

SAQ results

Site and company details

Site and company name	Site address	Business type	SAQ completion
Safe Herbs & Spices ZC5000018362 Safe Herbs & Spices ZS1000020745	4 Al Horya St, Sakaran, Al Fayoum EGYPT 63622 Fayoum	Goods provider	100% Submitted Last updated 2024-01-17

Primary site activity	Other site activities	Management controls score
Other post-harvest crop activities	N/A	3.2

Employees and other workers

	Men	Women	Other gender	Total
Gender	8	1	0	9

Managerial, supervisory and administrative roles

	Men	Women	Other gender	Total
Employees in management positions	8	1	0	9
Administrative staff	2	1	0	3
Supervisors or team leaders	3	1	0	4
				16

Contract types

	Men	Women	Other gender	Total
Permanent workers (employees)	8	1	0	9

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Workers used during high production periods or peak season

	Men	Women	Other gender	Total
Migrant workers	0	0	0	0
Age below 15 years old	0	0	0	0
Age 15-17 years old	0	0	0	0
Age 18-24 years old	0	0	0	0
				0

Workers used during normal production periods or low season

	Men	Women	Other gender	Total
Gender	8	1	0	9

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Profile: Profile - Last updated 2024-01-17 08:22 am GMT

Question	Answer	Comment
Who should be contacted if your clients have any questions about your responses to this questionnaire?	Name: Yasser Mohamed Job title: Quality Assurance Manager Job category: Technical manager	No comment given
What level of mechanisation best describes the work carried out at this site?	High mechanisation / low manual labour	No comment given
What is your business ownership type?	Private or shareholder corporation	No comment given

Profile: Audit and certification - Last updated 2024-01-17 08:23 am GMT

Question	Answer	Comment
When was a third-party ethical or social audit last carried out at this site?	Less than one year ago (please explain) Please explain: Rainforest Alliance and Fairtrade	No comment given

Workplace impact: Improvement initiatives - Last updated 2024-01-17 08:34 am GMT

Question	Answer	Comment
Would you like to describe the details of any actions you have taken to improve working conditions at your workplace?	Yes (please explain) Please explain: Implemented the social improvement Policy as per certified social standards and Egyptian Labor Law mentioned as example Living wage improvement, Increased salary, Improve Work Area conditions, Annual bonuses and reward, Feast rewards, Working hours, Holidays	No comment given

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Management systems: Applicable laws - Last updated 2024-01-17 08:34 am GMT

Question	Answer	Comment
Has your company received an official notice, fine, prosecution, or withhold release order (WRO) for any non-compliance with legislation, regulation, consent, or permits within the last three years?	No	No comment given

Management systems: Policies and procedures - Last updated 2024-01-17 08:34 am GMT

Question	Answer	Comment
Is a senior manager or business owner accountable for ensuring your company complies with local and international labour standards?	Yes	No comment given

Freely chosen employment: Policies and procedures - Last updated 2024-01-17 08:35 am GMT

Question	Answer	Comment
Is it possible for a worker to leave your employment when their contract expires, or if they give notice within a period of time detailed in their contract?	No	No comment given

Freely chosen employment: Prison labour - Last updated 2024-01-17 08:35 am GMT

Question	Answer	Comment
Do you use any workers who are prisoners?	No	No comment given

Freely chosen employment: Recruitment and hiring - Last updated 2024-01-17 08:36 am GMT

Question	Answer	Comment
What is your company's approach to recruiting, selecting and hiring workers?	Workers are recruited, selected and hired directly by our company	No comment given

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Freely chosen employment: Labour provider management - Last updated 2024-01-17 08:36 am GMT

Question	Answer	Comment
How many labour providers do you use?	0	No comment given

Freely chosen employment: Recruitment of migrant workers - Last updated 2024-01-17 08:38 am GMT

Question	Answer	Comment
Do you or any labour providers recruit workers who will need to move from another country to work for you?	No	No comment given
Do you or any labour providers recruit workers who will need to migrate within your country to work for you?	No	No comment given

Freely chosen employment: Entitlement to work - Last updated 2024-01-17 08:39 am GMT

Question	Answer	Comment
How do you ensure that all workers have the legal right to work in your country?	<p>Original documentation is reviewed by our company (employees only)</p> <p>Original documentation is reviewed by our company (all workers, including agency)</p> <p>Copies of documentation are reviewed by our company</p> <p>Our labour recruiter is responsible for obtaining and verifying the necessary documentation</p> <p>The documentation needed to demonstrate compliance with legal requirements is kept on file</p> <p>A mechanism notifies someone when right-to-work documents are due to expire</p> <p>Management is familiar with immigration rules and regulations</p>	No comment given

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Freedom of association: Workplace dialogue - Last updated 2024-01-17 08:39 am GMT

Question	Answer	Comment
Are all workers free to form and join a trade union of their choice?	Yes	No comment given

Health and safety: Health and safety management - Last updated 2024-01-17 08:56 am GMT

Question	Answer	Comment
Do you have someone within your company who is responsible for health and safety?	Yes, qualified safety officer	No comment given
What measures do you have in place to ensure workers use the personal protective equipment (PPE) that they need to do their job safely?	PPE is provided for all workers PPE is available to workers of all sizes PPE is available free of charge or on deposit	No comment given

Health and safety: Machinery and site vehicles - Last updated 2024-01-17 08:56 am GMT

Question	Answer	Comment
Do workers operate high risk or heavy machinery or vehicles as part of their jobs?	No	No comment given

Health and safety: Hazardous materials - Last updated 2024-01-17 08:57 am GMT

Question	Answer	Comment
Do workers handle or have access to hazardous materials, such as chemicals, pesticides, or fertilisers?	No	No comment given

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Living accommodation: Accommodation management and standards - Last updated 2024-01-17 09:16 am GMT

Question	Answer	Comment
Who is responsible for organising accommodation for migrant workers?	Not applicable	No comment given

Children and young workers: Children and young workers - Last updated 2024-01-17 09:04 am GMT

Question	Answer	Comment
What have you included in your policy on child labour and young workers?	We have a policy not to hire under 18s	No comment given
What measures do you have in place to verify the age of workers prior to hiring?	Identification documents are verified prior to hiring A copy of the identity documents that verify each worker's date of birth is kept on file	No comment given

Wages: Wages - Last updated 2024-01-17 09:06 am GMT

Question	Answer	Comment
What is the basic wage you pay your workers?	The legal minimum wage Wages are based on job skills and experience	No comment given
Do you use digital payment methods (i.e. money paid directly into a bank account) to pay workers?	We do not use digital payments	No comment given
What other payment methods do you use?	We pay workers in cash	No comment given
What percentage of their pay does a worker receive as 'payment-in-kind' benefits?	None	No comment given

Working hours: Working hours - Last updated 2024-01-17 09:08 am GMT

Question	Answer	Comment
Excluding overtime, what are the regular working hours per week for workers at this site?	40 hours	No comment given

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Working hours: Working hours - Last updated 2024-01-17 09:08 am GMT

Question	Answer	Comment
Including overtime, what is the average number of working hours per week for full-time workers at this site?	48 hours or fewer	No comment given
In the past year, what was the maximum number of hours worked in a single week, including overtime, for any worker at this site?	48 hours or fewer	No comment given

Working hours: Overtime - Last updated 2024-01-17 09:08 am GMT

Question	Answer	Comment
Do all your workers have the right to refuse to work overtime?	Yes, all overtime work is strictly voluntary	No comment given

Working hours: Rest - Last updated 2024-01-17 09:11 am GMT

Question	Answer	Comment
How many rest days do you ensure your workers take?	At least one day (24 consecutive hours) off every 7 days	No comment given
Do workers take rest or meal breaks during a shift?	Workers receive legally required rest/meal breaks	No comment given
How many hours of continuous rest do workers take in between shifts?	Under 8 hours	No comment given

Working hours: Feedback - Last updated 2024-01-17 09:12 am GMT

Question	Answer	Comment
Do you have any feedback on how customers can improve their purchasing practices and help you reduce overtime and/or pay a living wage?	Yes, we have already shared that information with our customers	No comment given

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Discrimination: Non-discrimination - Last updated 2024-01-17 09:13 am GMT

Question	Answer	Comment
Do any workers receive less favourable treatment than others (for example, they receive lower pay) because of any particular characteristics?	No	No comment given

Regular employment: Regular employment - Last updated 2024-01-17 09:13 am GMT

Question	Answer	Comment
Do all workers have a written contract or other binding agreement that specifies the terms and conditions of employment, in a language the worker can understand?	Yes	No comment given

Discipline and grievance: Grievance - Last updated 2024-01-17 09:14 am GMT

Question	Answer	Comment
Do you have a formal process for workers to report concerns, complaints, or problems ('grievance mechanism')?	Yes, there is a formal grievance process	No comment given

Environment: Applicable laws - Last updated 2024-01-17 09:14 am GMT

Question	Answer	Comment
Has your company received an official notice, fine, or prosecution for any non-compliance with environmental legislation, regulation, consent, or permits within the last three years?	No	No comment given

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Environment: Environmental management system - Last updated 2024-01-17 09:14 am GMT

Question	Answer	Comment
Do you have someone within your company who is responsible for environmental compliance and management?	Yes, qualified environmental manager	No comment given