

# GLOBALG.A.P. Risk-Assessment on Social Practice (GRASP)

## GRASP Module – Interpretation for Greece

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English Version

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Control Point	Compliance Criteria	Interpretation for Greece
<b>EMPLOYEES' REPRESENTATIVE(S)</b>		
1	<p>Is there at least one employee or an employees' council to represent the interests of the staff to the management through regular meetings where labor issues are addressed?</p> <p>Documentation is available which demonstrates that a clearly identified, named employees' representative(s) or an employees' council representing the interests of the employees to the management is elected or in exceptional cases nominated by all employees and recognized by the management. The election or nomination takes place in the ongoing year or production period and is communicated to all employees. The employees' representative(s) shall be aware of his/her/their role and rights and be able to discuss complaints and suggestions with the management. Meetings between employees' representative(s) and management occur at accurate frequency. The dialogue taking place in such meetings is duly documented. If a producer group member has less than 5 employees, it is allowed to have an employees' representative at the level of the producer group.</p>	<p>For GRASP compliance, in addition to the local law, the farm shall have a representative or a form of representation when the farm has <b>more than 1 employee</b> (employee concept is defined in section 9.2 of the GRASP General Rules). <b>Any producer with minimum of one (1) employee</b> shall have a form of employees' representation that can be applied to meet the GRASP requirements as indicated in the different control points with respect to the employees' representative (ER). The ER or in alternative scenarios, the person (people) responsible for the system of representation shall be present during the assessment.</p> <p>This form or representation could take any form (could be a person, group of people, several temporally appointed people, etc.) as long as:</p> <ul style="list-style-type: none"> <li>• It is independent from management</li> <li>• It is decided by the employees</li> <li>• It is communicated to the employees</li> <li>• It is recognized by the employees</li> </ul> <p>According to Law 1767/1988 entitled "Workers Councils and other provisions-Ratification of No. 135 International Labor Agreements (ILA) '(see Annex B, 2.) Established in Greece the institution of employee councils. This law applies in principle to firms employing fifty (50) employees at least. Unless the company trade union organization for law enforcement long as you are employed twenty (20) at least employed (Article 1 § § 1 and 2 of the above law). With Collective Job Agreement (CJA) concluded between the employer and the union the limit of fifty (50) employees may be reduced. For the calculation of the number of board members of workers account for the number of employees in the firm during the election for the emergence of this body (Article 2 of the above Law). The function of the employee councils, participatory, consultative and aims to improve the working conditions of workers in connection with the development of the business. A written</p>

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			agreement is established between the works council and the company, which applies after submission to the competent department of the Ministry of Labor and has legislative power. This agreement is posted on the notice board of the site, provided by the company for the workers' council meetings (Article 12 of the above Law). If there is no trade union in the enterprise, works councils, among others, also have the power to raise to the employer any matter that is relevant to the enforcement of labor legislation, the implementation of the CJA and other agreements that determine worker's special status in the workplace. Works councils, that cannot resolve any of the issues above, may appeal to the Labor Inspectorate and take their support through the mediation efforts of an inspector (Article 15 of the above law Law)
<b>COMPLAINT PROCEDURE</b>			
2	Is there a complaint and suggestion procedure available and implemented in the company through which employees can make a complaint or suggestion?	A complaint and suggestion procedure appropriate to the size of the company exists. The employees are regularly informed about its existence, complaints and suggestions can be made without being penalized and are discussed in meetings between the employees' representative(s) and the management. The procedure specifies a time frame to answer complaints and suggestions and take corrective actions. Complaints, suggestions and follow-up solutions from the last 24 months are documented.	In case that a company applies labor regulations (see Annex A, 1.) for the regulation of industrial relations, it is possible to include in labor regulation text, the relevant provision (Legislative Decree 3789/1957) (see ANNEX B, 3.).
<b>SELF-DECLARATION ON GOOD SOCIAL PRACTICES</b>			
3	Has a self-declaration on good social practice regarding human rights been signed by the management and the employees' representative and has this been communicated to the employees?	The management and the employees' representative(s) have signed, displayed and put in practice a self-declaration assuring good social practice and human rights of all employees. This declaration contains at least commitment to the ILO core labor conventions (ILO Conventions 111 on discrimination, 138 and 182 on minimum age and child labor, 29 and 105 on forced labor, 87 on freedom of	Subcontracted labor shall be included in the scope of GRASP and its obligations.  Verify if there is any national legislation on data protection that does not allow to share documents or to visit premises of the subcontractor.  Greece has incorporated into national law, International Labor Agreement (ILA), which form the core of the labor provisions of

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		association, 98 on the right to organize and collective bargaining, 100 on equal remuneration and 99 on minimum wage) and transparent and non-discriminative hiring procedures and the complaint procedure. The self-declaration states that the employees' representative(s) can file complaints without personal sanctions. The employees have been informed about the self-declaration and it is revised at least every 3 years or whenever necessary.	the following laws and any employer has to comply with them (see Annex B, 4). Note that law has not ratified the ILA 99 for methods for the determination of thresholds wages in agriculture.
<b>ACCESS TO NATIONAL LABOR REGULATIONS</b>			
4	Does the person responsible for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to recent national labor regulations?	The responsible person for the implementation of GRASP (RGSP) and the employees' representative(s) have knowledge of or access to national regulations such as gross and minimum wages, working hours, trade union membership, anti-discrimination, child labor, labor contracts, holiday and maternity leave. Both the RGSP and the employees' representative(s) know the essential points of working conditions in agriculture as formulated in the applicable GRASP National Interpretation Guidelines.	<p>In case the workers do not elect an employees' representative, an alternative system shall be in place to provide for the role of the employees' representative in this CP.</p> <p>In Greek law the occupational doctor and safety issues technician are two different persons. More specifically, the Code of Health and Safety of Workers (Law 3850/2010) (see Annex B, 5.) has as its object the introduction of measures to promote the health and safety of workers at work. Particular, it contains general principles concerning the prevention of occupational risks, the protection of health and safety, elimination of risk of occupational accidents and occupational diseases, the informing, consultation, balanced participation and training of workers and their representatives as well as the rules for the implementation of the said principles. Knowledge and access to the relevant legislation is achieved through the training of such persons (Article 22 of the above Law) with training programs that after the implementation of them corresponding certificates is given (Article 22 § 4 of the above Law) (see Annex A, 2.).</p>
<b>WORKING CONTRACTS</b>			
5	Can valid copies of working contracts be shown for the employees? Are the	For every employee, a contract can be shown to the assessor on request (on a sample basis). Both the employees as well as the employer have signed them. Records shall	All employees shall be informed in writing and with comprehensible data about their employment conditions and its compliance with national legal requirements.

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<p>working contracts compliant with applicable legislation and/or collective bargaining agreements and do they indicate at least full names, a job description, date of birth, date of entry, wage and the period of employment? Have they been signed by both the employee and the employer?</p>	<p>contain at least full names, nationality, job description, date of birth, the regular working time, wage and the period of employment (e.g. permanent, period or day laborer etc.) and for non-national employees their legal status and working permit. The contract does not show any contradiction to the self-declaration on good social practices. Records of the employees must be accessible for the last 24 months.</p>	<p>The Presidential Decree 156/1994 issued on harmonization of Greek legislation to the definitions of Directive 91/533/E.O.K. (See Annex B, 6.) provides an employer's obligation to notify in writing to the employee, the essential terms of the employment contract. Since the Greek legislation doesn't enforces written form of labor contract, through the above PD intended to provide the means of proof, to ensure the transparency of working conditions. The notification requirement does not cover workers whose employment period not exceeding one month and workers on nonsystematic rural employments. According to Article 2 of the above PD, this notification consists of: a) the identity of the parties, b) the place of work, the company's headquarters or residence address of the employer, c) position or expertise of the employee, degree, category of employment as well as the subject of his work, d) the date of the contract or employment relationship and the duration thereof, if established for some time, e) the duration of paid leave as the employee is entitled, and the manner and time of issue, f) the amount of compensation due and deadlines to meet employer and employee on termination of the contract or employment relationship with a complaint, z) any kind of remuneration that the employee is entitled and the periodicity of payment, h) during normal daily and weekly working hours of the employee and i) an indication of the collective arrangement applies and sets minimum pay and working conditions of the employee. The disclosure of these essential conditions of work can be done by providing to the employee a written contract of employment, or any other document, which will include all the necessary information (Article 3 of the above PD). The delivery must be made no later than two (2) months from the commencement of employment and, if the contract or employment relationship lasted less than two (2) months, the above document is delivered to the employee on termination. Finally, the employer is obliged to maintain in print or electronic form copies of labor contracts, disclosures and other documents for two years (2) from the expire date (article 7 of Law 3762/2009) (see Annex B, 7.).</p>

PAYSLIPS

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6	Is there documented evidence indicating regular payment of salaries corresponding to the contract clause?	The employer shows adequate documentation of the salary transfer (e.g. employee's signature on pay slip, bank transfer). Employees sign or receive copies of pay slips / pay register that make the payment transparent and comprehensible for them. Regular payment of all employees during the last 24 months is documented.	With a view to transparency and information of the employee the employer is obliged to issue a paycheck during payment of wages for avoidance of disputes. In accordance with the provision of Article 26 case e AN 1846/1951 (added by Article 20 § 2 Law 1469/1984) and Article 18 § 1 Law 1082/1980 (see Annex B, 8.), the employer from the moment it is a natural or legal private party, shall grant a paycheck or, where computerized system, payroll analysis when paying the salaries of its staff. In both cases should be reported in detail the salaries and emoluments of staff as well as deductions made therein. In cases where, employees that are not paid an agreed fixed salary above the legal, the employer is required to grant paycheck, which indicate the single overall salary agreed and the deductions, as well as details of salary which would have been entitled to receive if the employee was paid based on sectoral or operational CJA and on the above salary deductions (article 5 of law 3227/2004) (see Annex A, 3, and Annex B 9.).
<b>WAGES</b>			
7	Do pay slips / pay registers indicate the conformity of payment with at least legal regulations and/or collective bargaining agreements?	Wages and overtime payment documented on the pay slips / pay registers indicate compliance with legal regulations (minimum wages) and/or collective bargaining agreements as specified in the GRASP National Interpretation Guideline. If payment is calculated per unit, employees shall be able to gain at least the legal minimum wage (on average) within regular working hours.	It is not required by Greek law the indication of the relevant legislative provisions governing the payment of wages and / or overtime pay on the pay slips, However, in accordance with Article 5 of Law 3227/2004 (see above under Annex B, 9.) the employer is required to grant to the employees paid with a single total salary (fixed), payslips, stating the single overall salary agreed and on earnings above reservations, as well as details the salaries which would have been entitled to receive if they were paid based on sectoral or operational CJA and on earnings above reservations.
<b>NON-EMPLOYMENT OF MINORS</b>			
8	Do records indicate that no minors are employed at the company?	Records indicate compliance with national legislation regarding minimum age of employment. If not covered by national legislation, children below the age of 15 are not employed. If children -as core family members- are working at the company, they	Children or young workers of company management shall be included in the GRASP assessment.  For GRASP compliance, no young worker (between 15 and 18) shall work in any activity that is dangerous to their health and safety, jeopardizes their development or prevents them from finishing their compulsory school education.

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		are not engaged in work that is dangerous to their health and safety, jeopardizes their development or prevents them from finishing their compulsory school education.	<p>Under Article 58 § 1 of Law 3850/2010 (see Annex B 5.), Every employer who employs minors, must keep records of which bears the name of the employee, the date of birth, home address, the number of the Workbook awarded to the minor employee, the date of issue or renewal of Workbook, the type of work, the start date and the termination of employment. He shall keep the registry in good condition and to make it available to the competent state organs when prompted. Moreover, at each Labor Inspection must be available records of the minors who have been provided with employment booklet (Article 59 of the above law). It is foreseen, a series of medical examinations in order to determine the absence of risks to their health and overall development as an obligation of the employer to take increased measures to protect their personality. Children that have not attained the age of 15 shall be prohibited to engage in any work according to the Article 51 of the above Law.</p> <p>Minors who have reached the age of 15, may conclude an employment contract as employees with the consent of the persons who have their custody (Article 136 of the Civil Code (Presidential Decree 164/1984 - see Annex B, 10.) but forbidden to engage in any work in accordance with Article 7 § 3 Decree 62/1998 (see Annex B 11.), which is objectively beyond the physical, spiritual, mental or psychological capacity and entails harmful exposure to risk factors. Scope of protective provisions on child labor is wide, since they apply to all forms of employment, but not implemented in the family nature of agriculture, forestry and livestock operations, but they must first be "lightweight." Within the meaning of Article 2 PD 62/1998 by 'lightweight' means work which by the nature of the functions is not able to harm safety, health or development of children, and as such, is not detrimental to the attendance at school, their participation in vocational orientation or training programs approved by the competent authority or their capacity to benefit from training provided to them (see Annex A, 4.).</p>
<b>ACCESS TO COMPULSORY SCHOOL EDUCATION</b>			
9	Do the children of	There is documented evidence that children of	According to Article 2 § 3 of Law 1566/1985 (see Annex B 12.),

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	employees living on the company's production/handling sites have access to compulsory school education?	employees at compulsory schooling age (according to national legislation) living on the company's production/handling sites have access to compulsory school education, either through provided transport to a public school or through on-site schooling.	with the title "Structure and function of primary and secondary education and other provisions", attendance is mandatory in elementary school and in high school, until the age of 15. Students who live far from the school may be transported or stay and receive meals free of charge at the place where the school operates (Article 2 § 9 of the said Act). Consequently there is no obligation on the employer to ensure the transfer of children of workers or on-site teaching.
<b>TIME RECORDING SYSTEM</b>			
10	Is there a time recording system that shows working time and overtime on a daily basis for the employees?	There is a time recording system implemented appropriate to the size of the company that makes working hours and overtime transparent for both employees and employer on a daily basis. Working times of the employees during the last 24 months are documented. Records are regularly revised by the employees and accessible for the employees' representative(s).	<p><b>Records are regularly revised by the employees and accessible for the employees' representative(s)</b>  Farm management shall look for an alternative means of employees' representation to avoid non-compliance in those CPCCs. The alternative means shall keep the objectivity, be decided, appointed or elected by the workers and keep the separation from the management.</p> <p>If a daily time recording system is not implemented (e.g. fixed contracts, fixed working hours, fixed monthly salary), <i>alternative way(s) of recording working hours shall be available. Evidence and explanation shall be provided.</i></p> <p>According to Article 16 of Law 2874/2000 (see Annex B 13.), as it is amended and currently in force, the employer shall submit once a year, during the period from 15 September to 15 November, lists of staff (see Annex A, 5.) and work programs in the department of Labor Inspectorate (SEPE - 2639/1998 "Establishment Labor Inspectorate") (see Annex B 14.). According to Article 13 of Law 3846/2010, a special book is kept regarding overtimes (see Annex B 15.) with a log format or computerized pages, bearing the data of the company and the words' Overtime Special Book. The "Overtime Special Book" does not require endorsement by the competent Service S.E.P.E. and must be kept by the employer for a period of five (5) years from its completion.</p>
<b>WORKING HOURS AND BREAKS</b>			

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<p>11 Do working hours and breaks documented in the time records comply with applicant legislation and/or collective bargaining agreements?</p>	<p>Documented working hours, breaks and rest days are in line with applicant legislation and/or collective bargaining agreements. If not regulated more strictly by legislation, records indicate that regular weekly working hours do not exceed a maximum of 48 hours, during peak season (harvest), weekly working time shall not exceed 60 hours. Rest breaks/days are also guaranteed during peak season.</p>	<p>For GRASP compliance, even when permitted by the law, the total number of hours, including overtime and ordinary, <b>SHALL NOT</b> exceed 60 hours per week in any week of the year. This shall be checked by auditor.</p> <p>Under current law (Article 1 § 2 Law 3385/2005) (see Annex B 16.) and in conjunction with Article 6 of the national general collective agreement (NGCA) of 02/26/1975 (see Annex B, 17.), the general rule of the lawful daily and weekly working hours is a scheme of five days per week with nine hours daily and 45 hours weekly and scheme of the six-day per week with 8 hours daily and 48 hours weekly.</p> <p>"Overwork" or "Overwork employment" is the employment performed in excess of the specified date and current contractual working week of forty (40) hours (Article 6 from 02/14/84 NGCA) (see Annex A, 6.). This excess can be extended for the scheme of five-day working week from the 41st hour until the 45th hour of the week, and from the 41st hour until the 48th hour of the week, fro the scheme of six days per week. For the occupation of the employee for more than forty-five (45) hours per week in an enterprise where the applied scheme is five days per week that is considered overtime according to all legal consequences formalities and approval procedures (Article 1 § 2 Law 3385/2005) (see Annex B 16.). For those employees where a six day per week scheme exists, a work beyond forty-eight (48) hours per week is considered overtime (Article 4 of the Law 2874/2000) (see Annex B 13.), unless it has been established a more favorable contractual working time based on collective arrangements (CJA or arbitration awards), individual employment contracts, employment regulations on conventional power, operational habit e.g. CJA 16-12-2010 for salary and working conditions of the Agricultural Cooperative Associations workers PK 56/17-12-2010 Articles 15 &amp; 25 (see Annex B 18.). The excess of statutory working hours (overtime) is allowed for two (2) hours per day and up to one hundred and twenty (120) hours per year after the announcement of the overtime by the employer in the relevant Social Work Inspection and before or no later than</p>

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			<p>the day of conducting the overtime, with notification of “Overtime special books”, kept in the business (see Annex A, 7. &amp; see Annex B 15.). In exceptional cases, due to urgent operational needs, overtime may be reported to the relevant Social Work Inspection within the next day from the start of overtime. A copy of the notification shall be kept at the place of performance. (See Annex A, 8.).</p> <p>According to Article 4 of the PD 88/1999 and in compliance with Directive 93/104/EC (see Annex B 19.) when the working day is longer than six (6) hours shall be granted a break of at least 15 minutes (see Annex A, 9). The institution of recreation leaves is regulated in Law 539/1945 (see Annex B 20.) from which are excluded employees in enterprises employing only family members of the employer and the persons employed directly in the farm work. These employees are eligible for a leave according to Articles 666 and 667 of the Civil Code (Presidential Decree 164/1984 - see Annex B 21.) under which the employer, and where there is no more favorable setting for the employee, is obliged to give a leave for ten (10) consecutive days at least at every year, if the contractual relationship already exists without interruption from one (1) year, for fifteen (15) days if the relationship is five years and twenty (20) days if the relationship is fifteen years, if the job completely or significantly depletes the productive forces. The leave is given to the appropriate according to the labor time conditions. Finally, the employer must keep a “Leave Book” (Article 3 § 3 Law 539/1945, as replaced by Article 6 of Law 3762/2009) (see Annex A, 10. and in Annex B 20. &amp; 7.)</p>
<b>ONLY APPLICABLE FOR PRODUCER GROUPS</b>			
<b>INTEGRATION INTO QMS</b>			
QMS	Does the assessment of the Quality Management System (QMS) of the producer group show evidence of the correct implementation of GRASP for all participating producer group members?	The assessment of the Quality Management System of the producer group demonstrates that GRASP is correctly implemented and internally assessed. Non-compliances are identified and corrective actions are taken to enable compliance of all participating producer group members.	--

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<b>ADDITIONAL SOCIAL BENEFITS</b>		
R 1	<p>What other forms of social benefit does the company offer to employees, their families and/or the community? Please specify incentives for good and safe working performance, bonus payment, support of professional development, social benefits, child care, improvement of social surroundings etc.).</p>	--

## Annex A to GRASP Interpretation for Greece

**1:** Are foreseen more types of labor regulations, including regulations issued under special laws, regulations issued under LD 3789/1957 (see ANNEX B, 3.) regulations established with operational CJA and regulations that could be issued jointly by the works council and the employer according to Law 1767/1988 (see ANNEX B, 2.). The above LD 3789/1957 is the basic instrument of labor regulations. According to Article 1, paragraph 1 of the above LD all enterprises or establishments or operations in general employing more than 70 people and regardless of their legal form, have an obligation to establish working rules. Since the company employs more than 70 employees in total is required to establish working regulations, which settles labor relations of all employees at any stage of the work. Following the enactment of Law 1767/1988 the above method of unilateral setting up of labor regulations is applicable on enterprises or operations that does not have operational unions or when the operational unions does not seek regulation through CJA or there is no working council of employees or no operational working council of employees.

**2:** Training of safety issues technician, occupational doctor and representatives of workers, is provided by bodies designated in accordance with Article 22 § 4 of Law 3850/2010 (see Annex B 5.) operated by the Greek Institute for Occupational Health and Safety (EL.IN.YAE) (Article 6 of the National General Collective Labor Agreement 1991-1992) (see Annex B 22.).

**3:** Failure of the employer issuing pay-slips has as a result administrative penalties to him, also in case of SEPE inspection the non-demonstration pay-slips of the staff for the last three months, may be fined from € 500 to € 50.000 (Articles 24 § 1a and 4b N. 3996/2011) (see Annex B 23.). According to the above provisions on pay and deduct contributions of the persons designated in N.3863/2010 (amongst them the farm laborers) (see ANNEX B 24.), henceforth a mandatory procedure is respected a specific cashing check called "ergosimo." Person liable for issuing "ergosimo" is any natural or legal person that receives or uses the work or services of these persons. Right of redemption has solely the recipient of "ergosimo". The "ergosimo" can replace, uniquely, the compensation of those employees that have a direct transaction of financial nature. During redeeming of "ergosimo" part of indicated value is withheld for insurance contributions paid for the employee. In its natural form, "ergosimo" provides concrete data on the issuer, the insurance institution, the nominal value and the deduction for the insurance institution, the issuing body, issue date, expiry date and the payment date. Also has a unique number that uniquely identifies that and guarantees its authenticity. Two copies produced upon issuance of "ergosimo". One of those detained and kept voluntarily by the employer as proof of payment and the second assigned by the employer to the employee as a means of redemption, but also as an optional, proof of employment. The issue and redemption of "ergosimo" can be conducted by contracted payment service providers on behalf of the competent social security institution, that appears prominently on "ergosimo" (OGA or IKA). If the worker has a bank account to the issuing bank, the employer may deposit the salary on the employee's account as an "ergosimo" of specific transaction (see Annex B 25.).

**4:** Also, this work, in order to be excluded from the scope of these provisions should be occasional and short time and performed during the day in accordance with Article 50 § 2 of Law 3850/2010 (see Annex B 5.) and without prejudice to Article 7 PD 62/1998 (see Annex B 11.).

**5:** Specifically, has to submit a table in duplicate with the name, the type, the site of operation and the VAT number of enterprise, this table will include basic information for each employee, such as name, father's and mother's name, age and marital status (children), job specialty, hire date and past experience in job specialty, the card number of recruitment (Manpower Employment Organization), identification number I.K.A. the number of minors booklet (for child labor) and the number of foreign work permit (employment for foreigners), details of safety issues technician and occupational doctor and the working hours on the enterprise, the duration (hours start and end day job), the breaks and holidays, and any kind of remuneration payable. The above table of personnel is obligatory to be countersigned by the Head of Personnel or Finance or Accounting or any responsible accountant that has participated in the development of it. All the above has to certify the accuracy of salaries and emoluments and they responsible according to Law 1599/1986 (see Annex B 26.). The seasonality enterprises are obliged to submit a personnel table within one month

from the start of the seasonal period. The employer is responsible for receiving a sealed copy of the above table from the submission service and posted it in clearly visible site of the enterprise without the column of payable remuneration reservoir. The other copy of the table remains in the data file of the S.E.P.E.

**6:** The EGSSE of 14.2.1984 (see Annex B 27.) that has established a work week of 40 hours for workers across the country who are engaged in any employer (Article 6 of the above EGSSE) is also applied to agricultural workers of 40 hours workweek, and consequently all the rest provisions of labor legislation on working time limits, i.e. overtime compensation arrangements, Sundays and holidays legitimate increases in compensation, night work. However, in one aspect, the provisions related to the annual leave don't apply to them and implementation of the provisions of the Civil Code (Articles 666 and 667) (see Annex B 21.) has to take place. In another aspect, due to more recent EGSSE's that have dealt with issues of annual leave they are also applicable to agricultural workers. It is obvious that even if the above aspect doesn't be accepted it is possible a regulation issues of leave with the local CJA. Relevant collective sectoral labor agreements are mentioned (see Annex B 28.) in agricultural production sector, which may be applied in case of providing more favorable conditions for agricultural workers, since their inclusion in the NGCA, under recent changes (N. 4093/2012) (see Annex B 29.), is confined to non-wage conditions and salaries / basic wages. Any increases of them and generally any other wage term if the employer is not a member of S. EB, GSEVEE, ESEE, will be regulated by individual contract, without of course, be lower than the minimum legal wage-setting. This law brought significant reversal in the current system of EGSSE, stating that henceforth EGSSE will define minimum non-wage working conditions applicable to employees across the country, including immediately employed in agriculture and animal husbandry. While salaries / basic pay rate, any kind of increases and generally any other wage terms that may not be less than the statutory minimum wage and legislated wage, are longer valid only for workers employed by employers that have been contracted to employers' organizations and.

**7:** In the abovementioned "Overtimes Special Book" (see Annex B 15.) as well as in the overtime announcement must listed in special identical columns: the cause of overtime, the temporarily amendments made by the employer, the usual working hours, the name and qualifications of employees or the number of employees in specialty and department, the date of the exceedance, the start and end time of excess, in cases of replacement of lost hours, statutory declaration of lost hours and how they have been replaced. Signature of the employee is requested in a separate column on the "Overtime Special Book" as long as he doesn't sign on the senior payroll. This "Overtime Special Book" is available on request to the institutions of the Labor Inspectorate and Social Security, also a copy thereof submitted to the relevant Labor Inspectorate in the months of May and October each year. The relevant authority is obliged to provide a copy of the submitted overtime notification to the legitimate of interest employee. In the case where an employer uses a computerized system, the signature of the employee in the "Overtime Special Book" is not requested, as long as he signs a senior payroll in a separate column which lists the actual overtime hours worked and corresponding to these additional fee. Exceptionally in the case of unskilled workers, overtime work of over 120 hours per year is permitted only with prior permission of the relevant Labor Office, as long as they are not available unemployed at employment office, during the corresponding period.

**8:** With that provision in Case 2 of subparagraph IA.13 of the first article of N.4093/2012 (see Annex B 29.) it is intended, in a uniform manner, the adaptation of a process where a compulsory notification of overtime on behalf of employer to the relevant Social Work Inspection for all enterprises. All enterprises submit the form E8 "Lodgement overtime" during the electronic submission. In the case of manuscript submission the companies or employers should prepare this manuscript based on relevant model without variants (see Annex B 30) in order to receive a uniform treatment from Services S.E.P.E..

**9:** The technical details of the break and in particular its duration and conditions for granting, if not regulated by collective agreement or by law, shall be determined by the company as part of a consultation between the employer and the representatives of the employees or their representatives on issues of hygiene and safety of workers. At this point, it should be noted that

Article 14 of Presidential Decree 88/1999 (see Annex B 19.) and in compliance with the general principles for the safety and health of workers, permits derogations from these provisions for work breaks, without prejudice to applicable law. In particular derogations for activities involving the need for continuity of service or production, such as agriculture are allowed.

**10:** In the “Leave Book” must recorded: a) the date of entry into service of the employees, b) the duration of the leave which every employee is entitled, c) the dates by which the leave was granted, d) remuneration paid to each employee for the time of the leave. This book should be maintained for over 5 years and be available to the SEPE Inspector who supervise and control the implementation of the law.

## ANNEX B to GRASP Interpretation for Greece – LAW

1. Law 1876/1990 (Government Gazette A '27/8-3-1990), as amended and in force.
2. AAD 135: <http://www.ypakp.gr/>, Law 1767/1988 (Government Gazette A '63/6-4-1988), as amended by Law 2224/1994 (Government Gazette A' 112/6-7- 1994): <http://www.et.gr/>
3. LD 3789/1957 (Government Gazette A '210/12-10-1957): <http://www.et.gr/>, as amended, applies.
4. AAD 111: For discrimination in employment and occupation: N.1424/84 Gov. sanctions: 29/A/14-3-84  
AAD 138: concerning the Minimum Age for Admission to Employment, LD Ratification: N.1182/81 Gov. sanctions: 193/A/24-7-81,  
AAD 182: For the Worst Forms of Child Labor and Immediate Action for the Elimination, LD Ratification: N.2918/01 Gov. sanctions: 119/A/15-6- 01  
AAD 29: On forced or compulsory labor, LD Ratification: N.2079/52 Gov. sanctions: 108/A/13-6-52, TER 105: abolishing forced labor, LD Ratification: N.4221/61 Gov. sanctions: 173/A/19-6-61,  
AAD 87: On Freedom of Association and Protection of the Right to Organize, LD Ratification: N.4204/61 Gov. sanctions: 174/A/19-9-61,  
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