

19 December 2018

Secretary-General  
United Nations  
New York, NY 10017  
USA

Dear Mr Secretary-General,

I am pleased to confirm that **FynBloem (Pty) Ltd** supports the ten principles of the Global Compact on human rights, labour, environment and anti-corruption.

FynBloem have made these principles part of our strategy, culture and day-to-day operations. We communicate our commitment to our customers, suppliers and stakeholders in our annual Sustainability Report. We support public accountability and transparency and commit to produce an annual Communication on Progress (COP), which will include:

- A statement signed by the chief executive expressing continued support for the Global Compact and renewing our ongoing commitment to the initiative and its principles. This is *separate* from this initial letter of commitment.
- A description of practical actions that the company has taken or plans to undertake, to implement the Global compact principles in each of the four issue areas (human rights, labour, environment, anti-corruption).
- A measurement of outcomes (the degree to which targets/performance indicators were met, or other qualitative or quantitative measurements of results).

We are committed to engage in collaborative projects to advance the broader development goals of the United Nations, particularly the Millennium Development Goals.

Yours sincerely,



PIETER BEYERS VENTER (MR)  
CHIEF EXECUTIVE OFFICER

# ANNUAL SUSTAINABILITY REPORT 2018

No.	Question	Answer
<b>1</b>	<b>Company/Report Profile</b>	
1.1	Name of company	FYNBLOEM (PTY) LTD
1.2	Briefly describe company products, services or other company activities.	GROWING AND PACKAGING OF PROTEA FLOWERS AND BOUQUETS FOR THE EXPORT MARKET
1.3	Where is the company located? How close is the company site to residential areas and nature reserves or other sensitive environments?	RIVIERSONDEREND, WESTERN CAPE, SOUTH AFRICA
1.4	Reporting period (financial year covered).	01/09/2017 – 31/08/2018
1.5	Contact person responsible for this report (incl. title).	NOLENE BOTHA (CSR & HR MANAGER)
1.6	Reporting date.	SEPTEMBER 2018
1.7	Date when this report will be (or has been) approved by the board of directors.	04 OCTOBER 2018
<b>2</b>	<b>Managing Sustainability</b>	
2.1	Do you have a written sustainability policy/policy? (Y/N/Under development)	Yes, we have a written sustainability policy.
2.2	In your written sustainability policy/policies, which issues are included?	<div>Human rights <input checked="" type="checkbox"/></div> <div>Labour rights <input checked="" type="checkbox"/></div> <div>Occupational health and safety <input checked="" type="checkbox"/></div> <div>Environment <input checked="" type="checkbox"/></div> <div>Climate change <input checked="" type="checkbox"/></div> <div>Community development incl. donation <input checked="" type="checkbox"/></div> <div>HIV/AIDS <input checked="" type="checkbox"/></div> <div>Corporate Governance <input checked="" type="checkbox"/></div> <div>Anticorruption and business ethics <input checked="" type="checkbox"/></div> <div>Animal welfare <input checked="" type="checkbox"/></div> <div>Other, please specify</div>
2.3	Has your company signed up to the UN Global Compact?	Yes, and we submit a COP on a regular basis.
2.4	Does the company have a sustainability management system (Y/N/Under development)?	We successfully passed our Global Gap audit in 2018.
	Is the management system certified?	<div>ISO 14001 <input type="checkbox"/></div> <div>SA 8000 <input type="checkbox"/></div> <div>OHSAS 18000 <input type="checkbox"/></div> <div>BSCI <input type="checkbox"/></div> <div>FSCI <input type="checkbox"/></div> <div>Rainforest Alliance <input type="checkbox"/></div> <div>Global GAP <input checked="" type="checkbox"/></div> <div>Other, please specify: We received our SIZA certificate in 2016 which is valid for 5 years. SIZA (Sustainability Initiative of South Africa) provides a platform for agricultural stakeholders to ensure ethical and environmentally sustainable trade.</div>
2.5	Who is responsible for sustainability at operational level (management of activities and resources and delegation of tasks)? State the person's area of responsibility (incl. title).	<div>* Overall responsibility lies with the CEO and COO</div> <div>* Nolene Botha – CSR &amp; HR Manager</div>
2.6	Who is responsible for sustainability at the board level?	The CEO – Pieter Beyers Venter.
2.7	Which international standards agreed with IFU should the company meet over time?	Our current standards are all in line with the IFU standards and nothing has changed. We are constantly challenging ourselves to better our standards and lifting the bar by continuously improving our PPP's (Planet, People & Profit)
2.8	Does your company have a systematic approach in place to	We are part of Hortgro and attend industry meetings and are part of several industry bodies to keep us up to date with regulations within our industry. Analysis are done

	ensure it keeps informed of new regulations, e.g. using compliance monitoring processes and gap analysis?	on a frequent basis by Flower Valley Conservation Trust and SIZA, both known and accredited bodies within the industry.		
2.9	Which successes and benefits have your company achieved during the reporting period due to its sustainability activities?	<ul style="list-style-type: none"> <li>* Better product quality resulted in product rejections going down with 26% compared to 2017</li> <li>* Mandela Day initiatives supported in Riviersonderend – In 2018 we collaborated with the local SAP (South African Police) branch and Badisa (NGO focused on social work in the community). Soup and sandwiches were provided to about 500 community members which included disabled people, the elderly and children. Weekly flower donation to the Community Services (i.e. Police, doctors, clinic, municipality) in town.</li> <li>* Upskilled several staff with courses, e.g. First aid, health &amp; safety representatives, how to handle chemicals.</li> <li>* Good media coverage was provided by the UK Daily Telegraph.</li> <li>* Four management staff with long service became shareholders of a sister company.</li> <li>* Water saving measures in the plantation by employing more soil probes to measure the water level of the soil.</li> <li>* The new nursery was completed and is in use with many advanced features.</li> <li>* Implementation of solar powered geysers at staff housing.</li> </ul>		
<b>3</b>	<b>Action Plan</b>			
3.1	Briefly describe issues included in the <b>Sustainability Action Plan</b> required by IFU, progresses made and any outstanding issues. <i>You may attach a copy of the plan.</i>	A sustainability action plan was not required by IFU. We did however produce a sustainability report annually for our customers and continued our membership with the UN Global Compact.		
3.2	Have you planned new actions to mitigate risks and improve your sustainability performance during the next year?	<ul style="list-style-type: none"> <li>* For 2018/9 an ergonomics reviews of the entire workplace.</li> <li>* Establish a Workers Trust.</li> <li>* Implementation of solar panels.</li> <li>* Implement the M&amp;S requirements to achieve Silver Status on How We Do Business which will affect best practises of all aspects of our business.</li> <li>* We have appointed a new CSR/Sustainability Manager.</li> </ul>		
<b>4</b>	<b>Employment Data</b>			
4.1	Number of workers at the reporting date or as close to the reporting date as possible.  The number should include workers in subsidiaries/daughter companies, which are companies that are owned 50% or more by the reporting company.  <i>Definitions:</i> <ul style="list-style-type: none"> <li>• Permanent workers are employed directly by the company, fulltime or part-time (FTE).</li> <li>• Insourced workers are employed by an external company (e.g. an employment agency) but perform a task which could also have been performed by the company itself.</li> <li>• Workers in construction activities are working with construction/establishment and/or expansion of the company (either own or through an external contractor).</li> </ul>	<b>Validation date:</b> 31 AUGUST 2018	White collar workers	Blue collar workers
		Permanent male workers	8	62
		Insourced male workers	0	22
		Permanent female workers	14	59
		Insourced female workers	0	12
		Workers in construction activities, male + female	N/A	N/A
		Total number of workers:		177
		Total number of workers below the age of 25 years:		27
		Percentage of women in leading position:		6%
4.2	Permanent worker turnover rate during the reporting period.  <i>Turnover rate is the percentage of new permanent workers hired to replace permanent workers that have left during the reporting period.</i>	Total permanent staff: 143  Permanent staff (Resigned / dismissed): 20 Turnover rate: 20/143 = 14% <ul style="list-style-type: none"> <li>○ Positions filled after resignation: 6</li> <li>○ Positions seen as redundant: 14</li> </ul> Permanent staff (Retired / illness): 3		

		Turnover rate: 3/143 = 2%  Permanent staff (Absconded): 36 Turnover rate: 36/143 = 25%					
4.3	If the permanent worker turnover rate was over 20% during the reporting period, briefly explain why.	<ul style="list-style-type: none"><li>* FynBloem not highest paying employee in area any longer, other farms are offering more perks to employees</li><li>* National roads in our area are being upgraded and contractors are offering high salaries</li><li>* New businesses opening in town creating new job opportunities</li></ul>					
4.4	If you are reaching out to smallholders, please indicate the number of smallholders that benefit from the project activities through active support, financially or otherwise to improve environmental conditions or social practices etc.  <i>Smallholder farmers are defined as marginal and sub-marginal farm households, which own and/or cultivate less than two hectares of land.</i>	N/A					
5	Compliance and Regulations						
5.1	List the permits/approvals/licences that are required to operate, the date they were obtained and the authority that issued them.		Reg. no. with Cape Nature	Farm	Date Issued	Expiry date	Issuing Authority
		FynBloem - Sell	AAA008-01115	Licence to sell – CN52-41-3285	22.03.2018	25.03.2019	Cape Nature
		FynBloem - Sell Cultivated		Licence to Sell CULTIVATED CN51-41-3449	05.04.2018	05.04.2019	Cape Nature
		FynBloem - Export	AAA008-01115	Licence to export – CN17-41-3082	08.03.2018	08.03.2019	Cape Nature
		Bloemenkraal Sell	241-00580	Licence to sell -CN52-41-1698	16.11.2017	16.11.2018	Cape Nature
		Bloemenkraal Export	241-00580	Licence to export – CN17-41-2636	09/02/2018	05.02.2019	Cape Nature
		FynBloem Grower	AAA008-01115	Flora Grower - 0042-AAA008-00109	24.11.2011	No expiry date	Cape Nature
		FynBloem Import	AAA008-01115	Import licence- CN30-41-1946	04.12.2017	04.12.2018	Cape Nature
5.2	What is the status of compliance with legal requirements in the host country? <i>This includes permit and reporting requirements, etc.</i>	<ul style="list-style-type: none"><li>* Income Tax, Value-added Tax and Employees Tax are paid and up to date. A tax clearance certificate is available upon request.</li><li>* Employment Equity reports have been submitted</li><li>* Annual BEE-verification have been finalised.</li><li>* Our Cape Nature permits are valid and show that our Proteas are cultivated (not wild). We have copies of our suppliers' Cape Nature permits for the fynbos to make sure the permits are valid.</li></ul>					
5.3	If your company has been subject to an inspection by the authorities during the reporting period, state by who and when.	<ul style="list-style-type: none"><li>* Inspection by the Department of Labour (Employment Equity) on 26 April 2018</li><li>* BEE-verification interviews</li></ul>					
5.4	State the outcome of each inspection: <ul style="list-style-type: none"><li>* The number and nature of non-compliances with legislation</li></ul>	<ul style="list-style-type: none"><li>* No issues were noted.</li><li>* BEE-verification interviews were performed, and no issues were noted.</li></ul>					

	<ul style="list-style-type: none"><li>* Actions that were required to remove these non-compliances.</li><li>* Any unsettled matters/pending issues?</li></ul>							
5.5	If your company has been subject to an audit from any of your customers during the reporting period, please state: <ul style="list-style-type: none"><li>* By who?</li><li>* When?</li><li>* Which issues were identified?</li></ul>	<ul style="list-style-type: none"><li>* Our overseas customers rely on good external audit results as set out above.</li><li>* Our export partner and customers request periodic documented proof of certain procedures, Due Diligence reports and copies of permits</li></ul>						
6	Communicating Sustainability							
6.1	Briefly describe the internal communication and training on sustainability you have conducted during the reporting period. <ul style="list-style-type: none"><li>• How many workers were trained?</li><li>• Which issues were covered?</li><li>• What was the duration of the training?</li></ul>	Due to unfortunate circumstances we have not had a CSR Manager for the past two years and this left a huge gap in the company with regards to internal training and information sharing sessions. We have recently employed a new CSR manager who will be tasked with implementing these kind of training sessions.						
6.2	If workers participated in external training on sustainability during the reporting period. <ul style="list-style-type: none"><li>• How many participated?</li><li>• Which issues were covered?</li><li>• What was the duration of the training?</li></ul>	Due to unfortunate circumstances we have not had a CSR Manager for the past two years and this left a huge gap in the company with regards to external training and information sharing sessions. We have recently employed a new CSR manager who will be tasked with implementing these kind of training sessions.						
6.3	Does the company communicate performance in an external report that is publicly available to external stakeholders?  <i>E.g. via the company's website.</i>	Yes, communication with stakeholders happen through detailed reports to the board as well as "The Bloemer" that are distributed to all stakeholders and staff.						
6.4	If you have received any complaints by external stakeholders during the reporting period, state: <ul style="list-style-type: none"><li>• How many?</li><li>• Which issues were raised?</li><li>• How you have responded to these issues?</li></ul>	N/A						
6.5	How have you promoted sustainability issues towards your suppliers?	<table><tr><td>Sustainability issues are included as part of the business contract with suppliers</td><td><input checked="" type="checkbox"/></td></tr><tr><td>Sustainability issues are communicated to suppliers in other ways, please specify</td><td><input type="checkbox"/></td></tr><tr><td>A plan for communicating sustainability issues to suppliers is under development</td><td></td></tr></table>	Sustainability issues are included as part of the business contract with suppliers	<input checked="" type="checkbox"/>	Sustainability issues are communicated to suppliers in other ways, please specify	<input type="checkbox"/>	A plan for communicating sustainability issues to suppliers is under development	
Sustainability issues are included as part of the business contract with suppliers	<input checked="" type="checkbox"/>							
Sustainability issues are communicated to suppliers in other ways, please specify	<input type="checkbox"/>							
A plan for communicating sustainability issues to suppliers is under development								
6.6	If you have monitored your suppliers during the reporting period, briefly describe which suppliers and how you have evaluated their performance.	Due to unfortunate circumstances we have not had a CSR Manager for the past two years and this left a huge gap in the company with regards to monitoring suppliers. We have recently employed a new CSR manager who will be tasked with implementing these kind of training sessions.						
6.7	If you have become aware of critical sustainability issues among your suppliers during the reporting period, briefly describe which suppliers, which issues and which actions were taken.	N/A						
6.8	Briefly describe how you provide stakeholders with access to information about the company, risks and potential sustainability impacts on the communities and your mitigation measures.	This kind of information are shared with stakeholders via the annual Sustainability Report that is compiled by the CSR Manager.						
6.9	Briefly describe how you provide information on how individuals and communities, who may be	Concerns and complaints can be submitted telephonically, via email or personally by the individual or company. Contact detail for the company is widely available via our Facebook page as well as telephone directories.						

	adversely affected by the company's activities, can submit concerns and complaints.	
<b>7</b>	<b>Labour Practices</b>	
7.1	Briefly describe how you ensure that your workers know their rights and duties.  <i>E.g. in contracts, employee handbook, etc.</i>	<ul style="list-style-type: none"> <li>* Employment contracts are explained by a manager to each new employee.</li> <li>* Summaries of the Basic Conditions of Employment Act, Employment Equity Act and Health &amp; Safety Act are displayed in a public area.</li> <li>* All company policies and procedures are available for all employees and can be obtained from their managers.</li> </ul>
7.2	How do you ensure an open dialogue between management and workers regarding labour practices? <ul style="list-style-type: none"> <li>* How was the dialogue organised?</li> <li>* How often were meetings held?</li> <li>* What issues were discussed?</li> </ul>	<ul style="list-style-type: none"> <li>* 3 monthly Workers Committee meetings ensure open dialogue where all issues are addressed, and staff representatives can enter discussion with the CEO.</li> <li>* Executive Management has weekly &amp; monthly meetings with managers and general work issues i.e. transport, community, canteen, "friendliness" of managers, uniforms, housing issues, cultural integration, public holidays, general pack store issues i.e. drinking stations, caps broken, etc</li> </ul>
7.3	State the national minimum wage and the basic wage you pay your workers (not including overtime).	South African Agriculture Minimum Wage from 01/03/2018 until 28/02/2019 is set at R16.25 per hour – which translates to R3169.19 per month for workers on a 45-hour week. We pay the minimum wage plus a performance incentive bonus, thus making our pay in most instances higher than the minimum wage.
7.4	What extra wages are paid for overtime work? <ul style="list-style-type: none"> <li>* How many people have had excessive overtime hours (total working hours over 60 per week)?</li> <li>* For how many weeks have the workers had excessive overtime?</li> </ul>	<ul style="list-style-type: none"> <li>* During peak production seasons, overtime is worked (December for ±3 weeks; March for ±2 weeks)</li> <li>* Employees are paid according to legislation (1.50 times the normal wage)</li> </ul>
7.5	If relevant, briefly describe what you have done to reduce overtime.	An integrated operational and stock system ensures that procurement and production are planned correctly. This empowers managers to manage their workers better.
7.6	If you have become aware that you have hired underage workers during the reporting period, briefly describe actions taken to remedy the situation.	No underage workers were employed during the reporting period.
7.7	Briefly describe how you promote equal opportunity and prevent discrimination among workers and any initiatives started during the last reporting period.  <i>Initiatives could include promoting gender equality and enabling qualified persons with disabilities or health conditions to gain employment opportunities.</i>	No discrimination is practised or reported by staff to management or at a Workers Committee meeting. This is evident by the positive report we receive from the Department of Labour and is evident in our Employment Equity report to the Dept. of Labour.
7.8	Briefly describe initiatives to prevent physical, verbal, sexual, psychological harassment and abuse among workers.	Articles and information pieces are published frequently in our newsletter, "The Bloemer", with regards to verbal, sexual and psychological harassment and abuse to inform and educate staff about these matters. This also filters through to the community as these newsletters go home with staff to be read by family members. "The Bloemer" are also distributed to key elements in the community.
7.9	If you have had incidents of harassment during the reporting period, briefly describe which actions your company has taken.	No incidents of harassment were reported.
7.10	If accommodation/dormitories/housing is provided for workers, how have you ensured that housing facilities are safe and sanitary and meet basic needs?  <i>This concerns sleeping quarters, access to kitchen, bath, toilet, security and privacy, etc.</i>	<ul style="list-style-type: none"> <li>* The Housing committee does annual inspections of all housing provided to staff to identify any areas where repair work need to be done.</li> <li>* Repairs and maintenance of houses are done on a continuous basis by a dedicated team.</li> </ul>

7.11	<p>If you register information about workers or monitor the workplace, briefly describe how workers are informed about the information registered or the purpose of the monitoring.</p> <p><i>Workplace monitoring includes cameras and internet or e-mail monitoring.</i></p>	<ul style="list-style-type: none"> <li>* We act in accordance with the Protection of Information Act.</li> <li>* We do not intrude on staff living on the property.</li> <li>* The company Internet usage policy has been communicated to all staff.</li> <li>* Currently we don't have any cameras on the premises.</li> </ul>
7.12	<p>If you hired temporary workers during the reporting period, briefly describe how you ensured that they had the same basic employment benefits as permanent workers.</p> <p><i>Temporary workers may include part-time, short-term, contract and migrant workers. List the basic benefits for the worker, e.g. paid overtime, sick leave, access to canteen, health checks etc.</i></p>	<p>We compliant with South African legislation and have employed many of the temporary staff as permanent employees and ensured equal employment conditions.</p>
<b>8</b>	<b>Health and Safety</b>	
8.1	<p>Briefly describe how the health and safety committee has worked during the reporting period.</p> <ul style="list-style-type: none"> <li>• Number of members in the committee?</li> <li>* How often were meetings held?</li> <li>* Which issues were on the agenda?</li> </ul>	<ul style="list-style-type: none"> <li>* H&amp;S meetings are held at least every 3 months.</li> <li>* Regular "walk throughs" are held by H&amp;S committee members to inspect the work areas.</li> <li>* H&amp;S issues and solutions are reported to the Workers Committee leaders.</li> <li>* The COO helps the H&amp;S committee to find solutions.</li> </ul>
8.2	<p>How many accidents (involving workers) have you had during the reporting period? Compare with accidents in previous years.</p>	<ul style="list-style-type: none"> <li>* All incidents and accidents are investigated by management and to the Health &amp; Safety committee where preventative action is taken.</li> <li>* 2017/2018: 66 <ul style="list-style-type: none"> <li>○ 47 of these injuries were because of a vehicle accident between one of our vehicles that was transporting staff from town to work and another truck. Our driver was not at fault.</li> <li>○ 19 injuries because of incidents or accidents in the work place.</li> </ul> </li> </ul>
8.3	<p>How much working time has been lost due to accidents (days off work)? Compare with accidents in previous years.</p>	<p>Total days off work: 274</p> <ul style="list-style-type: none"> <li>○ 221 days off work was a direct result of the vehicle accident.</li> </ul>
8.4	<p>Briefly describe any measures taken to reduce the risk of future accidents during the reporting period.</p>	<ul style="list-style-type: none"> <li>* Wrist guards to help bouquet staff who need to hold heavy bouquets during peak production times.</li> <li>* All product graders &amp; cleaners use gloves</li> <li>* Safety shoes are provided to employees.</li> <li>* Training</li> </ul>
8.5	<p>Briefly describe your emergency preparedness and response system and state if your workers have been trained or the system has been reviewed during the reporting period to ensure an effective response.</p> <p><i>Such a system includes identification of hazardous operations, an assessment of the potential consequences on human health and the environment and mitigation measures to be taken if an accident occurs.</i></p>	<ul style="list-style-type: none"> <li>* We have an evacuation plan displayed in prominent places in the pack house.</li> <li>* We have trained evacuation marshals, as well as fire marshals.</li> <li>* We have first aiders with the right equipment and spill kits for the chemical rooms.</li> <li>* We have fire lines and a sprinkler system for the plantations.</li> <li>* All staff are trained on their first day of employment and periodically thereafter.</li> <li>* Staff dealing with hazardous substances receive external chemical handling training.</li> <li>* We do external fire, first aid, tractor and all required health &amp; safety training provided by external companies.</li> </ul>
8.6	<p>Have you reviewed your emergency response system or performed an emergency drill during the reporting period?</p>	<p>Yes, this gets done on a regular basis and random emergency drills are performed throughout the year.</p>
8.7	<p>Have you conducted a Workplace Risk Assessments during the reporting period?</p>	<p>Yes, this is performed by the Health &amp; Safety committee every 3 months. They identify any possible risk areas, and this gets addressed by management.</p>

8.8	Briefly describe how you reduce exposure to noise, dust or chemicals in the production area. State results of any indoor noise, dust or chemical measurements taken during the reporting period and compare with previous year.	<ul style="list-style-type: none"> <li>* We have one noisy area where plant material is cut to size and where earplugs are provided.</li> <li>* Dust is not an issue in the pack house.</li> <li>* Staff that work with the leave strippers are supplied with safety goggles to protect their eyes.</li> </ul>									
8.9	How do you ensure adequate workplace conditions? <i>Adequate conditions may require suitable temperature, lighting, washing and sanitary facilities for both genders, safe drinking water food storage and eating facilities, etc.</i>	<ul style="list-style-type: none"> <li>* Requirements such as good ventilation and lighting, adequate sanitary facilities, storage facilities and canteen are in place.</li> <li>* Freezer jackets and pants are provided even though we don't operate in freezing conditions.</li> <li>* Aprons are provided to prevent bouquet workers' clothing from becoming wet.</li> </ul>									
8.10	Briefly describe how you minimize heavy manual lifting or multiple repeatable movements and any new actions taken during the reporting period.	We are conscious of ergonomics and new staff are taught how to lift and correctly use their bodies when working in the plantation. Pack house staff get regular rest periods where workstations have been ergonomically designed. A full workplace review is scheduled for 2018/9.									
8.11	If you have secured any machinery and/or replaced dangerous machinery with potentially less harmful machinery during the reporting period, briefly describe what you have done to install safety measures.	<ul style="list-style-type: none"> <li>* Our machinery has been Global Gap inspected (and inspected by Health &amp; Safety officers) and comply with Health &amp; Safety legislation.</li> <li>* We have artisans and mechanics on site to repair machinery before they can cause harm.</li> <li>* We have safety signs on machines and walls where appropriate.</li> </ul>									
8.12	Briefly describe what PPE (Personal Protection Equipment) is provided and to how many. How many workers have been trained in following safety instructions during the reporting period?	<ul style="list-style-type: none"> <li>* All required PPE is issued, e.g. gum boots, ear and eye protection, welding equipment and new staff is trained on their correct use.</li> <li>* Annual risk assessments are carried out in line with Global Gap requirements</li> <li>* All staff who work with chemicals receive external training on correct use and we have procedures in place with regards PPE use and disposal.</li> </ul>									
8.13	If you have carried out any other training relating to workplace health and safety during the reporting period, state how many workers have been trained and in which issues.	<table border="1"> <thead> <tr> <th>Course</th><th>Institute</th><th>Attendees</th></tr> </thead> <tbody> <tr> <td>Fire Level 1 training</td><td>Safetech</td><td>4</td></tr> <tr> <td>Safe handling: orchard chemicals</td><td>Two-a-Day Group Training Centre</td><td>5</td></tr> </tbody> </table>	Course	Institute	Attendees	Fire Level 1 training	Safetech	4	Safe handling: orchard chemicals	Two-a-Day Group Training Centre	5
Course	Institute	Attendees									
Fire Level 1 training	Safetech	4									
Safe handling: orchard chemicals	Two-a-Day Group Training Centre	5									
8.14	If HIV/AIDS is a significant issue in the host country, how have you contributed to preventing the spread of HIV/AIDS and the stigmatizing effects of the disease during the reporting period? Briefly describe your activities.  <i>Activities can include offering HIV/AIDS testing, antiretroviral treatment to infected workers and information campaigns about HIV/AIDS.</i>	<ul style="list-style-type: none"> <li>* Condoms are provided in restrooms.</li> <li>* The Bloemer (our newsletter) continue to discuss and educate different aspects of HIV prevention, several times a year.</li> </ul>									
8.15	If you have had security arrangements at your site during the reporting period, briefly describe any security-related incidents, including complaints from staff or local communities related to the conduct of security personnel.	None were reported.									
<b>9</b>	<b>Environment and Climate</b>										
9.1	If you are cultivating land for crop or plant production, please indicate the number of hectares the company controls	The farm is in total 244.61 hectares, of which 102 hectares are planted.									
9.2	If you are cultivating crop for production of animal feed, please indicate the number of hectares the company controls	n/a									

9.3	If any environmental incidents occurred during the reporting period, briefly describe each incident including date, nature, and extent and remediation measures taken. <i>Environmental incidents include fires, explosions, significant spills or contamination of soil, water, groundwater, buildings or other structures.</i>	No incidents were reported.			
9.4	Briefly describe any measures implemented to increase energy efficiency.	<ul style="list-style-type: none"> <li>* Currently using power from the grid.</li> <li>* Our goal is to implement solar panels for the pack house.</li> <li>* The pack house is equipped with many power saving features, like energy efficient lights that dim or switch off automatically. Heat from refrigeration is used to heat underfloor instead of air conditioning. The pack house was designed to optimizing power saving in all aspects and received awards for its sustainability in building design.</li> </ul>			
9.5	Quantify the energy consumption and compare with the energy consumption of the previous year. State energy source if possible.	<p>*Currently using power from the grid.</p> <p>Total power consumption (kWh):  2016 – 854122  2017 – 717541  2018 – 799299</p>			
9.6	If your company produce more than 25,000 tonnes of CO2 equivalent annually, specify direct emissions from the facilities owned or controlled within the physical company boundary as well as indirect emissions associated with the off-site production of energy used by the company during the reporting period.		2016	2017	2018
		Direct CO2 emissions	866,93	728,30	811,29
		Indirect CO2 emissions	N/A	N/A	N/A
9.7	If hazardous substances are used, briefly describe how you ensure safe storage, handling, production, use and disposal. <i>Hazardous substances may include asbestos, heavy metals, organic solvents, cooling agents etc. State if any substances have been substituted.</i>	<ul style="list-style-type: none"> <li>* All harmful material has been phased out prior to the reporting period, as per Global Gap and Marks &amp; Spencer requirement. As new EU requirements emerge, we shall address the challenges with expert consultants.</li> <li>* We do not use harmful material in the pack house because the risk to our reed bed recycling process.</li> </ul>			
9.8	Briefly describe any measures taken to reduce water consumption and, if possible, state the percentage of volume of water recycled/reused. Compare with previous years.	<ul style="list-style-type: none"> <li>* We have water rights to a dam/river in our mountain.</li> <li>* Systems are in place to reduce water consumption in the plantations, such as an advanced irrigation system and probes to detect moisture in the soil to prevent over watering.</li> <li>* We have meters on water extraction points. Usage of the natural resource is recorded by the Municipality that issued the water extraction permit to ensure we stay within permitted usage.</li> <li>* Plantation irrigation system is computerised, and usage records can be extracted.</li> <li>* Monitoring of water usage within the pack house is being implemented and live data.</li> </ul>			
9.9	Briefly describe any measures to reduce non-hazardous waste and, if possible, state the percentage of waste recycled/reused by waste type. Compare with previous years.	A recycling system has been put into place and staff participated in information sessions to teach them more about recycling.			
9.10	Briefly describe any measures to reduce waste water emissions, including optimizing production technology and waste water treatment before discharge. Compare with previous years.	<ul style="list-style-type: none"> <li>* Systems are in place to reduce water consumption in the plantations, such as an advanced irrigation system and probes to detect moisture in the soil to prevent over watering.</li> <li>* We have meters on water extraction points. Usage of the natural resource is recorded by the Municipality that issued the water extraction permit to ensure we stay within permitted usage.</li> <li>* Plantation irrigation system is computerised, and usage records can be extracted.</li> <li>* Monitoring of water usage within the pack house is being implemented and live data.</li> </ul>			

9.11	Briefly describe any measures to reduce air emissions (substances, noise, odour, light and vibrations), including optimizing production technology and treatment of pollutants before they are emitted. Compare with previous years.	There are no air emissions produced by the pack house. Air emissions come from transport (e.g. tractors). Where possible smaller and newer tractors are used to prevent unnecessary emissions.
9.12	If workers have been trained in environmental matters during the reporting period, state how many workers have been trained and in which issues.	Due to unfortunate circumstances we have not had a CSR Manager for the past two years and this left a huge gap in the company with regards to internal training and information sharing sessions. We have recently employed a new CSR manager who will be tasked with implementing these kind of training sessions.
9.13	Briefly describe any mitigation measures to protect and conserve biodiversity. <i>Mitigation measures could include establishing biological corridors and restoring habitats.</i>	We continuously strive to clearing the farm of invasive species which is beneficial to saving water and preserving the indigenous vegetation of this area.
<b>10</b>	<b>Community Engagement</b>	
10.1	How have you as a company participated in activities with the local community?  <i>Activities can include education and training; cultural, health and infrastructure development; contracting with local business partners and fostering entrepreneurship; and donations or voluntary work benefitting the local community.</i>	We support the Mandela Day initiative in Riviersonderend and in 2018 we collaborated with the local SAP (South African Police) branch and Badisa (NGO focused on social work in the community). Soup and sandwiches were provided to about 500 community members which included disabled people, the elderly and children. Weekly flower donation to the Community Services (i.e. Police, doctors, clinic, municipality) in town.
10.2	If you have provided training, education, mentorship programmes or other activities to empower youth during the reporting period, briefly describe your activities.	Due to unfortunate circumstances we have not had a CSR Manager for the past two years and this left a huge gap in the company with regards to community outreaches of such a kind. We have recently employed a new CSR manager who will be tasked with implementing these kind of training sessions.
10.3	If you have conducted activities to empower women in the local community during the reporting period, briefly describe your activities. <i>Activities could include specific health, safety and well-being issues for women, education, training, professional development as well as innovative approaches to circumvent gender-based constraints to participation and leadership e.g. child care services.</i>	Due to unfortunate circumstances we have not had a CSR Manager for the past two years and this left a huge gap in the company with regards to community outreaches of such a kind. We have recently employed a new CSR manager who will be tasked with implementing these kind of training sessions.
10.4	If your operations may negatively impact livelihoods or the access of local communities to resources or cultural heritage sites, briefly describe how you have engaged with affected groups and your activities to prevent, reduce, mitigate and remedy the impacts during the reporting period. <i>Affected groups include women, tenants, settlers, minorities, indigenous peoples and other vulnerable groups.</i>	N/A
10.5	If your company's operations involve resettlement, briefly describe any resettlement actions during the reporting period. Who were affected by the displacement, and how were they compensated?	N/A
<b>11</b>	<b>Corporate Governance</b>	

11.1	Does your company have a corporate governance (CG) policy and rules of procedure for the board?	Yes, we abide by the King 4.
11.2	What issues, if any, have arisen in the business, ownership, management or governance of the company that could call for a re-evaluation of the governance framework agreed at the time of investment?	There have been no such issues.
11.3	Have the other parties (Danish partner / project sponsor, project company, others) lived up to expectations regarding their understanding of CG and support of the project company's CG?	Yes, they have.
11.4	Do you regard the current governance framework as fit-for-purpose and ready to adapt to the project company's future needs? a. Board of Directors b. Internal controls c. Transparency d. Shareholder rights	Yes, to all.
11.5	What changes will be needed for the CG of the project company to develop in step with the company's evolution? a. Board of Directors b. Internal controls c. Transparency d. Shareholder rights	N/A
11.6	Has your company prepared a <b>Corporate Governance Action Plan</b> ? <i>(A Corporate Governance Action Plan will be required by new IFU projects from January 2017)</i>	N/A
11.7	Briefly describe progress made and any outstanding issues from the Corporate Governance Action Plan if you have one. <i>You may attach a copy of the plan.</i>	N/A
<b>12</b>	<b>Anti-corruption and Business Ethics</b>	
12.1	Briefly describe your anti-corruption policy and instructions to avoid corruption.	We have a zero tolerance for corruption and unethical practices within the business. Policies have been put in place and an accredited Chartered Accountant is employed on a full-time basis to manage the business' finances. Audit are done annually by an external certified auditing company and findings are presented during the annual financial board meeting.
12.2	Briefly describe which risks you face of getting involved in corruption?	None
12.3	How have you communicated your anti-corruption initiatives and disciplinary procedures for violations of the anti-corruption policy to your workers?	Workers are all given the company's policies and procedures during their induction and the policies are all readily available to any employee. Each manager has a staff file with all policies and procedures in.
12.4	How many workers have been trained to avoid and handle corruption and bribes including facilitation payment during the reporting period?	There has been no need for such training during this period.
12.5	How do you monitor compliance with your anti-corruption procedures? <i>State the outcome of any internal or external audits during the reporting period.</i>	External audits are done annually by a certified / accredited auditing company. There was no corruption found within the company.

12.6	<p>Briefly describe how you inform relevant business partners about your anti-corruption policy.</p> <p><i>Relevant business partners include agents, intermediaries, consultants, contractors, suppliers, local/national authorities etc.</i></p>	<p>A detailed report is presented to all business partners during a board meeting where the auditing company presents their findings.</p>
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