

International COCOA Initiative

# COCOA FARMING

## Employment Contract

A Comic Contract™ by Creative Contracts (Pty) Ltd.
(www.creative-contracts.com)

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# 1. This contract is between…

## The employer



**First Name and Surname:**

.....

**Identity document:**

Select type: ☐ Passport

☐ ID card

☐ Birth certificate

☐ Other: .....

Number: .....



**Home address:** .....

.....

District: .....



**Tel:** .....



**Status:**

Select type: ☐ Land owner

☐ Farm owner

☐ Manager

☐ Other (please specify):

.....



**Cooperative the employer is a member of:**

.....

Producer code: .....

# And you, the worker…



**First Name and Surname:**

.....

**Date of birth:** DD MM YYYY

**Identity document:**

Select type: ☐ Passport

☐ ID card

☐ Birth certificate

☐ Other:

.....

Number:.....

**Tel:**.....



This contract only covers the worker mentioned, not their family. Each person who is expected to work will need their own contract.






# 2. Where will I work?

**Address/location of farm(s):**

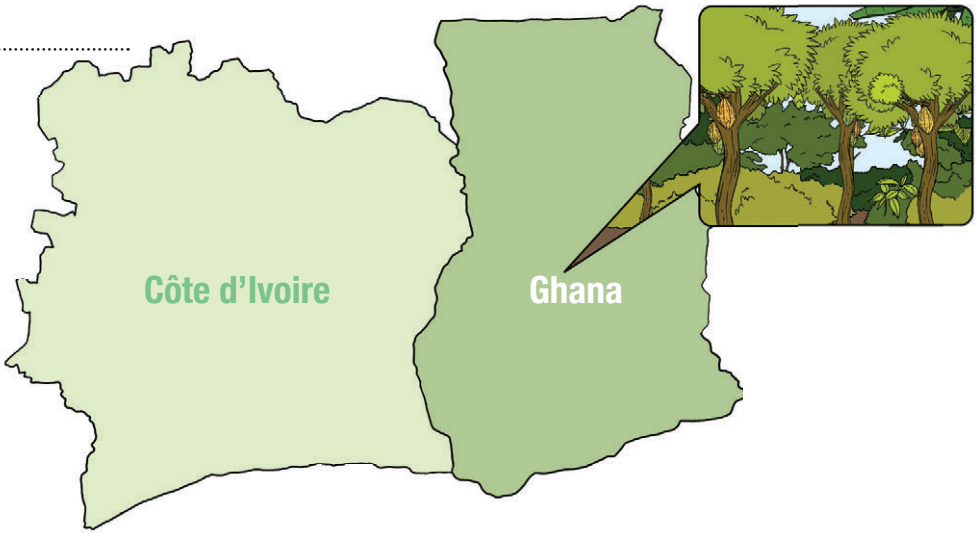
.....

.....

.....

**Total area:** ..... acres






# 3. For how long is this contract?



**Start**

DD MM YYYY

MONTH MONTH MONTH

**Duration:** ..... year(s)

..... months

..... days



Contract ended



**End**

DD MM YYYY

Contract renewed



**Sign a new contract**

# 4. What work will I do?

## You can be expected to perform the following tasks:

Clearing land



Planting



Weeding



Pruning



Spraying pesticides



Packing and carrying



Fermenting, sorting and drying cocoa beans



Harvesting and breaking cocoa pods



Other:

.....

.....

.....

.....

.....

.....

.....

# 5. What are my work hours?

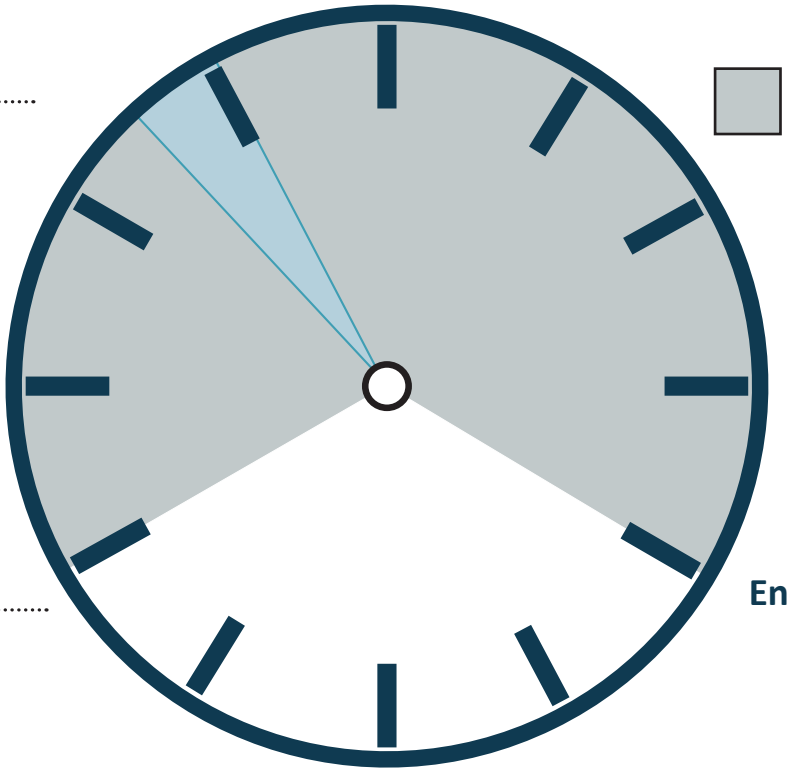
..... **days a week**

| ☐ Mon | ☐ Tue | ☐ Wed | ☐ Thurs | ☐ Fri | ☐ Sat | ☐ Sun |
|---|---|---|---|---|---|---|

**During every 8 hours you work, you can rest for at least 30 minutes.**

Rest: 30 mins

Hours:.....



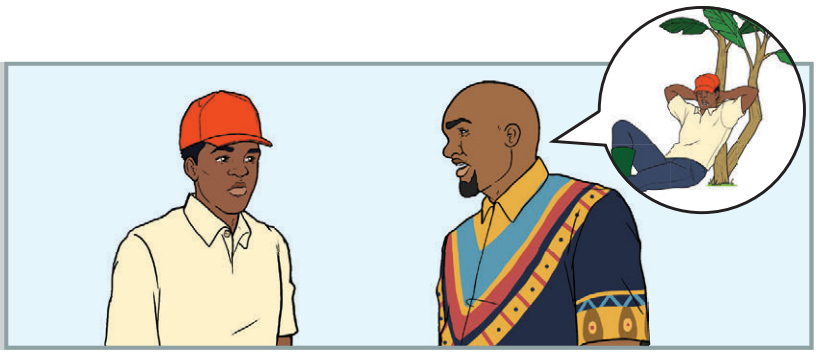
**Start:**.....

**End:**.....

You should be able to rest for 12 hours between every day of work and have at least two days off a week (7 days) including taboo days.



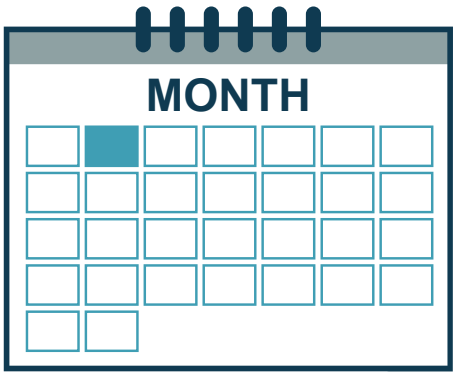

Rest and work times might change but they must be discussed and agreed upon by the employer and the employee in advance.



# 6. How will I be paid and how much?

## You will be paid:

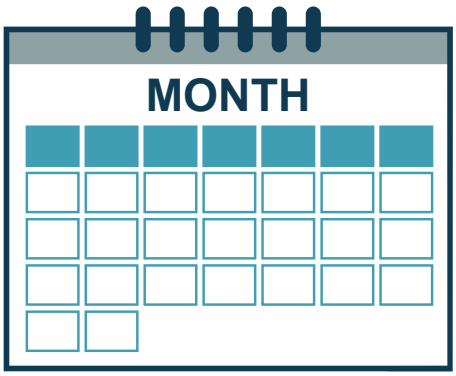
☐ per day




GHS

.....

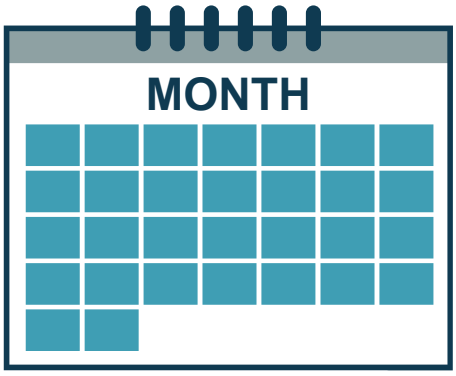
☐ per week




GHS

.....

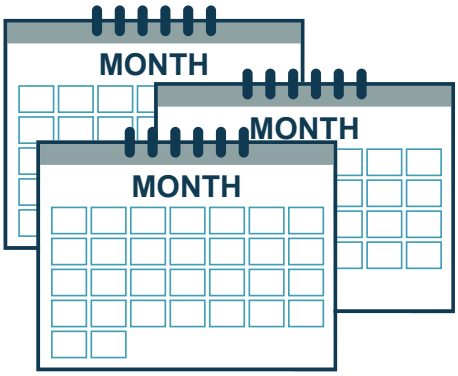
☐ per month




GHS

.....

☐ per season




GHS

.....

☐ per task

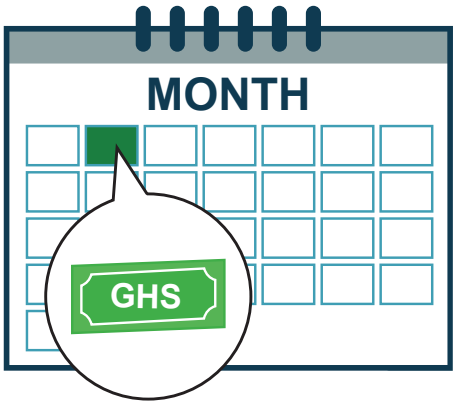


GHS

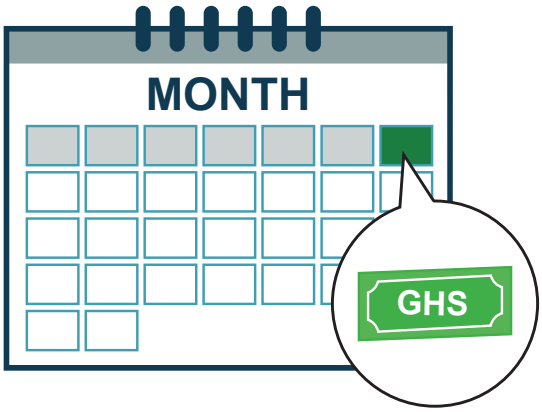
.....

# When will you be paid?

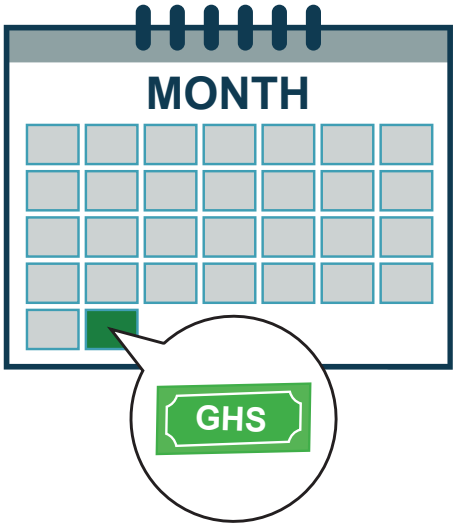
☐ After a day's work



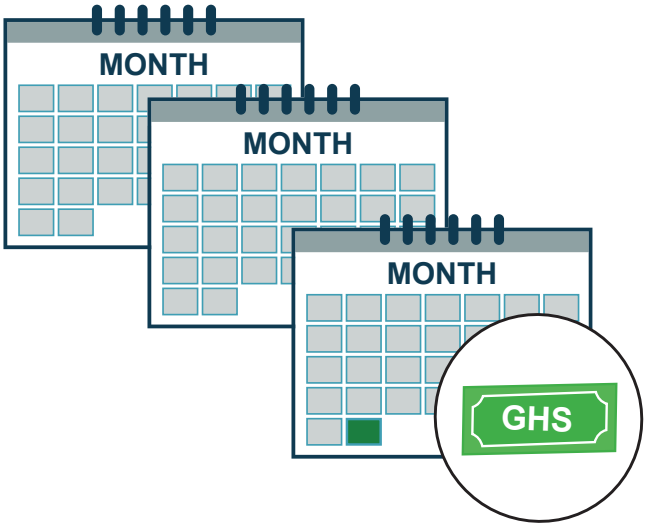

☐ At the end of the week




☐ At the end of the month




☐ At the end of the season



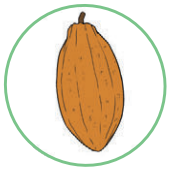

☐ After the sale of the cocoa

☐ Other arrangement

.....

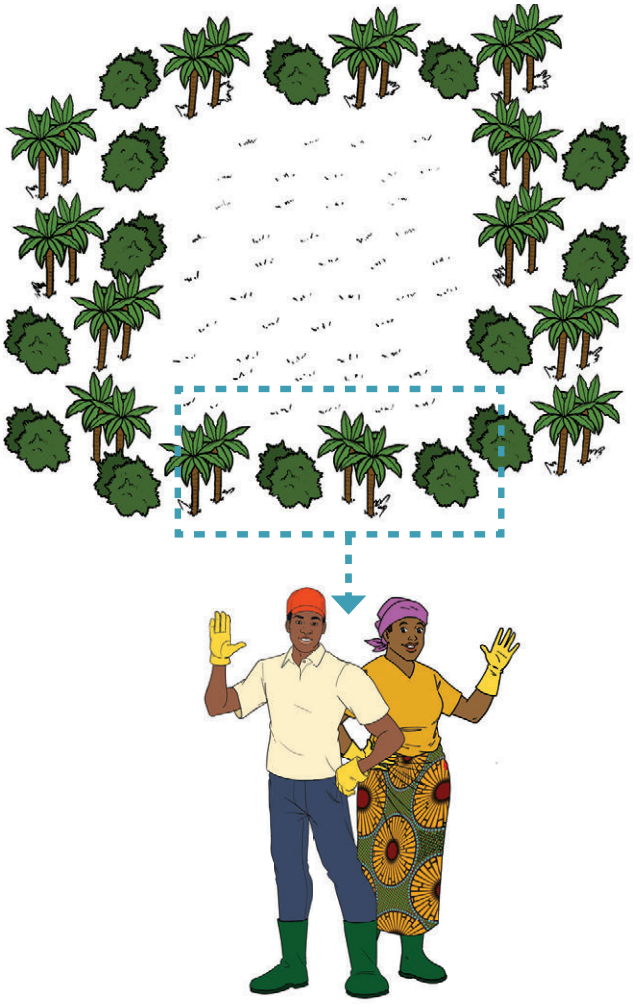
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## 6. How will I be paid and how much? (continued)



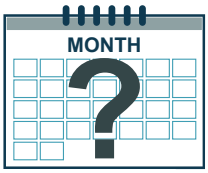
# You can also be paid in other ways.

☐ The crop from a portion of land will belong to you.



**Size:**.....

**When** will you be given the money from the crop on this portion of land?



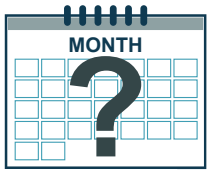

DD MM YYYY

☐ Share of the harvest



..... **% per worker**

**When** will you be paid this amount?

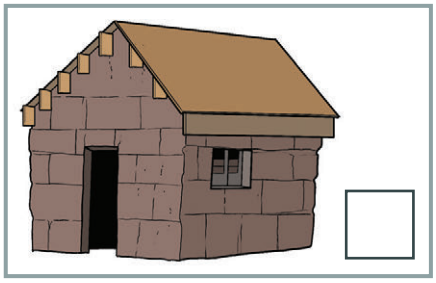



DD MM YYYY

# 7. Do I get any other benefits?

## The following may be given by your employer in addition to your earnings:

### Housing

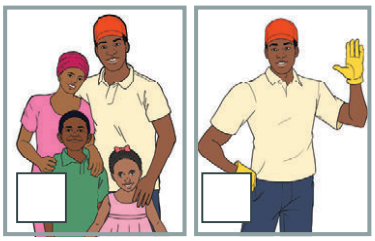


What type of lodging:

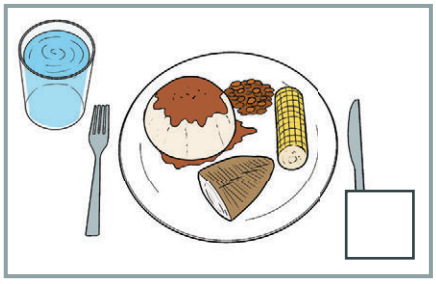
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For your family or just you?



### Meals and clean water

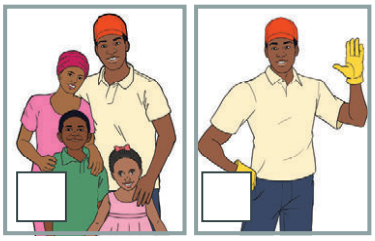


How many meals:

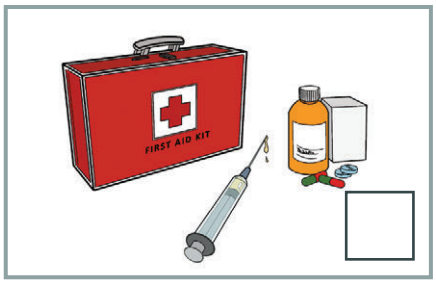
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For your family or just you?



### Healthcare costs

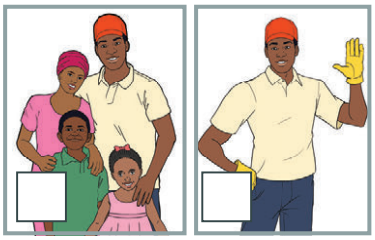



Up to what amount:

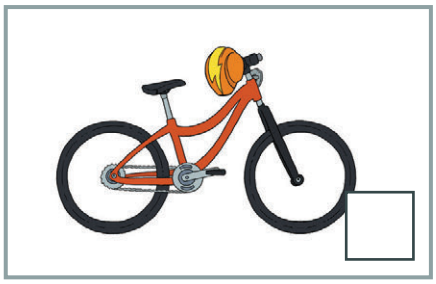
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For your family or just you?



### Means of transportation

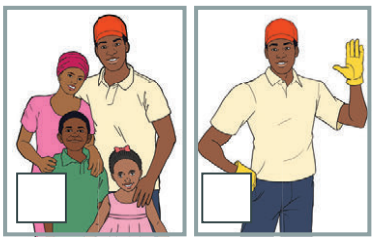


Type:

.....

.....

For your family or just you?



Your earnings plus your additional benefits should be the same or more than the minimum wage according to the country's law.



# 8. Are there any special conditions?

Write a note here if there is anything specific you want to include in the contract. All additions must be discussed and agreed upon in advance by the employer and the employee and if possible with a witness.

.....

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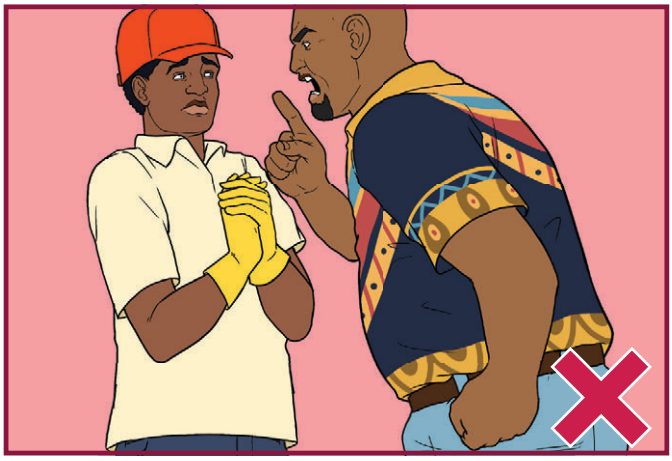
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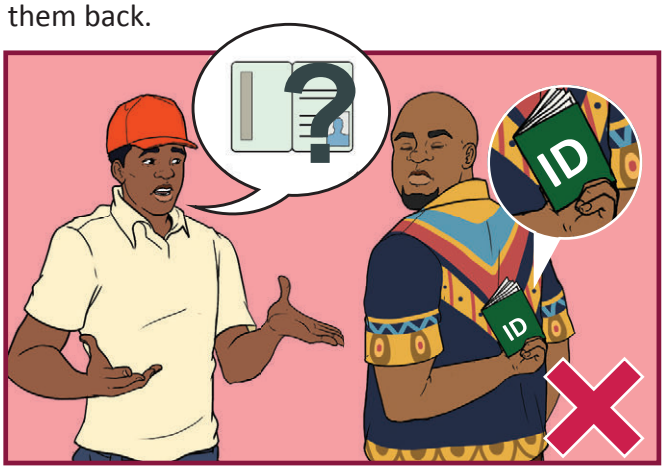


# 9. What are some of my rights as a worker?

You have the right not to be intimidated or threatened.



You have the right to your ID documents. Your employer cannot take them and refuse to give them back.




You have the right to understand your contract and your responsibilities.



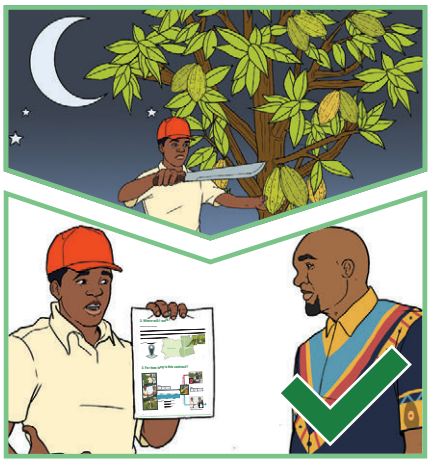

You have the right to freedom of association (to form a union or group to support your rights).



You have the right to end this contract before the date stated above (see section 12)



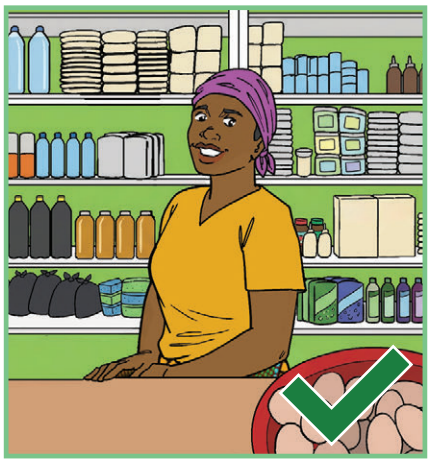
You have the right to say if you do not feel that this contract is being respected by your employer (see section 11).



You have the right to receive the equipment required to do the job - including protective equipment.

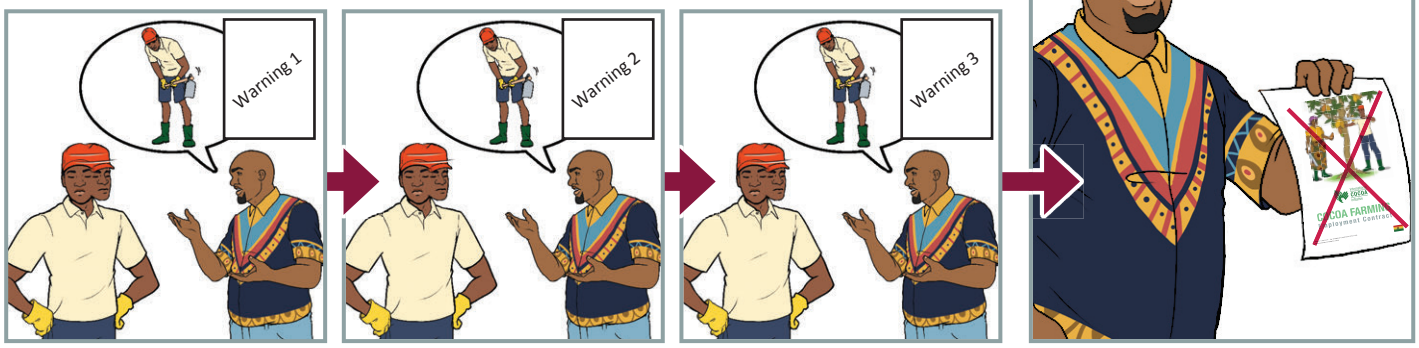


You have the right to do other work in your time off, as long as it does not interfere with or affect your work under this contract.



# 10. What are some rights that the employer has?

The employer has the right to end this contract if you are not performing your responsibilities as described, after three warnings.
They will still need to pay you for the time you have worked.




They can also end the contract if the worker does something very wrong, for example stealing cocoa.



The employer has the right to get the equipment back that they gave you to perform your tasks.




The employer cannot keep your wages to repay debts.

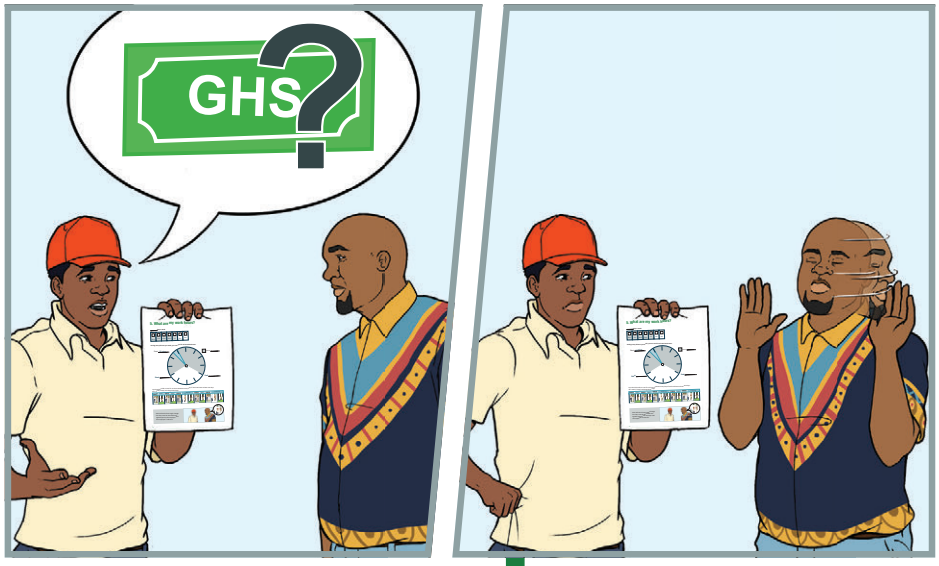



They cannot take money out of your earnings for normal wear and tear to the equipment.



# 11. What must we do if there is a problem between us?

## If anything that you and the employer agreed to in this contract is not done or if you and the employer don't agree about it, do the following:




Ask the **grievance committee** from the community or cooperative/LBC...



**OR**

...the relevant **district authorities** to help settle the issue.



# 12. How do I or my employer end my contract?

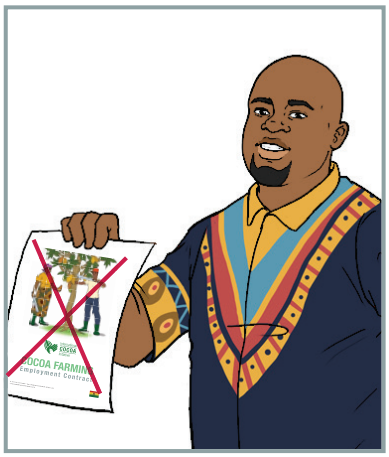


## The worker can end this contract immediately IF:

They have received threats, experienced physical violence or any other form of intimidation from the employer or anyone working for the employer.







## The employer can end this contract immediately IF:

- The worker has not met their responsibilities at least 3 times







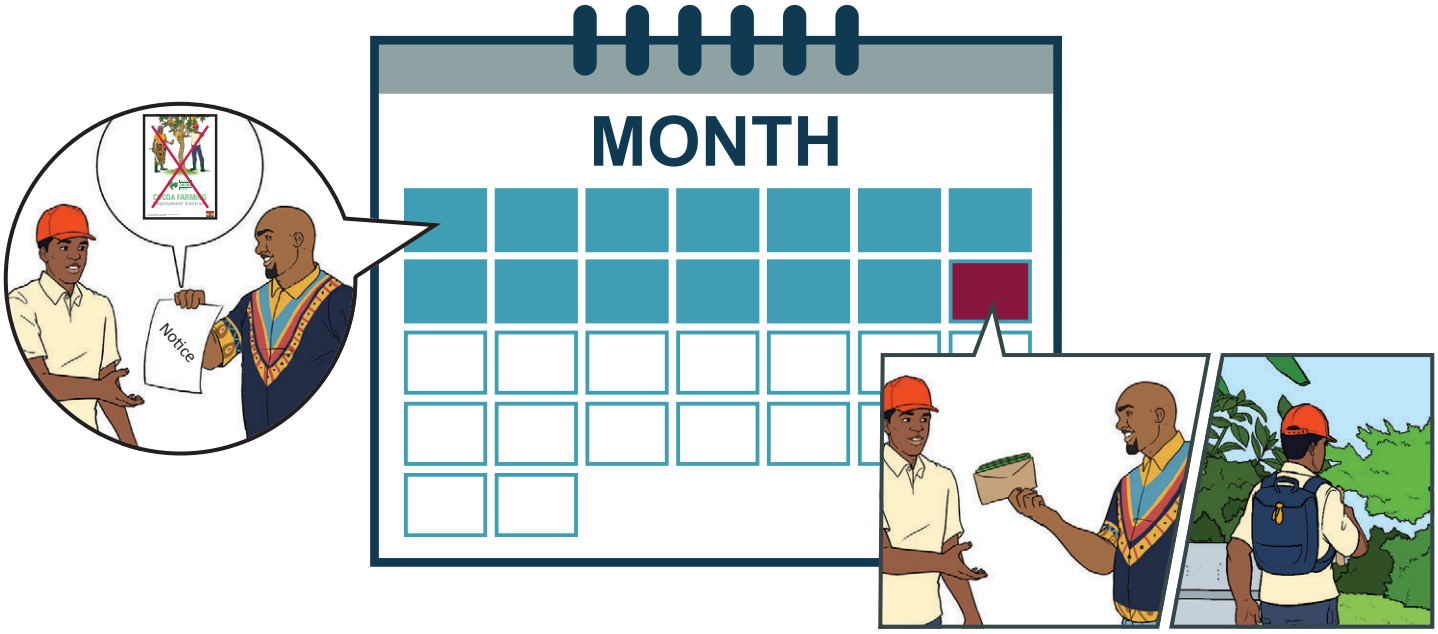
OR

- did something very wrong e.g. stealing cocoa.



# In all other cases...

the person who wants to end the contract must give 2 weeks' notice.




The worker must be paid for any work done before they leave.

If the employer does not give 2 weeks' notice, the employer must still pay the worker for 2 weeks' work.

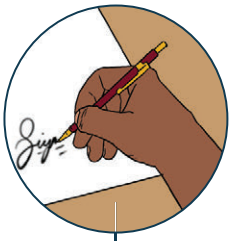


# 13. The page where you sign



This is your contract for the work you will be doing.
Make sure you understand it before you sign it or make your mark.







**First Name and Surname:**

.....

Signature:

.....

or Thumb Print:

**Witness 1 signature:**

.....

or Thumb Print:

First Name and Surname:

.....

Contact:

.....

**Witness 2 signature:**

.....

or Thumb Print:

First Name and Surname:

.....

Contact:

.....

**First Name and Surname:**

.....

Signature:

.....

or Thumb Print:

**Witness 1 signature:**

.....

or Thumb Print:

First Name and Surname:

.....

Contact:

.....

**Witness 2 signature:**

.....

or Thumb Print:

First Name and Surname:

.....

Contact:

.....

Place:

.....

MONTH

Date:

.....



International
COCOA
Initiative

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