



International
COCOA
Initiative

COCOA FARMING

Employment Contract



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This is your contract for the work you will be doing.
Make sure you understand it before you sign it.



1. This agreement is between...

The employer



First Name and Surname:



Identity document:

Select type: Passport

ID card

Birth certificate

Other:

Number:



Home address:

District:



Tel:



Cooperative the employer is a member of:

.....

Producer code:

And you, the worker...



First Name and Surname:

Date of birth:

Identity document:

Select type: Passport

ID card

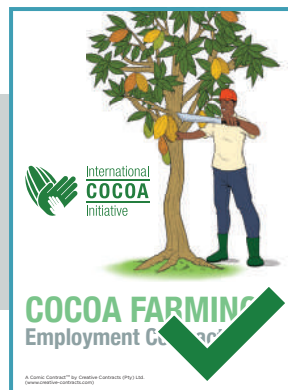
Birth certificate

Other:

Number:

Tel:

This contract only covers the worker mentioned, not their family. Each person who is expected to work will need their own contract.



2. Where will I work?

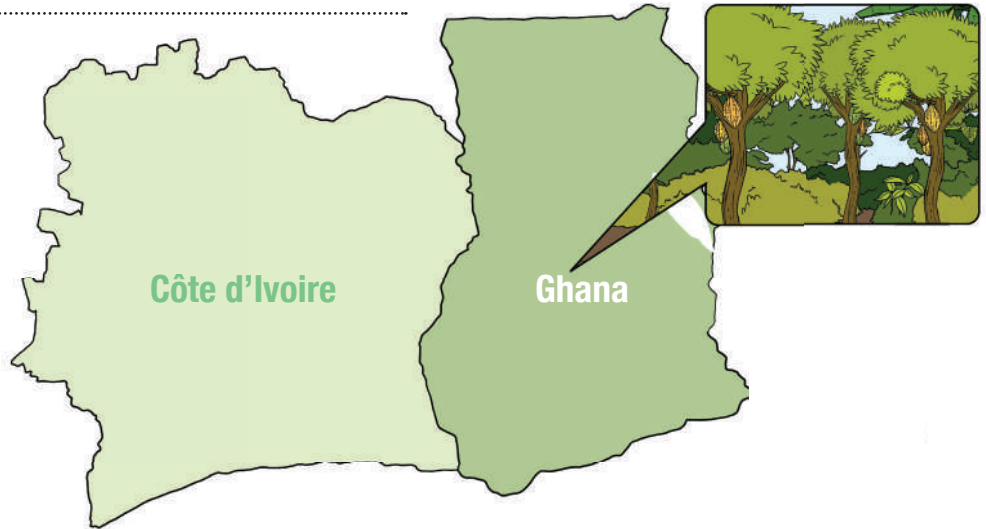
Address/location of cocoa plantation (s):

.....

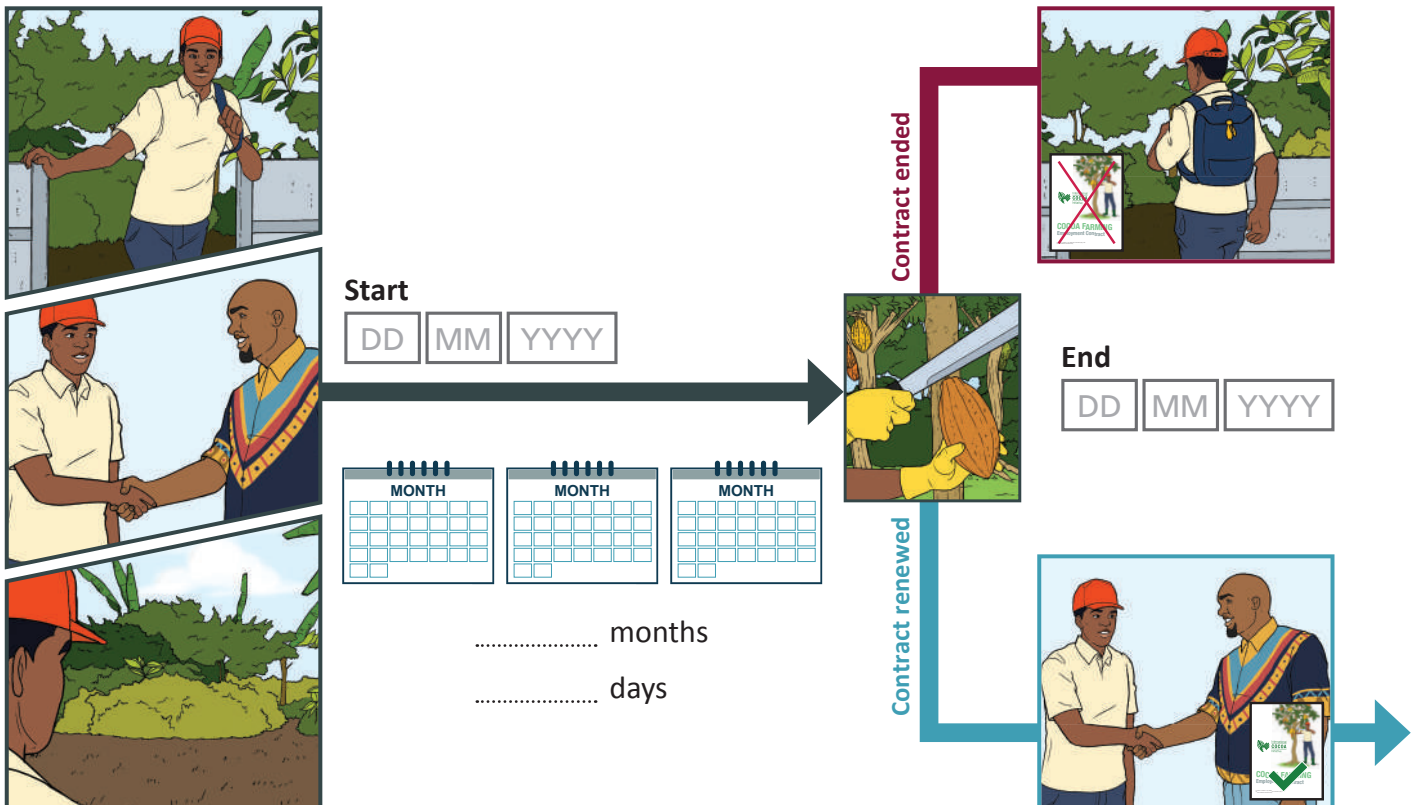
.....

.....

Total area: acres



3. For how long is this contract?



4. What work will I do?

You can be expected to perform the following tasks:

Clearing land



Planting



Weeding



Pruning



Spraying pesticides



Harvesting



Sorting and drying cocoa beans



Packing and carrying



Other:

.....
.....
.....
.....
.....

.....

5. What are my work hours?

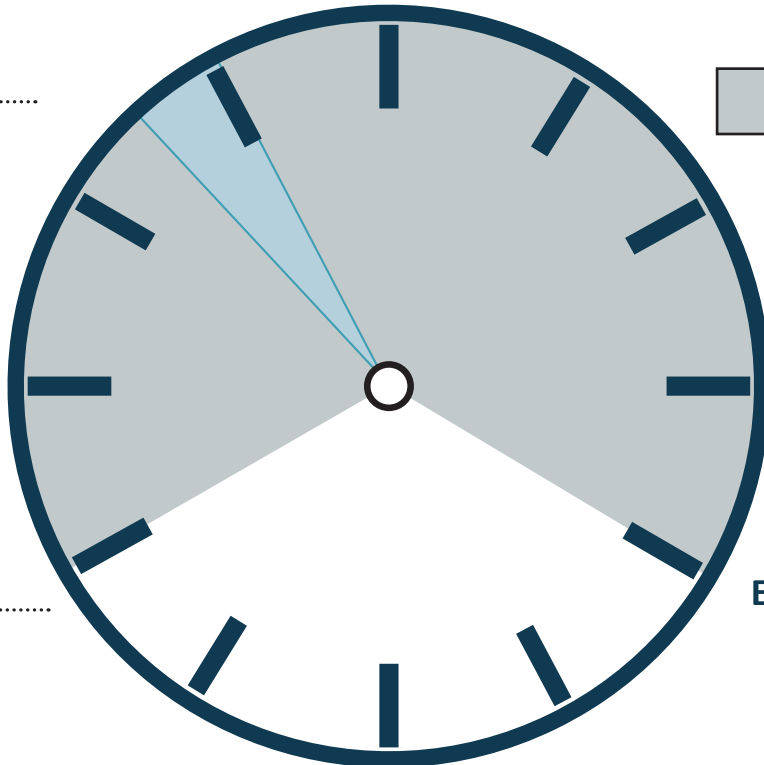
..... days a week

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mon	Tue	Wed	Thurs	Fri	Sat	Sun

During every 8 hours you work, you can rest for at least 30 minutes.

Rest: 30 mins

Hours:



Start:

End:

You should be able to rest for 12 hours between every day of work and have at least two days off a week (7 days) including taboo days.



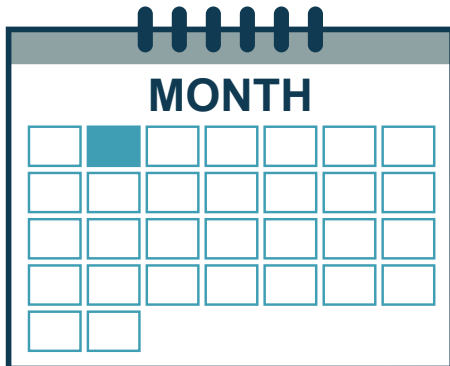
Rest and work times might change but they must be discussed and agreed upon by the employer and the employee in advance.



6. How will I be paid and how much?

You will be paid:

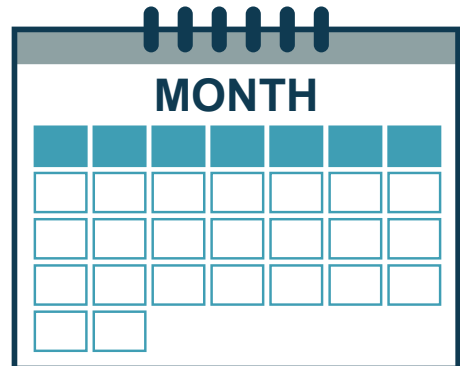
per day



GHS

.....

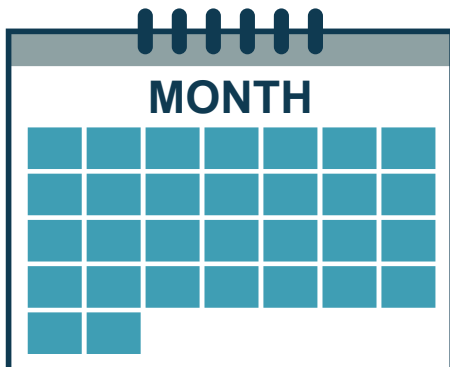
per week



GHS

.....

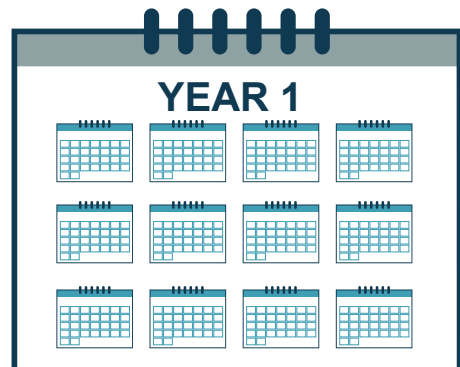
per month



GHS

.....

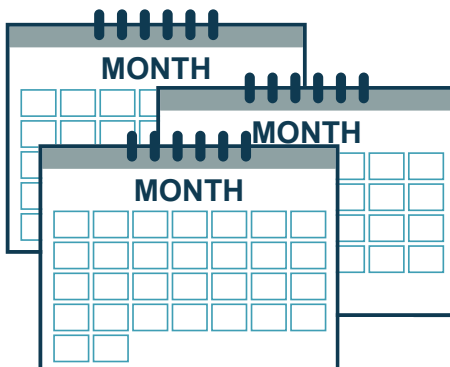
per year



GHS

.....

per season



GHS

.....

per task



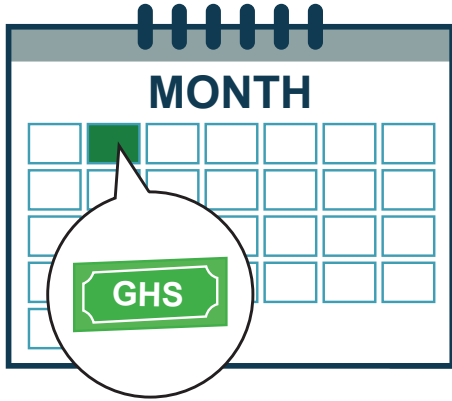
GHS

.....

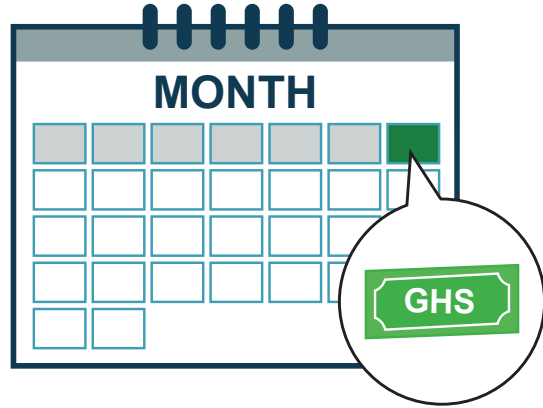
6. How will I be paid and how much? (continued)

When will you be paid?

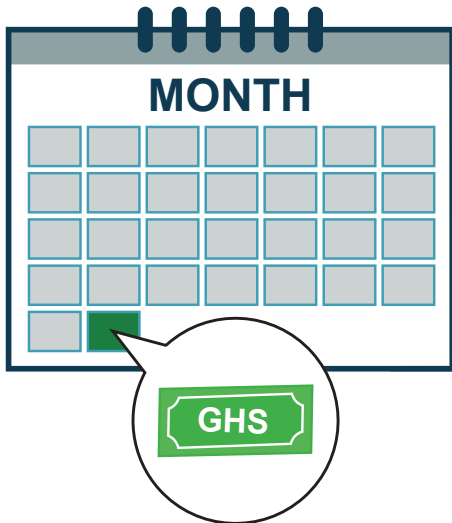
After a day's work



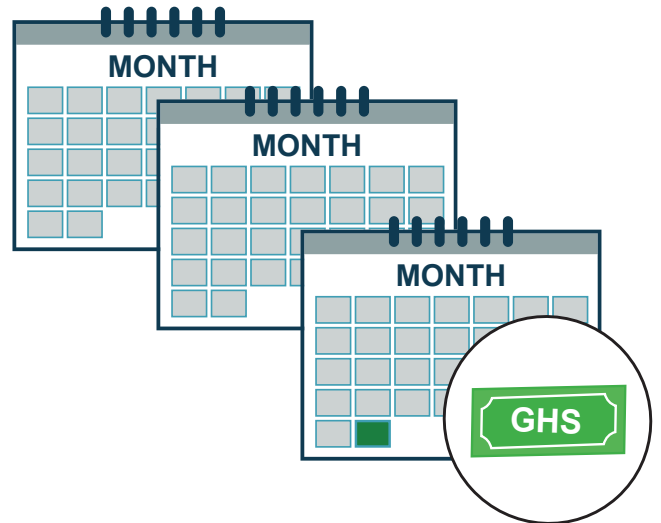
At the end of the week



At the end of the month



At the end of the season

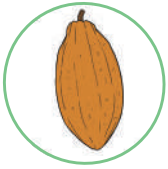


After the sale of the cocoa

Other arrangement

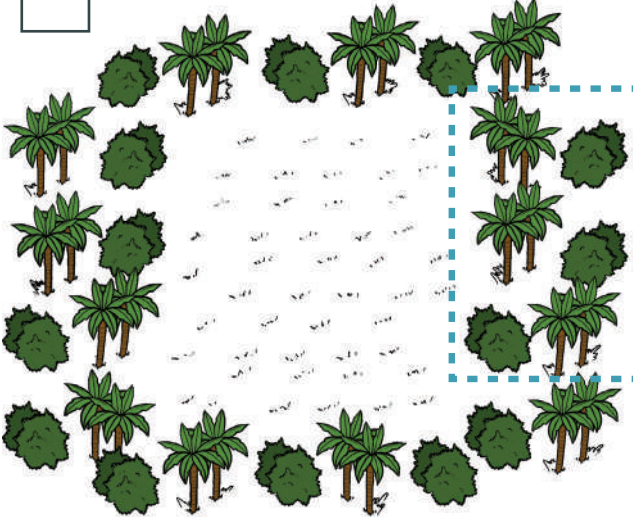
.....
.....

6. How will I be paid and how much? (continued)



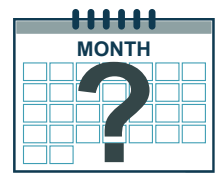
You can also be paid in other ways.

The crop from a portion of land will belong to you.



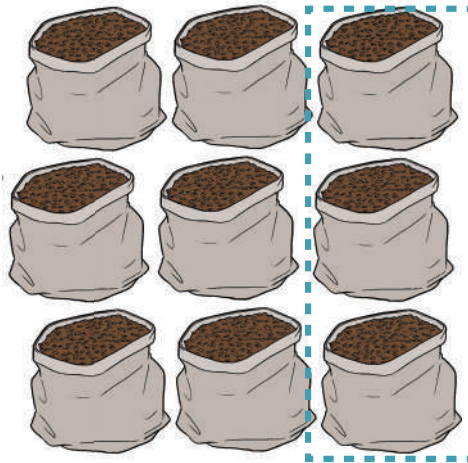
Size:

When will you be given the money from the crop on this portion of land?



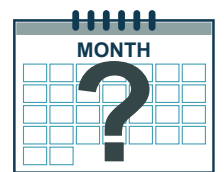
DD MM YYYY

Share of the harvest



..... % per worker

When will you be paid this amount?



DD MM YYYY

Share of benefits from certification

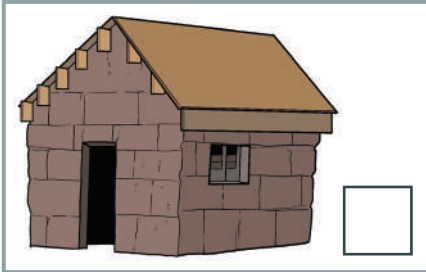


Any extra money awarded to the employer after the beans are sold, following certification checks, must be shared with you.

7. Do I get any other benefits?

The following may be given by your employer in addition to your salary:

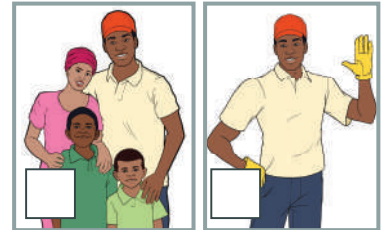
Housing



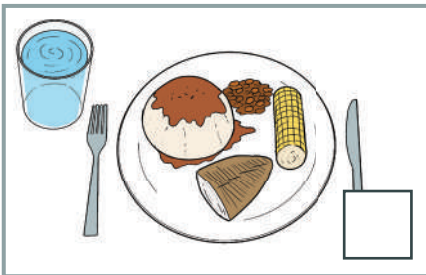
What type of lodging:

.....
.....

For your family or just you?



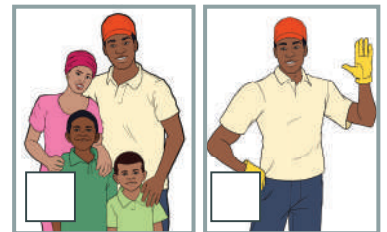
Meals and clean water



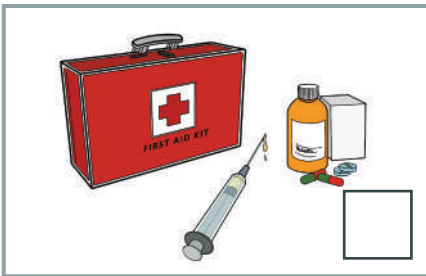
How many meals:

.....
.....

For your family or just you?



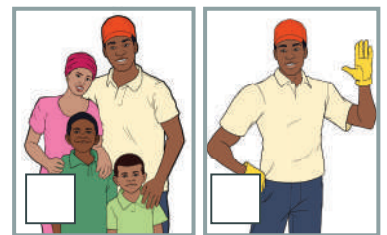
Healthcare costs



Up to what amount:

.....
.....

For your family or just you?



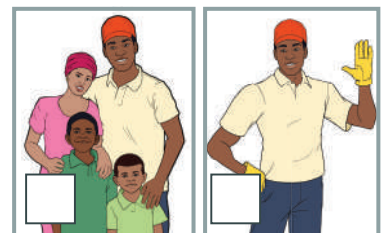
Means of transportation



Type:

.....
.....

For your family or just you?



Your salary plus your additional benefits should be the same or more than the minimum wage according to the country's law.

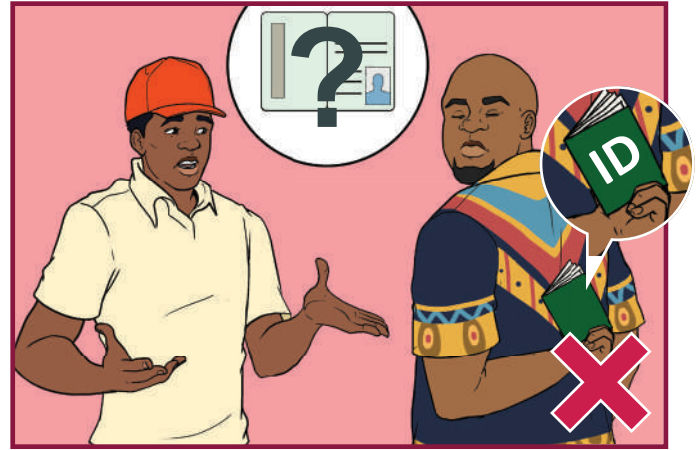


9. What are some of my rights as a worker?

You have the right not to be intimidated or threatened.



You have the right to your ID documents. Your employer cannot take them and refuse to give them back.



You have the right to understand your contract and your responsibilities.



You have the right to freedom of association (to form a union or group to support your rights).



You have the right to end this contract before the date stated above (see section 11)



You have the right to say if you do not feel that this contract is being respected by your employer (see section 11).



You have the right to receive the equipment required to do the job - including protective equipment.



10. What are some rights that the employer has?

The employer has the right to end this contract if you are not performing your responsibilities as described, after three warnings.

They will still need to pay you for the time you have worked.



They can also end the contract if the worker does something very wrong, for example stealing cocoa.



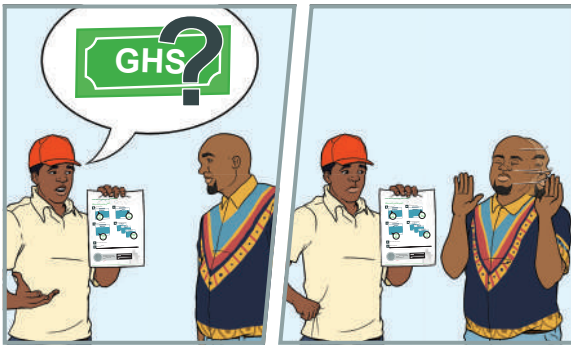
The employer has the right to get the equipment back that they gave you to perform your tasks.



They cannot take money out of your salary for normal wear and tear to the equipment.

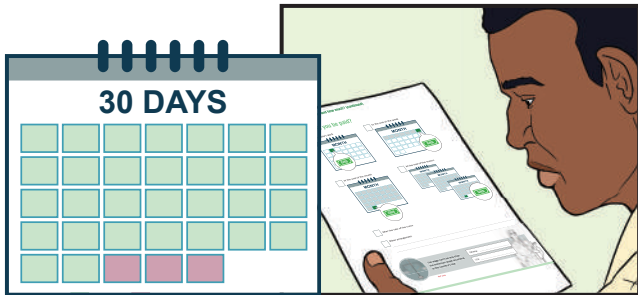


11. What must we do if there is a problem between us?



If anything that you and the employer agreed to in this contract is not done or if you and the employer don't agree about it, do the following:

1. You must ask the witnesses to help solve the problem.



Not resolved

2. If you and the employer cannot find a solution in 30 days, you can ask the leaders of the coop or community leaders to help settle the issue in a friendly way.

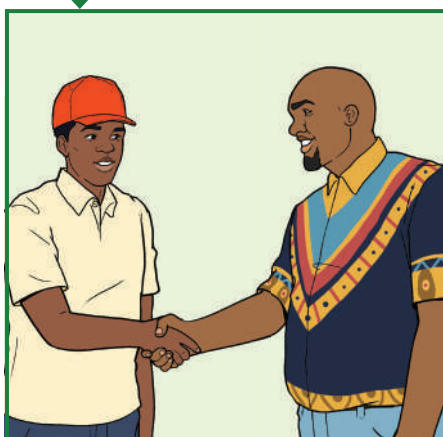


Resolved

Resolved

Not resolved

3. If this doesn't work, you or the employer might need to go to court.



12. How do I or my employer end my contract?



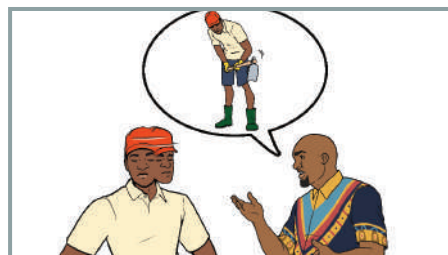
The worker can end this contract immediately IF:

They have received threats, experienced physical violence or any other form of intimidation from the employer or anyone working for the employer.



The employer can end this contract immediately IF:

- The worker has not met their responsibilities at least 3 times
- did something very wrong e.g. stealing cocoa.



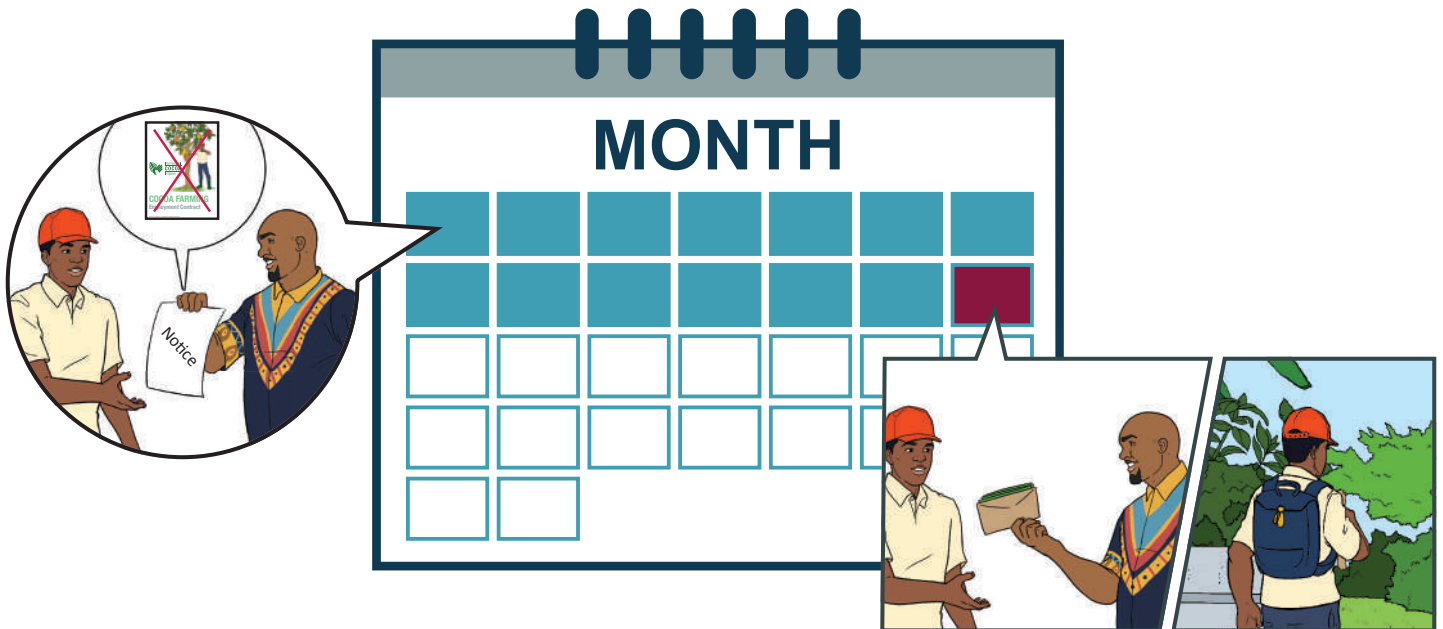
OR



12. How do I or my employer end my contract? (continued)

In all other cases...

the person who wants to end the contract must give 2 weeks' notice.
(this is for contracts longer than a month or related to the harvest period or sale of cocoa)



The worker must be paid for any work done before they leave.

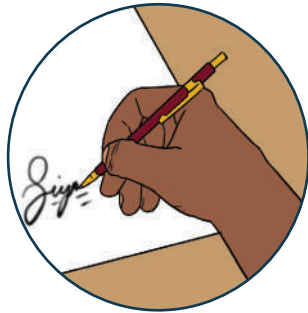
If the employer does not give 2 weeks' notice, the employer must still pay the worker for 2 weeks' work.



13. The page where you sign



This is your contract for the work you will be doing.
Make sure you understand it before you sign it or make your mark.



First Name and Surname:

.....

Signature:

.....
or Thumb Print:



Witness signature:

.....
or Thumb Print:



First Name and Surname:

.....

First Name and Surname:

.....

Signature:

.....
or Thumb Print:



Witness signature:

.....
or Thumb Print:



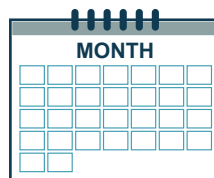
First Name and Surname:

.....



Place:

.....



Date:

.....



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