

International Flower Coordination

Guidelines for the socially and environmentally responsible production of cut flowers, ferns, plants and foliage

The International Flower Coordination promotes the socially and environmentally responsible flower, fern, plant and foliage cultivation both in the northern and southern countries by setting universal standards.

The **objective** is to improve especially

- Labour, Social, Health and Safety Standards
- Use of Pesticides and Chemicals
- Environmental Protection Standards

The **International Code of Conduct (ICC)** defines the universal standards, whereas the **Guidelines** give more detailed information on the specific objectives and requirements. When national law and the above standards address the same issue, the most stringent provision applies.

The **Guidelines** provide information for the implementation of improved working conditions in the flower, fern, plant and foliage farms.

Companies improving working conditions by adopting these standards will benefit from enhanced consumer acceptance and improved market position.

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Introduction

The most important and indispensable basis for labour, social and environmental standards are:

Universal Declaration of Human Rights

Covenant on economic, social and cultural rights of the UN

Covenant on civil and political rights of the UN

Core Conventions and other relevant standards of the International Labour Organisation ILO on living and working conditions:

- Right to freedom of association and collective bargaining (No. 87 + 98 + 135)
- Anti-discrimination and equal remuneration (No. 100 + 111 + 183)
- Against forced labour and child labour (No. 29 + 105 + 138 + 182)
- Labour and working conditions (No. 110 + 155 + 170 + 184)

and the

Rio declaration on Environment and Development.

(www.unep.org/unep/rio.htm)

To help achieve its objectives, the IFC has drawn up the International Code of Conduct ICC (Annex I), which compiles the relevant standards for flower and plant production. The Guidelines give more detailed explanations on each item of the ICC and serve as an orientation for flower workers and growers, for interested traders, trade unions and NGOs to implement the ICC. The Guidelines are also the base for social and environmental certification according to ICC standards. The Guidelines follow the order of the 10 ICC paragraphs, which are printed in bold at the beginning of each chapter, and include a chapter on implementation.

The International Code of Conduct (or ICC, see Annex I) compiles the relevant conditions for responsible flower and plant production. The Guidelines give a more detailed explanation of each aspect of the ICC and serve as an orientation for flower workers and growers, for interested traders, trade unions and NGOs to implement the ICC. The Guidelines are also the base for social and environmental certification according to ICC. The Guidelines follow the order of the 10 ICC aspects and include a chapter on implementation.

1. Freedom of association and collective bargaining

The rights of all workers to form and join trade unions and to bargain collectively shall be recognised (ILO Conventions 87 and 98). Workers representatives shall not be subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions. (ILO Convention 135)

1. The rights of all employees to form and join trade unions and to bargain collectively, and to exercise these rights, shall be recognised (ILO Conventions 87 and 98). Workers' Representatives¹ shall not be subject to discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions. (ILO Convention 135).
2. No other committee or management-worker-body can be accepted as a replacement for this basic human right.
3. The union/workers committee must have the right to meet regularly during working hours, at least once per month for 2 hours. Its members must have sufficient time to visit the different areas of work. There should be regular meetings between the union committee and management.
4. The workers must have the right to discuss at least twice per year the situation in the farm among themselves during working hours, without participation of management.
5. Complaints regarding labour and working conditions should be forwarded, free of charge, to the Workers' Representatives or to an external independent body accepted by all parties involved.

2. Equality of treatment

Workers shall have access to jobs and training on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion, religion or social origin (ILO Conventions 100 and 111). Physical harassment or psychological oppression, particularly of women workers, must not be tolerated.

1. Employees shall have access to jobs and training on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion, religion or social origin (ILO Conventions 100 and 111).
2. In cooperation with representatives of the union and/or Workers Committee, the Management is required to establish and implement a coherent policy with regard to access to work, training, working conditions, protection and promotion.
3. For recruitment, pregnancy, HIV and genetic tests are not allowed.
4. Harassment and mental and physical repression, particularly of female workers, must be strictly prevented.
5. The farm should preferably have an elected women committee of the workers, which looks into all matters of protection, non-discrimination and promotion of women workers.
6. The farm should draw up an equity plan, in cooperation with the workers and/or women committee, with regard to the women workers and traditionally discriminated groups.
7. It is highly recommended that the farm draws up, in close cooperation with the women and the union committee, a plan to combat and prevent sexual harassment,

¹ Throughout this text, when the term "Workers' Representatives" is used, it refers to Article 3 of the ILO Workers' Representatives Convention, 1971 (No 135).

which beside of elements of consciousness building includes also complaints procedures and sanctions.

3. Living wages

Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards and always be sufficient to meet basic needs of workers and their families and to provide some discretionary income. Pay should be in cash, direct to the workers, promptly and in full. Information to wages shall be available to workers in an understandable and detailed form.

1. Wages and benefits paid for a standard working week shall meet at least legal or industry minimum, as for example according to a sectoral Collective Bargaining Agreement (CBA), and always be sufficient to meet basic needs of workers and their families and to provide some discretionary income. ILO conventions, in particular No. 110 art. 24, 26, 27, shall be observed.
2. Management should develop with the union committee a plan, if not included in the CBA, to increase salary and other social benefits, like seniority, production or qualification bonus, assistance for the school career of the workers children, canteen, training courses, etc. to reach a living wage.
3. The wage must be paid in cash (not in kind) to the employees, at the agreed time and in full. The associated information must be supplied to the employees in detail and in a readily understandable form.
4. Companies are obliged to ensure that workers are included in an appropriate state or private social security scheme, covering especially invalidity, injury, maternity and old-age benefit. This has to apply also to temporary, casual and subcontracted workers.
5. The company shall promote the human and personal development of its employees with educational programmes in the productive, social and cultural field.
6. The company shall pay special attention to sufficient and healthy nutrition of the workers and its families. Special subsidies for the food supply of the workers are encouraged in the programme to fulfil the human right to food. Where food is served in a canteen, the diet should be nutritious and varied. When workers are living on the farm free vegetable gardens with sufficient irrigation should be offered to the workers families.
7. The company should assume responsibility for the education of the children of the workers. Support of crèche facilities inside or outside the compound is highly recommended. In case that the workers and their families are living on the farm either schooling in the farm or transport to the next school has to be provided.
8. Transport if required to and from the farm has to be provided by the company, free of charge; alternatively an allowance has to be paid.
9. The company shall support and encourage financially and with other means social and cultural projects in cooperation with the surrounding communities.

4. Working Hours

Hours of work shall comply with applicable law and industry standards. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off every week. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

1. Working hours, overtime and paid leave must comply with applicable law and industry standards.
2. In any event, workers shall not be required to work in excess of 48 hours per week on a regular basis.
3. Overtime shall be voluntary, not exceed 12 hours per week, not be demanded on a regular basis and always be compensated at a premium rate.
4. Agreed and legally stipulated midday and work breaks must be observed.
5. Workers must have at least 24 consecutive hours of rest per week.
6. Workers must have at least 3 weeks of paid leave per year.
7. Employees must be protected from strain due to excessive and permanent work stress.

5. Health and Safety

A safe and hygienic working environment shall be provided. Companies shall provide free and appropriate protective clothing and equipment, and comply with internationally recognised health and safety standards. (ILO Convention 170) Workers and their organisations must be consulted, trained and allowed to investigate safety issues. There should be regular monitoring of workers' health and safety. Companies shall supply drinking water, provide clean toilets and offer showers and washing facilities. Where housing is provided, it should comply at least with the minimum standards for size, ventilation, cooking facilities, water supply and sanitary facilities. (ILO Convention 110, Articles 85-88)

1. Together with the Workers' Representatives, the Management shall establish a coherent policy for Occupational Safety, Health and Working Environment that conforms to ILO Convention No 155 art. 4 and 11 and the international accepted health and safety standards. This policy includes also the handling of pesticides and chemicals.
2. The free election of a Health and Safety Committee with management and workers representatives to constantly review the respective situation in the farm is highly recommended.
3. Employees and their organisations must be consulted, informed and trained on health and safety matters. Information and training courses must be held periodically, best twice, but minimum once a year for workers. New employees, including temporary and subcontracted workers, must be specially informed and instructed on the risks at the workplace.
4. All work in the farm must be organised in such a way as not to endanger the safety and health of the employees. High-risk jobs and areas (e.g. spraying and handling pesticides, construction and maintenance work) must be specially indicated and supervised. Increased risk and danger areas and operations must be recorded in a Risk Register.
5. A qualified Safety and Occupational Health Officer in cooperation with the Workers' Representatives shall keep a check on the observance of the labour and safety regulations and evaluate suggestions for improvements and complaints
6. Workers have the right to remove themselves from danger resulting from their work activity when they have reasonable justification to believe there is an imminent and serious risk to their safety and health and so inform their supervisors immediately. They shall not be placed at any disadvantage as a result of these actions. (ILO 184)
7. Employees are to be provided free of charge with regular medical care and advice within the place of work at fixed times during working hours at regular intervals, also

psychological and social assistance. The regular examinations and check-ups shall be carried out by a qualified physician. In case that there is no physician on the farm, workers must feel free, in case of medical or health-related complaints, to visit their general practitioner or any specialist for that matter, also during working hours.

8. The farm must have a suitable, well-equipped, clean, social and sanitary infrastructure that conforms to the requirements of its employees and is adequate to their numbers.
9. Suitable rest rooms and canteen with cooking, eating and storage facilities for food and drinks strictly separated from the working area have to be provided by the company.
10. Clean drinking water must be available also during working hours to all workers within a reachable distance from the working place.
11. Changing rooms with sufficient washing facilities, showers and clean toilets must be available for the workers.
12. If the company provides the workers with housing, this must comply with ILO convention No 110, art. 85 - 88. The structural standard and the infrastructure must be such as to provide healthy and restful living conditions. The company should motivate and support the workers to have their own vegetable gardens.
13. The company must supply its employees, free of charge, with suitable clean working clothes that, preferably, are to be washed by the company in order to avoid contamination in the workers house.
14. A small drugstore and basic medication has to be available on the site, free of charge for the workers.
15. First aid facilities should be available at all operating sites, where at least one person trained in first aid procedure has to be present to offer their services if necessary. This means that in a farm a minimum of two persons have to be trained in first aid.
16. For emergencies and accidents, rapid medical attention and an appropriate first aid organisation on site must be assured. The company has to arrange transport to the nearest hospital when necessary.
17. Personnel working in the spraying, mixing storing and handling of pesticides must be medically examined every 3 months (including cholinesterase-test) by an independent professional institute.
18. Workers in the cultivation, harvesting and finishing sections should be medically examined once a year and at the beginning and end of their employment. The findings must be communicated to the persons in a readily understandable form. A complete documentary record of such examinations must be kept.
19. Complete, continuously updated documentation and statistics are to be kept with regard to sickness, accidents and sickness-related absences from work.
20. Special measures must be taken to avoid reproductive health risks. In particular, pregnant women may only perform work which is appropriate to their physical capacity and which excludes contact with pesticides and chemicals.
21. Female employees are entitled to maternity leave of at least 3 months on full pay, it's highly recommended to pay maternity leave for 14 weeks (ILO 183); a minimum of 6 weeks has to be after childbirth. The employee will not incur any loss of privilege, like paid annual leave, on account of such a leave. The prenatal portion of maternity leave shall be extended by any period elapsing between the presumed date of childbirth and the actual date, without reduction in any compulsory portion of postnatal leave.
22. To replace maternity leave, or parts of it, by financial offers is not permitted.
23. It is not permitted to terminate the employment of a woman during her pregnancy or maternity leave, except on grounds unrelated to the pregnancy or birth of the child and its consequences of nursing. The burden of proving that the reasons for dismissal are unrelated to pregnancy, birth or nursing rests on the employer.

24. A woman is guaranteed the right to return to the same or an equivalent position paid at the same or higher rate at the end of her maternity leave.
25. It is recommended that the farm develops a policy of considering the necessity of breast-feeding to mothers.
26. A special clean rest room must be provided for pregnant women and nursing mothers, unless no other possibility exists near by the farm.

6. Pesticides and Chemicals

Every company should assess the risks of the chemicals used and apply measures to prevent any damage to the health of their workers. Companies shall record and reduce pesticide and fertilizer use by adequate techniques and methods. No banned, highly toxic (WHO I) or carcinogenic pesticide and chemical should be used. Safety instructions and re-entry intervals must be strictly observed and monitored. Spraying, handling and storing pesticides and chemicals should be done by specially trained people with suitable equipment. Stores, apparatus and equipment must be clean, safe, handy and conforming to international standards.

1. Recording and documentation of all pesticide applications must be done, indicating date and time, crop and pest/disease and information on the pesticide used, active ingredient, quantity and dosage rate. At the end of every month the total consumption of pesticides used per crop has to be compiled and calculated as kg active material per hectare and per WHO toxicity class (Annex II).
2. The most appropriate combination of organic, cultural, mechanical and chemical methods shall be used. Organic methods should replace pesticide treatment wherever possible. Pesticides have to be applied only in a selective manner in accordance with the crop damage threshold. Pest or disease incidence and pressure shall be kept low.
3. Pesticides banned or not registered in the country or which have reached their expiry date, are not allowed to be used. Also persistent pesticides (e.g. chlorinated hydrocarbons), soil fumigants and herbicides must be strictly avoided. Highly toxic WHO I – products (see negative list Annex II) and/or carcinogenic/mutagenic pesticides (EPA List, Annex III) should be replaced wherever possible by lower toxic ones.
4. Use of methyl bromide or other gaseous or volatile fumigants for soil sterilisation is strictly forbidden. If necessary, alternative methods (steaming, solarisation, etc.) should preferably be used.
5. Post-harvest treatment of the flowers and foliage is only permitted with non-toxic chemicals. Silver Thiosulfate is not allowed to be used.
6. All spray operators must be thoroughly instructed and regularly trained by a recognised institution or by specialists on the safe application and the risks of pesticides and chemicals.
7. Spray operators are not allowed to spray for more than 4 hours per day. Due to the high risk and exposure to toxic products, a job rotation scheme has to be implemented. Recommended is 1 week spraying and 2 weeks non-spraying.
8. Pesticide application in the greenhouses is strictly forbidden, as long as unprotected workers are inside. Warning signs are required at each entrance of the areas sprayed, indicating the time and date when entry is safe.
9. After spraying pesticides the following re-entry intervals must be strictly observed.

Highly toxic pesticides (WHO Tox. I) and carcinogenics (EPA):	24 hours
Toxic pesticides (WHO Tox. II):	12 hours
Less toxic pesticides (WHO Tox. III+IV):	6 hours

10. In any case the foliage has to be completely dry before harvesting. During this time, the greenhouse should be locked.
11. Suitable and properly calibrated spray equipment must be used for the application of pesticides. Equipment must receive regular maintenance and should be cleaned and tested after each application.
12. All spray operators must wear suitable and intact personal protective equipment and clothing (for details see Annex V) provided by the company.
13. After spraying, the operators have to rinse off all equipment, have to wash themselves thoroughly, have to change clothes in an adequate place. Respirators with suitable filters have to be controlled and changed regularly. A checklist has to be used for control.
14. For the workers in the cultivation, harvesting and finishing sections the company has to provide free of charge suitable protective clothing appropriate for the task, e.g. overall, apron, gloves, adequate shoes, cap (for details see Annex V).
15. Eating, drinking and smoking in the working areas have to be strictly forbidden.
16. Pesticides and chemicals must be stored in separate, lockable, well-ventilated rooms that conform to the safety regulations (clean, cool, dry, no drain, fire protection, original containers). A supervisor responsible for the pesticide and chemical store has to be nominated. Only authorised personnel, that is instructed in handling pesticides and dealing with spillage should have access to the store.
17. All products and packages must be clearly labelled and stored in the original container. Highly toxic and inflammable pesticides and chemicals should be stored separately. The inventory, with a record of all incoming and outgoing pesticides and chemicals, must be documented (stock list, inventory records) and continuously updated.
18. Storing, dispensing and mixing pesticides and chemicals has to be done in a separate, well-ventilated room or area with accurate and clean measuring equipment by a trained and well protected person. A spill-containment trough not draining to the sewer must be installed.
19. On entering the service of the company and on regular intervals (at least every 6 months), all workers must be informed about the risks and safety measures relating to the pesticides and chemicals used in the farm. This also applies to temporary and subcontracted workers as well as to visitors.
20. The safety instructions, re-entry intervals and hygiene recommendations should be displayed clearly visible in the workplaces.
21. Recording and documentation of all fertilizer and chemical application must be done, giving responsible person, date and time, crop, quantity and dosage rate.
22. Chemical fertilizers should be applied only selectively on the basis of careful observation of the crop together with soil and (periodical) leaf analysis. The input should be optimally adapted to the needs of the plants.
23. Suitable and properly calibrated fertilizer application machinery must be used. The application machinery type and the method (e.g. via irrigation or mechanical distribution) have to be recorded.
24. Losses and drainage of the fertilizers through leaching into the soil should be kept at a minimum. Nitrogen and water supply should only cover the plants', flowers', ferns' or foliage's need to growth. The nitrogen quantity used must be calculated per hectare on a monthly basis and documented.
25. Fertilizer must be stored in a clean, dry and lockable room, separated from pesticides, other chemicals and fresh produce. Stock records have to be documented.
26. Wherever possible, low toxic and biodegradable chemicals have to be used. Formaldehyde as a disinfectant is not allowed.
27. Recording and documentation of quantities used, supplier and type of substrate have to be done. Substrate should not come from designated conservation area.

28. Recording and documentation of recycled substrate, quantity, type and date is required. If no recycling programme exists, it must be justified.
29. Steaming should be the preferred option for sterilisation of substrate. If chemicals are used, the trade name, active ingredient, consumption and date must be recorded. Also application methods like drenching or fogging have to be recorded.
30. When the substrates are sterilised on the farm, the name/number of the field and date must be recorded. If sterilisation is done outside, the name and location of the company has to be recorded.
31. Substrate that is no longer reusable, should be send to a professional recycling or waste disposal company. Substrate type, quantity, date and the name of the company must be recorded.

7. Security of employment

Work, which is by its nature not seasonal or temporary, shall be done by workers on permanent contracts. Provisions for non-permanent and seasonal workers, including freedom of association, should be not less favourable than for permanent workers. Every worker shall get a copy of his or her contract.

1. All employees must have a legally valid written contract of employment signed by employees and employers, which safeguards them from loss of pay in the case of illness, disability and accident. In case of dissolution of the contract, the period of notice must be identical for employer and employee. The employee must be provided with a copy of the contract.
2. These provisions also apply to temporary, part-time, casual and subcontracted workers, for whom ILO Conventions 110 and 170 must also be observed and complied with.
3. Time-limited contracts and sub contraction are permitted only during peak periods and in the case of special tasks.
4. Permanent employees and temporary workers must also be included in a provident or pension fund.
5. In case of subcontracted workers the farm must check and make sure that the subcontractors fulfils all basic labour rights.
6. Each farm should have legally validated internal regulations of working and labour conditions, if not provided for by CBAs or by national law, which should include, among others, proper regulation of warnings and procedure of dismissals.

8. Protection of the environment

Companies should make every effort to protect the environment and the residential areas, avoid pollution and implement sustainable use of natural resources (water, soil, air, etc.).

1. Pollution of soil, water and air with pesticides, fertilizers, chemicals and waste must be avoided wherever possible.
2. A programme has to be elaborated by the company for conserving the environment and the sustainable use of natural resources (water, soil, air).
3. Organic fertilizer and composted organic waste should be used for the improvement and care of the soil in the plantations in order to reduce chemical fertilizer input.

4. A specially appointed and instructed environmental protection officer shall evaluate suggestions for improvements and keep check on compliance with the regulations, in cooperation with the Workers' Representatives.
5. Workers are to be informed on the envisaged measures and instructions, in order to motivate them to assisting implementation thereof.
6. Special and effective measures have to be taken to protect drinking water sources, springs, ground water, surface water, rivers, dikes and lakes have to be taken.
7. Special attention must be given to the protection of the fauna and flora inside the farm and the surrounding areas.
8. Wildlife Toxicity (Annex IV) has to be taken into account, especially when spraying pesticides in the open field.
9. For the supply of irrigation water the company must implement an environmental water management system, which minimizes water consumption and conserves ground and surface water.
10. The consumption of water and energy has to be recorded and documented for the various greenhouses and sectors.
11. Irrigation must be done with methods and systems minimizing water consumption as far as possible (e.g. drip irrigation, water application direct to the root zone etc.) and by using adequate measuring and controlling methods (tensiometers etc.).
12. Where possible rainwater should be collected in water reservoirs of adequate capacity. The lowering of the ground water level or any other negative effect on the availability and quality of drinking and irrigation water for the surrounding communities and farmers must be avoided.
13. The consumption of energy (electricity, heating oil, natural gas) must be kept at a minimum. Wherever possible renewable energy and energy recycling should be used.
14. Waste and pollution reduction must be given high priority. A proper waste management system for the separation and disposal must be established in the company. Waste deposit must conform to the requirements of the law. Monitoring must be carried out by a properly instructed supervisor.
15. Organic waste, particularly flower waste material, should be composted in an appropriate manner and reused on the farm. It is strictly forbidden to feed animals with pesticide contaminated material (flower foliage, ferns, etc.)
16. Waste of all kinds, especially pesticide, fertilizer and chemical residues, must not be disposed of into the soil, drains and watercourses. Pesticide residues should be diluted (e.g. 1:10) and sprayed under the crops inside the greenhouses.
17. Empty pesticide or chemical containers or drums must be triple rinsed at a safe place before returning to the supplier. If returning is not possible, containers must be punctured after being cleaned and should be disposed off by incineration or burial, taking all precautions for the environment and health and strictly controlled.
18. The re-use of pesticide and chemical containers and drums for drinking water or food storage is strictly prohibited.
19. Paper, plastic, metal, wood and other waste material are to be separated and wherever possible recycled.
20. All wastewater, especially those contaminated with pesticides and/or chemicals have to be specially treated (e.g. setting basins, carbon filters, chemical detoxification with sodium-hypochloride NaOCl) before safe disposal in accordance with the law.
21. Air pollution and unpleasant smells due to pesticide or chemical application or incineration in the open air near housings must be strictly avoided.
22. The company should make efforts to protect the environment and the residential areas inside and surrounding the farm together with their inhabitants from harmful effects and nuisance.

23. To protect the surroundings and to encourage wildlife, trees and bushes should be planted especially at the farm's boundaries.
24. A safety distance of not less than 100 meters from the residential areas and houses to the greenhouses or pesticide/chemical application areas must be maintained. Existing farms must prove that there are no medical or health risks involved.
25. Expansion of the farm, building alterations, supply of water, waste disposal and other environmentally relevant measures must conform to the law and the existing zoning/building master plan of the regional and/or local authorities.
26. Within its capacity the company shall support the environmental and infrastructure projects of the local and regional authorities, which improves the situation of the workers (e.g. drinking water supply, roads, (re)forestation, sewage treatment, transportation, community infrastructure etc.).

9. Child labour is not used

There shall be no use of child labour. There shall be no workers under the age of 15 years or under the compulsory school-leaving age, whichever is higher. Children under 18 shall not work in hazardous conditions. (ILO Convention 138) Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any replaced child workers.

1. There shall be no use of child labour. No worker under the age of 15 years or under the compulsory school-leaving age, whichever is higher, shall be engaged. Children under 18 shall not work at night and in hazardous conditions (ILO convention 138).
2. It is highly recommended not to employ children under 18. (ILO Convention 184)
3. Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any replaced child worker.
4. It has to be prohibited that workers bring along their children to the workplace, to assist the parents or to do any other work.

10. No forced labour

There shall be no forced labour, included bonded or involuntary prison labour (ILO Conventions 29 and 105). Nor shall workers be required to lodge "deposits" or their identity papers with their employer.

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Implementation of the ICC Guidelines

1. To overview the implementation of the Code of Conduct and its Guidelines an independent body, accepted by all parties involved (for example trade unions, NGOs, employers), shall be formed.
2. This body will set the terms for an independent process of verification of compliance with the Code. Workers, trade unions and NGOs have the right to join the inspections. The inspection team has to be composed of minimum 2 experts (one on social-labour, one on technical pesticide issues), of which at least one has to be a woman.
3. It is highly recommended that local auditors are trained and employed.
4. The companies shall report regularly about the progress made and problems encountered in the implementation of the Code and its Guidelines.
5. The farm has to inform on existing daughter companies and on external suppliers.
6. Management has to guarantee that certified flowers or plants are being send only from certified farms.
7. There should be provisions for workers, trade unions and other concerned groups to lodge complaints about violations of the Code, which if serious, have to be followed-up.
8. The Code shall be translated into local languages and prominently displayed in the place of work.
9. In ICC certified farms, the union committee has to be involved actively in the implementation of the Code and its Guidelines. It should know dates, procedures, results and recommendations of inspections.
10. Workers have the right to elect their own representation to do the respective follow-up of the ICC implementation in the farm.

Indicators to measure freedom of association are in development and will be included later.

These Guidelines will be revised at regular intervals, according to new insights, scientific research and to practical experiences. Therefore, we would like to invite all interested persons and institutions to send in comments, critical remarks and suggestions on these Guidelines.

Documentation

The following records and documentation must be available and continuously updated:

- The annual Action Programme for improvements in the social and environmental field of the farm.
- A record of all workers with their status and the attended training programmes. (last 3 years)
- A record of work contracts for permanent and seasonal workers. (last 3 years)
- A record of all receipts by workers in accordance with the payroll.
- A record of the effective working hours and overtime paid for all workers.
- An organogramme of the company and a list of the members of the Workers' Representatives Body with the dates of the meetings.
- A list of the officers/supervisors responsible for safety, health, waste disposal and environmental protection.
- A list of the First Aid personnel and their training programmes.
- A record of the regular medical checks of all workers.
- An emergency procedure plan with check-lists for
- A record of incidents of contamination of personnel with pesticides or other chemicals.
- A record of fire alarm incidents
- A record of pesticide or chemical spillage
- A record of all accidents, intoxications, sickness and absences from work.
- A list of the spray operators with their attended training programmes, job rotation plan and regular medical checks.
- A record of all pesticide and fertilizer applications and the corresponding monthly summary records.
- A record of the maintenance and calibration of the spraying equipment and the controls and change of the respiratory filters.
- A record of pesticide and chemical stocks with the names of the authorized personnel having access to the stores.
- A record of the weekly water consumption in the greenhouses.
- A record of pesticide and chemical waste disposals with the indication of the sites.
- A record of non-chemical waste disposal with the indication of the site.
- A record of recycled materials (plastic, paper, etc.)

Annex I:

INTERNATIONAL CODE OF CONDUCT FOR THE PRODUCTION OF CUT-FLOWERS

Preamble

The following code aims to guarantee that flowers have been produced under socially and environmentally sustainable conditions.

The code provides a concise statement of minimum labour, human rights and environmental standards for the international cut-flower industry. Companies should pledge to require their suppliers, contractors and sub-contractors to observe these standards. The code is concise in order to display it in workplaces and in order to avoid any confusion between these basic principles and the application of principles.

An independent body, established to provide independent verification of compliance with the code and to assist companies to implement the code, will provide an auditable check-list of practices and conditions that are consistent with the standards set forth in the code.

The company pledges to observe the core ILO standards, the universal human rights standards and basic environmental standards, which are the base for this code. The company pledges to make observance of the code a condition of any agreement that it makes with contractors and suppliers and to require them to extend this obligation to their sub-contractors. The company accepts that the implementation of the code is subject to independent verification.

The code establishes only minimum standards that must not be used as a ceiling or to discourage collective bargaining. The company shall comply with all national laws and legal regulations. When national law and these criteria address the same issue, that provision which is most stringent applies.

The text of the code, which is intended to be posted where workers can see it, shall also include a means by which workers can report failure to comply with the code in a confidential manner.

Code of Conduct

1. FREEDOM OF ASSOCIATION AND COLLECTIVE BARGAINING

The rights of all workers to form and join trade unions and to bargain collectively shall be recognised (ILO Conventions 87 and 98). Workers representatives shall not be subject of discrimination and shall have access to all workplaces necessary to enable them to carry out their representation functions. (ILO Convention 135)

2. EQUALITY OF TREATMENT

Workers shall have access to jobs and training on equal terms, irrespective of gender, age, ethnic origin, colour, marital status, sexual orientation, political opinion, religion or social origin (ILO Conventions 100 and 111). Physical harassment or psychological oppression, particularly of women workers, must not be tolerated.

3. LIVING WAGES

Wages and benefits paid for a standard working week shall meet at least legal or industry minimum standards and always be sufficient to meet basic needs of workers and their families and to provide some discretionary income. Pay should be in cash, direct to the

workers, promptly and in full. Information to wages shall be available to workers in an understandable and detailed form.

4. WORKING HOURS

Hours of work shall comply with applicable law and industry standards. In any event, workers shall not on a regular basis be required to work in excess of 48 hours per week and shall be provided with at least one day off every week. Overtime shall be voluntary, shall not exceed 12 hours per week, shall not be demanded on a regular basis and shall always be compensated at a premium rate.

5. HEALTH AND SAFETY

A safe and hygienic working environment shall be provided. Companies shall provide free and appropriate protective clothing and equipment, and comply with internationally recognised health and safety standards. (ILO Convention 170) Workers and their organisations must be consulted, trained and allowed to investigate safety issues. There should be regular monitoring of workers' health and safety. Companies shall supply drinking water, provide clean toilets and offer showers and washing facilities. Where housing is provided, it should comply at least with the minimum standards for size, ventilation, cooking facilities, water supply and sanitary facilities. (ILO Convention 110, Articles 85-88)

6. PESTICIDES AND CHEMICALS

Every company should assess the risks of the chemicals used and apply measures to prevent any damage to the health of their workers. Companies shall record and reduce pesticide and fertilizer use by adequate techniques and methods. No banned, highly toxic (WHO I) or carcinogenic pesticide and chemical should be used. Safety instructions and re-entry intervals must be strictly observed and monitored. Spraying, handling and storing pesticides and chemicals should be done by specially trained people with suitable equipment. Stores, apparatus and equipment must be clean, safe, handy and conforming to international standards.

7. SECURITY OF EMPLOYMENT

Work which is by its nature not seasonal or temporary shall be done by workers on permanent contracts. Provisions for non-permanent and seasonal workers, including freedom of association, should be not less favourable than for permanent workers. Every worker shall get a copy of his or her contract.

8. PROTECTION OF THE ENVIRONMENT

Companies should make every effort to protect the environment and the residential areas, avoid pollution and implement sustainable use of natural resources (water, soil, air, etc.).

9. CHILD LABOUR IS NOT USED

There shall be no use of child labour. There shall be no workers under the age of 15 years or under the compulsory school-leaving age, whichever is higher. Children under 18 shall not work in hazardous conditions. (ILO Convention 138) Adequate transitional economic assistance and appropriate educational opportunities shall be provided to any replaced child workers.

10. NO FORCED LABOUR

There shall be no forced labour, included bonded or involuntary prison labour (ILO Conventions 29 and 105). Nor shall workers be required to lodge "deposits" or their identity papers with their employer.

Section of Implementation

1. To overview the implementation of the Code of Conduct an independent body, accepted by all parties involved (for example trade unions, NGOs, employers), shall be formed.
2. This body will set the terms for an independent process of verification of compliance with the Code of Conduct.
3. The companies shall report regularly about the progress made in the implementation of the Code.
4. The independent body shall make provisions for workers, trade unions and other concerned groups to lodge complaints about violations of the Code, which if serious, have to be followed-up.
5. The Code shall be translated into local languages and prominently displayed in the place of work.

Language:

The English version of the text of this Code is the authoritative version.

August 1998

Proposed by:

- ❖ IUF - International Union of Food, Agricultural, Hotel, Restaurant, Catering, Tobacco and Allied Workers' Associations, Geneva
- ❖ Flower Campaign, Germany (Bread for the World, FIAN, terre des hommes)
- ❖ IG BAU - Trade Union for Construction, Agriculture and Environment, Germany
- ❖ FNV - Trade Union Confederation, The Netherlands
- ❖ OLAA - Organisatie Latijns Amerika Activiteiten, The Netherlands
- ❖ INZET (Both Ends), The Netherlands
- ❖ Fair Trade Center, Sweden
- ❖ Flower Coordination, Switzerland
- ❖ Christian Aid, UK

Annex II:

Negative List of Pesticides (WHO Ia + Ib)

World Health Organisation classifications

The WHO classification measures acute toxicity. FAO recommends that WHO Ia and Ib pesticides should not be used in developing countries, and if possible class II should also be avoided. Not that a 'weaker' formulation will move these active ingredients into a lower hazard classification.

WHO Ia **Extremely Hazardous**

Aldicarb
Brodifacoum
Bromadiolone
Bromethalin
Calcium cyanide
Captafol
Chlorethoxyfos
Chlormephos
Chlorophacinone
Difenacoum
Difethialone
Diphacinone
Disulfoton
EPN
Ethoprofos
Flocoumafen
Fonofos
Hexachlorobenzene
Mercuric chloride
Mevinphos
Parathion
Parathon methyl
Phenylmercury acetate
Phorate
Phosphamidon
Sodium Fluoroacetate
Sulfotep
Tebupirimfos
Terbufos

WHO Ib **Highly Hazardous**

3-chloro-1,2-propanediol
Acrolein
Allyl alcohol
Azinphos ethyl
Azinphos-methyl
Blasticidin-S
Butocarboxim
Butoxycarboxim
Cadusafos
Calcium arsenate
Carbofuran
Chlorfenvinphos
Coumaphos
Coumatetralyl
Demeton-s-methyl
Dichlorvos
Dicrotophos
Dinoterb
DNOC
Edifenphos
Ethiofencarb
Famphur
Fenamiphos
Flucythrinate
Fluoroacetamide
Formetanate
Furathiocarb
Heptenophos
Isazofos
Isofenphos
Isoxathion
Lead arsenate
Mecarbam
Mercuric oxide
Methamidophos
Methidathion
Methiocarb
Methomyl
Monocrotophos
Nicotine
Omethoate
Oxamyl
Oxydemetonmethyl
Paris green
Pentachlorophenol
Pindone
Pirimiphos ethyl
Propaphos
Propetamphos
Sodium arsenite
Sodium cyanide
Strychnine
Tefluthrin
Thallium sulfate
Thiofanox
Thiometon
Triazophos
Vamidothion
Warfarin
Zeta cypermethrin
Zinc phosphide

Reference: The WHO Recommended Classification of Pesticides by Hazard, 2002-2002

Annex III: List of pesticides and chemicals with carcinogenic potential

These pesticides and chemicals should not be used in cut flower, fern, plants and foliage production (based on EPA-List dated August 15, 2002)

- 1) Acetochlor
- 2) Acifluorfen sodium
- 3) Acrylonitrile
- 4) Alachlor
- 5) Aldrin
- 6) Amitrole
- 7) Aramite
- 8) Arsenic compounds
- 9) Azobenzene
- 10) Baygon/Propoxur
- 11) Benzene
- 12) Bis(chlorethyl)ether (BCEE)
- 13) Butachlor (Machete)
- 14) Cacodylic acid
- 15) Cadmium
- 16) Captafol
- 17) Captan
- 18) Carbontetrachloride
- 19) Chlordane
- 20) Chlordimeform
- 21) p – Chloroaniline
- 22) Chloroform
- 23) Chlorothalonil
- 24) Chromic Acid
- 25) Sodiumdichromate
- 26) Clodinafop-propargyl
- 27) Cocamide Diethanolamine
- 28) Creosote
- 29) Cyproconazole
- 30) Daminozide (Alar)
- 31) DDD
- 32) DDE
- 33) DDT
- 34) Di(2-ethylhexyl)phtalate
- 35) Dibromochloropropane (DBCP)
- 36) 1,2 – Dibromoethane
- 37) 1,2 – Dichloroethane
- 38) Dichloromethane
- 39) 1,3 – Dichloropropene (Telone II)
- 40) Diclofop-methyl (Hoelon)
- 41) Dicrotophos (Bidrin)
- 42) Dieldrin
- 43) Diuron
- 44) Epichlorhydrin
- 45) Ethoprop (Ethoprophos)
- 46) Ethylene oxide
- 47) Ethylene thiourea (ETU)
- 48) Febram
- 49) Fenoxycarb
- 50) Fluthiacet-methyl (Action)
- 51) Folpet
- 52) Formaldehyde
- 53) Furmecyclox (Xyligen B)
- 54) Haloxyfop-methyl (Verdict)
- 55) Heptachlor
- 56) Heptachlorepoxyde
- 57) Hexachlorobenzene (HCB)
- 58) Hexachlorocyclohexane
- 59) Imazalil
- 60) Iprodione (Glycophene)
- 61) Iprovalicarb
- 62) Isoxaflutole
- 63) Kresoxim-methyl
- 64) Lactofen (Cobra)
- 65) Lindane
- 66) Malathion
- 67) Mancozeb
- 68) Maneb
- 69) Metam sodium
- 70) Methylisothiocyanate
- 71) Metiram
- 72) MON 13900 (Furilazole)
- 73) MON 4660
- 74) Nitrapyrin
- 75) Orthophenylphenol & Na-Salt
- 76) Oxadiazon
- 77) Oxythioquinox (Morestan)
- 78) Pentachlorophenol
- 79) Phosmet (Imidan)
- 80) Polychlorinated biphenyls
- 81) Procymidone (Sumilex)
- 82) Pronamide (Karb)
- 83) Propachlor
- 84) Propanil
- 85) Propargite (Omite)
- 86) Propylene oxide
- 87) Pymetrozine
- 88) Pyrethrins
- 89) Sulfosulfuron (MON 31500)
- 90) Terrazole
- 91) Tetraconazole
- 92) Thiabendazole
- 93) Thiamethoxam
- 94) Thiodicarb (Larvin)
- 95) Thiophanate-methyl
- 96) Toxaphene (Camphechlor)
- 97) Tribufos (Tribuphos / DEF)
- 98) Trichlorfon (Trichlorphon)
- 99) 2,4,6 – Trichlorophenol
- 100) Triphenyltin hydroxide
- 101) UDMH
- 102) Ziram
- 103) Zineb

Annex IV: Wildlife Toxicity of Pesticides

A) Toxic to Fish

Acetochlor, Alachlor, Aldicarb, Aldrin, Allethrin, Amitraz, Azamethiphos, Azinphos-methyl, Azocyclotin, BAP, Benzfuracarb, Bifenox, Bifenthrin, Bromadiolone, Bromophos, Bromophos-methyl, Bromoxynil, Butylate, Cadusafos, Captafol, Captan, Chlordane, Chlorethoxyfos, Chlorfenvinphos, Chlormephos, Chlorpicrin, Chlorothalonil, Chlorpyrifos, Cloethocarb, Copper Oxychloride, Copper Oxide, Cyanofenphos, Cyhalothrin, Cypermethrin, Dazomet, DDT, Diazinon, Dichlofenthion, Dichlofluanid, Dichlorvos, Diclobutrazol, Diclofop-methyl, Dicofol, Dieldrin, Dienochlor, Difenoconazole, Dinobuton, Dinocap, Dinosep, Dinoterp, Diphenylamine, Dodine, Drazoxolon, Edifenphos, Endosulfan, Endothal, EPTC, Esfenvalerate, Ethion, Ethoprop, Fenbutatin-oxide, Fenoxaprop-ethyl, Fenpiclonil, Fenpropidin, Fensulfothion, Fenvalerate, Fludioxonil, Fluvalinate, Folpet, Fonofos, Heptenophos, Jodfenphos, Malathion, Maneb, Mephosfolan, Metam-Sodium, Methasulfocarb, Methomyl, Methylisothiocyanate, Monocrotophos, Naled, Niclosamide, Nitrofen, Oxadiazon, Oxamyl, Oxyfluorfen, Parathion, Parathion-methyl, PCNB, Pendimethalin, Permethrin, Phosalone, Phosmet, Pirimiphos-methyl, Promecarb, Prometryn, Propachlor, Propargite, Propiconazole, Prothiophos, Pyrazophos, Quizalofop-ethyl, Resmethrin, Rotenone, Sodium arsenite, Tebufenpyrad, Tefluthrin, Terbutryn, Tetramethrin, Thiophanate-methyl, Thiram, Thiodicarb, Tralomethrin, Triazophos, Tribufos, Triflumizole, Tolyfluanid, Zineb.

B) Toxic to Bird

Aldicarb, Aldoxycarb, Aldrin, Azamethiphos, Azinphos-ethyl, Cadusafos, Carbofuran, Chlorethoxyfos, Chlorfenvinphos, Chlorpyrifos, Demeton-S-metyhl, Diazinon, Dicamba, Dichlorvos, Dimethoate, Dinobuton, Dinoseb, Diphacione, Drazoxolon, Endosulfan, EPN, Ethoprop, Fensulfothion, Fonofos, Formetanate, Isazofos, Lindane, Metaldehyde, Methamidophos, Mevinphos, Monocrotophos, Oxydisulfoton, Parathion, Parathion-methyl, Phorate, Phosphamidon, Phoxim, Pirimiphos-methyl, Propaphos, Sodium arsenite, Thiodicarb.

C) Toxic to Bee

Abamectin, Acephate, Azinphos-ethyl, Bacillus thuringiensis BT, BAP, Bifenthrin, Bromophos-ethyl, Carbaryl, Carbosulfan, Chlorfenvinphos, Chlormephos, Chlorpyrifos, Cloethocarb, Copper sulfate, Cypermethrin, DDVP, Deltamethrin, Demeton, Demeton-S-methyl, Diazinon, Dichlorvos, Dicrotophos, Dieldrin, Dimethoate, Dinobuton, Dinoseb, Dinoterb, DNOC, Esfenvalerate, Ethron, Etrimfos, Fenitrothion, Fenpropathrin, Fensulfothion, Fenvalerate, Fonofos, Heptachlor, Heptenophos, Jodfenphos, Lindane, Malathion, Mephosfolan, methamidophos, Methidathion, Methomyl, Mexacarbate, Monocrotophos, Naled, Omethoate, Oxadiazon, Oxamyl, Oxydemeton-methyl, Oxydisulfoton, Parathion, Parathion-methyl, Permethrin, Phenothrine, Phenthoate, Phosmet, Phosphamidon, Pirimiphos-methyl, Promecarb, Pyrazophos, Quinalphos, Resmethrin, Tetrachlorvinphos, Tetramethrin, Thiometon, Tralomethrin, Triaziphos, Triflumuron.

Ref: Crop Protection Handbook 2004

Annex V: Protective measures and equipment

1. Management

The risk of poisoning by pesticides or other agrochemicals can be reduced substantially by the following measures:

- Reducing pesticide sprays/quantities by e.g. scouting
- Not using high toxic and/or carcinogenic pesticides and chemicals
- Strictly observing re-entry time after spraying
- Thorough instruction of spray operators and workers
- Monitoring implementation of safety instructions

2. Spray Operators

It is important to follow strictly the safety and operating instructions and the information on the product label. For handling and spraying pesticides and other chemicals, the following equipment is necessary:

- Respirator (control filter regularly!)
- Protective overall (with long sleeves)
- Apron (plastic or rubber)
- Impermeable Gloves (long enough!)
- Gumboots (rubber)
- Goggles (closed to face!)
- Cap / Hat (water-proof or plastic)

3. Cultivation and Grading Workers

It is important to be informed by the safety officer on the risk of pesticides and how to avoid contact. Skin contact is the most common cause of poisoning. Therefore do not enter the greenhouse before the re-entry time (6 or 12 or 24 hours) has elapsed and the flowers or foliage have dried.

The following equipment is necessary:

- Overall (with long sleeves)
- Apron (plastic or rubber)
- Gloves (plastic or leather)
- Boots or intact shoes (water-proof)
- Cap / Hat (water-proof or plastic)