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INSPECTION STANDARD MUSHROOM GROWERS

Auditor :
Registration number :
Audit date :
Company name :
Audit contact :
Audit address :
Postal code + city/town audit address :
Audit type :
Audit start : hours
Audit end : hours

CT standard part	Mushroom growers standard requirement	Not applicable	Not in conformity
A	Part A: Requirements to the company		
<input type="checkbox"/> A.1	The company is an identifiable entity and:		
	a. An excerpt from the COC not older than one (1) year was made available	<input type="checkbox"/>	<input type="checkbox"/>
	b. The employer is established in the Netherlands	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.2	The employer has an income tax number from the Tax Department	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.3	The delivery of control reports of the Tax Department or other governmental organisations takes place if the inspection authority requests so.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.4	If a holding with subsidiaries is concerned, all legal persons (with growing and/or trading activities) should have a Fair Produce Label available. Another entity/growing company/legal person either or not established at the same address without a Fair Produce certificate is not permitted.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> A.5	The company provides a recent organisation chart whereby it is made transparent how the organisation structure of the holding and the subsidiaries is arranged.	<input type="checkbox"/>	<input type="checkbox"/>
B1	Part B.1: Requirements to the staff administration		
	Implementing an adequate staff administration		
<input type="checkbox"/> B1.1	The company implements a correct, full, and timely staff administration. Thereto it is required that of all persons that carry out or have carried out activities for the company when entering into a labour agreement, it was checked whether they are in the possession of a valid and authentic identification document, that employees who do not have the Dutch nationality are checked on whether they are authorised to carry out activities, and this is checked once again after their identification document has expired, and that of each person the identity was indeed physically checked in order to prevent the danger of "look-alikes". The company should furthermore guarantee that for all persons who carry out/have carried out activities for the company until five years after their last payment a paper and/or electronic file remains available which shows that it was checked whether one is/was authorised to carry out activities:		
	a. a copy of a valid identification document which shows the authorisation to carry out activities during the full tenure;	<input type="checkbox"/>	<input type="checkbox"/>
	b. a (copy of the) employment permit, if necessary;	<input type="checkbox"/>	<input type="checkbox"/>
	c. a statement on data on the income taxes;	<input type="checkbox"/>	<input type="checkbox"/>
	d. written labour agreement in which is at least included the position, working hours, working duration, and gross periodical wage (gross hourly wage), other ((kilo) surcharges) remuneration elements and deductions.	<input type="checkbox"/>	<input type="checkbox"/>
	e. the labour agreement will in case of employees who do not hold the Dutch nationality also be provided in the English and/or Polish language and translated by a certified translator.	<input type="checkbox"/>	<input type="checkbox"/>
	f. the employee is informed before commencement of the activities on the required (professional) qualifications and (how to deal with) possibly present safety risks.	<input type="checkbox"/>	<input type="checkbox"/>

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	g. the staff administration shall be kept for seven years.	<input type="checkbox"/>	<input type="checkbox"/>
B2	Part B.2: Requirements to the salary administration		
<input type="checkbox"/> B2.1	Implementing an adequate salary administration The company implements a correct, full, and timely salary administration. The company must guarantee to this means that:		
<input type="checkbox"/> B2.1.1	all applicable parameters and person-related data are correctly entered into the salary administration;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.2	all-in wages may only be applied if the conditions are complied with that the directly paid-out reservations (holiday leave and remuneration, public holidays, and short-term sick-leave) specified on the payment slip are accounted for.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.3	a procedure has been established, introduced, and maintained in order to apply (if applicable) relevant CLO wages;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.4	payments are made at least in accordance with the Dutch Minimum Wage Act (gross "hourly wage") and minimum holiday allowance (Wet Minimumloon, Wml);	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.5	the registration of hours of the employees has been processed correctly, completely, and timely;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.6	the method for the registration of hours enables a full proof administration of hours as well as a check on that. The labour notes/lists of hours and payment slips must therefore at least be provided with the following data:		
	a. employee name;	<input type="checkbox"/>	<input type="checkbox"/>
	b. week, period, or month number of activities carried out;	<input type="checkbox"/>	<input type="checkbox"/>
	c. amount of hours worked;	<input type="checkbox"/>	<input type="checkbox"/>
	d. the hours note must be signed by the client and employee	<input type="checkbox"/>	<input type="checkbox"/>
	e. if a kilo surcharge is concerned, an overview of this should be available.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.7	the registration of leave is correct, complete, and timely;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.8	the hours worked and hours paid out are in concordance with each other (thereby, in as far as applicable, taking leave hours, illness hours, compensation hours, and walk-out hours into account)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.9	untaxed remunerations are assigned in accordance with tax legislation and policy rules and/or in accordance with business-specific agreements with the Tax Department.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.10	deduction of housing costs in all fairness to a maximum of € 70 per week	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.11	deduction of transportation from home to work in all fairness to the offered mobility	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.12	deduction of basic health insurance	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.1.13	no fines may be imposed that are not substantiated or related to damage caused	<input type="checkbox"/>	<input type="checkbox"/>

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<input type="checkbox"/> B2.2	Obligations regarding income tax The company shall correctly, fully, and timely indicate the obligations with regard to income tax. The company must guarantee to this means that:		
<input type="checkbox"/> B2.2.1	the statements on income tax are made in accordance with the legislation and regulations, including the correct statement and division of risk groups;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.2.2	the statements on income tax are in compliance with the obligations from the salary administration;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> B2.2.3	the statements on income tax are filed and paid timely.	<input type="checkbox"/>	<input type="checkbox"/>
C	Part C: Pensions		
<input type="checkbox"/> C.1	The company is associated with the pension fund of BPL Bedrijfs Pensioenfonds Landbouw (Business Pension Fund for the Agriculture Branch; administration is carried out by Colland)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> C.2	The company makes the employees a member of the pension fund from the first working day (from 21 years)	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> C.3	The company shall timely and fully pay its pension obligations	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D	Part D: Outsourcing activities and deploying other companies Deploying employees is only permitted if all following requirements are being met:		
<input type="checkbox"/> D.1	the deployment of work is recorded in writing;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D.2	no hiring-in of work shall be concerned;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D.3	the company from which workers are deployed is certified for the NEN 4400-1 or NEN 4400-2* and is registered with the Dutch standardisation for labour registry (Register Normering Arbeid);	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D.4	An exception to D.3 is amicable deployment. This is only permitted if the colleague is certified for the Fair Produce NL label.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D.5	in case employees who do not have the Dutch nationality are deployed, the company was provided with a copy of an identification document, which shows the authorisation to work;	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D.6	the (purchased) hours worked and invoiced are in concordance with each other.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> D.7	Making use of self-employed persons (ZZP) is not permitted for growing, harvesting and packing activities.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E	Part E: Volume of trade In as far as it concerns sourcing (no own growth)/selling of products with the Fair Produce NL label, the following requirements are set to the volume of trade:		
<input type="checkbox"/> E.1	Extra purchasing while maintaining the Fair Produce NL label can take place at Fair Product NL certified growers and/or wholesalers/marketing board	<input type="checkbox"/>	<input type="checkbox"/>

*NEN 4400-2, whereby the additional conditions set by the FP N Board must be complied with

CONCEPT

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<input type="checkbox"/> E.2	Extra purchasing of mushrooms not grown in the Netherlands remains a foreign product with indication of the country of origin and can never obtain a Fair Produce NL label	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E.3	Sales while maintaining the Fair Produce NL label can take place at Fair Product NL certified growers and/or wholesalers/marketing board	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E.4	Sales while maintaining the Fair Produce NL label can take place in case of sales to non Fair Produce NL certified growers and/or wholesalers/marketing board, but the products will then lose the Fair Produce NL label.	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E.5	Sales while maintaining the Fair Produce NL can take place in case of direct delivery to consumers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E.6	Sales while maintaining the Fair Produce NL can take place in case of direct delivery to the Dutch retailers/food service	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E.7	Sales while maintaining the Fair Produce NL can take place in case of direct delivery to foreign purchasers	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> E.8	On the (purchase and) sales invoice it should be stated whether it concerns Fair Produce NL labelled products or, if extra purchasing abroad is concerned, the statement of the country of origin.	<input type="checkbox"/>	<input type="checkbox"/>
F	Part F: Housing If the company makes housing available, the following shall be observed:		
<input type="checkbox"/> F.1	Employer has a current and checked housing overview available (amount plus name of worker migrants).	<input type="checkbox"/>	<input type="checkbox"/>
G	Part G: Other issues		
<input type="checkbox"/> G.1	Does the company hold annual accounts?		ja

GENERAL: