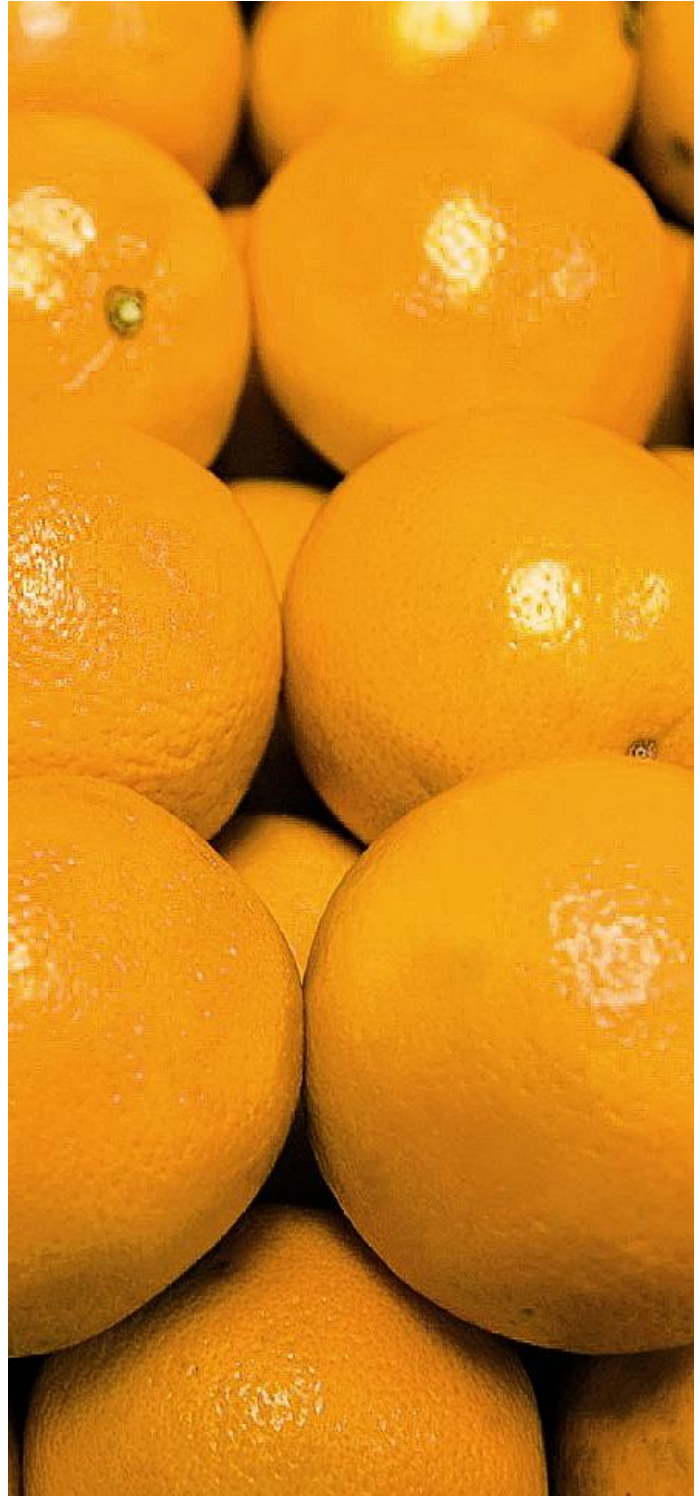


Global Workplace Rights  
**Florida Citrus Industry  
Farm/Grove Resource Guide**

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**Supplier  
Guiding  
Principles**

*The Coca-Cola Company*





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# Introduction

The Coca-Cola Company (TCCC) is committed to conducting business under the highest standards of excellence. Accordingly, we desire to develop relationships with suppliers that share similar values and conduct business in an ethical manner.

The Supplier Guiding Principles outline TCCC's expectation that its suppliers - and any approved third parties that provide workers to those suppliers - operate in accordance with the labor and environmental laws and regulations of the country and local jurisdictions where they operate. These laws and regulations include, among others, those that address working hours, compensation, working conditions and the rights of employees to choose whether to be represented by third parties and to bargain collectively.



To support our key suppliers of citrus in Florida in their efforts to achieve and maintain these objectives, TCCC has collected research and data on resources available to your farm or grove. We have created this resource guide to help you locate sources for governmental and non-governmental support.

A review of the Florida citrus industry reveals four broad categories of support for enabling Florida farmers to remain in compliance with local labor laws, as well as SGP requirements. Those categories are: government entities, trade associations, universities and websites. This Resource Guide describes SGP and provides an overview of organizations under each of the four categories.

It is highly recommended that this guide is shared with crew supervisors and labor contract managers.

If you have any questions or need any further information, please contact TCCC's Global Workplace Rights Group at the following email: [waccountability@na.ko.com](mailto:waccountability@na.ko.com).



## Government Entities

Government entities primarily are responsible for providing information on laws that affect those who operate a business within their jurisdiction. Farm/Grove owners have three primary online references to consult sources of law for the citrus industry in the state of Florida: The Florida Department of Citrus (FDOC), Online Sunshine (official website of the Florida State Legislature) and the Florida Department of Business and Regulation.

The FDOC has an online version of the Florida Citrus Code, 601 F.S., as well as an online “handbook” that describes the statutes found in the Citrus Code. Though the Citrus Code does not address labor law, it is an exhaustive resource on the other regulations and statutes governing the citrus industry, such as fruit maturity standards, inspection regulations, etc.

Farm/Grove owners who are interested primarily in social compliance matters and labor law can find the entire corpus of Florida state labor law using the link below in the “Online Sunshine” section. The Florida Department of Business and Regulation also addresses labor law - offering a farm labor contractor course/certification for all those who hire farm labor.

### FLORIDA DEPARTMENT OF CITRUS

The Florida Department of Citrus is an executive agency of the Florida government. Its primary responsibilities are to market Florida oranges, promote growth in the industry, as well as create regulations which are expedient to such growth.

#### Contact Info:

1115 East Memorial Boulevard,  
Lakeland, Florida  
Phone: 863-499-2500  
Fax: 863-284-4300

#### Description of data provided:

Link to the Florida Citrus Code, 601 F.S., which contains the official rules affecting and governing the Florida Citrus Industry. This code primarily addresses quality issues and standards. There is also a “rulebook” online, which elaborates on the 601 F.S. The DOC can be contacted in order to request a free hard copy of the rulebook.

#### Link to or instruction on accessing relevant data:

[http://www.floridajuice.com/about\\_legal.php](http://www.floridajuice.com/about_legal.php)

Go to website, [www.floridajuice.com](http://www.floridajuice.com), click on “Florida Department of Citrus” and find under the heading “Legal.”

**FLORIDA DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

(Division of Regulation - Bureau of Farm Labor)

The Bureau of Farm Labor, a division within the Florida Department of Business and Regulation, establishes a system of compliance to ensure that farm workers are free from harmful work environments and exploitative work conditions. It also provides information and study materials for farm labor contractors regarding workers' rights and social compliance issues.

Contact Info:

Division of Regulation

1940 N Monroe Street

Tallahassee, FL 32399-0760

Tel: 850-487-1395

Description of data provided:

For those applying for a farm labor contractor license in the state of Florida, the website below provides a study/reference manual which includes the license application process as well as all legal/social compliance issues that applicants are required to know. The material is available in English, Spanish, and Haitian Creole. Downloadable brochures are located at the bottom of the web page.

Link to or instruction on accessing relevant data:

<http://www.myfloridalicense.com/dbpr/reg/farmLabor.html>



# Trade Associations

There are numerous trade associations in the Florida Citrus Industry and many share some common features. In general, these associations charge an initial sign-up fee, then, based on the size of the member's operation (how much they harvest in a given year), they charge an additional percentage of the member's gross revenue (often a negligible fee). In return for these membership dues, trade associations will represent their members on key issues in the industry, often investing significant resources in lobbying efforts in order to create greater profit and growth for their members and the industry at large.

The trade associations listed below have information services for their members, ranging from email alerts to newsletters to annual meetings, all with the aim of keeping their members informed on changes in the industry, new legislation, upcoming legislation, etc. Of the trade associations surveyed, the Florida Fruit and Vegetable Association (FFVA) appeared to offer the most comprehensive information services, with a full staff of researchers that maintained an updated law database as well as information on key issues in the industry. The FFVA has staff available for consultation with members on compliance issues that arise.

In general, the majority of information resources (specifically, social compliance information) in the Florida citrus industry comes directly through trade associations. Original labor law and agricultural law can be accessed on certain websites, which are listed with each trade association described below. In addition, the Gulf Citrus Growers Association hosts a free, annual seminar called the "Farm Workers Compliance Seminar", and invites guests such as the Department of Labor, OSHA, Florida Department of Business and Regulation, etc. to speak on social compliance issues in the industry .

Given the rate at which new legislation is passed in this industry, as well as the extensive labor laws that farmers are already responsible for in Florida, both agricultural and labor, it may be challenging for farmers to stay current with all this information on their own. As an alternative, farmers may consider pursuing support from the trade associations listed here, as well as the online resources listed in the Internet chapter of this document.

## **FLORIDA CITRUS MUTUAL**

Florida Citrus Mutual is a voluntary cooperative association formed in 1948 that helps Florida citrus growers "produce and market their crops at a profit." Mutual acts as a lobby group to help influence legislation in Congress in ways beneficial to the Florida citrus industry, as well as provide and disseminate industry-specific information to its members to assist them in staying competitive in their industry.

Contact Info:  
302 South Massachusetts Ave.,  
Lakeland, Florida 33801  
Tel: 863-682-1111  
[www.flcitrusmutual.com](http://www.flcitrusmutual.com)

## Description of data provided:

Members receive industry-specific, proprietary publications, newsletters, and email notifications . The website contains abundant information on numerous topics ranging from industry contacts to practical advice on how to avoid compliance issues with migrant labor.

The link below is a pdf document giving practical advice on how to comply with current immigration requirements in the agricultural industry:

<http://www.flcitrusmutual.com/files/df4dzf71-9bfe-4fce-9.pdf>

**FLORIDA FARM BUREAU**

With 140,000 members, the Florida Farm Bureau (FFB) is the largest agricultural organization in the state. Established in 1941, the FFB's two-fold goal is to help its members increase profitability in their industry and improve the quality of rural life.

## Contact Info:

P.O. Box 147030

Gainesville, FL 32614-7030

Tel: 352-378-8100

[www.floridafarmbureau.org](http://www.floridafarmbureau.org)

## Description of data provided:

Included on the website is an “issues briefs” and public policy section which describes current issues in the industry (including labor) as well as how the industry is collectively responding to these issues. There is a full-time staff of experts available to members for consultation on labor issues and social compliance. The FFB also provides a labor law handbook upon request.

**FLORIDA FRUIT AND VEGETABLE ASSOCIATION**

Organized in 1941, the Florida Fruit and Vegetable Association (FFVA) is a non-profit trade association committed to helping its members remain competitive in the citrus industry, as well as keep apprised of legal issues that affect the way the industry operates. The FFVA has full-time researchers as well as access to industry experts in order to maintain a current database on all the legislation and regulations affecting the Florida citrus industry.

## Contact Info:

P.O. Box 948153

Maitland, FL 32794-8153

Tel: 321.214.5200

[www.ffva.com](http://www.ffva.com)

## Description of data provided:

The FFVA provides its members with extensive industry-specific information, labor law and compliance issues only being one variety. The information is distributed in the way of weekly newsletters, monthly magazines, member information tools, industry bulletins, etc. Interested parties can go online or contact the FFVA by phone to join.

**GULF CITRUS GROWERS ASSOCIATION**

The Gulf Citrus Growers Association (GCCGA) represents citrus farmers in Southwest Florida. The GCCGA addresses key issues in the industry such as: environmental regulation, farm worker relations, domestic and international trade programs, etc.

## Contact Info:

Contact Name: Ron Hamel  
 Gulf Citrus Growers Association  
 P.O. Box 1319  
 LaBelle, FL 33975  
 Tel: (863) 675-2180  
[www.gulfcitrus.org](http://www.gulfcitrus.org)

## Description of data provided:

The GCCGA hosts an annual “Farm Workers Compliance Seminar”, administered by entities such as the Department of Labor, OSHA, and the Florida Department of Business and Regulation. The seminar is designed to help attendees understand labor law and compliance issues in the Florida Citrus Industry. In addition to the educational seminar held annually, members are notified regularly with newsletters, emails, etc. on changes in legislation and regulations within the industry.

**NATIONAL COUNCIL OF AGRICULTURE EMPLOYERS**

The National Council of Agriculture Employers (NCAE) is a non-profit association, formed in 1964, that focuses on “farm labor issues from a farm management viewpoint.” Working closely with entities such as the Immigration and Naturalization Service, the Department of Labor and Agriculture, OSHA, the Environmental Protection Agency, etc., the NCAE provides its members with the most up-to-date information possible regarding legislation, laws, and changing trends in the agricultural industry. It also focuses on lobbying on behalf of its members and their best interests in Washington.

## Contact Info:

1112 16th Street, NW, Suite 920  
 Washington, DC 20036  
 Tel: 202-728-0300  
<http://www.ncaeonline.org>

## Description of data provided:

The NCAE sends regular memos/notifications regarding new laws/legislation in the agricultural industry. The NCAE also notifies its members of legislation in progress in order to allow them to participate in the process of shaping future regulations and standards in the industry.



## Universities

The third category in this report, universities, is represented by the University of Florida's Southwest Florida Research and Education Center. Of particular interest at this research center is Dr. Fritz Roka's project of updating a handbook designed to teach Florida farmers all the basics they need to know about labor law compliance. It is available online with free hard copies upon request.

University research has identified a crew member "compliance gap." Since many farm owners do not directly hire their own workforce, they are dependent on hiring crew members to bring a team onto their farm to harvest their crop. This situation can often lead to compliance problems, since farm owners have very limited contact with their indirect employees. It is highly recommended that Roka's handbook is shared with crew supervisors and labor contract managers.

### UNIVERSITY OF FLORIDA SOUTHWEST FLORIDA RESEARCH AND EDUCATION CENTER

The Southwest Florida Research and Education Center is an off-campus location of the University of Florida that conducts agricultural research in Southwest Florida. The center is currently looking for opportunities to develop a social compliance training program targeted at crew leaders, who are hired by farm owners as temporary crews to manage the labor of the harvest.

#### Contact Info:

Contact name: Dr. Fritz Roka

2686 SR 29 N.

Immokalee, Fl 34142

Tel: 239-658-3400

email: [fmroka@ufl.edu](mailto:fmroka@ufl.edu)

[http://edis.ifas.ufl.edu/topic\\_a24151220](http://edis.ifas.ufl.edu/topic_a24151220)

#### Description of data provided:

The University of Florida, through the Institute of Food and Agricultural Sciences, manages an online database called EDIS (Electronic Data Information Source). In this system can be found the Handbook of Employment Regulations Affecting Florida Farm Employers and Workers. This handbook, available upon request in hard copy form as well, was designed to give Florida farmers an overview of their industry from a legal/compliance perspective, educating them on the basic labor laws and regulations that govern their industry. In writing this report, an extensive phone interview was carried out with Dr. Fritz Roka, Assistant Professor and Economist for the Southwest Florida Research and Education Center, who reported that he is in the process of updating the current handbook. The website is openly accessible to the public.



## Internet Sites

Two websites in particular serve as important resources for farmers: the full corpus of Florida labor law is available at Online Sunshine (see web address below). The other internet site, UltimateCitrus.com, is useful as a source to find general information specific to the citrus industry, e.g. weather, statistical information, industry news bulletins, etc.

### ULTIMATECITRUS.COM

This website is worthy of mention as a reference tool for farmers, or anybody involved in the citrus industry that needs quick information, or a reference to other information sources. It appears to be the most comprehensive index of links to the Florida citrus industry that can be found online.

Description of data provided:

There is a wide range of information on this site, including: news bulletins, statistical information, weather, an extensive list of citrus organizations with short descriptions, production manager resources, online purchasing of citrus farmer products, etc.

### ONLINE SUNSHINE: OFFICIAL INTERNET SITE OF THE FLORIDA LEGISLATURE

This website is the online labor law corpus for the state of Florida. Citrus growers in the state of Florida can come to this website to reference all state labor laws.

Link:

[http://www.leg.state.fl.us/Statutes/index.cfm?App\\_mode=Display\\_Index&Title\\_Request=XXXI#TitleXXXI](http://www.leg.state.fl.us/Statutes/index.cfm?App_mode=Display_Index&Title_Request=XXXI#TitleXXXI)

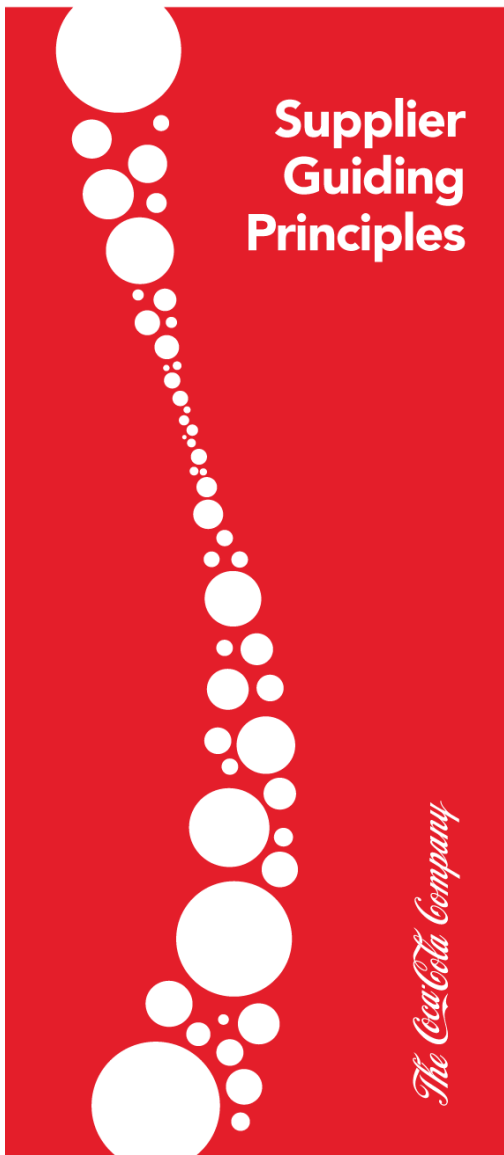




# Supplier Guiding Principles

The Supplier Guiding Principles (“SGP”) are a vital pillar of The Coca-Cola Company’s workplace responsibility efforts, driven by the belief that good corporate citizenship is essential to our long-term business success and must be reflected in our relationships and actions in our workplaces and the workplaces of those who are authorized to directly supply our business.

Recognizing that there are differences in laws, customs and economic conditions that affect business practices around the world, we believe that shared values must serve as the foundation for relationships between The Coca-Cola Company and our suppliers. The Supplier Guiding Principles communicate our values and expectations and emphasize the importance of responsible workplace policies and practices that comply, at a minimum, with applicable environmental laws and with local labor laws and regulations. The principles outlined below reflect the values we uphold in our own policies, and we expect our direct suppliers to follow the spirit and intent of these guiding principles:



## **Freedom of Association and Collective Bargaining**

Respect employees’ right to join, form or not to join a labor union without fear of reprisal, intimidation, or harassment. Where employees are represented by a legally recognized union, establish a constructive dialogue with their freely chosen representatives and bargain in good faith with such representatives.

## **Prohibit Child Labor**

Adhere to minimum age provisions of applicable laws and regulations.

## **Prohibit Forced Labor and Abuse of Labor**

Prohibit the use of all forms of forced labor, including prison labor, indentured labor, bonded labor, military labor or slave labor.

## **Eliminate Discrimination**

Maintain workplaces that are free from discrimination or physical or verbal harassment. The basis for recruitment, placement, training, compensation, and advancement should be qualifications, performance, skills and experience.

## **Work Hours and Wages**

Compensate employees relative to the industry and local labor market. Operate in full compliance with applicable wage, work hours, overtime and benefits laws and offer employees opportunities to develop their skills and capabilities, and provide advancement opportunities where possible.

## **Provide a Safe and Healthy Workplace**

Provide a secure, safe and healthy workplace. Maintain a productive workplace by minimizing the risk of accidents, injury and exposure to health risks.

## **Protect the Environment**

Conduct business in ways which protect and preserve the environment. Meet applicable environmental laws, rules and regulations.

### ***Compliance with Applicable Laws and Standards***

Suppliers to The Coca-Cola Company and suppliers authorized by The Coca-Cola Company are required to meet the following standards, at a minimum, with respect to their operations as a whole:

- ❑ **Laws and Regulations**  
Supplier will comply with all applicable local and national laws, rules, regulations and requirements in the manufacturing and distribution of our products and supplies and in the provision of services.
- ❑ **Child Labor**  
Supplier will comply with all applicable local and national child labor laws.
- ❑ **Forced Labor**  
Supplier will not use forced, bonded, prison, military or compulsory labor.
- ❑ **Abuse of Labor**  
Supplier will comply with all applicable local and national laws on abuse of employees and will not physically abuse employees.
- ❑ **Freedom of Association and Collective Bargaining**  
Supplier will comply with all applicable local and national laws on freedom of association and collective bargaining.
- ❑ **Discrimination**  
Supplier will comply with all applicable local and national discrimination laws.
- ❑ **Wages and Benefits**  
Supplier will comply with all applicable local and national wages and benefits laws.
- ❑ **Work Hours and Overtime**  
Supplier will comply with all applicable local and national work hours and overtime laws.
- ❑ **Health and Safety**  
Supplier will comply with all applicable local and national health and safety laws.
- ❑ **Environment**  
Supplier will comply with all applicable local and national environmental laws.
- ❑ **Demonstration of Compliance**  
Supplier must be able to demonstrate compliance with the Supplier Guiding Principles at the request and satisfaction of The Coca-Cola Company.

These minimum requirements are a part of all agreements between The Coca-Cola Company and its direct and authorized suppliers. We expect our suppliers to develop and implement appropriate internal business processes to ensure compliance with the Supplier Guiding Principles. The Company routinely utilizes independent third parties to assess suppliers' compliance with the SGP; the assessments generally include confidential interviews with employees and on-site contract workers. If a supplier fails to uphold any aspect of the SGP requirements, the supplier is expected to implement corrective actions. The Company reserves the right to terminate an agreement with any supplier that cannot demonstrate that they are upholding the SGP requirements.



