



Ethical Trade Self-Assessment Questionnaire

The Red Tractor Ethical Trade Self-Assessment Questionnaire is based upon the principles enshrined within the Ethical Trading Initiative (ETI) Base Code. This is a tool for Red Tractor members to assess compliance with clauses of the ETI Base Code and identify any gaps which may be addressed. Links to external resources are provided and, if gaps are identified, an action plan template is present in section B. Follow up actions may involve changes to practice but could also mean building understanding where there is a gap in knowledge.

Where questions apply to any agency workers used, this is clearly stated.

Members should complete a new Ethical Trade Self-Assessment Questionnaire whenever a change occurs which could influence the answers recorded. At a minimum, a new version is to be completed every 2 years.

Section A: Self-Assessment

General resources:

- **Agricultural workers' rights** www.gov.uk/agricultural-workers-rights
- **Tackling Modern Slavery in UK Businesses Toolkit** www.stronger2gether.org/product/toolkit-for-business-tackling-modern-slavery-in-businesses
- **Responsible Recruitment Toolkit** <https://responsiblerecruitmenttoolkit.org>

Select one answer from columns A, B, C and D for each question

Question		A	B	C	D
1	Have you read the ETI Base Code? Resource: ETI Base Code www.ethicaltrade.org/eti-base-code	Yes		No	n/a
2	Do all employees sign a contract of employment and are they provided with a copy?	Yes		No	n/a
3	Do contracts of employment clearly define key terms and conditions; including (but not limited to) wages, working hours, management of sickness and notice periods?	Yes		No	n/a
4	Is recruitment, allocation of tasks and opportunity for promotion based purely on competence and not influenced by protected characteristics? Resource: Protected Characteristics www.gov.uk/discrimination-your-rights	Yes	Don't know	No	n/a



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5	Are all workers (including agency staff) aware that intimidation, harassment and abuse (including verbal, physical and sexual) are not tolerated in the workplace and made aware of reporting options, should they experience or witness such behaviour?	Yes	Don't know	No	n/a
6	Do workers (including agency staff) ever pay a recruitment fee to access employment?	No	Don't know	Yes	n/a
7	Are all workers (including agency staff) free to leave after a defined notice period?	Yes	Don't know	No	n/a
8	Do you retain original versions of identity documents (e.g. passport) or cash deposits from workers?	No		Yes	n/a
9	Are employees free to join trade unions or establish alternative systems of collective representation (e.g. worker committees)?	Yes		No	n/a
10	Do all wages meet the National Minimum Wage? Resource: UK National Minimum Wage www.gov.uk/national-minimum-wage-rates	Yes	Don't know	No	n/a
11	Where piece rates are used, is a system in place to ensure workers are never paid less than the National Minimum Wage (when referenced against number of hours worked)?	Yes		No	n/a
12	Are deductions ever made from wages as a disciplinary sanction?	No		Yes	n/a
13	If workers (including agency staff) work in excess of 48 hours per week (as an average, over a 17 week period), have they voluntarily signed an opt out from the Working Time Directive? Resource: Working Time Directive www.gov.uk/maximum-weekly-working-hours	Yes	Don't know	No	n/a
14	Is any work in excess of contracted hours always accepted by workers (including agency staff) on a voluntary basis?	Yes	Don't know	No	n/a
15	Do workers (including agency staff) only exceed 60 hours of work per week where exceptional circumstances apply?	Yes	Don't know	No	n/a
16	Do all workers (including agency staff) have at least one rest day per week <i>OR</i> a minimum of two days off in any 14 day period?	Yes	Don't know	No	n/a



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17	Do all workers (including agency staff) have access to clean toilet and handwashing facilities, in close proximity to their place of work? Resource: Workplace safety and welfare www.hse.gov.uk/agriculture/topics/welfare.htm	Yes	Don't know	No	n/a
18	Do all workers (including agency staff) have access to clean drinking water, in close proximity to their place of work?	Yes	Don't know	No	n/a
19	Do all workers (including agency staff) have access to secure and suitable facilities for the storage of food for personal consumption?	Yes	Don't know	No	n/a
20	Where caravan accommodation is provided to workers, is this managed in accordance with the Fresh Produce Consortium guidelines? Resource: Fresh Produce Consortium, Guidance on provision of caravan accommodation for temporary workers in the UK www.freshproduce.org.uk/media/802291/fpc-guide-caravan-accomodation-3rd-edition-2019.pdf	Yes	Don't know	No	n/a
21	Where persons under 16 (including family members) enter operational areas on farm, are they supervised at all times and present for defined purposes that do not restrict their access to full-time education? Resource: Children and public safety www.hse.gov.uk/agriculture/topics/children.htm Resource: Children on farms www.nfuonline.com/nfu-online/farm-safety-leaflets-2019/children-on-farms	Yes		No	n/a
22	Are workers under 18 years of age and any other young people present on farm (e.g. family members) restricted from taking part in activities that pose a significant hazard to health?	Yes	Don't know	No	n/a



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Section B: Action Plan

Record all answers from column B:

Record all answers from column C:

Tick if no answers from column B or C have been recorded:

Where answers from column B and C have been recorded, record the relevant question numbers in the table below and confirm planned follow up action. Where answers from column A and D are recorded, no follow up is required.

Where planned actions involve addressing gaps in knowledge, the resources linked to throughout the document may provide useful guidance.

If you decide to take no action for a specific reason, this is also to be recorded, along with a brief explanation.

Action Plan			
Question	Planned action	Date due	Completed

Red Tractor member name: _____

Ethical Trade Self-Assessment Completed by: _____

Date of completion: _____