art’ sustainable flower production and to the market segments that are of particular interest to the Ethiopian flower producers
- A review of current production practices and relevant Ethiopian legislation on sustainable management and employment issues
- Consideration of experience relating to the design and implementation of Codes in other producer countries, Kenya, Columbia and Zambia
- Several Farmer and stakeholder workshops to review and enrich the content, format and method of implementing and managing the Code

The resulting Document explains how the Code is to be managed and standards are to be monitored, and provides clear guidelines for Farmers on the standard that is required at each level of the Code. The content, structure and level of the Code have been endorsed by the EHPEA membership and the local stakeholders involved in the development. A number of these local stakeholders from the public sector and from civil society have agreed to provide advice, guidance and services that will help the Ethiopian Flower producer exporters achieve compliance. Memoranda of Understanding and Agreements to Cooperate have been made with these stakeholders.

## **2. EHPEA Code of Practice for sustainable flower production**

Standard setting for sustainable flower cultivation is still a domain under development. In several countries, standards for flowers have been developed, mostly for business-to-business use. More recently, also consumer labels have been introduced. The aim of these labels is to create product distinction and stimulate new product-market combinations.

In response to the development of standards and labels defined by the market, flower export associations of various countries have taken initiatives to develop Codes of Practice that address the market requirements on sustainable standards, taking into account the specific production circumstances in their countries. These Codes of Practice are used to guarantee the buyer and/or the final consumer certain characteristics of the production process and/or of the product. Producer Codes have been developed for this purpose by particular companies or horticultural sectors and in some cases by national Governments.

In Ethiopia the Horticulture Producer Exporters Association, EHPEA has taken responsibility for the development and management of the Code of Practice for the EHPEA membership.

The EHPEA Code of Practice document sets out a framework for sustainable practices on flower farms in Ethiopia. It defines essential elements for the development of best-practices within the sector that will enable the sector to compete at international market level. It also defines the minimum requirements acceptable to the leading market segments for the Ethiopian flower sector.

**Note that the Code seeks to compliment the Law of Ethiopia but does not substitute for the Law and Farmers should be aware that where the Code standard falls below the Law or where the Code is silent, then the standard set by the Law prevails.**

EHPEA also wishes to recognize the significant progress already made by some members in implementing sustainable schemes with the aim of minimising adverse impact on the environment, the work force and the local community and to encourage further work to improve the farmer's capability in this area. In this respect the EHPEA Code of Practice should be used as a benchmark to assess current practice, and provide guidance for further development.

### *2.1. Objectives of the Code*

The objective of the EHPEA Code of Practice is to provide a mechanism that enables the Ethiopian floriculture sector to achieve the highest performance standards by continuous improvement and sustainable development and thereby improving the competitive position in the market.

This will ensure:

- Long term economic viability of the sector
- Implementation of sustainable working practices and procedures
- Development of skills at all levels of employment
- Enhancement of the implementation of safe working practices to maintain the well being of the work force
- Continuous and responsible management of the environment
- Implementation of at least the minimum labour conditions in accordance with the National Law and promotion of healthy industrial relations
- Active contribution to the community in which we operate
- Enhancement of consumer health and safety

It is essential that all members involved in the Ethiopian flower and ornamental chain, accept their share of the tasks and responsibilities to ensure that the EHPEA Code of Practice is fully implemented and supported.

All farmers must demonstrate their commitment by:

- a. Maintaining consumer confidence in flower and ornamentals quality
- b. Minimising detrimental impact on environment, whilst conserving nature and wildlife
- c. Implementing IPM and reducing the use of agrochemicals
- d. Improving the efficiency of the use of natural resources
- e. Taking a responsible attitude towards worker health and safety
- f. Taking a responsible attitude towards consumer health and safety
- g. Providing the appropriate workers conditions
- h. Developing a responsible attitude towards the local community.

## *2.2. General principles*

This Code defines, at Bronze level, the minimum standard acceptable to EHPEA and its members.

### **All members will be required to meet the minimum standard (Bronze level)**

However, standards for some individual buyers and those adopted by some farmers may exceed those described in the minimum standard. Therefore higher standards, a Silver Level and a Gold Level the Code are in preparation.

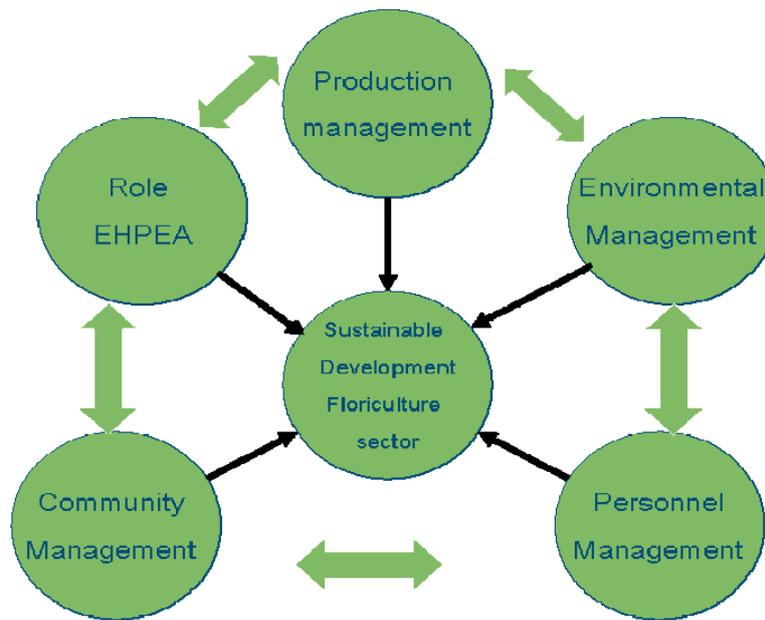
Farmers will be encouraged to progress to these levels which can be used as benchmarks to assess current practice, provide guidance for further development and recognition of the implementation of higher standards of sustainable farming practices.

The Silver Level will set internationally recognised standards for Good Agricultural Practices and the Gold Level will define the key elements of current agricultural best-practice within a Sustainable Production framework.

All EHPEA members will be encouraged to move on to the Silver and Gold Levels as their farms and businesses become established.

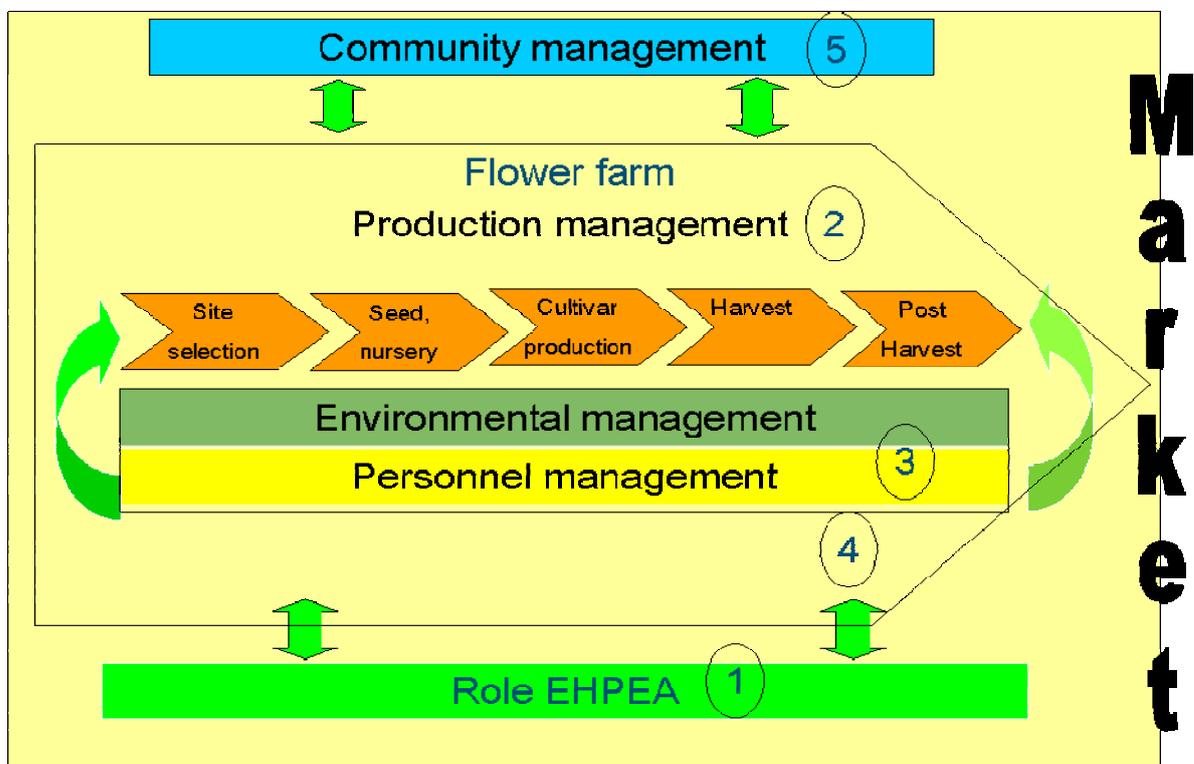
## *2.3. Code structure*

The EHPEA Code of Practice sets out the framework for sustainable flower production within the Ethiopian context. Figure 1 shows the basic structure of management issues to be taken into account by EHPEA members in order to achieve and maintain the sustainable development of the sector.



**Figure 1: Framework for sustainable development of the Ethiopian floriculture sector**

The EHPEA Code of Practice is divided in 5 different topic areas as represented diagrammatically in the figure below.



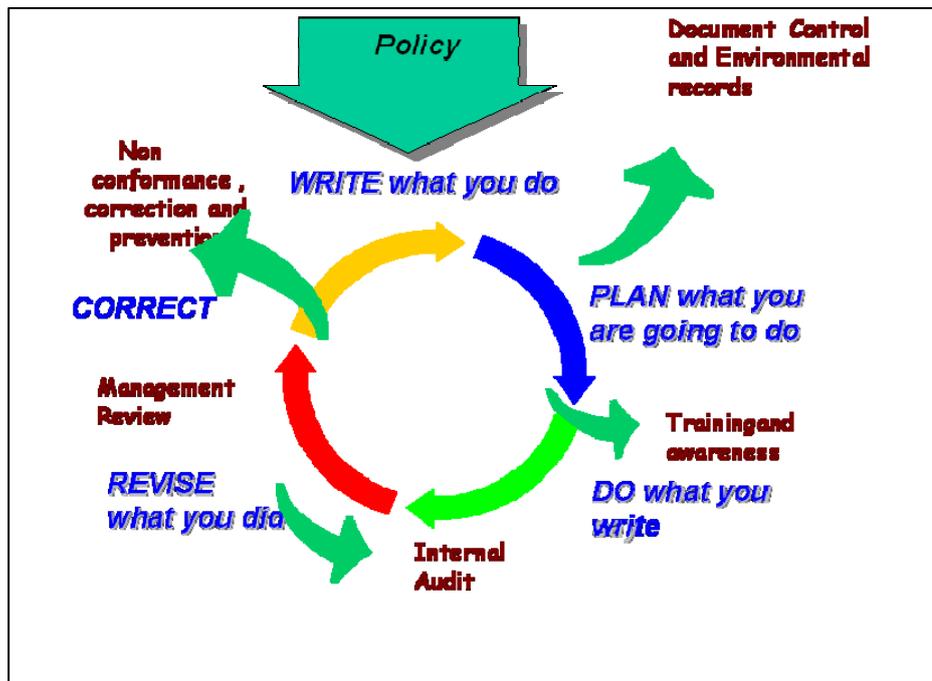
**Figure 2: EHPEA Code of Practice structure.**

#### 2.4. Implementation of the cycle of continuous improvement

The EHPEA Code of Practice is a guideline for new and existing Ethiopian flower and ornamental plant growers. The structure allows for the development of the Code of Practice and the implementation and monitoring processes (see figure 3: Continuous improvement cycle). A Code management committee will be formed to oversee the ongoing development of the Code of Practice in the light of the success with the implementation of the current Code and changing requirements in the international market place. The Code will be revised periodically, and stakeholders will be involved in the revision process. The period for revision will be defined by EHPEA and it is envisaged that this will happen annually.

Additionally, the structure and content of the Code of Practice allows the growers to enter a cycle of continuous improvement and move towards more sustainable cultivation practices (see figure 3).

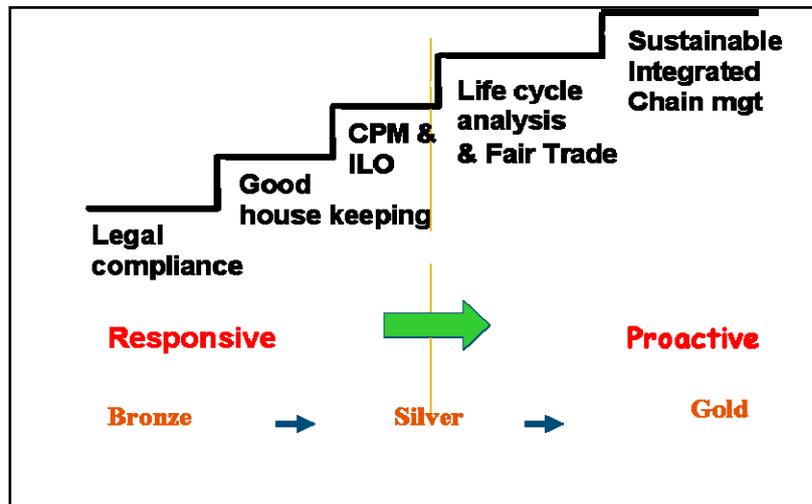
**Achievement of the Bronze Level will be compulsory for all EHPEA members. Flower exporters who are not members will also be encouraged to comply. Progression to the Silver and Gold Levels will be at the discretion of the individual farmer but obviously encouraged by EHPEA.**



*Figure 3: Continuous cycle of improvement  
Code of Practice content and farm implementation*

For this, a gradual scheme has been designed that will help the growers to comply step by step and in an effective way to state of the art voluntary international standards (see figure 4). This will take place based on requirements for three different levels of compliance: the bronze, silver and gold levels. The gradual system allows each farm to progress at a manageable pace whilst allowing

established farms to gain recognition for higher standards as soon as it is possible thereby not jeopardizing their competitive position in the international market.



*Figure 4: EHPEA gradual scheme to stimulate social responsible farm management*

### 2.5. Independent verification

Farmers receive their EHPEA Code Accreditation through independent verification from an internationally accredited and reputable verification body contracted by EHPEA. This organization will be selected by Tender process and will be expected to:

- Provide a value for money service that delivers audit results on time and in accordance with an agreed timetable
- Use in the audit procedures and practices that are internationally recognized and acceptable to EHPEA and the Key Public stakeholders
- Contribute to the development of local capacity to participate in the audit process

The standard needed to achieve compliance at each level of the Code is determined as follows:

For each level of certification a list of requirements and compliance criteria has been established. Farms must produce evidence of compliance with all the Requirements and compliance criteria listed at the level at which they are seeking accreditation and for the levels below.

The requirements and compliance criteria **form the basis of the farmer external audit.**

Each Farm will be required to conduct a full internal audit periodically and at least once every year to monitor progress, identify areas that need attention and to help to prepare the farm for the annual external Audit.

Each farm will also be audited annually by an external accredited entity and based on the result of this audit the external entity can recommend to EHPEA to issue the certificate or advise EHPEA that a farm is not fully compliant. EHPEA will

formalize an agreement with an appropriate external accredited auditing body for the sector.

The role of the Auditor is to check the evidence against the requirements and compliance criteria for the Code and to judge whether the evidence provided is relevant, true and sufficient to demonstrate compliance with all the requirements. All Compliance Criteria **MUST** be audited, the possible answers are: compliance (yes), non-compliance (no) or Not Applicable (N/A). The N/A verdict cannot be given to those control points where the Compliance Criteria specify No N/A.

**Note**, at Bronze level all Compliance Criteria are compulsory but the Auditor has the freedom to decide if some points are clearly not applicable to the business.

Farms are reminded that it is the responsibility of the Farm Management Team to provide evidence of competence, not the responsibility of the auditor to 'find out' if the Farm is compliant.

Auditors will submit the audit reports to the EHPEA Board who will issue the Certificate of compliance or decide on the appropriate action to be taken in the event of non-compliance.

EHPEA representatives and Key Public sector stakeholders will be involved in verifying the audit results.

**Farms are asked to note** that all records pertaining to Code compliance should be retained for reference and audit purposes for two years. In addition to this all records pertaining to Health and Safety issues should be kept for ..... years, in accordance with Ethiopian Law.

### **3. Content EHPEA Code of Practice**

The EHPEA Code of Practice consists of three levels of excellence allowing Ethiopian flower and ornamental plant farms to be rewarded at each stage of their process towards developing more sustainable management practices within the chain. Each level will be recognised by EHPEA through a certificate. Farm managers can use this certificate for internal and external communication purposes. Specific topics and requirements are presented for each level.

Annex 1 contains the list of compliance criteria for the Bronze level of the standard. Details of the silver and gold Level will be added later in 2007.

Annex 2 contains a list of reference documents that will assist farm management teams in their interpretation of these requirements within the Ethiopian and farm context.

#### ***3.1. Bronze Level***

The Bronze Level is the minimum level Ethiopian flower and ornamental plant farms should meet to be able to export their produce.

*Objective:*

Compliance with the requirements of the Bronze Level requires that Ethiopian farmers have a basic management system in place that ensures the planning, monitoring and evaluations of key sustainability issues. Farms must also implement safe working practices and comply with the Law of the Land.

*Results:*

Compliance at Bronze Level ensures that the farm:

- Measures, documents and evaluates every month its performance on water consumption, pesticides use, fertilizers use, waste management and energy consumption
- Uses the information from the monthly performance evaluation to take the required corrective actions in order to remain between the sector wide defined range
- Has put a basic farm auditing system in place that allows the periodical evaluation of all issues that are relevant to the Bronze Level. This system should allow the farm to register for MPS A/B/C certification
- Has assessed risks related to environment and occupational health and safety and has put in place suitable mitigating actions in accordance with the EIA procedure

Note: In the future new businesses will be required to complete an EIA before starting the development of a farm site

- Does not purchase, store or use banned and un-registered (excluding temporary permission to use products) pesticide products as per WHO List of internationally Banned Pesticide products and MOARD Regulations and Lists of Permitted products
- Implements safe pesticides use and storage: a pest control planning and monitoring system is put in place, the pesticides and fertilizers storage complies with local recognized safety and health conditions
- Ensures that Personnel related to pest control activities are trained about the risks of handling pesticides and the correct use of personnel protective devices and washing facilities. Re-entry times and a general emergency and emergency procedure are put in place at farm level. All personnel are trained in the general accident and emergency procedures
- Has its personnel enrolled in a general training and awareness building programme on sustainability issues at the workplace
- Has put a personnel management system in place that ensures safe working conditions
- Has put in place human resource management systems for staff briefing, issues on work contracts and disciplinary and grievance procedures which are in compliance with the Country labour legislation

### ***3.2. Silver Level***

*Farms wishing to achieve compliance at Silver level are required to show compliance with all requirements at the Bronze Level prior to or at the time of being audited for the Silver Level.*

*Objective:*

The Silver Level enables the Ethiopian flower and ornamental plant farms to meet national and international legal compliance, and basic sustainable flower cultivation practices demanded by the European retail sector.

*Results:*

Compliance at Silver Level ensures that the management system put in place at farm level complies with the following requirements in addition to those specified at Bronze Level:

- The farm has put a professional auditing system in place that allows the periodical evaluation of the sustainable management practices.
- Ensures farm compliance with Ethiopian laws and regulations regarding:
  - Sustainable site management: adjustments have been made to ensure sustainable site management; sustainable soil and substrate management practices have been put in place.
  - Safe pesticides use and storage: a pest control planning and monitoring system is put in place, the pesticides and fertilizers storage complies with international recognized safety and health conditions.
  - Sustainable water use: farm water use is measured and practices are put in place to ensure the sustainable consumption of available water sources
  - Safe waste management: a sustainable waste management system is put in place that complies with national legislation and MPS A/B/C requirements,
  - Occupational health: there is a medical service in place either inside of the farm or in cooperation with local service providers.
  - Labour conditions: a personnel management is put in place that guarantees its compliance with Ethiopian laws on: minimum wage and the right to organize and collective bargaining.
- Ensures market compliance with requirements related to:
  - Sustainable post harvest practices
  - Accepted pesticides residue levels
  - Safe pesticides and fertilizers storage
- The farm has put a management system in place that allows the data collection, reporting and evaluation of its sustainable management performance, and has put a procedure in place to take its required corrective measures.
- The farm has put a complaint procedure in place for visitors and other stakeholders and has installed a procedure to take the required actions to respond.
- The farm has a procedure in place for involving all levels of farm staff as appropriate in the development and implementation of procedures that lead to code compliance.

On reaching the Silver Level, the farm should be able to obtain MPS GAP/ EUREP GAP certification.

### **3.3. Gold Level**

*Farms wishing to achieve compliance at Gold Level are required to show compliance with all requirements at the Bronze and Silver Levels prior to or at the time of being audited for the Gold level.*

*Objective:*

The Gold Level enables the Ethiopian flower and ornamental plant farms to meet good sustainable flower cultivation practices demanded by the European retail sector and niche markets.

*Results:*

Compliance at Gold Level ensures that management systems put in place at the farm comply with the following requirements in addition to those specified at the Bronze and Silver levels:

- The farm has put a system in place that enables the complete concept of Integrated Pest Management.
- The farm introduced biological crop management systems that enable a significant reduction of Agrochemical use.
- The farm has installed an international recognized sustainable waste management system.
- The farm has put a personnel management system in place, based on internationally recognized fair labour conditions, as indicated by the ILO conventions.
- The farm plans, monitors and evaluates activities that improve nature conservation and support community development in the direct surroundings of the farm.

On reaching the Gold level the farm should be able to obtain MPS SQ/ FFP certification.

## **4. EHPEA's Role**

EHPEA will assist members in reaching compliance, manage the Code and organise but not carry out the audit of the Code. EHPEA will also in the future be responsible for ensuring that all members comply with the Code and for taking appropriate action when members fail to comply with the Code.

### **4.1 Implementation**

EHPEA will play an important role in helping the sector to comply with the requirements of the EHPEA Code of Practice.

For this the Association is establishing a Training Unit and has entered into a number of Agreements with stakeholders to provide a network of support and capacity building activities.

Study groups of farmers will be established to facilitate the dissemination of good practice and to help to maintain the motivation to work towards compliance.

The capacity of each farm to internally audit its own progress towards compliance will also be developed.

#### ***4.2 Management of the Code***

EHPEA is also responsible for all aspects of the management of the Code.

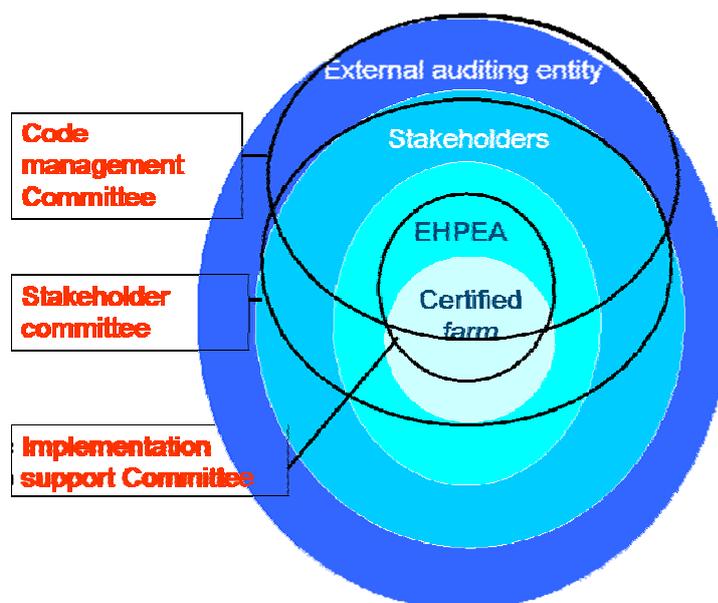
To carry out this role EHPEA will establish three committees; the Code Management Committee, the Stakeholder Committee and the Implementation Support Committee

Each committee will consist of at least one representative of the EHPEA board and 2-3 representatives of the EHPEA flower farms.

In addition to this the Code Management Committee will include at least one representative of the external auditing entity and at least one representative of the stakeholder community.

The Stakeholder Committee will include a representative number of stakeholders whom are nominated at a general meeting for a one year period.

The Implementation Support Committee will include the EHPEA Training Coordinator



***Figure 4: Institutional structure of supportive committees to enable Code of Practice implementation***

Committee Tasks:

- The Code Management Committee will facilitate the planning, monitoring and evaluation of the content of the EHPEA Code. Besides that, it will facilitate the communication between sector representatives and external certifying bodies, to ensure that the sector will receive the service required and certification is recognized by external stakeholders and the market.
- The Stakeholder Committee facilitate the planning, monitoring and evaluation of the agreements defined between EHPEA as the sector representative and its related stakeholders. It facilitates the communication between sector representatives and the stakeholders on current and future needs for cooperation to solve constraints that limit the sustainable development of the sector.
- The Implementation Support Committee facilitates the planning, monitoring and evaluation of the application of the code by the sector. The Committee enables the communication between farm managers, EHPEA board and the EHPEA training team on the methodology in place to enable the farms to implement the Code of Practice requirements and to identify and solve bottle necks that obstruct the appropriate implementation.

All Committees will report to the EHPEA Board and in the event of disagreement, the decision of the Chairman is final.

**Note: Up-dates of the Code**

Readers are asked to note that the Code is a 'Living Document' and will be updated as necessary in response to experience gained in the implementation phase, new legislative and market requirements and availability of 'clean technology'.

Updates will automatically be issued to all EHPEA members and to the nominated

representatives of the stakeholder with whom the Association has a Memorandum of Understanding or a Cooperation Agreement and a register of updates issued will be kept by the Association.

All persons wishing to check that they are using a complete and current version of the Code are advised to contact the Association.

## Annex 1:

### List of requirements and Compliance Criteria for the EHPEA Code of Practice

<b>EHPEA Code of Practice Bronze Level, Version 1, June, 2007</b>				
Chapter	Topic	Requirements	Compliance criteria	Reference document
<b>1. Production Management</b>	<b>1.1 Management procedures</b>	1.1.1 Responsibilities and decision making capacity have been defined for environmental management and human resource positions within the organizational structure and have been allocated to suitably qualified and experienced people.	<ul style="list-style-type: none"> <li>• There is a documented organogram in place.</li> <li>• There is written evidence of the roles, responsibilities and decision making capacities of the key personnel related to environmental and human resource management</li> <li>• There are job descriptions for Management and Supervisory staff documented and issued</li> <li>• There is a documented procedure for</li> </ul>	1) EUREPGAP guidelines on internal audit procedures... .....
		1.1.2 Internal audit will take place periodically and at least once a year.		2) EUREPGAP Control Points and Compliance Criteria Flower..... .
		1.1.3 Corresponding corrective actions are taken appropriately		3) MPS Checklist ..... 4) MPS Checklist .....

**EHPEA Code of Practice Bronze Level, Version 1, June, 2007**

Chapter	Topic	Requirements	Compliance criteria	Reference document
			<p>Internal Auditing on Farm established and demonstrated to be active, by evidence on:</p> <ul style="list-style-type: none"> <li>-</li> <li style="padding-left: 20px;">C o m p l e t e d c h e c k s h e e t s</li> <li>-</li> <li style="padding-left: 20px;">Note s o f M a n a g e m e n t d i s c u s s i o n a n d</li> <li style="padding-left: 20px;">A c t i o n p l a n s a g r e e d</li> <li>-</li> <li style="padding-left: 20px;">R e v i e w a n d p r o g r e s s</li> </ul>	

**EHPEA Code of Practice Bronze Level, Version 1, June, 2007**

Chapter	Topic	Requirements	Compliance criteria	Reference document
			<p style="text-align: center;">note d</p> <ul style="list-style-type: none"> <li>• There is written evidence of the periodic programming of internal farm audits.</li> <li>• There is written evidence of the results of each internal audit and the corrective actions taken.</li> <li>• One or more employees have received training and are EHPEA qualified to conduct internal farm audits at Bronze level.</li> </ul>	

<b>EHPEA Code of Practice Bronze Level, Version 1, June, 2007</b>				
<b>Chapter</b>	<b>Topic</b>	<b>Requirements</b>	<b>Compliance criteria</b>	<b>Reference document</b>

<p><b>1. Production Management Cont....</b></p>	<p><b>1.2 Farm Site Risk Assessment</b></p>	<p>1.2.1 Based on a basic risk assessment procedure, environmental and labor conditions risks are identified periodically and corresponding corrective actions are taken appropriately</p> <p>1.2.2 When taking on new land the participant must carry out a risk analysis with regard to the health of employees and with regard to the risks relating to agricultural use, the quality of the product and the environment.</p>	<ul style="list-style-type: none"> <li>• A procedure on the identification and handling of sustainability risks is in place and demonstrated to be active.</li> <li>• For expansion on existing sites a plan must be drawn up showing the identified health, production and environmental risks, and its related plan to manage them.</li> </ul>	<p>6) Guidelines for reviewing EIA .....</p> <p>7) EIA guidelines on pesticides .....</p>
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	<p><b>1.3 Farm Site Mapping</b></p>	<p>1.3.1 All production areas have a unique identity and a farm map has been prepared</p>	<ul style="list-style-type: none"> <li>• A Farm Map has been prepared showing the location of each production area and all other key farm facilities, pack house, toilets, stores, water sources, waste disposal areas , etc</li> <li>• Every field or greenhouse is physically identified with a unique code, number or color used on all records that refer to that area</li> <li>• There is a visual identification of greenhouse and plot numbers in place</li> <li>• There are documented records of the production area for each crop and each variety of crop in production</li> </ul>	
	<p><b>1.4 Substrate Management</b></p>	<p>1.4.1 The use of Methyl Bromide for soil and substrate fumigation is not allowed after existing stocks have been use</p>	<ul style="list-style-type: none"> <li>• Soil and substrates are not sterilized using methyl bromide after existing stocks of methyl bromide on the farm have been used up Note: After this time, use in exceptional circumstances may be permitted by the EHPEA Board</li> </ul>	

<b>2007</b>				
<b>Chapter</b>	<b>Topic</b>	<b>Requirements</b>	<b>Compliance criteria</b>	<b>Reference document</b>
<b>1. Production Management Cont....</b>	<b>1.5 Record keeping</b>	1.5.1 Complete and traceable records must be kept of all aspects listed in this certification on scheme and in such detail as corresponds to the way in which the entire production plot has been structured and visibly identified	<ul style="list-style-type: none"> <li>• A procedure on the management of record keeping should be in place and demonstrated to be active.</li> <li>• New applicants must have full records for at least three months prior to the date of inspection.</li> <li>• The records are retained for at least 2 years</li> <li>• The documented records include the surface area covered by a crop</li> <li>• All agronomic activities are recorded for each crop and unit of production.</li> </ul>	5) Instruction and guidelines for MPS registration, 2003 ....

	<p><b>1.6 Monitoring and Evaluation of the use of Inputs</b></p>	<p>1.6.1 There is system in place that allows the monitoring and evaluation of:          Water consumption          Pesticides use          Fertilizer use          Waste disposal          Energy consumption</p>	<ul style="list-style-type: none"> <li>• There is a written procedure in place that instructs on the frequent record keeping of water consumption, fertilizer use, pesticides use, waste disposal and energy consumption.</li> <li>• Records are kept in accordance with MPS A/B/C requirements.</li> <li>• There is written evidence that management uses the collected data to reflect on the current farm performance and identifies opportunities to improve its environmental impact.</li> </ul>	<p>5)          Instruction and guidelines for MPS registration, 2003 ....</p>
	<p><b>1.7 Water use</b></p>	<p>1.7.1 Untreated sewage water must never be used for post-harvest</p> <p>1.7.2 Irrigation Water is analysed annually for heavy metals, e coli and major nutrients</p>	<ul style="list-style-type: none"> <li>• Untreated sewage water must never be used for post-harvest.</li> <li>• There is a procedure in place and in use that allows the appropriate annual water quality analysis of heavy metals, <i>E coli</i> and major nutrients for irrigation water</li> </ul>	<p>8)          Quantifying public health risk in the WHO. Guidelines for drinking water Quality .....</p>

**EHPEA Code of Practice Bronze Level, Version 1, June, 2007**

Chapter	Topic	Requirements	Compliance criteria	Reference document
1. Production Management Cont....	1.8 Crop Hygiene and Crop Scouting	<p>1.8.1 The level of pest and disease inoculums in the growing environment is minimized by hygiene and weed control</p> <p>1.8.2 Crop Scouting is practiced and observations are recorded</p>	<ul style="list-style-type: none"> <li>• The procedures to be used for hygiene and weed control are documented</li> <li>• The Procedure is implemented and standards achieved are acceptable</li> <li>• Crop scouts have received appropriate training and are able to recognize key pests and diseases.</li> <li>• Crop scouting records are available for audit</li> <li>• Crop Scout Records are used in the preparation of the pesticide application program</li> </ul> <p><i>Note; Crop Scouting includes pests and agronomic factors relevant to pest infection and control</i></p>	

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<b>Chapter</b>	<b>Topic</b>	<b>Requirements</b>	<b>Compliance criteria</b>	<b>Reference document</b>
<b>2. Environment Management</b>	<b>2.1 Fertiliser Storage</b>	<p>2.1.1 Fertilizer is stored in a dry, secure store where there is no risk of fire, contamination of local water courses or health threat for employees or other human beings and flora and fauna in the direct surrounding of the store</p> <p>2.1.2 There is an inventory of fertilisers used on the farm</p>	<ul style="list-style-type: none"> <li>• Fertilizer is stored in a dry, secure store</li> <li>• The store should not be constructed in the direct neighborhood of water sources.</li> <li>• In case of spillage measures must be available to prevent the fertilizer from contaminating water courses (e.g. liquid proof floors, cleaning materials).</li> <li>• Store is maintained in a clean and tidy condition and equipment for cleaning up spillages is provided</li> <li>• Spillage must be contained and disposed of in such a way as to avoid water pollution</li> <li>• Fire risk is reduced by the exclusion of other flammable materials and waste from the stores</li> <li>• Where pesticides and fertilisers are kept in the same store these must be separated by a distance of a least 1m and a physical barrier</li> <li>• Parent plant material and</li> </ul>	

		<p>2.1.3 Fertiliser purchase and use is recorded</p> <p>2.1.4 Fertilizers stocks are stacked correctly</p>	<p>harvested produce must not be stored with fertilisers</p> <ul style="list-style-type: none"> <li>• Store key holders are identified</li> <li>• A list of fertiliser types and the MSDS sheets are available</li> <li>• Stock records are kept and are accurate and up to date</li> <li>• A quarterly stock inventory is undertaken</li> <li>• Fertilizers are segregated and stacked safely above floor height</li> <li>• Acid and base materials are stored separately each with its own basin to contain leaks.</li> </ul>	
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<b>Chapter</b>	<b>Topic</b>	<b>Requirements</b>	<b>Compliance criteria</b>	<b>Reference Documents</b>
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<p><b>2. Environment Management Cont...</b></p>	<p><b>2.2 Agrochemical Product register</b></p>	<p>2.2.1 All the crop protection products stored and applied are officially registered or permitted by the appropriate governmental organization in the country of application. Where no official registration scheme exists, refer to the FAO International Code of Conduct on the Distribution and Use of Pesticides.</p>	<ul style="list-style-type: none"> <li>• A list of all permitted pesticides for the crop(s) concerned must be present. In the event of changes, the list must be amended. Only products permitted for the relevant crop(s) may be stored</li> <li>• There is a record in place that documents the products in use and key properties, including level of toxicity and Re-entry period, is available for reference.</li> <li>• Labels and MSDS for all pesticide and post harvest chemicals in use are on file on each farm</li> <li>• There is a written procedure implemented to ensure that these information lists</li> </ul>	<p>13) List of Registered Pesticides.....</p> <p>14 - 16 ) MPS code list crop protection agents .....</p> <p>17) Inst MPS-mind (Pesticide indicator 2002.....</p> <p>18) FAO International CoC on the Distribution and Use of Pesticides....</p> <p>MSDS: Are available from the manufacturers Reference set at the Association</p>
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	<p><b>2.3 Pesticide transport to and around the Farm</b></p>	<p>2.3.1 Transportation of pesticides is in accordance with local regulations.</p> <p>2.3.2 Pesticides are moved safely around the farm</p>	<ul style="list-style-type: none"> <li>• Pesticides are not transported in the same space as people, food or livestock</li> <li>• The Load is secure from theft and physical damage</li> <li>• Driver carries a list of the products being transported</li> <li>• Vehicle is supplied with equipment to contain spillage and the driver is aware of what to do in the event of an accident</li> <li>• Pesticides are only moved around the farm in the original containers or in suitable, labeled containers by authorized personnel</li> </ul>	<p>19) Guidelines for the safe transport of ...</p>
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Chapter	Topic	Requirements	Compliance criteria	Reference document
2. Environment Management Cont...	<p><b>2.4 Pesticide Storage</b></p> <p><i>Please note that:</i></p> <p><i>These requirements apply to both 'Bulk' and 'Weekly Use' Storage Facilities</i></p> <p><i>Pesticides and fertilizers may be stored under the same roof space this year at Bronze Level only. Farmers wishing to progress to MPS GAP or to the Silver Level of the Code are advised that separate stores will be necessary</i></p>	<p>2.4.1 Pesticides are stored safely in suitably constructed stores</p> <p>2.4.2 Access is restricted</p> <p>2.4.3 Only approved pesticides in their original containers are stored in the stores</p>	<ul style="list-style-type: none"> <li>• The crop protection products storage facilities must:               <ol style="list-style-type: none"> <li>a. be sited at a safe distance, guideline +/- 50 m from a Bore hole or river and the door must be bunded</li> <li>b. be built of fire resistant materials</li> <li>c. have sufficient and constant ventilation of fresh air to avoid a build up of harmful vapors.</li> <li>d. have sufficient illumination to ensure that all product labels can be read easily on the shelves.</li> <li>e. have a physical barrier separating crop protection products from other materials e.g. fertilizers</li> <li>f. give adequate protection from atmospheric influences like sunlight, frost and rain</li> <li>g. exclude vermin and livestock.</li> <li>h. Pesticides and</li> </ol> </li> </ul>	<p>EHPEA training course handbook and Certificate for pesticide Store Keepers</p>

			<p>fertilizers will not be stored in the same area as detergents or disinfectants that are to be used for any aspect of edible crop production and post harvest.</p> <ul style="list-style-type: none"><li>• The crop protection products storage facilities are kept locked and physical access is only granted on the presence of persons who can demonstrate formal training in the safe handling and storage of crop protection products.</li><li>• Only pesticides may be stored in the storage location for pesticides.</li><li>• The storage locations should contain only legally approved pesticides which are for use for own cultivation</li></ul>	
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Chapter	Topic	Requirements	Compliance criteria	Reference document
2. Environment Management Cont...	<p><b>2.4 Pesticide Storage Cont.....</b></p> <p><i>Please note that these requirements apply to both 'Bulk' and 'Weekly Use' Storage Facilities</i></p>	<p>2.4.4 Pesticides are clearly labeled and kept in their original containers</p> <p>2.4.5 Pesticide products, in storage are housed on suitable shelving and are segregated according to type</p> <p>2.4.6 Stocks and rotated and a monthly stock check and inventory is undertaken</p>	<ul style="list-style-type: none"> <li>• All the crop protection products in the store are kept in the original containers and packs, in the case on breakage only, the new package must contain all the information of the original label.</li> <li>• Product labels and signs must be clear and visible at all times.</li> <li>• The shelves on which pesticides are stored must be made of non-absorbent material (leak trays are acceptable).</li> <li>• All the crop protection products that are in a powder or granular formulation are stored on shelving which is always above those products that are liquid formulations in case of accidental leakage.</li> <li>• Stocks are used on a first in first out basis</li> <li>• The condition of pesticides in store is checked weekly</li> <li>• There is a monthly inventory of all the crop protection products in store.</li> </ul>	

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Chapter	Topic	Requirements	Compliance criteria	Reference document
2. Environment Management Cont...	<p><b>2.4 Pesticide Storage Cont.....</b></p> <p><i>Please note that these requirements apply to both 'Bulk' and 'Weekly Use' Storage Facilities</i></p>	<p>2.4.7 Adequate facilities and equipment are provided to ensure that pesticide products in store do not pose unnecessary risk to personnel or the environment</p> <p>2.4.8 Accident and emergency procedures for the storage area are documented, displayed and communicated to</p>	<ul style="list-style-type: none"> <li>• There are permanent and clear hazard warning signs on or next to the access doors of the crop protection products storage facilities.</li> <li>• A suitable fire extinguisher is sited near to the exit door and staff have received instruction in its use</li> <li>• Persons working in the stores have access to suitable protective clothing, (minimum of 2 sets), which is stored near to but outside of the storage area</li> <li>• A container of absorbent inert material, e.g. sand, a designated floor brush and dustpan and plastic bags are provided to handle spillage</li> <li>• An eye wash capability, a tap with running clean water is available no more than 10 meters distance from the stores</li> <li>• A complete first aid kit is provided in close proximity (10 meters) to the stores</li> <li>• Clean running water is available, at all times, within 10m of the store to deal with personal contamination</li> </ul>	<p>24) Guidelines for emergency measures in cases of crop protection product .....</p>

		relevant personnel	<ul style="list-style-type: none"><li>• Accident and emergency procedures, including emergency contact telephone numbers and the basic steps of primary accident care, are permanently and clearly displayed in/by the stores</li><li>• Staff can explain what to do in the event of an accident or emergency</li></ul>	
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<b>Chapter</b>	<b>Topic</b>	<b>Requirements</b>	<b>Compliance criteria</b>	<b>Reference document</b>
<b>2. Environment Management Cont...</b>	<b>2.5 Measuring and mixing of</b>	2.5.1 Adequate facilities and equipment are provided to ensure that measuring and mixing can be carried out safely and accurately .	<ul style="list-style-type: none"> <li>• Pesticides are only issued for use to authorized personnel in response to written instructions from authorized personnel</li> <li>• All staff involved in measuring and mixing of pesticide products are supplied with protective clothing as specified on the product label</li> <li>• Measuring jugs and weighing scales of appropriate type and size are provided</li> <li>• Measuring equipment is calibrated/accuracy verified every 6 months and records of calibration/verification are maintained</li> <li>• Equipment for cleaning up spillage is provided</li> <li>• Measuring and mixing areas are maintained in a clean condition</li> <li>• Clean water is available, (within 10 m), for use in the event of personal contamination</li> </ul>	

	<p><b>2.6 Spraying schedules and re-entry times pesticides</b></p>	<p>2.6.1 Preventive measures are taken to avoid health risk of the farms employees</p>	<ul style="list-style-type: none"> <li>• No unprotected people are inside of the green house when spraying of toxic products occurs</li> <li>• WHO Class 1 chemical products are to be applied at the end of the working day and no re-entry should take place until the next morning. For WHO Class 2 and 3 chemical products application, re entry is not permitted until the leaves are dry</li> <li>• Skin in contact with the crop should be covered when handling recently sprayed material after the leaves are dry</li> <li>• Clear noticed prohibiting entry must be placed outside all entry points into areas that are being sprayed or where re-entry times apply</li> <li>• Farm is developing plans to phase out the use of WHO Class 1 products</li> </ul>	<p>23) WHO List of Toxicology rating for pesticides</p>
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Chapter	Topic	Requirements	Compliance criteria	Reference document	
<p><b>2. Environment Management Cont...</b></p>	<p><b>2.7 Spraying equipment and spraying practices</b></p>	<p>2.7.1 The crop protection products application machinery is kept in a good state of repair with documenting evidence of up to date maintenance sheets for all repairs, oil changes, Calibration etc. undertaken.</p>	<ul style="list-style-type: none"> <li>• There is a procedure in place that instructs the periodical revision and adjustments of equipment and machinery.</li> <li>• There is a record in use that documents verification, reparation and calibration activities</li> <li>• Discrepancies between calculated requirements and actual application used are investigated and corrective action is implemented and recorded.</li> <li>• Spray supervisors receive training in safe working practices and effective spraying and supervisory techniques</li> <li>• Spraying equipment and Personal Protective Clothing is washed after each use</li> </ul>	<p>Equipment Manuals (individual to each farm)</p> <p>20) Guidelines for the Safe and Effective Use ...</p> <p>EHPEA training course Handbook and certificate for Spray team supervisors</p>	
		<p>2.7.2 Pesticides are applied safely and effectively</p>			
		<p>2.7.3 Spraying equipment and Personal protective clothing is maintained in a</p>			

		clean condition		
	<b>2.8 Post harvest Chemicals</b>	2.8.1 All the post harvest chemicals used on crops are registered for use in the country of application and specifically for the crop to which applied as indicated on the product labels.	<ul style="list-style-type: none"> <li>• There is a procedure in place that indicates the record keeping and correct application of post harvest chemicals, the record keeping on officially registered chemicals allowed to be used on the crop to be treated, and the procedure to up date this information periodically.</li> <li>• There is an up to date record in place of all registered chemicals for post harvest usage on the crops grown</li> <li>• There is a written justification for all post-harvest treatments.</li> </ul>	26) MPS A/B/C registers on the qualification of Post harvest chemical.....

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Chapter	Topic	Requirements	Compliance criteria	Reference document
2. Environment Management Cont...	2.9 Waste management	2.9.1 Non organic solid and liquid waste is handled in an appropriate way to avoid health risk and unnecessary environmental pollution	<ul style="list-style-type: none"> <li>• There is a procedure in place that defines the farm rules on waste handling defined per type of waste (plastic, paper, wood, chemical)</li> <li>• Personnel handling waste materials are trained to store and treat the waste as defined in the procedure</li> <li>• The site is kept in reasonable state of tidiness and maintenance</li> <li>• Toxic waste is treated in accordance with acceptable defined procedures under management supervision.</li> <li>• There are clear written instructions on the handling of chemical product packaging and the instructions are implemented fully               <ul style="list-style-type: none"> <li>▪ Rinse (at least 3x), store and remove empty packaging from chemical products in an assured way such that human exposure to the products,</li> </ul> </li> </ul>	<p>9) Environmental Pollution control</p> <p>Proclamation Proc. No. 300/2002.....</p> <p>27) Guidelines for the avoidance, limitation and disposal of pesticide waste.....</p>

			<p>reuse and environmental pollution are avoided. Rinsing water from the chemical product packaging should flow back to the spraying equipment</p> <ul style="list-style-type: none"><li>▪ Pierce or compress then store in a secure labeled area prior to incineration in a Silsoe incinerator, burial or collection by an officially approved collection and disposal scheme in accordance with local legislation</li><li>▪ Disposal must be recorded</li></ul>	
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Chapter	Topic	Requirements	Compliance criteria	Reference document
<b>3 Personnel Labour Human Resource Management</b>	<b>3.1 Accident Prevention and Emergency Procedures</b>	3.1.1 A basic accident and emergency procedure has been put in place.	<ul style="list-style-type: none"> <li>• There is a Safety Officer assigned and trained</li> <li>• Workers representatives have input into the monitoring, implementation and recording of Farm Safety issues</li> <li>• A procedure is in place to provide the specifications on occupational health measures taken within the farm to create a safe working environment for its temporary and permanent employees, suppliers and visitors.</li> <li>• Procedures and measures to deal with emergencies and accidents, including pesticide poisoning, shall be developed and communicated to the employees.</li> <li>• A list of personnel to contact and tel. numbers to use in the event of an emergency must be permanently displayed in the pesticide stores, mixing area, and on the 'staff notice board'</li> <li>• There is evidence that the procedures are implemented in practice</li> <li>• All staff will receive general safety and health training and</li> </ul>	22) Occupational Safety and Health Management...  Other useful texts to have on the Farm are:  Red Cross First Aid Manual  Where there is no Doctor

			<p>attendance must be recorded</p> <ul style="list-style-type: none"><li>• General farm safety rules are documented and made known to all staff</li><li>• There is a written procedure in place for recording accidents, treatment applied and follow up investigation and action are in place</li><li>• All Records pertaining to occupational health and safety must be kept for ..... years in accordance with the requirements of Ethiopian Law</li></ul>	
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Chapter	Topic	Requirements	Compliance criteria	Reference document
<b>3. Personnel Labor Human Resource Management Cont...</b>	<b>3.1. Accident Prevention and Emergency Procedures</b>	3.1.2 Trained first-aid personnel (who receive regular refresher courses) and first-aid facilities are available. Training to include First aid in the event of Pesticide poisoning	<ul style="list-style-type: none"> <li>• Records will be kept of all First Aid training</li> <li>• Names of First Aid personnel and location of First Aid provision will be displayed</li> <li>• For each 100 employees, there is one employee trained on First Aid procedures</li> <li>• There are First Aid Boxes available in the areas identified as risk zones.</li> </ul> <p style="margin-left: 20px;">Note: re use of <i>Atropine</i> <i>This should only be administered by medical personnel</i></p>	22) Occupational Safety and Health Management
		3.1.3 Farms have on site facilities and equipment to allow staff to administer first aid treatment in the event of an accident involving pesticides	<ul style="list-style-type: none"> <li>• There is a check list in place that indicates the recommended personnel protective device for each chemical product applied.</li> <li>• All personnel involved in handling pesticides must be provided with the appropriate protective measures in accordance with the instructions on the label and appropriate to the health and safety risks of the tasks being undertaken.</li> </ul> <p style="margin-left: 20px;">Note: <i>For spraying in greenhouses this will be Boots,</i></p>	21) Guidelines for personal protection....  25) Guidelines on the Health and Safety of Workers .....
		3.1.4 Personnel related to pest control activities have appropriate personnel	<p style="margin-left: 20px;"><i>will be Boots,</i></p>	

		<p>protective equipment which they use in such a way so they avoid unnecessary health risks.</p>	<p><i>overall long wrap round apron or spray suit, respirator, gloves and goggles or face shield.</i></p> <ul style="list-style-type: none"><li>• There is a procedure in place that instructs operators in the correct, use and maintenance of the personnel protective equipment provided</li><li>• Operators are briefed on the farm rules regarding the requirements to wear the PPE provided and the action that will be taken when it is not worn</li></ul>	
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Chapter	Topic	Requirements	Compliance criteria	Reference document
<p><b>3. Personnel Labour Human Resource Management Cont...</b></p>	<p><b>3.1 Accident Prevention and Emergency Procedures</b></p>	<p>3.1.4 Cont..... Personnel related to pest control activities have appropriate personnel protective equipment which they use in such a way so they avoid unnecessary health risks.</p> <p>3.1.5 Health of personnel handling pesticides must be monitored</p> <p>3.1.6 Protective clothing for other activities on the farm must be provided when the risk Assessment</p>	<ul style="list-style-type: none"> <li>• All the protective clothing and equipment including replacements filters etc., are stored apart and physically separate from the crop protection products in a well-ventilated area.</li> <li>• Protective clothing is cleaned after use</li> <li>• Condition of the PPE is monitored and recorded and replacement made as necessary</li> <li>• All spray operators, measurers and mixers should have an annual medical check for general health and a quarterly blood test for cholinesterase activity.</li> <li>• Where the cholinesterase test reveals &gt; 30% depression of activity the staff member must be transferred to work not involving pesticide use and the cause for the depression of activity must be investigated and remedial action taken as necessary. Actions must be recorded</li> <li>• Protective clothing for other farm activities, e.g. flower handling</li> </ul>	<p>25) Guidelines on the Health and Safety of Workers .....</p>

		nt indicates that provision is necessary	must be provided as necessary <ul style="list-style-type: none"><li>• There is a procedure in place that instructs operators in the correct, use and maintenance of the personnel protective equipment provided</li><li>• Operators are briefed on the farm rules regarding the requirements to wear the PPE provided and the action that will be taken when it is not worn</li><li>• Adequate facilities are provided for cleaning and storage of the PPE</li><li>• PPE is replaced as necessary</li></ul>	
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Chapter	Topic	Requirements	Compliance criteria	Reference document
<b>3. Personnel Labour Human Resource Management Cont...</b>	<b>3.2 Training</b>	3.2.1 All farm personnel is informed and understands the basic environmental management and occupational health management rules of the farms. All staff will also have access to HIV Awareness training	<ul style="list-style-type: none"> <li>• Training and awareness building programs are developed and provided to all employees</li> <li>• For new Farm employees training in Farm safety Rules and emergency procedures must form part of the induction process</li> <li>• All personnel involved in Pesticide use, First aid personnel, and Internal Auditors receive job specific training</li> <li>• The farm provides preventive support on informing and preventing HIV AIDS infection of employees</li> <li>• Trained staff have been assessed to demonstrate competence to perform</li> <li>• There are records in place that document the training each employee receives</li> </ul>	29) General guidelines on providing training in occupational Safety and Health  33) Guidelines from National HIV/AIDS  40) ILO Code of practice on HIV/AIDS and the world of work
	<b>3.3 Hygiene and Ablution facilities</b>	3.3.1 There are appropriate toilet shower and hand washing facilities in place	<ul style="list-style-type: none"> <li>• Showers/washing facilities for spray men are provided</li> <li>• All staff have access to hand wash and toilet facilities</li> <li>• Facilities provided are kept clean and in good working condition</li> <li>• Staff must be instructed to: Wash thoroughly</li> </ul>	25) Guidelines on the Health and Safety of Workers .....

		3.3.2 All staff have access to drinking water during the working day	<p>after spraying Wash hands after handling crop in crop work, harvesting or in the pack house Wash hands after using the toilet.</p> <ul style="list-style-type: none"><li>• Water provided for drinking is analysed twice in each year and is of a potable quality</li><li>• Taps/sources of water are clearly labeled 'Drinking' and 'Not Drinking' as appropriate</li></ul>	
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<b>3. Personnel Labour Human Resource Management Cont...</b>	<b>3.4 Rest Area</b>	3.4.1 Staff have access to a clean and suitable area for storage of personal belongings, and eating food	<ul style="list-style-type: none"> <li>• Staff have access to a clean and suitable area for storage of personal belongings, and eating food</li> <li>• Where canteen facilities are provided these are operated to an acceptable level of hygiene</li> <li>• Canteen staff have received training in personal hygiene and food hygiene</li> </ul>	

	<p><b>3.5 Employment Practices</b></p> <p>For Gen ref. consult 31) Labour Proclamation No. 377/2003</p>	<p>3.5.1 All staff have a contract, job description and conditions for service as per legislation.</p>	<ul style="list-style-type: none"> <li>• All employees must be employed on the basis of an employment contract which is legally binding.</li> <li>• The contract will specify, at the least, a job description, the hours of work required, the rate of remuneration and general conditions of employment</li> <li>• Record shall be kept of employment contracts for permanent and seasonal employees.</li> </ul>	<p>30) Summary of Ethiopian Legal Requirements .....</p> <p>32) Labour proc..... Articles 4, 6, 7, 9 and 10, 11, 12, 17 and 18.</p> <p>(Contracts of Emp.)</p> <p>38) Labour proc..... Articles 26 - 30</p>
		<p>3.5.2 Hours of work will not be excessive and overtime will be paid for</p>	<ul style="list-style-type: none"> <li>• Staff receive a signed copy of their contract</li> <li>• A record of 'Day Labour' used is maintained</li> <li>• Efforts have been made and documented to explain procedures and employment documents to all staff</li> <li>• Employees shall not be required to work in excess of 48 hours per week on a regular basis</li> <li>• Overtime worked will be paid at least time and a half.</li> <li>• Hours of overtime are not excessive, i.e. less than 10 hours per week or in accordance with legislation</li> <li>• Employees shall enjoy a period of rest, comprising at least 24 consecutive hours, in every period of seven days.</li> <li>• All employees shall have a rest break and reasonable access</li> </ul>	<p>(Termination of contract)</p> <p>30) Summary of Ethiopian Legal Requirements related to labour issues .....</p> <p>34) Labour proc. Articles 61, 62, 63 and 64. (Hours of Work)</p>

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Chapter	Topic	Requirements	Compliance criteria	Reference document
<b>3. Personnel Labour Human Resource Management Cont...</b>	<b>3.5 Employment Practices</b>	<p>3.5.3 All contract staff will receive annual paid leave or payment in lieu of leave in accordance with local legislation</p> <p>3.5.4 Wages paid will be equal to or greater than the wage stated in the legislation</p> <p>3.5.5 Wages are paid in accordance with the contract agreed and staff sign for the receipt of wages</p>	<ul style="list-style-type: none"> <li>• All employees shall be entitled to annual leave with full pay, after a period of continuous service with the same employer. The required minimum period of continuous service and the minimum duration of the annual leave shall be determined by national laws or collective agreement. The annual leave is in addition to all public holidays, weekly rest days and absenteeism due to such causes as illness or accidents.</li> <li>• Seasonal contracted staff receive paid leave as above on a pro rata basis</li> <li>• Wages paid to all farm employees are at least at the level of the minimum wage stated in the legislation</li> <li>• Staff confirm that they receive wages as specified in their job contract</li> <li>• Permanent Staff receive an itemized pay slip</li> <li>• All staff sign for wages received</li> <li>• Unauthorized deductions from wages are not made</li> <li>• Bonus schemes, where implemented,</li> </ul>	<p>30) Summary of Ethiopian Legal Requirements related to labour issues .....</p> <p>35) Labour proc. .... Articles 76, 77, 78, 79, 80, 81, 83 and 84. (Leave)</p> <p>36) Labour proc. .... Articles 53, 54, 55 and 59. (Wages)</p>

		<p>3.5.6 Farm rules, Grievance and Disciplinary procedures are clearly documented and made known to all staff</p>	<p>have clear rules and are implemented transparently and fairly</p> <ul style="list-style-type: none"> <li>• Record shall be kept of pay-rolls</li> <li>• There is a procedure in place that defines hiring and firing rules, and general contracting conditions.</li> <li>• Farm Rules, Disciplinary Code and Grievance procedure documented and implemented</li> <li>• Disciplinary action is noted in personnel files</li> <li>• Disciplinary action involving dismissal is only done by Managers</li> </ul>	
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Chapter	Topic	Requirements	Compliance criteria	Reference document
<b>3. Personnel Labour Human Resource Management Cont...</b>	<b>3.5 Employment Practices Cont..</b>	3.5.7 All forms of discrimination are not allowed and all policies for staff recruitment and management indicate how discrimination is prevented or what action will be taken when discrimination has been found to have occurred	<ul style="list-style-type: none"> <li>• All employees shall receive equal pay for equal work</li> <li>• Employees shall be selected and promoted in accordance with their ability to carry out the tasks. No distinction shall be made on the basis of race, color, sex, religion, political opinion, nationality or social origin.</li> <li>• Female staff must not be employed to work with pesticides (Stores, measuring and mixing, spraying and waste disposal), or in other areas identified as hazardous in the Farm risk Assessment</li> </ul>	30) Summary of Ethiopian Legal Requirements 'labour issues .....  31) Labour Proclamation No. 377/2003
		3.5.8 Female staff must not be employed in areas identified as hazardous in the Farm risk Assessment	<ul style="list-style-type: none"> <li>• No pregnant employee shall be required to undertake any type of work harmful to her in the period prior to her maternity leave. This is especially important regarding the handling of chemicals and pesticides and heavy lifting.</li> </ul>	37) Labour proc. ... Articles 87 and 88. (Women at Work)
		3.5.9 Female staff will not be dismissed, discriminated against or expected to undertake	<ul style="list-style-type: none"> <li>• Where necessary pregnant staff should be transferred to suitable 'safe' employment for the duration of her pregnancy</li> <li>• No woman shall be</li> </ul>	

		work that may harm the mother or the unborn child	<p>dismissed solely because she is pregnant.</p> <ul style="list-style-type: none"> <li>• Pregnant women will be granted leave without deducting wages for medical examination connected with her pregnancy, provided that she is obliged to present a medical certificate of her examination</li> <li>• Pregnant employees will be given maternity leave as specified in the national labor legislation.</li> </ul>	
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**EHPEA Code of Practice Bronze Level, Version 1, June, 2007**

Chapter	Topic	Requirements	Compliance criteria	Reference document
<b>3. Personnel Labour Human Resource Management Cont...</b>	<b>3.5 Employment Practices Cont..</b>	3.5.10 All forms of harassment are not allowed and there must be a clear policy statement communicated to all staff, to indicate that harassment is not allowed, how to report instances of harassment and what action will be taken when harassment has been	<ul style="list-style-type: none"> <li>• The farm must have in place a clear policy stating that bribery and the physical, verbal and sexual harassment or psychological oppression, particularly of women workers, shall not be tolerated.</li> <li>• This policy must be clearly communicated to all employees</li> <li>• All employees must be aware of how to report any type of harassment</li> <li>• The company must be active in response to reports of harassment</li> <li>• Staff who report genuine cases of</li> </ul>	39) Labour proc..... Articles

		<p>found to have occurred</p> <p>3.5.11 Workers have freedom of association and freedom to seek alternative employment</p> <p>3.5.12 Employment of persons under the age of 18 years must be in accordance with the national legislation and international guidelines</p>	<p>harassment must not be discriminated against or dismissed for reporting harassment</p> <ul style="list-style-type: none"> <li>• There shall be no use of forced labor.</li> <li>• Workers shall not be required to lodge “deposits” or their identity papers with their employer.</li> <li>• Workers are free to join a Union of their choice or to form a workers committee to represent their interests</li> <li>• No farm shall employ on contract children under the age of 18</li> <li>• No persons under 18 shall be employed for occasional work (less than 7 hours per day) which is likely to jeopardize health</li> <li>• Personnel who handle or apply pesticides must be at least 20 years to give a margin of safety</li> </ul>	<p>89, 90 &amp; 91 (Young Workers)</p>
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## Annex 2

### Useful References

*Copies are available for Reference at the Association Offices*

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## **Annex 3**

### **Acronyms used in the Code of practice**

<b>CoP</b>	Code of Practice
<b>CSR</b>	Corporate Social Responsibility
<b>EHPEA</b>	Ethiopian Horticulture Producers Exporters Association
<b>EIA</b>	Environmental Impact Assessment
<b>EUREPGAP</b>	European Retailer Producer working group programme to develop a system for the certification of Good Agricultural Practice EUREP is the registered Trademark for this group
<b>FAO</b>	Food and Agriculture Organisation
<b>GAP</b>	Good Agricultural Practice
<b>FFP</b>	Fair Flower and Fair Plants label
<b>HIV/AIDS</b>	Human Immuno-deficiency Virus/Acquired Immune Deficiency Syndrome
<b>ILO</b>	International Labour Organisation
<b>IPM</b>	Integrated Pest Management
<b>MoU</b>	Memorandum of Understanding
<b>MPS</b>	Milieu Project Sierteelt
<b>MPS GAP</b>	Milieu Project Sierteelt Good Agricultural Practices
<b>MPS SQ</b>	Milieu Project Sierteelt Socially Qualified
<b>MSDS</b>	Materials Safety Data Sheets
<b>PPE</b>	Personal Protective Equipment
<b>WHO</b>	World Health Organisation
<b>WUR</b>	Wageningen University, The Netherlands

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The Stakeholders:

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- Ministry of Agriculture and Rural Development
- Ministry of Health
- Environment Protection Authority
- The Oromia Regional Bureaus
  - Environmental Protection
  - Public mobilisation, Labour and Social Affairs
- International Labour Organisation
- Quality and Standards Authority of Ethiopia
- Confederation of Ethiopian Trade Unions
- Forum for the Environment
- Staff from Jimma University
- Plant Protection Society of Ethiopia