



GROWER SEASONAL WORKER CHECKLIST - 'CORE' SCORE

This **Grower CORE Score Checklist** supports growers to adopt a consistent approach in recruiting and employing seasonal workers. Use for self-assessment, gap analysis and action planning; to support collaborative working with clients and peers; and to access key guidance and resources. It does not detail everything that a grower needs to comply with in order to meet ethical audits but does cover the **CORE** requirements to better ensure legal compliance, improved recruitment and performance outcomes and a positive experience for seasonal workers.

Grower Name:

Site:

CORE Score %

Completer Name:

Email:

Date:

Scoring System: 0 = Not implemented/Don't know | 1 = Partially implemented | 2 = Fully implemented | N/A = Not applicable

No	Requirement	Checkpoint	Supporting Resources	CORE Score	Action Required
In-house recruitment of seasonal workers by grower					
1.	Grower has established and implemented responsible recruitment policies and procedures for its in-house recruitment of seasonal workers, in line with relevant legal and ethical standards.	Policy is written in accordance with RRT Template Responsible Recruitment Policy	RRT Standard - All Workers are Properly Recruited RRT Workshop - Introduction to Responsible Recruitment		
2.	Grower's in-house recruiters are trained and have the understanding and skills required to implement responsible recruitment standards, policies and procedures.	View training records and confirm with recruiters	RRT Training Needs Assessment RRT Standard - All Workers are Properly Recruited RRT Workshop - Introduction to Responsible Recruitment		
3.	Grower's in-house recruiters understand how to properly establish that all workers are legally eligible to work and workers with student visas do not exceed visa hours limits.	View training records and confirm with recruiters	Immigration to work rules Right to work checks: an employer's guide ; Right to work checks: employer guidance ; Check if a document allows someone to work ; Guidance on examining identity documents ; Basic passport checks ; ALP Academy - Preventing Illegal Working RRT Standard - All Workers are Properly Recruited		
4.	The statutory excuse is established for all workers, prior to commencement of employment.	Personnel records show evidence of a correctly completed: Manual right to work check or Identity Service Provider check or Online right to work check for each worker	Right to work checks: an employer's guide ; Right to work checklists RRT Standard - All Workers are Properly Recruited		

5.	Management processes prevent 'impostor switching' and ensure all workers are properly recruited and registered.	Personnel records are complete for all workers Grower can evidence that those working are those recruited	ALP Academy - Preventing Illegal Working RRT Standard - All Workers are Properly Recruited		
6.	Suitable potential workers are sourced fairly using a wide range of methods and media.	Completed checklist in the ALP Good Practice Guide for Sourcing Workers	RRT Standard - Opportunity and Treatment are Fair and Equal RRT Workshop - Fair and Equal Opportunity and Treatment		
7.	Employment opportunities are provided for harder to reach groups in the community.	An open recruitment policy is adopted, providing equal access to employment and training and development based on merit	ALP Resources - Open Recruitment RRT Standard - Opportunity and Treatment are Fair and Equal RRT Workshop - Fair and Equal Opportunity and Treatment		
8.	Pre-employment health questionnaires are compliant with the Equality Act 2010.	Questions about disability and health are not asked before a job is offered, unless legally permitted	EHRC guidance for employers - Pre-employment health questions		
9.	Workers' licences and qualifications to complete specific roles are current and valid.	Documents are subject to validity checks, copied and held on workers files			

Using labour providers (other than Scheme Operators) to supply seasonal workers

10.	Labour provider holds and maintains a current GLAA licence	An Active Check has been made on the licence held on the GLAA Public Register	ALP Academy - Complying with GLAA Licensing Standards		
11.	Grower conducts labour supply due diligence in accordance with HMRC commercial and trading guidance	Evidence of appropriate and ongoing due diligence in line with HMRC guidance on use of labour providers due diligence and assurance	ALP Due Diligence Resources RRT Workshop - Labour Supply Chain Due Diligence		
12.	Charge rates paid to labour provider are transparent and sufficient to meet statutory and contractual requirements and provide a sustainable margin.	Charge rates are calculated and paid in accordance with ALP Charge Rate Guidance Charge rates close to the actual cost of supply have been investigated to assure sustainability without exploitation of workers, or tax avoidance	ALP Resources - Fair's Fair ALP Academy - Calculating charge rates RRT Standard – Ethical and Professional Business Conduct		
13.	Appropriate contractual terms and conditions are agreed between the grower and the labour provider.	Compliant terms of business or written contracts are signed, in date and held on file	ALP Contract Templates ALP Academy Understanding contractual terms of business RRT Standard – Ethical and Professional Business Conduct		

14.	Grower has received a compliance self-assessment from labour provider showing compliant practice	View completed ALP Core Score Checklist or Complyer audit self-assessment, or similar	ALP Fair's Fair Resources ALP Due Diligence Resources Complyer self-audit tool		
15.	Labour provider has provided grower with a recent external audit (carried out by a competent independent auditor using a recognised audit methodology) showing labour provider's legally compliant practice	View audit reports / certification	Labour provider audit Clearview Certification		
Seasonal Workers' Scheme recruitment					
16.	Effective labour planning ensures the right numbers of workers with the right skills are recruited at the right time to meet seasonal labour needs and ensures workers receive guaranteed weekly hours.	Labour is planned and ordered in agreement with Scheme Operator with enough notice to enable Scheme Operator to recruit effectively	ALP Good Practice Guide to Effective Labour Planning		
17.	Contractual, Sponsor, Agent and Cooperation agreements (where relevant) are received and agreed with the Scheme Operator.	Contractual terms and conditions are Clear, Concise, Comprehensive, Current and Confirmed as per the Growers' Toolkit	ALP Contract Templates ALP Academy - Understanding contractual terms of business RRT Standard – Ethical and Professional Business Conduct		
18.	Service Level Agreement (SLA) which records processes and Key Performance Indicators (KPIs) are agreed between the grower and the Scheme Operator.	SLA is agreed between grower and Scheme Operator with processes as advised in the Growers' Toolkit	ALP Model SLA ALP Academy - Effective service level agreements and KPI's RRT Standard – Ethical and Professional Business Conduct RRT Template SLA between Labour Provider and Labour User client		
19.	Grower and Scheme Operator delivery against agreed KPIs is subject to regular formal review & drives continuous improvement.	Evidence of formal progress review in accordance with SLA	ALP Academy – Effective SLAs and KPIs		
20.	Grower has received Responsible Recruitment Progress Assessment (RRPA) from Scheme Operators	Evidence of formal progress review against recommended actions			
21.	Essential and desirable worker selection criteria and the recruitment process are agreed with the Scheme Operator.	As per Scheme Operator requirements and Growers' Toolkit			
22.	Seasonal worker employment contract is clear, straightforward, translated into languages workers understand; agreed with the Scheme Operator and provided to workers during the recruitment process, at pre-acceptance stage.	As per Scheme Operator requirements and Growers' Toolkit	RRT Standard – Job Information is Accurate and Transparent and Employment Status is Appropriate Gov - Employment contracts		

23.	Grower and Scheme Operator have agreed the grower specific information to be provided to workers; this accurately describes life and work on site and is provided at pre-acceptance stage and at pre-departure orientation.	As per Scheme Operator requirements and Growers' Toolkit			
24.	Grower and Scheme Operator agree recruitment KPIs to measure success in matching candidates to the job and for providing a positive recruitment experience to all applicants.	As per Scheme Operator requirements and Growers' Toolkit			
Health and safety					
25.	Grower has a current site-specific written policy and procedures manual that sets out how health and safety is managed (at each site where relevant) including the named competent person and senior managers' responsibilities	In accordance with legislation and HSE The health and safety toolbox: How to control risks at work and microsite	HSE Agriculture Health and Safety Farmwise AHDB H&S awareness video for Horticultural Businesses		
26.	Grower holds appropriate insurance covering liability to provide for awards of damages and compensation where injury or harm to health of workers and/or contractors has been caused whilst carrying out work activities, on site, in accommodation, or on events.	View Employer's Liability and commercial insurance certificates from an authorised insurer			
27.	Risks to the health and safety of workers at work, on site and in transport are properly identified and controlled	Check that risk assessments are available, up to date, and completed in accordance with HSW Act 1974 and MHSW Regs 1999	HSE Agriculture Health and Safety Farmwise AHDB H&S awareness video for Horticultural Businesses		
28.	Records demonstrate that workers receive regular, and recorded comprehensible information and paid health and safety training, including induction, deemed necessary by risk assessment in order to carry out all work activities safely.	Workers demonstrate their understanding of safe and healthy working practices; Payslips show payment of induction and other training; Meets the HSW Act 1974 and MHSW Regs 1999	HSE Agriculture Health and Safety Farmwise AHDB H&S awareness video for Horticultural Businesses		
29.	Grower's records demonstrate that appropriate in-date statutory inspections have been conducted, including PAT testing, fixed electrical installation testing, lifting equipment inspections, forklift truck inspections, machinery maintenance, extraction unit testing, pallet racking, asbestos certificate, boiler and compressor certification, gas safety checks, fire alarm and sprinkler systems.	View certificates	HSE Agriculture Health and Safety Farmwise AHDB H&S awareness video for Horticultural Businesses		
30.	Workers do not work more hours than permitted under legislation and the site's 'Maximum Hours Policy', and they are able to take the rest periods and breaks to which they are entitled.	Working hours are in accordance with The Working Time Regulations (1998) as amended	Acas – working hours and rest ETI Base Code 6 : Working hours are not excessive		

31.	Workers are able to take their holiday entitlement.	Holiday entitlement is taken in accordance with legislation	Acas – Checking holiday entitlement Gov - Holiday entitlement rights ALP Resources on Holiday Holiday pay calculator		
32.	Workers are clearly informed of procedures if sick or injured and receive the Statutory Sick Pay to which they are entitled.	Scheme rules require workers are informed of procedures and sick pay is paid and managed properly in accordance with Statutory Sick Pay (SSP): employer guide	Gov - SSP: employer guide ALP Resources on SSP		
33.	Workers have access to toilets, washing facilities, drinking water, changing areas and facilities for rest/meal breaks so far as is reasonably practicable.	Check that appropriate facilities are in place, including in the field	Workplace safety and welfare - Agriculture - HSE		
34.	All workers are issued with adequate and appropriate personal protective equipment (PPE) in accordance with risk assessments and the Personal Protective Equipment at Work Regulations 1992 (as amended) at no cost to them.	Check that PPE meets the requirements of risk assessments, and confirm with workers that no charge is made for provision	HSE PPE at work: Guidance Farmwise		
35.	Grower, vehicles and drivers are appropriately licensed and insured to transport workers (where applicable).	If required business holds operator licence and for profit PSVs Certificates of Initial Fitness Vehicle Excise Duty is paid Insurance meets S145 Road Traffic Act 1988 , Drivers are licensed and insured	ALP Resources on Transport		
36.	Workers are transported safely in fit-for-purpose vehicles.	Drivers hours are observed Transport risk assessments and safe driving procedures in place including pre-drive checks Roadworthiness is maintained	ALP Resources on Transport		
37.	Incidents and accidents at work are appropriately recorded, investigated and reported with any learnings informing risk assessments.	In accordance with Management of Health and Safety at Work Regulations and RIDDOR	Agriculture health and safety, farming industry help and advice (hse.gov.uk)		
38.	Grower has implemented steps to mitigate risks of modern slavery/forced labour/hidden labour exploitation taking place in its own business and supply chain.	Attended Tackling Modern Slavery in UK Businesses training in last 3 yrs Has risk assessed against the ILO Indicators of Forced Labour and implemented control processes Has applied the steps in the Employer Good Practice Implementation Checklist If >£36m, published a compliant Modern Slavery Statement	Stronger Together training and resources May upload evidence to be a Stronger Together Business Partner May assess and report progress on the Progress Reporting Tool . May book an expert Verification Assessment		

Provision of accommodation and onsite services

39.	Accommodation provided is properly licensed or registered.	As per rules on caravan sites , HMOs , Scottish properties and selective licensing areas			
40.	Workers are given clear, complete, accurate and fair information about accommodation during the recruitment process at pre-acceptance stage. Induction training informs residents of accommodation arrangements & health and safety risks and control measures.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice			
41.	Accommodation meets resident workers' basic needs with safe, hygienic and appropriate provisions of sanitary and toilet facilities, drinking and general usage water, electrics, power, thermal comfort and waste disposal.	In accordance with the Housing Act 2004 , HSE accommodation guidance , FPC accommodation checklist and Scheme Operator assessment	FPC guidance on provision of accommodation ESC Worker accommodation guidance UK Worker Accommodation Risk Assessment Tool Accommodation fire safety risk assessment Housing health & safety rating system		
42.	Accommodation is well maintained, and repairs are made in a timely manner.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice	As above		
43.	Accommodation is managed by an appointed competent person, who has received appropriate training and has the appropriate understanding and skills to manage the provision of accommodation.	HSE Competent Person Grower can demonstrate, and workers confirm this in accordance with legislation and good practice	As above		
44.	Suitable and sufficient risk assessments are carried out with safety measures adequately controlling risks	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice	As above		
45.	Adequate accommodation security on site protects worker residents and there is space for secure storage of residents' belongings.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice	As above		
46.	Workers are issued with a copy of a fair and legal letting agreement. Accommodation rules and any disciplinary action are fair.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice	As above		
47.	Each bedroom is a reasonable size, occupancy avoids overcrowding, privacy and personal space is preserved.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice	As above		

48.	Workers can raise accommodation related issues and grievances and access remedy. Accommodation committee of management and resident workers works together to improve accommodation standards.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice	As above		
49.	Adequate and safe provisions to buy, store and prepare food (or catering is provided) and eat socially.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice			
50.	Workers can access adequate leisure and social facilities and cultural/religious observances are accommodated.	Grower can demonstrate, and workers confirm this in accordance with legislation and good practice			

Access to first aid and healthcare

51.	Grower has established arrangements with local accident & emergency department (A&E), NHS facilities, GPs, dentists, opticians and pharmacists for healthcare provision and prescriptions	As per Scheme Operator requirements and Growers' Toolkit			
52.	Grower has established arrangements to transport workers to GPs, dentists, opticians and pharmacists and a 24/7 procedure to take workers to A&E	As per Scheme Operator requirements and Growers' Toolkit			
53.	Grower has risk assessed on-site first aid and health care arrangements, with expert medical input, and has implemented effective processes for 24/7 on-site provision by trained first aiders	View risk assessments and ensure they comply with The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulation	HSE First Aid – What employers need to do Farmwise		
54.	Grower has obtained any pre-existing health conditions and particular medical needs through medical questionnaires for each worker on commencement of work/contract and confirmed next of kin contact details	View personnel records	HSE First Aid – What employers need to do Farmwise The Health and Safety (First-Aid) Regulations 1981 Guidance		
55.	Grower has provided workers with clear, comprehensible information in workers' first languages by the grower on: <ul style="list-style-type: none"> • What to do if ill or injured and how to access on-site first aid • What is covered by their medical insurance and how to access this • How to access GPs, dentists, opticians, prescriptions, over the counter medicines, A&E, emergency (999) healthcare and how they will be transported 	As per Scheme Operator medical insurance and The Health and Safety (First-Aid) Regulations 1981. Guidance on Regulation			

Optimising workers' season retained earnings

56.	Workers receive at least the National/Agricultural/Seasonal minimum wage each hour or pay reference period as required.	In accordance with National Minimum / Living Wage Calculating the minimum wage Scotland, Northern Ireland and Wales agricultural wages orders Seasonal Worker Scheme rules	ALP Pay and Minimum Wage and Agricultural Workers		
57.	Premium rates for working long/unsocial hours are paid as required.	In accordance with Scotland, Northern Ireland and Wales agricultural wages orders	ETI Base Code 6.3 overtime is paid at a premium rate, recommended at least 125%		
58.	Performance bonus/piece work arrangements are constructed legally, no less than the minimum wage each hour or pay reference period and agreed with the Scheme Operator.	In accordance with Calculating the minimum wage Scotland, Northern Ireland and Wales agricultural wages orders Seasonal Worker Scheme rules	GOV - Minimum wage: Paid per task or piece of work done		
59.	Performance bonus/piece work arrangements are clear, applied fairly and agreed with the Scheme Operator. Workers are not unfairly penalised for not achieving the fair piece rate.	In accordance with Seasonal Worker Scheme rules	GOV - Minimum wage: Paid per task or piece of work done		
60.	Weekly/team/retention/end of season etc. bonuses are constructed fairly, communicated to workers, agreed with Scheme Operators and paid as required.	View bonus rules and confirm with workers			
61.	Workers' holiday pay entitlement is accrued and paid legally and correctly.	In accordance with Gov - Holiday entitlement rights Scotland, Northern Ireland and Wales agricultural wages orders	Acas – Checking holiday entitlement ALP Resources on Holiday		
62.	Workers' time and attendance is recorded accurately and workers are paid for all legally defined working time.	In accordance with Working hours for which the minimum wage must be paid	ALP Resources on Pay and Minimum Wage and Start and finish times		
63.	Workers' contracts specify minimum weekly hours of work as agreed with the Scheme Operator.	In accordance with the Seasonal Worker Scheme rules			
64.	Grower has agreed the "Assuring Minimum Weekly Hours" process with the Scheme Operator and workers' pay is topped up where required.	In accordance with the Seasonal Worker Scheme rules and Scheme Operator policy			
65.	Grower has established and applies a "Fair Work Allocation Policy and Procedure" to ensure offer of hours and favourable picking opportunities are equitably managed.	As per Scheme Operator requirements and Growers' Toolkit			

66.	Grower maintains regular engagement with the Scheme Operator so that worker numbers required in future weeks are managed to ensure guaranteed weekly hours.	Labour is planned and ordered in agreement with Scheme Operator	ALP Good Practice Guide to Effective Labour Planning		
67.	Grower has an adequate and competent payroll system/operator in place makes timely and accurate payment of tax, national insurance and other liabilities.	Tax and national insurance is paid to HMRC in accordance with legal requirements	ALP Resources on Tax & NI and Pay and Minimum Wage		
68.	New starters are set up so that workers can be paid on time into the correct account.	New starter details are input correctly on the PAYE Starter Checklist .	ALP Resources on Tax & NI and Pay and Minimum Wage		
69.	Grower supports workers obtain a National Insurance Number immediately upon starting work.	In accordance with Apply for a National Insurance number			
70.	Payslips are accurate, legally compliant and delivered to all workers at or before the time wages are paid in each pay period.	Payslip is compliant with legal requirements			
71.	Grower records all pay queries, operates a complaint and remedy process where errors or omissions occur and management reports track performance	View records and complaint process			
72.	Grower ensures workers are clearly informed of the charges levied by any app-based card accounts arranged in advance by the Scheme Operator and are supported to change accounts if required.	Costs vary by account and should be clear in workers' first language. Must not breach NMW rules on deductions Calculating the minimum wage	Commonly used accounts with services geared to migrant workers include OnePay , Unizest and Suits Me . Bank current accounts cannot be opened until the worker has an NI no		
73.	Grower has established pension auto-enrolment arrangements. Notifies workers in advance if pension enrolment is deferred for three months. Provides information to workers on pensions which includes advice on the right to opt out, without inducing or coercing workers to do so.	Operates automatic enrolment in accordance with workplace pension duties	Pensions Regulator – workplace pension duties Nest pension ALP Resources on Pensions		
74.	Grower reviews Scheme Operator Responsible Recruitment Progress Assessment (RRPA) and SLA risk control process that minimises the need and opportunity for workers to pay other recruitment fees and work finding charges other than legally allowed by Scheme rules.	Preventative practice is applied as per Eliminating Worker Paid Recruitment Fees and Related Costs	RRT Standard – Recruitment Fees are Paid by Workers RRT Workshop - Eliminating Worker-Paid Recruitment Fees GLAA Standard 7.1 Critical – Fees and additional services		

75.	Grower agrees with Scheme Operator recruitment fee worker survey questions; support for workers to pay off recruitment fee loans; action to take on notification of illicit recruitment fees paid; actions to minimise fees paid by workers and recruitment fee remediation processes	Preventative practice is applied as per Eliminating Worker Paid Recruitment Fees and Related Costs	GLAA Standard 7.1 Critical – Fees and additional services RRT Standard – Recruitment Fees are Paid by Workers RRT Standard – Access to Remedy is Ensured RRT Workshop - Eliminating Worker-Paid Recruitment Fees		
76.	Any goods or services provided or available to workers payable by deduction or payment do not take pay below the NMW rules and workers are informed comprehensibly in writing of the amount, description, right to cancel and willingly sign agreement in advance.	Payments and wage deductions Calculating the minimum wage	ALP Resources on Pay and Minimum Wage		
77.	Accommodation charges, including any for utilities and services which the worker is obliged to pay as a precondition of work, are not in excess of that allowable by National/Agricultural/Seasonal minimum wage for each hour or pay reference period as required.	In accordance with National Minimum / Living Wage Calculating the minimum wage Scotland , Northern Ireland and Wales agricultural wages orders Seasonal Worker Scheme rules	ALP Resources on Pay and Minimum Wage		

Management of seasonal workers

78.	Grower has established seasonal worker satisfaction and engagement KPIs, with appropriate data collection and measurement arrangements; senior management review outcomes to drive continuous improvement.	Grower is able to demonstrate this. As per Growers' Toolkit guidance	ALP Good Practice Guide to Retaining Workers ALP Academy - Implementing an effective labour retention strategy		
79.	Grower has a clear strategy and structured policy, systems and processes for effective verbal, written and visual communication with seasonal workers.	Communication strategy and processes established in line with the Effective Communication with Multi-Language Workforces Toolkit			
80.	The grower's Seasonal Workers' Handbook clearly covers everything workers need to know in their own language and is agreed with the Scheme Operator as compliant with Scheme rules.	In accordance with UK legislation, Scotland , Northern Ireland and Wales agricultural wages orders Scheme Operator requirements and Growers' Toolkit	Acas templates for employers can assist with some policies		
81.	Grower has established comprehensive, clear standards of conduct and behaviour, work and site rules with consequences if breached and these are communicated and applied consistently.	Rules and standards are included in site Seasonal Workers' Handbook and communicated effectively in line with the Effective Communication with Multi-Language Workforces Toolkit	Acas templates for employers can assist with some policies		

82.	The benefits of downloading the 'Just Good Work' app are explained to each worker at induction and customisation options are reviewed to enable provision of multi-lingual information and training, unlimited messaging, document e-signing etc.	Clear instructions to download Just Good Work app issued during induction Site has reviewed information regarding onsite JGW customisation	Download JGW resources at justgood.work/resources Email business@justgood.work Phone +44 3036 665459		
83.	During induction, workers are provided with the information they need for working at the grower's site, with comprehension assessed, , refreshed throughout during forums, provided in an accessible format via apps etc., so worker has access to it at all times.	Site communication plan implemented in line with the Effective Communication with Multi-Language Workforces Toolkit	Worker Rights video Just Good Work app		
84.	Grower has developed and implemented a cultural awareness and inclusion policy and programme of activities to drive workforce cohesion across different site nationalities and communities has been implemented.	Cultural awareness and inclusion activities in line with the Effective Communication with Multi-Language Workforces Toolkit and EHRC Creating an inclusive workplace			
85.	Supervisors are recruited, trained and performance managed in line with the growers' values that treat workers with respect, fairness, and consistency in line with site standards and procedures.	In accordance with and EHRC Creating an inclusive workplace			
86.	Grower has established multiple routes to receive worker feedback, which are actively promoted. Complaints are welcomed and a formalised system is in place for recording these, which identifies patterns and root causes to drive continuous improvement.	Grower is able to demonstrate this. As per Growers' Toolkit guidance and in line with the Effective Communication with Multi-Language Workforces Toolkit			
87.	Grower has established and implemented a written 'Informal Resolution Process' that quickly and appropriately resolves and remediates issues and complaints and prevents recurrence. Managers and supervisors are trained, have the understanding, skills and are assessed as competent to perform this and are clear on which matters need to be raised to a formal process.	Grower is able to demonstrate this. As per Growers' Toolkit guidance and in line with the Effective Communication with Multi-Language Workforces Toolkit	Acas - How to raise a problem at work informally Acas - Dealing with a problem raised by an employee		
88.	Grower has developed formal procedures to properly manage complex grievances which include those by a worker about a fellow worker; where physical, mental, sexual, racial violence, harassment or abuse is alleged; where a criminal offence is alleged; where there are indicators of modern slavery – forced labour, human trafficking, coercive control.	Grower is able to demonstrate fair, legal, professional prepared procedures in accordance with the Acas guide to discipline and grievances at work . Competent, trained managers are in place to conduct such processes	Acas – Disciplinary and grievance procedures Acas – Mediation at work Acas – Discrimination, bullying and harassment		

89.	Grower and Scheme Operator have agreed formal procedures where complaints are received to the Scheme Operator about a practice on the grower; to the grower about a practice of the Scheme Operator; to the grower about a practice of a third party in the recruitment process.	Grower is able to demonstrate fair, legal, professional prepared procedures in place – who will investigate; who will decide; who will act			
90.	Grower has developed its whistleblowing policy and arrangements agreed with the Scheme Operator for provision of Confidential Worker Helpline to enable workers to report concerns, 24 hours a day, 365 days a year, in their own language.	Grower is able to demonstrate this has been clearly communicated to worker; level of usage and resolution of issues	As per Growers' Toolkit guidance with providers such as seehearspeakup.co.uk or peopleintouch.com		
91.	Grower has sufficient named Grievance Managers and Investigating Officers with sufficient capacity and professional legal and technical training, knowledge and skills to enable them to conduct investigations and formal grievance hearings.	Grower is able to demonstrate this in accordance with the Acas guide to discipline and grievances at work . Competent, trained managers are in place to conduct such processes	Acas - Disciplinary and grievance procedures Acas - Mediation at work		
92.	Grower undertakes professional and fair grievance processes, with full and proper investigations, evidence-based decisions and appropriate remedy, and the right to appeal if the worker feels the outcome does not resolve the problem or the procedure was wrong or unfair.	Grower is able to demonstrate this in accordance with the Acas guide to discipline and grievances at work	Acas - Disciplinary and grievance procedures		
93.	Grower has established work performance standards and clearly explained these to worker; performance is objectively measured. Fair training, trial period and a reasonable performance improvement process is provided to support workers to achieve targets with scope to try other roles where appropriate/possible and which gives all workers fair opportunity to succeed.	Grower has agreed their process with the Scheme Operator, can demonstrate this is in accordance with the Acas guide to discipline and grievances at work and applies it fairly and consistently	Acas - Disciplinary and grievance procedures		
94.	Grower undertakes professional and fair disciplinary conduct procedures, with full and proper investigations by Investigating Officers, evidence-based decisions by Disciplinary Managers, and the right to appeal if the worker feels the outcome or the procedure was wrong or unfair.	Can demonstrate this is in accordance with the Acas guide to discipline and grievances at work and applies it fairly and consistently	Acas – Disciplinary and grievance procedures		
Transfers and termination processes					
95.	Grower has agreed written transfer rules, arrangements and commercial terms with Scheme Operator and maintains ongoing engagement about potential forthcoming transfers.	Check that a written process agreed with the Scheme Operator is contained in the SLA			

96.	Grower provides workers with clear instructions on how to make a transfer request and the rules and the arrangements that surround the transfer.	As contained in Seasonal Worker Handbook and other information sources			
97.	Conduct and capability terminations are handled in accordance with site procedures which allow for a right of appeal and are notified to Scheme Operator.	Can demonstrate this is in accordance with the Acas guide to discipline and grievances at work and written process agreed with the Scheme Operator contained in the SLA Applied fairly and consistently	Acas - Dismissals		
98.	Grower provides workers with legal and appropriate notice of termination.	As per legal minimum, terms of contract and agreement with Scheme Operator	Termination of an employment contract Acas		
99.	Grower establishes and implements a 'Leavers' Procedure' to complete all necessary administration functions with regards to accommodation departure, return of equipment etc.	As contained in Seasonal Worker Handbook and other information sources agreed with the Scheme Operator contained in the SLA			
100.	Where possible, grower meets with each leaver individually, asks about their experience, completes mini-performance review; explains arrangements for transfer to another grower or return home; arranges for all workers to complete an anonymous exit survey; confirms potential for offer of return next season.	Check results of exit surveys, view offers for next season			
101.	Leavers are issued with their P45; outstanding wages; end of season bonus; holiday pay etc. and these are paid promptly and automatically without needing to be requested.	In accordance with Gov - What to do when an employee leaves			
102.	Grower supports seasonal workers to reclaim income tax due to them.	Grower supports workers to complete form P85 and send to HMRC; may act as Nominee or refer worker to a reputable service provider	Get your Income Tax right if you're leaving the UK - GOV.UK (www.gov.uk)		

CORE Score	
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