



**syngenta**

# **Syngenta Labor Standards**

**Guidance document in support of Articles 22  
to 24 of the Syngenta Code of Conduct**

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# 1. Introduction

Our Code of Conduct obliges us to behave ethically in all our business activities and to respect people and communities wherever we operate. Syngenta has committed to upholding the principles set out in the Universal Declaration of Human Rights of the United Nations and the International Labor Organization's Core Conventions. These include: freedom of association; the right to organize and collective bargaining; non-discriminatory remuneration; and minimum working age. The core conventions forbid practices such as unlawful discrimination, child labor, bonded labor and slavery.

The following employment practices are intended to support the company in implementing these commitments specified in articles 22 to 24 of the Syngenta Code of Conduct.

Compliance with these standards will be monitored through the letter of assurance process. Line managers and hiring managers receive training on the Syngenta Code of Conduct and the company labor standards.

## 2. Freedom of Association and Collective Bargaining

- Where recognized in accordance with local laws, the company recognizes unions and collective worker representations for collective bargaining and negotiation purposes regarding the terms and conditions of employment.
- No employee or employee representative will be subject to discharge, discrimination, harassment, intimidation or retaliation for exercising his or her right to associate or bargain collectively.
- Where the right to freedom of association and collective bargaining is restricted under law, the company allows the development of parallel means for independent and free association and bargaining.

## 3. Contractual Working Conditions

### 3.1. Working hours

- The regular working week of employees will not exceed the limit defined by local law or ILO regulations. ILO regulations stipulate a maximum of 48 hours per week.
- Employees are allowed paid or unpaid breaks in accordance with ILO standards or local laws.
- Employees who work approved overtime must be compensated for those excess hours of work as determined by local or ILO regulations.
- All employees are granted at least 15 calendar days of holiday per year, prorated for part-time employees. Employees not employed for the full year will have a prorated number of holidays.

### 3.2. Wages & Benefits

- All employees will receive a wage no less than the national minimum wage.
- If the company uses a wage system based on piece rate, workers' earnings will not fall below the applicable minimum wage.
- All employees will receive a pay slip or have readily available access to documentation showing a breakdown of the amount including regular and overtime pay, hours or pieces worked, and all legal or agreed deductions. Wages will be paid on time, and will be paid directly to employees, either in cash or to the employees' registered bank accounts. No disciplinary fines can be deducted from the wages.
- The company will meet all its legal obligations to contribute to the national unemployment, sickness and retirement schemes for its employees.

### 3.3. Conditions of work

- All workers will be advised in writing or orally their specific duties, work conditions, remuneration and notice period.
- The company will ensure that all employees are formally registered and protected by local labor laws.
- All disciplinary procedures will be in accordance with local laws and regulations and will be clearly described in writing and made known to all workers in local languages or orally where illiteracy is widespread. Employees who are subject to disciplinary proceedings will be advised directly and in person.
- If the company wishes to dismiss an employee, it will comply with local laws and the conditions of any collective agreements.

### 3.4. Child Labor

- The company will not employ children younger than 15 years' old for full employment and younger than 13 years' old for part time employment and light work. Exceptions are only possible where national law defines, in accordance with the ILO developing-country exception, the minimum age of 14 years' old for full employment and 12 years' old for part time employment.
- If children of school age are employed, the hiring manager must have evidence that the employment will not interfere with the educational opportunities of the children.
- Apprenticeships for young workers will be of a limited time period and have a clear educational value and will be monitored by an appropriate educational institution.
- Hiring managers must verify the age using official forms of identification provided by the candidate.

## 4. Discrimination

- The company will ensure that hiring, placement, remuneration, advancement, training and disciplinary decisions within the company are consistent with local law and not based on gender, age, nationality, ethnicity, race, color, creed, caste, language, disability, organizational membership, opinion, health status, marital status, maternity, sexual orientation, or the civic-, social-, and political distinctiveness of the employee. In some countries these principles may be modified by national legal requirements for affirmative action.
- The company will take reasonable measures to ensure equal opportunities for all employees.
- The company has a complaints mechanism to which employees may confidentially and without fear of retaliation, report incidents of workplace discrimination or harassment. All such reports will be documented, investigated and appropriate preventative or disciplinary action will be taken. Any disciplinary action taken must be legitimate, non-discriminatory and proportionate.
- Employees who take maternity leave will be able to return in accordance with the local laws and policies.
- The company will make reasonable accommodation as defined by appropriate local legislation to allow opportunities for disabled workers.

## 5. Illegal, Forced, Bonded & Compulsory Labor

- The company will ensure that all employees are formally registered and protected by local labor laws.
- The company will not use or benefit from illegal labor, including illegal migrant labor.
- The company will take reasonable steps to ensure that it does not participate in, or benefit from, any form of forced or bonded labor such as: physical or mental coercion; captivity; the use of trafficked workers; the withholding of personal documents or items; wage deductions; or any similar conditions that prevent workers from freely terminating their employment with the supplier. Additional Information

## 6. ILO Core Conventions

Eight ILO Conventions have been identified by the ILO's Governing Body as being fundamental to the rights of human beings at work, irrespective of levels of development of individual member States:

029 Forced Labor 1930

087 Freedom of Association and Protection of the Right to Organize 1948

098 Right to Organize and Collective Bargaining 1949

100 Equal remuneration 1951

105 Abolition of Forced Labor 1957

111 Discrimination (Employment and Occupation) 1958

138 Minimum Age Convention 1973

182 Elimination of the Worst Forms of Child Labor 1999



## 7. Links

### **Syngenta Corporate Responsibility Policy**

[http://global22.pro.intra/Ambassador/en/Contribution%20to%20Society/Governance/CR%20Policy%20and%20Commitments/Pages/CR\\_Policy%20and%20Commitments.aspx](http://global22.pro.intra/Ambassador/en/Contribution%20to%20Society/Governance/CR%20Policy%20and%20Commitments/Pages/CR_Policy%20and%20Commitments.aspx)

### **Syngenta Code of Conduct**

<http://global22.pro.intra/CodeofConduct/en/Pages/Home.aspx>

### **Syngenta Compliance Helpline**

<http://global22.pro.intra/Compliance/en/Pages/Your%20Home%20Page.aspx>

### **Syngenta HSE Policy**

<http://global22.pro.intra/SBIHSE/En/Pages/Your%20Home%20Page.aspx>

### **International Labor Organization (ILO)**

<http://www.ilo.org/global/lang--en/index.htm>

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