



# GAPC Certification Tips

**Certification Audits have begun in flue-cured tobacco areas. Auditors are reaching out to growers two weeks prior to audits. Don't forget to complete your self-assessment prior to your audit! If you have questions call GAPC at 865-622-4606.**

Our weekly email containing tips, advice and reminders that will help you achieve GAPC Certification in 2019.



## This week: Housing and Transportation and Anti-discrimination Policy

### 1. Housing and Transportation: What do I need to have for the audit?

#### Housing

If the grower provides housing directly to workers, the grower must:

- Ensure that the facility complies with all federal and state safety and health standards, including up-to-date certification from DOL (US-based) or other appropriate governmental agencies. (The auditor will request to see the housing inspection.)
- Inspect housing prior to occupancy and at mid-season, using the OSHA Housing Safety and Health Checklist provided in [Agricultural Labor Management Guide](#).
- Post or present to each worker, in their native language a statement of the terms and conditions of occupancy. (The auditor will request to see the terms and conditions.)
  - Terms and Conditions must include:
    - Name, address and contact information of the individual in charge of the housing
    - Emergency contact information, physical address and mailing address of the housing facility
    - Name of occupants of the housing facility
    - Charges to be made for housing (utilities or any other charges)
    - Meals to be provided and any associated cost for them

If the grower uses a Farm Labor Contractor (FLC) and the FLC houses workers: (1) the FLC must be authorized to house the workers (auditor will check FLC registration) and (2) grower must still have a copy of housing inspections for all housing utilized.

#### Transportation

If transportation is provided, growers must ensure that vehicles meet legally required safety standards and that drivers are properly insured and licensed. Vehicles must be inspected when required by law, and person supplying the transportation must maintain inspection records.

- Are drivers properly insured and licensed? (Auditor will ask to see insurance and licenses when applicable.)
- Is the transport vehicle inspected to ensure it is safe? Do you have inspection records for the transport vehicle? (Auditor will ask to see inspection records. If there are no inspections required by law in grower's state, grower can show their own records that demonstrate they inspect the vehicle for safety hazards.)
  - *Vehicle Inspection Log*  
If vehicles are not required to have federal or state inspections, the vehicle inspection log should be used to routinely check vehicles that are transporting workers. The vehicle inspection log can be completed by the grower and does not required a professional to complete. The vehicle inspection log can be found on page 3 of Tab 9 – Housing, Sanitation, and Transportation in your 2019 GAP Records

### 2. Anti-discrimination Policy: What do I need?

The question will be, "Do you have a documented anti-discrimination policy?" This is a "high additional" standard.

Auditors will be looking for a written policy to verify the answer to this question.

Use our template provided in the record packet at all GAP meetings or found [here](#). Simply fill in the blanks communicate the policy with your workers, and keep with your GAP records. The template is in English and Spanish so it can be easily shared with the workforce.

Anti-Discrimination Policy

\* \_\_\_\_\_ is an equal opportunity employer and makes all employment decisions without regard to race, color, age, religion, sex, disability, genetic information, national origin, and other situation protected by federal, state or local laws

This policy applies to all terms and conditions of employment, including but not limited to: compensation, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, benefits, and training.

\* \_\_\_\_\_ seeks to comply with all applicable federal, state and local laws related to discrimination.

\* \_\_\_\_\_ makes decisions concerning employment based strictly on an individual's qualifications and ability to perform the job under consideration, the comparative qualifications and abilities of other applicants or employees, and the individual's past performance.

If you believe that an employment decision has been made that does not conform with \* \_\_\_\_\_ commitment to equal opportunity, you should promptly bring the matter to the attention of \* \_\_\_\_\_ for an equitable resolution.

There will be no retaliation against any employee who files a complaint in good faith, even if the result of the investigation produces insufficient evidence to support the complaint.

\* INSERT FARM NAME or GROWER NAME

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#### In future emails...

- Appeals Process
- Audit Results
- Emergency and Disaster Planning

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<https://www.gapconnections.com/services/certification-program>

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