

Document:	Corporate Responsibility Policy	 
Responsible:	Estate Management	
Approval date:	17 August 2016	
Approved by:	Thys Greeff	
Position:	General Manager	

1. SCOPE

This policy applies both to **SFI Tanzania Ltd. and Form Tanzania Ltd.** and for the purpose of readability this policy refers in the rest of this document to both entities using the wording 'company'.

2. CORPORATE RESPONSIBILITY POLICY

As a baseline the company commits to comply with applicable laws and regulations, but is going further by striving for a responsible and sustainable business. The values of the company are based on the principles of integrity, correctness, trust and respect for people and planet. These values are represented in more detail below:

Integrity of our stakeholders:

- The management of the company undertakes to conduct matters honestly, transparently, fairly and lawfully to the advantage of all interested parties. The company expects its employees to support it in its endeavour to conform to high ethical and legal standards.
- Employees must be sure that they comply at all times with the laws, rules and regulations which apply to the company and to the activities they carry out on behalf of the company.
- The company expects its employees to carry out their duties scrupulously, honestly and in the best interests of the company.

Integrity of our employees:

- To avoid a conflict of interests, employees are not allowed to misuse their positions in, and their knowledge of the company.
- Full-time employees are not allowed to take on employment after hours without prior approval by the company.
- Under no circumstances may an employee receive gifts, hospitality or favours from suppliers of goods or services. Such actions may detrimentally influence the employee's judgement regarding business transactions. When gifts, hospitality or favours are offered, management must be informed.

Development and mutual support of our employees:

- The company offers equal opportunities as a basis. Its aim is to identify individuals, to promote their development and to remunerate them in accordance with their initiative, their spirit of enterprise, hard work and loyalty.
- Workers will receive at least the national minimum wage. Permanent staff or casual employees are paid in cash or their salary is transferred to their bank accounts.
- Workers receive training which is required for sound performance of their jobs, commonly annually repeated on-the-job trainings. Special schooling may be awarded when deemed necessary by the management.
- Employees are preferably housed in their own houses.

Rights at work:

- All employees have the right to work in an environment unhampered by any form of harassment, or direct or indirect discrimination on one or more grounds, including colour; nationality; tribe or place of origin; race; national extraction; social origin; political opinion or religion; sexual orientation; gender; pregnancy; marital status or family responsibility; disability; HIV / Aids status; age; station of life
- The recruitment, selection and appointment process is clear and transparent, unhampered by any form of discrimination.
- All labour is voluntary and regulated by contracts that are negotiated in freedom. No forced labour shall take place on the company premises.
- There shall be no child labour. No people under 18 years of age shall be employed by the company.
- Employees have the right to organise and hold collective negotiations. Representative employees meet with the company management on a regular basis for consultation.

Safety at work:

- The company provides, within reasonable bounds, all its employees with a safe working environment.
- Relevant personal protection equipment will be provided to the employees, according to the risk analysis of the workplace and Occupational Health and Safety Act.
- A Clinic with a trained nurse is available on the estate. A selection of employees is trained annually in providing first aid.
- It is the aim to provide employees with water from a safe source where possible.
- Agreements are made with local hospitals to allow injured employees to be admitted immediately, arranging administration after treatment.
- Employees have access to free medical care at estate clinics.
- Members of permanent staff are provided with health insurance of the national social security fund (NSSF) covering medical expenses of employees.



Local communities:

- o Local cultural values will be supported, local customs respected and good relations with the local communities maintained.
- o The company will employ people from local communities if possible, in order to stimulate the local economy. In case specific expertise is required that cannot be found locally, the company will seek to employ people from elsewhere.
- o Local farmers are granted annual permission to intercrop within estate boundaries and to grow annual food crops on the fire belt, in compliance with the sustainability criteria set by the company.
- o Cattle grazing within the estate boundaries is not permitted.
- o Wood collection within the estate boundaries will be monitored.
- o Members of the fringe communities are sensitised on prevention and combating of bush fire.

Environmental sustainability:

- o It is the aim of the company to utilize resources most effectively and employees are requested to use all supplies and materials with care and to limit wastage to the minimum.
- o The company is aware of, and very sensitive to, the environment in which it operates and it is expected of employees to act accordingly.
- o The company is committed to establish and manage tree and sisal plantations in a responsible way, taking into account the existing social and ecological environment.
- o The company will, within reasonable bounds, conserve and restore biological diversity, water sources, and fragile ecosystems found on the estate.
- o As proof of its level of management of the established forest and sisal plantations, the company is committed to achieve and maintain certifications demonstrating responsible plantation management.
- o For the forest plantations the company will practice responsible forest management according to the Principles and Criteria of the Forest Stewardship Council™.
- o The company will not make use of genetically modified (GMO) planting material of any kind and will not introduce new species into the area, in order to avoid introducing pests or invasive species.
- o Use of chemicals in the plantations is reduced to a minimum and the use of viable alternatives is preferred.

Overview of changes in this document			
Version no.	Description of changes	Author	
1	Initial version	Form International	22 June 2015
2	Update based on Labour Relations Act	Form International	17 August 2015
3	Revised	SFI & Form Tanzania	17 August 2016
4	Revised	SFI & Form Tanzania	10 October 2017
5	Revised	SFI & Form Tanzania	15 January 2019

Hati:	Sera ya ushirikishaji Jamii	 
Wahusika:	Viongozi wa shamba	
Tarehe ya kuidhinishwa:	Agosti 17, 2016	
Imeidhinishwa na:	Thys Greeff	
Cheo:	Meneja Mkuu	

1. UPEO

Sera hii inatumika kote **SFI Tanzania Ltd** na **FORM Tanzania Ltd** kwa sababu za kueleweka, sera hii na vyote vilivyo ndani yake. Itatumika kwa kitu chochote kinachotumia jina la kampuni.

2. Sera ya ushirikishaji jamii

Kama msingi wa kampuni inadhhibitisha kuzingatia sheria na kanuni husika, lakini tumeenda mbali zaidi kwa kuwajibika na biashara endelevu. Maadili ya kampuni ni kuzingatia kanuni za uadilifu, usahihi, uaminifu na heshima kwa watu wote. Maadili haya yameelezewa kwa undani zaidi hapa chini:

Uadilifu wa wadau wetu:

- o Uongozi wa kampuni unaendesha mambo yake kwa uaminifu, uwazi, haki na kufuata sheria kwa faida ya watu wote. Kampuni inatarajia wafanyakazi wake watasaidia ili kuwa na kiwango cha juu cha maadili nacha kufuata sheria.
- o Muda wote wafanyakazi lazima wafuate sheria, taratibu na kanuni ambazo zimewekwa na kampuni wanapofanya kazi za kampuni au wanapofanya kazi kwa niaba ya kampuni.
- o Kampuni inatarajia wafanyakazi wake watatekeleza majukumu yao kwa umakini, uaminifu na kwa maslahi ya kampuni.

Uadilifu wa wafanyakazi wetu:

- o Ili kuepuka mgongano wa maslahi, wafanyakazi hawaruhusiwi kutumia vibaya vyeo vyao na ufahamu wao wa kampuni.
- o Wafanyakazi wanaofanya kazi Muda wote hawaruhusiwi kuajiriwa tena baada ya masaa ya kazi bila kibali cha kampuni.
- o Katika hali yoyote ile mfanyakazi kupokea zawadi, ukarimu au neema kutoka kwa wauzaji wa bidhaa au huduma. Hatua hizo zinaweza kuharibu mwenendo wa biashara na kupelekea wafanyakazi kuwa na mashaka na biashara. Pindi zawadi, ukarimu au neema zinapotolewa, uongozi lazima upate taarifa

Maendeleo na ushirikiano wa wafanyakazi wetu :

- o Kampuni inatoa fursa sawa kama msingi . Lengo lake ni kutambua watu binafsi, kukuza maendeleo yao na kuwalipa kutokana na juhudi zao , moyo wao wa biashara, kufanya kazi kwa bidii na uaminifu.
- o Wafanyakazi watapata mshahara kiwango cha chini kutokana na viwango vilivyowekwa na serikali.Wafanyakazi wakudumu au wakawaida watalipwa fedha taslimu au kupitia huduma ya benki.
- o Wafanyakazi watapata mafunzo ambayo yanastahili kwa ajili ya utendaji mzuri wa kazi zao, mafunzo yatafanyika kila mwaka.Mafunzo maalumu yatatolewa pindi utawala utakapoonwa umuhimu wake..
- o Wafanyakazi watapewa nyumba.

Haki kazini:

- o Wafanyakazi wote wana haki ya kufanya kazi katika mazingira salama na yasiyokua na unyanyasaji au ubaguzi wa moja kwa moja au wakujificha, ikiwa ni pamoja na; rangi; utaifa ; kabila au asili ya jamii ;uzawa; asili ya jamii ; maoni ya kisiasa au dini ; mwelekeo wa kijinsia ; jinsia; ujauzito; hali ya ndoa au majukumu ya familia ; ulemavu; hali ya Virusi vya ukimwi ; umri; hali ya maisha
- o Ajira, kuchaguliwa pamoja na utaratibu wa kuajiriwa upo safi na niwa wazi pia hauna ubaguzi wowote.
- o Kazi zote zinafanywa kwa hiari na zinakuwa na mkataba wenye mazungumzo wa huru. Hakuna kufanya kazi kwa kulazimishwa katika kampuni hii.
- o Ajira za watoto chini ya umri wa miaka 18 hazitakuwepo wala kampuni haitaajiri.
- o Wafanyakazi wana haki ya kuandaa na kushiriki mazungumzo ya pamoja kwa kutumia wawakilishi wao watakutana na uongozi wa kampuni mara kwa mara kwa ajili yakushauriana.

Usalama kazini:

- o Kampuni itaweka mazingira salama ya kazi kwa wafanyakazi wake wote.
- o Vifaa bora vya kujikinga na hatari vitatolewa kwa wafanyakazi kulingana na tathmini ya hatari katika kazi.
- o Huduma ya Zahanati na wauguzi waliopata mafunzo itapatikana kwa kila shamba.Kila mwaka watachaguliwa wafanyakazi kupatiwa elimu ya huduma ya kwanza.
- o Ni lengo letu kutoa maji katika chanzo cha maji salama kwa wafanyakazi kwa kadri iwezekanavyo.
- o Makubaliano yamewekwa katika hospitali za jirani kusaidia kutoa huduma ya matibabu mara moja kwa wafanyakazi waliopata majeraha.
- o Wafanyakazi watalipwa gharama za matibabu kulingana na risiti ya dawa au matibabu.
- o Wafanyakazi walioajiriwa wamepewa bima ya afya ya mfuko wa hifadhi ya jamii (NSSF) kufidia gharama za matibabu ya wafanyakazi.

Jamii :

- o Utamaduni na maadili ya jamii utaugwa mkono , desturi za jamii zitaheshimiwa na uhusiano mzuri na viongozi wa vijiji.
- o Kampuni itaajiri watu kutoka katika jamii kwa kadri iwezekanavyo, ili kuchochea uchumi wa ndani. Kama itahitajika mtaalamu ambaye hatakuwepo katika jamii inayotuzunguka kampuni itaajiri mtu kutoka sehemu nyingine.
- o Wakulima wamepewa ruhusa kila mwaka ya kupanda mazao ya chakula katika shamba la kampuni kwa kufuata na vigezo endelevu vilivyowekwa na kampuni
- o Malisho ya ng'ombe ndani ya shamba hayaruhusiwi.
- o Ukusanyaji wa kuni ndani ya shamba utakuwa ukifuatiliwa.

- Jamii itahamasishwa katika kuzuia na kupambana na moto wa shambani.

Mazingira endelevu:

- Kampuni inadhamira ya kutumia rasilimali kwa ufanisi zaidi na wafanyakazi wanaombwa kutumia vitu vyote kwa uangalifu na kupunguza kwa kiwango cha chini uchafuzi au uharibifu.
- Kampuni ina ufahamu na ipo makini sana na mazingira ya uzalishaji, na inategemea wafanyakazi watafanya ipasavyo.
- Kampuni ina nia ya kuanzisha na kusimamia upandaji miti na mkonge kwa kuwajibika zaidi, kujali jamii inayotuzunguka na mazingira yake.
- Kampuni itahifadhi na kurejesha viumbe hai, vyanzo vya maji, na mazingira yaliyoharibika ndani ya shamba.
- Kama ushahidi wa kiwango cha usimamiz imara wa miti na Mkonge, kampuni ina nia ya kufanikisha na kudumisha tuzo za usimamizi bora wa mashamba.
- Kwa upandaji miti kampuni itafanya jitahada za usimamizi wa upandaji miti kulingana na Kanuni na Vigezo vya taasisi ya kimataifa ya usimamizi wa misitu (FSC)™.
- Kampuni haitatumia vinasaba (GMO) katika upandaji wa aina yoyote pia hatutapanda aina mpya katika eneo kwa lengo la kuepuka wadudu au aina mpya ya vivamizi.
- Matumizi ya kemikali katika mashamba yatapunguzwa katika kiwango cha chini na kutumia njia mbadala zitakazo pendekezwa

Maelezo ya jumla ya mabadiliko ya sera hii.

Toleo no.	Maelezo ya mabadiliko	Mwandishi	
1	Toleo la mwanzo	Form International	22 June 2015
2	Mabadiliko yalijikita katika sheria ya wafanyakazi.	Form International	17 August 2015
3	Ilirekebishwa	SFI & Form Tanzania	17 August 2016
4	Ilirekebishwa	SFI & Form Tanzania	10 Oktoba 2017
5	Ilirekebishwa	SFI & Form Tanzania	15 January 2019