

# GRASP



New Zealand's implementation guidelines



# IMPLEMENTATION GUIDELINES FOR NEW ZEALAND'S GRASP NIG



This document has been prepared by the National Technical Working Group to help with understanding and implementing GRASP in line with the New Zealand National Interpretation Guidelines. It is a supplementary document only and has not been approved by GLOBALGAP.

## # 1 Control Point

**Is there at least one employee or an employees' council to represent the interests of the staff to the management?**



## Compliance Criteria

Documentation is available which demonstrates that a clearly identified, named employees' representative and / or an employees' council representing the interests of the employees to the management is elected or nominated by all employees and recognized by the management. This person shall be able to communicate complaints to the management.



## Ref Checklist Criteria

- |     |   |
|-----|---|
| 1.1 | The election/nomination procedure has been defined and communicated to all employees.   |
| 1.2 | Documentation shows that the election and the counting of votes were carried out fairly and openly. In case of representative(s) not elected but nominated, there is a document justifying why elections could not take place.  |
| 1.3 | The results of the election (name of employees' representative(s) or in case of council composition of the council) were communicated to all employees.   |
| 1.4 | The election/nomination has taken place in the ongoing year or production period. The representation is current (all elected/nominated person(s) according to the list still working for the company).  |
| 1.5 | The employees' representative(s) is/are recognized by the management and a job description clearly defines his/her/their role and rights. The employees' representative(s) is/are aware of his/her/their role and rights (in case of an employees' council, all members are interviewed). |
| 1.6 | There is documentary evidence of regular meetings at accurate frequency between the employees' representative(s) and the management, where GRASP related issues are addressed.  |

# Guidelines



- If the company employs less than 5 employees, then this control point is N/A.
- If only core family members are working on the farm, then this control point is N/A. Core family members are people directly related to the producer and living in the same house – including parents, spouses, brothers/sisters and children, but does not include uncles, cousins or other relatives.
- GRASP requires representation to be in place regardless of whether or not it has been requested by an employee (different to NZ H&S Regulations where it is required only if requested).
- Employees' representative can be nominated, not elected if there is a high rotation of employed workforce or any exceptional situation that justifies nomination as the only practicable solution. It is expected that with the high level of transient workers in many New Zealand Horticulture Businesses, that this will be justified. Employees must know who the representative is, and the process and justification documented.
- The employee's representative is not a management representative, but clearly represents the interests of the employees.
- It is suggested that the size of the employee's council reflects the total number of employees working on the farm (e.g. one representative per 50 employees), as well as the gender and race of the workforce.

Number of Employees	Reps required
<5	0
5-50	1
51-100	2
101-150	3



## Suggestions:

- Where possible, transient workers should not be included as representatives as frequent changes may undermine the principle of representation.
- To reduce fluctuation, the number of representatives required should be based on the maximum number of people employed at one time during the season.
- This control point does not override the right of New Zealand employees to first approach their employer to resolve an employment issue.
- Control Point 1 should be seen as a further option for employees.

# GRASP Employee Representative Self-Declaration



Business Name:

Employee Representative:

An employee representative is a worker who has been elected by the members of their work group or nominated by their manager to represent employees on social practice matters. This declaration verifies that the representative agrees with the election/nomination procedure, knows their roles and responsibilities and knows their rights.

## Election/Nomination procedure:

- The nomination/election and counting votes were carried out fairly and openly
- The employee representative works for the company and was elected/nominated in the current year or production period
- The employee representative's name has been communicated to all relevant employees

## My Roles/Responsibilities:

- To receive complaints from employees and pass information onto management
- To discuss GRASP related issues at regular meetings with management

## My Rights:

- The employee representative is recognised by management
- The employee representative can file complaints without personal sanctions
- The employees' representative should have enough time to execute his/her tasks

## Self-declaration:

I, the GRASP employee representative for the above named company, understand my responsibilities and my rights in accepting this role. I agree with all elements of this document.

Print name:

Signed:

Date:

Responsible manager:

Print name:

Signed:

Date:

Labour inspectorate training is available at <https://employment.govt.nz>

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