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

NATIONAL INTERPRETATION GUIDELINE

FOR REPUBLIC OF KOSOVO

GRASP V2

ENGLISH **VERSION**

VALID FROM: SEPTEMBER 2026

CREATED BY:
Hybrid Agro SH.P.K.



General concept

The GRASP national interpretation guidelines (GRASP NIGs) provide guidance to producers and assessors on the implementation of the GRASP principles and criteria (P&Cs) based on the respective legal framework of the country and, in certain cases, regions. In countries where a GRASP NIG exists, the NIG is a normative document and shall be used by producers and certification bodies (CBs).

Assessors shall assess producers against the GRASP P&Cs taking into account the legislation in the country that is relevant to the respective P&Cs. The country's GRASP NIG *does not replace* the original P&Cs and does not release the respective assessor from their obligation to assess producers against the applicable/relevant legislation, but it may provide supplementary guidance on the respective legal framework. The GRASP NIG shall be seen as supplementary information to the GRASP P&Cs and the GRASP general rules but it shall not be understood as a modification of the contents of those documents.

If there is no applicable/relevant legislation or if the legislation provides *less protection to workers* than the GRASP P&Cs, the P&Cs apply. If there is applicable/relevant legislation in the country, which provides *more protection to workers*, this legislation shall be used as the basis for the assessment, i.e., the producer shall comply with such legislation to conform with the GRASP P&Cs.

For guidance on how to develop a GRASP NIG and the approval process, please consult the document "Rules for the development of GRASP national interpretation guidelines". For any queries about GRASP NIGs, please contact the GLOBALG.A.P. Secretariat at graspnig@globalgap.org.

Disclaimer and condition of valuation

The approval process for NIGs includes a review by the GLOBALG.A.P. Secretariat to prevent unacceptable deviations from the GRASP P&Cs. However, the GLOBALG.A.P. Secretariat is not responsible for the contents of the GRASP NIGs, their accuracy, completeness, and currency with other regulations or applicable documents during its lifetime.

Users of the GRASP NIG, e.g., producers using it to implement GRASP and conduct self-assessments and CBs and accreditation bodies using it for their certification activities, are therefore responsible for such use and the consideration of the NIG's accuracy, completeness, and currency with the relevant requirements and local legislation prior to any assessment (see also the GLOBALG.A.P. general regulations – rules for certification bodies, section 12.3.4 e)). When a CB, accreditation body, or producer becomes aware that any part of a GRASP NIG is not correct, not complete, or not up to date, they shall notify the responsible stakeholder in text form (providing a copy of this information to the GLOBALG.A.P. Secretariat) so that the GRASP NIG can be updated.

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What to consider when writing a GRASP NIG

The GRASP NIG shall *not* give examples for implementation, but rather *compile and reference applicable regulations* or collective bargaining agreements in the country.

Legal regulations regarding the P&Cs differ from country to country (e.g., minimum wage, legal minimum age of employment, working hours, etc.).

If several regulations apply, the rule that provides *more protection to the workers* shall be used.

GRASP NIGs (available on the GLOBALG.A.P. website) make requirements transparent to producers and assessors.

If GRASP NIGs are found to challenge the global integrity of the standard, GLOBALG.A.P. reserves the right to withdraw or revise the GRASP NIGs in consultation with the developing stakeholder group.

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Instructions on how to use this GRASP NIG template

Each page covers a separate section/topic of the GRASP P&Cs. Under each principle section, you will find guiding questions for the NIG for a specific country. Please answer them in the second column and provide the relevant labor law weblinks, mainly in English if possible. A line for further comments is also included.

- To facilitate the verification of the GRASP principles, labor law weblinks and short extracts of labor law texts shall always be provided in *English*, if possible.
- *Please do not copy and paste the complete legal text of the regulation into the NIG:*
  Please do not quote the full legal texts, but rather *compile and reference applicable regulations and provide sources (weblinks)* or collective bargaining agreements (e.g., minimum wage, weblinks to resources) that are relevant to the respective P&Cs by answering the questions provided under each section.
- When asked to answer *Yes or No*, please only choose one.
- When asked to provide a *source*, please include the name of the labor law, the year, and the specific article, chapter, or section of the law. (i.e., Labor Law of 1992, section 3, article 5). Please see a few examples here:

LABOR·ACT·OF·TURKEY¶
Law·No:·4857¶
Date·of·enactment:·22.05.2003→¶
Published·in·the·Official·Gazette·on·10.06.2003·No:·25134¶
Latest·amendment·date:·28/07/2020¶
¶
Definition·and·form¶
Article:·8¶
Employment·contracts·in·permanent·and·non-continuous·jobs:¶
Article:·10¶
Part-time·and·full-time·employment·contract:¶
Article:·13¶

NATIONAL·EDUCATION·BASIC·LAW·OF·TURKEY¶
Law·No:·1739¶
Date·of·enactment:·14/6/1973 → ¶
Published·in·the·Official·Gazette·on·24.06.1973·No:·14574¶
Latest·amendment·date:·17/04/2020¶
¶
Primary·education¶
¶
Article:·22¶
(Change:·27/6/2019-7180·/·4·art.)¶
Compulsory·primary·education·includes·children·aged·6-14.¶

- *Weblinks* to the law or a place where the law can be found shall be included (in addition to the above information, if available).
- When asked to provide *contact details*, please include the name of the organization, office, or institution, as well as a method of contacting them (e.g., telephone, email, etc.). Weblinks to the organization shall be included, if available.

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	GENERAL
G1	The producer informs the workers of the GRASP assessment and its scope at least two working days before the date of assessment.
G2	The producer provides a register of any/all workers hired and those present on the date of the assessment.
G3	The producer/producer group completes a minimum of one self-assessment/internal GRASP assessment annually.
G4	Effective corrective actions are taken to address all non-compliant Major Musts and at least a percentage of Minor Musts detected during the self-assessment/internal GRASP assessment.

Provide the requested weblinks to relevant local labor laws and complete the following definitions:

Definition of “family farm” in the local regulations:	GRASP definition to be used There is no official legal definition of ‘family farm’ in Kosovo.
Definition of “worker” in the local regulations:	1.1. Employee - a natural person employed to perform paid labor or services for an employer https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2735
Name and article of the local regulation that is being referenced:	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2735 Article 3 Definitions
Further comments:	

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1	RIGHT OF ASSOCIATION AND REPRESENTATION
1.1	The producer respects the right of workers to join and/or form trade unions or other worker organizations of their choice (as well as the right to refrain from joining/forming such organizations) in accordance with applicable national legal requirements.
1.2	If the right to freedom of association and collective bargaining is absent, restricted, or denied under local law, the producer allows alternative forms of independent worker representation and negotiation that is free of employer control.
1.3	The producer does not discriminate or otherwise penalize worker representation, members of trade unions, or other worker organizations because of their membership in or affiliation with legally registered worker organizations.
1.4	The producer allows any worker representation duly registered and duly recognized by the local law access to the workplace to carry out their representative functions in accordance with applicable national legal requirements.

Provide a list of relevant local labor laws and answer the following guiding questions:

Is freedom of association restricted? Yes/No. If yes, indicate the specific local law:	1. Employees and employers are guaranteed the freedom of association and action without undue interference from any other organisation or public body. 2. The rights and freedoms of trade union organisation in Republic of Kosovo shall be
List the type of agricultural worker organizations that are legally recognized, including name and contact:	https://bspk.org/per-ne/ - is one of the largest one, please fin there also information detail and contact informations. https://www.chamber-commerce.net/dir/2692/Kosovo-Chamber-of-Commerce-in-Prishtine -
Requirements for joining or forming worker organizations are indicated in this local regulation (include name and article of the regulation):	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2735 Based on 65 (1) and Article 49 of the Constitution of Republic of Kosovo

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Indicate the government organization with which the worker representation is registered including names and contacts:	https://mfpt.rks-gov.net/ Trade unions in Kosovo are registered with the Ministry of Finance, Labour and Transfers (MFLT), specifically within the Department of Labour.
Indicate the type of proof of registration that is available (i.e., certification, ID, or letter):	In Kosovo, registered trade unions receive an official registration decision issued by the Ministry of Finance, Labour and Transfers, including a reference/registration number
Further comments:	

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2	GRASP WORKER REPRESENTATION
2.1	Current workers have decided on appropriate representation to help assess, communicate, and monitor their interests before the producer.
2.2	After the workers reach a decision on the representation, the composition and type of the worker representation is communicated by management to the current workers.
2.3	The producer ensures that worker representation is decided during the time with the highest presence of workers at the farm.
2.4	The worker representation/management liaison has been instructed on their role, duties, and rights within GRASP.
2.5	Workers, their representation, and the producer hold monthly gatherings on issues related to GRASP during the time with the highest presence of workers.

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

List types of worker labor organization legally active in agriculture:	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2735 Article 3 Definitions
Can these organizations have a representation at farm level? Yes/No. If yes, include name and article:	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2735 Article 3, Definitions Article 17
List the type of documents required to verify the registration of worker organizations:	https://ojq.rks-gov.net/Login2.aspx It can be done only in electroni version

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Indicate the legal government entity that oversees this registration:	The legal government entity responsible for the registration of worker organizations (trade unions) in Kosovo is the Ministry of Finance, Labour and Transfers (MFLT), specifically the Department of Labour
Indicate the regulation that supports this:	https://mfpt.rks-gov.net/ https://gzk.rks-gov.net/ActDetail.aspx?ActID=2764 LAW NO.04/L –057 ON FREEDOM OF ASSOCIATION IN NON-GOVERNMENTAL ORGANISATIONS
Indicate regulations that grant workers the right to participate in meetings regarding representation without having their wages reduced:	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2754 Article 7, Labour Law.
Indicate the labor authorities that are available for agriculture workers (include name and contact):	Ministry of Agriculture, Forestry, and Rural Development (Ministria e Bujqësisë, Pyjeve dhe Zhvillimit Rural) Ministry of Labor and Social Welfare (Ministria e Punës dhe Mirëqenies Sociale) Kosovo Labour Inspectorate (Inspektorati i Punës)
Provide approximate times of harvesting seasons for the main GLOBALG.A.P. produce audit.	4 months (June-September)
Further comments:	

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3	COMPLAINT PROCESS
3.1	A confidential complaint process is available to be used by all workers free of any retaliation or penalty.
3.2	The complaint process is implemented and appropriate to the number and type of workers for filing complaints in person, anonymously, or through the worker representation.
3.3	The worker representation has been instructed on how to use the process on behalf of other workers on the rights included in the producer's human rights policies.
3.4	Easy-to-understand instructions are provided to all workers about the complaint process.
3.5	There are one or more well publicized places to file complaints, at least one of which should be independent of the supervisory staff.
3.6	The producer shall endeavor to resolve a complaint while the worker is under their employment, in a timely manner and proportionately to the nature of the complaint made.
3.7	A summary record of any complaint over the past 24 months is kept to show that they have been received and addressed.

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Are there organizations (other than a court or government) that resolve conflicts between employers and workers? Yes/No. If yes, include name and contact:	No
Are there government offices that mediate conflict between employers and workers? Yes/No. If yes, include name and contact:	Yes. Article 81 of the Labour Law in Kosovo provides for dispute resolution through mediation. In practice, such processes are supported by public authorities, including the Ministry of Finance, Labour and Transfers (MFLT) and the Labour Inspectorate, which are responsible for labor relations and handling complaints

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Are complaint procedures regulated in the local regulation? Yes/No. Provide source:	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=12559 CHAPTER III ADMINISTRATIVE COMPLAINT Article 136
Does the national regulation specify how to handle complaints? Yes/No. Provide source:	Labour Inspectorate, which are responsible for labor relations and handling complaints
Is there a local regulation that specifies how workers can file a complaint with the local court? Yes/No. If yes, include name and articles:	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=12559 CHAPTER III ADMINISTRATIVE COMPLAINT
Can any worker file a complaint with the local court? Yes/No. Provide source:	https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2735 Article 79 Protection of an Employee by the Court
Can a worker representation file a complaint with a court on behalf of workers? Yes/No. If yes, include the name of the court and a contact:	Yes - 3. The employer should hold a meeting with the employee to explain termination of an employment contract or for the purpose of issuing a warning, the employee is entitled to be accompanied by a
Is there any reference in the local regulation for internal rules about complaints? Yes/No. If yes, provide source:	Yes, it is indicated in labor law: Article 82 Protection of Employee by the Labour Inspectorate
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4	PRODUCER'S HUMAN RIGHTS POLICIES
4.1	The producer has and complies with a policy on the protection of human rights, acknowledging the rights in the ILO Core Labour Conventions and against any form of forced labor, corruption, corporal punishment, harassment or abuse, and discrimination and supporting good labor conditions, social practices, and human rights for all workers.
4.2	All workers are communicated the contents of the producer's Human Rights policy.
4.3	All supervisory staff is informed about the contents of the producer's Human Rights policy.
4.4	The producer communicates the producer's Human Rights policy to any labor subcontractor. Other subcontractors and visitors are communicated when visiting the farm.
4.5	The Human Rights policy is reviewed every three years, or when there is a change to labor legislation, or a change in GRASP, whichever occurs soonest.

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Is there a government office in charge of workers' rights? Yes/No. If yes, include names and contact:	Yes, https://mfpt.rks-gov.net
Is there an office, organization, or any NGOs that work with human rights protection? Yes/No. If yes, include names and contact:	Yes, https://www.hlc-kosovo.org/en - see informations inside the link
Is there a producer association or group that provides information on labor rights? Yes/No. If yes, include name and contact:	Yes, https://pepeko.org/en/

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Are any of the human rights listed in the principles above reflected in the laws of the country? Yes/No. If yes, provide source, (i.e. list laws against corruption, harassment, discrimination, etc. and provide weblinks)	no
Are there any government offices that provide support/information on these topics? Yes/No. If yes, please list them and include contacts:	Yes https://mfpt.rks-gov.net
Are there any organizations (government or NGOs) that support migrants and their rights? Yes/No. If yes, please list them and include contacts:	https://kcsfoundation.org/en/ - NGO https://gzk.rks-gov.net/ActDetail.aspx?ActID=16389 - LAW NO. 06/L-026 ON ASYLUM
Further comments:	

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5	ACCESS TO LABOR REGULATION INFORMATION
5.1	The workers and the worker representation are provided with easy-to-understand and up-to-date information on minimum wage, working hours, breaks, maternity and sick leave, harassment and discrimination, freedom of association, holidays, labor unions, and local labor authorities contacts.
5.2	Taking into consideration any differences between national and local legislation and GRASP, the producer always applies the higher level of protection to workers.

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Are essential labor laws publicly accessible (in the local language)? Yes/No. If yes, please indicate the organization and the form in which the laws are available (please include weblinks, if available):	Yes https://gzk.rks-gov.net/default.aspx?index=1
Further comments:	

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6	TERMS OF EMPLOYMENT DOCUMENTS AND FORCED LABOR INDICATORS
6.1	All workers are legally eligible to work at the producer site and on the activities assigned.
6.2	All workers have entered work voluntarily and freely: - Without being pressured, forced, or intimidated - Without being required to pay (directly or indirectly) a fee or related cost for being recruited, or making monetary deposits, financial guarantees, or deposits of personal possessions to be employed - Understanding and freely agreeing to the employment terms and conditions document
6.3	All contracted employment agencies and labor subcontractors are legally authorized to operate and/or registered with labor authorities when such registration exists.
6.4	For each worker, a document with the employment terms and conditions is available and has existed from the moment the employment relationship started.
6.5	Information on the worker's full name, nationality, and date of birth is verified by the employer before hiring and has been correctly included in the worker's terms and conditions documents.
6.6	The employment terms and conditions documents include up-to-date information on the period of employment, contract type, a basic job description, wages, payments, working hours, breaks, holidays, and information on maternity or sick leave applicable by law.
6.7	The employment terms and conditions in the document comply with national legislation and collective bargaining agreements.
6.8	Changes to the employment terms document have been recorded, communicated, and accepted by the worker.
6.9	The employment terms and conditions document together with other relevant documents of the workers hired during the previous and current production cycles are accessible to workers.

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Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Is a national identification document required in the country? Yes/No:	Yes
If yes, indicate the legal or accepted documents that are required to work in the country. Provide source:	Article 91 Labour Card 1. The labour card is an identifying public document of the employee, which serves for
Are work permits required for foreign workers? Yes/No. Provide source:	3. Provisions of this Law shall be applicable for foreign citizenship employees and persons without citizenship, who are employed to employers within territory of Republic of Kosovo, unless otherwise
Is it legal to make copies of these documents to keep in the workers files? Yes/No. Provide source:	7. An employer shall make available to employees a copy of the Collective Contract. No other informations for this
What is the legal minimum age of employment? Provide source:	Article 57 Minimum Salary 1. The Government of Kosovo shall define a minimum wage at the end of every calendar
Is prison labor legal in the country? Yes/No. Provide source:	The Constitution of Kosovo prohibits forced labour. However, Law No. 08/L-132 on the Execution of Criminal Sanctions (2022), which is currently in force, allows work performed by prisoners as part of a lawful sentence. Such work is regulated under Articles 68 and 69 and is considered part of rehabilitation and resocialization programs, therefore it does not

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Is the concept of debt bondage regulated in the local regulations? Yes/No. Provide source:	No There is no explicit provision in the Labour Law of Kosovo (Law No. 03/L-212) that specifically prohibits recruitment or contracting fees. However, the law establishes principles of fair and lawful employment relationships, and in practice, such costs are not
Do the local regulations allow fees to be charged for recruitment or contracting? Yes/No. Provide source:	No
Are labor agencies regulated in the country? Yes/No. Provide source:	https://superpuna.rks-gov.net/ By official channels
Is there an official/government office with which businesses are required to register? Yes/No. If yes, include contact:	Yes https://arbk.rks-gov.net/
Does this office issue a document as proof of registration? Yes/No. Provide source:	Yes https://arbk.rks-gov.net/Page/21
Are the terms permanent, seasonal, subcontracted, short term workers, etc. defined in local regulations? Yes/No. Provide source and list the definitions:	Yes. Employment terms such as permanent and temporary workers are defined in the Labour Law of Kosovo (Law No. 03/L-212).Permanent employment: Employment relationship without a defined end date (Article 10).Temporary/fixed-term employment: Employment relationship for a defined period (Article 10).The Labour Law does not
Further comments:	No. Law No. 08/L-132 on the Execution of Criminal Sanctions does not define terms such as permanent, seasonal, subcontracted, or short-term workers. The law regulates the treatment and rehabilitation of prisoners, including their work engagement (Articles 68–69),

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7	PAYMENTS
7.1	Payments to workers are made in accordance with the worker terms and conditions documents.
7.2	The workers are notified about when payments are made.
7.3	The record of payment information is accessible to current workers and kept on file for at least 24 months.

Provide a list of relevant local labor laws and answer the following guiding questions:

Is there a government system for registering payroll information? Yes/No. If yes, include name:

https://www.atk-ks.org/en/services/

for all taxes and payment

What information do they collect? List the details:

https://www.atk-ks.org/en/formularet/

Emri dhe mbiemri

Do the workers have access to the information? Yes/No:

Yes

Does the law require accounting records for agriculture? Yes/No. Provide source:

Article 3
Definitions
1. Terms used in this Law shall have the following meaning:

Further comments:

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8	WAGES
8.1	Pay slips or registers show the amount of working time (including overtime) or harvest amount and the wages and/or overtime paid.
8.2	Wages, payments, number of hours, government social security/pension contributions, and payroll taxes in the pay slip comply with the employment terms and conditions, with national labor regulations, and/or with collective bargaining agreements.
8.3	All workers earn at least the national minimum wage and/or the collective bargain agreement wage within regular working hours.
8.4	Any deductions from salaries are included in the pay slip and are legally justified in writing, clearly explained, and accepted by the worker in files.

Provide a list of relevant local labor laws and answer the following guiding questions:

Is there a minimum wage in the country? Yes/No:

Yes

Is it applicable to agriculture? Yes/No:

Yes

What is the minimum wage for agriculture? Please indicate all applicable minimum wages and/or where to find them:

The most current minimum wage applicable to agriculture in Kosovo is the national minimum wage, which was updated by Government Decision No. 10/273 (dated 31 October 2025) and enters into force in 2026. Government Decision No. 10/273 — 31 October

Is there a collective bargaining agreement for agriculture? Yes/No. Include name and provide source:

No

Which wage deductions are allowed by law? Provide source:

some deduction are allow by law

Personal Income Tax (PIT)Governed by the Law on Personal Income Tax (No. 05/L-028)

Employers must withhold PIT at source. B. Mandatory pension contributionsGoverned by

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Does the local regulation limit the deduction allowed for the repayment of loans or advances? Yes/No. Provide source:	yes limited by Government Decision No. 10/273 — 31 October 2025This decision sets the following
Is it legal to charge a recruitment fee in the country? Yes/No. Provide source:	NO Article 5 Prohibition of all Forms of Discrimination
Are there sources of information regarding the market cost of basic needs? Yes/No. Provide source:	https://ask.rks-gov.net/Themes/PricesAndInflation
Does the local regulation require evidence of wage payment? Yes/No. Provide source:	Yes. The Labour Law of Kosovo (Law No. 03/L-212), particularly Article 11, requires that employment contracts include wage and payment conditions, ensuring transparency.
What type of evidence is required?	The accepted forms of evidence come directly from Article 55(4) of the Labour Law: employer-issued wage statements (mandatory under Article 55(4))Every payment must be accompanied by a written wage statement, which includes:Gross wageNet
Are there regulations in the law regarding wages calculated by piece, unit, or quota? Yes/No. If yes, which? Provide source:	Yes. The Labour Law of Kosovo (Law No. 03/L-212), particularly Article 11, provides that wages and payment conditions are defined in the employment contract. This allows different forms of wage calculation (e.g. time-based or performance-based), although
Are recruitment agency or labor agency fees regulated by law? Yes/No. Provide source:	No. The Labour Law of Kosovo (Law No. 03/L-212) does not explicitly regulate recruitment agency or labour agency fees. However, the law establishes that the employer is responsible for employment relationships and wage payments (e.g., Articles 11 and 49)
Are there laws in the country regarding debt bondage? Yes/No. Provide source:	No. Debt bondage is not allowed under Kosovo legislation. There are no laws that permit or regulate debt bondage practices.
Further comments:	

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9	WORKING AGE, CHILD LABOR, AND YOUNG WORKERS
9.1	The producer verifies that no worker below the legal minimum age of employment or the age of completion of compulsory education (whichever provides the highest protection) is working at the production sites. The minimum age of employment shall not be less than 15 years and 13 for light work. For countries exempt from ILO Convention 138, the minimum age of employment shall not be less than 14 and 12 for light work.
9.2	The producer checks that no worker under the age of 18 is engaged in night work or tasks that are hazardous in nature in any production site.
9.3	Children on family farms shall be employed only by their core family under conditions that support their protection, right to education, and safety.
9.4	Supervisory staff has been informed of the legal requirements on working age and of the effective remediation plan (when workers under the age 18 are found working in non-compliance).

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

What is the legal minimum age of employment? Provide source:

Law No. 04/L-003 on Civil Status (Ligji për Gjendjen Civile) This comes directly from Article 7 of Law No. 03/L-212 on Labour, which regulates the employment of minors.
15–18 (minors) Can work, but only in light work and under strict protections.18+ (adults)✓}

What is the age of majority in the country? Provide source:

Law No. 04/L-003 on Civil Status (Ligji për Gjendjen Civile)
A person is considered an adult in Kosovo at the age of 18, according to the country's

Do local regulations list activities that are hazardous in agriculture? Yes/No. Provide source:

no Kosovo law does not list specific agricultural activities as hazardous, but many farm tasks fall under the general legal definition of hazardous work, especially for minors, based on Articles 7, 20, and 21 of Law No. 03/L-212.

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Is there a legal definition of a family farm? Yes/No. Provide source:	No definition. GRASP definition to be used
What are the maximum hours that a minor can legally work? Provide source:	Yes. Kosovo law does set a maximum number of hours that a minor (15–18 years old) can work. These limits come directly from Law No. 03/L-212 on Labour,
What government office oversees cases of child labor in the country? Include contacts:	https://ip.rks-gov.net/?page_id=2558 Working Inspectoriat Labour Inspectorate of Kosovo (Inspektorati i Punës) and Ministry of Labour and Social Welfare (MLSW)
Are there other recognized organizations?	yes Kosovo Education Center (KEC) Website: https://kec-ks.org Terre des Hommes – Kosovo https://tdh-europe.org/country/kosovo
Do these organizations provide permits (documents) as evidence of permission for children to work? Yes/No. If yes, what type of document?	Work Permit for a Minor)This is not a permit issued by the child — it is a permit the employer must prepare and keep, proving that the minor is legally allowed to work and that the job is safe.It is required under:Article 7 (Employment of Minors)Article 20–21 (Health & Safety and Prohibited Work for Minors)Child Protection Law No. 06/L-084Administrative
Are there public documents or a register that provide evidence of guardianship for a child? Yes/No. If yes, what type of documents/register?	The documents that prove guardianship for a working minor (15–18) in Kosovo are the Birth Certificate, Family Certificate, or a Legal Guardianship Decision, accompanied by a signed parental/guardian consent letter.
Further comments:	

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10	COMPULSORY SCHOOL AGE AND SCHOOL ACCESS
10.1	Any children at compulsory school age living or working on any production sites shall have access to school education.
10.2	The producer verifies and keeps records with the full name, name of parents, and date of birth of all children at the production sites who are below the age of completion of compulsory schooling.
10.3	If access to a school is not possible, the producer facilitates transport for children below the age of completion of compulsory schooling.
10.4	If schools are not available for children living and/or employed on the production sites who are below the age of compulsory school completion, the producer facilitates on-site schooling.

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Is school education compulsory for children by law? Yes/No. Provide source:

CODE No. 06/L –006 JUVENILE JUSTICE CODE
2. The Probation Service shall prepare a complete social inquiry on the juvenile upon the request of the juvenile state prosecutor or the court as provided for in the present Code. The
social inquiry shall include information about the juvenile's age and psychological

Is there a minimum and/or maximum compulsory school age for children in the local regulations? Yes/No. If yes, what is the minimum/maximum age? Provide source:

no

Is there a government organization that oversees the school education of children? Yes/No. If yes, indicate which one(s):

Ministry of Education

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What is the government organization that oversees education for children? Include name and contact:

Linke: https://mash.rks-gov.net/

Contact:

Adresa: Rruga Agim Ramadani, Nr. 325, 10000 Prishtinë

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11	TIME RECORDING SYSTEMS
11.1	A time recording system is in place and suitable for the type and the size of the production site.
11.2	The system provides a record of the regular working hours and overtime hours for each worker.
11.3	The system provides a record of the effective daily breaks, weekly breaks, and holidays for each worker.
11.4	All workers are instructed on the time recording system and on checking the system.
11.5	Each worker has access to a summary of the system records before or at the moment of wage payment in at least the worker's working instruction language or in the predominant language(s) of the workforce.

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Are regular working hours defined by law? Yes/No. Provide source:

https://gzk.rks-gov.net/ActDocumentDetail.aspx?ActID=2735

CHAPTER IV
WORKING HOURS

Is overtime defined by law? Yes/No. Provide source:

Article 23
Extended Working Hours – Overtime

Are there other systems for calculating total working hours? Yes/No. Provide source:

no

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If yes, list the types of systems (e.g., average number of hours in a period, flex time, compressed work weeks, etc.):	no
Is a maximum number of overtime hours specified by law? Yes/No. Provide source:	Yes, Article 23 Extended Working Hours – Overtime
Are breaks/rest time from work regulated by law? Yes/No. Provide source:	Article 28 Break during Working Hours 1. An employee working full-time working hours is entitled to a break, during the days, of at
Are there collective bargaining agreements that regulate working hours in agriculture? Yes/No. If yes, indicate which ones:	no
Further comments:	

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12	WORKING HOURS
12.1	Working hours (including overtime, night work, and rest days/breaks) with indication of peak/harvesting season are shown in the records.
12.2	All overtime hours are voluntary, if not regulated otherwise in the national law or collective bargain agreement.
12.3	Overtime shall not be requested on regular basis in a production cycle/year and as indicated by law.
12.4	Working time does not exceed 48 hours weekly (excluding overtime) unless indicated by law or collective bargaining agreement. The employer reports the total hours worked, and if they exceed 48 hours, the appropriate safeguards are in place to protect the workers' health and safety. If national legislation and collective bargaining agreements set lower weekly working hours (excluding overtime), these lower limits shall prevail.
12.5	Rest breaks/days as shown in the records indicate compliance with national regulations and/or collective bargaining agreements. If not specifically regulated for agriculture by local laws or collective bargaining agreements, the rest/breaks include, at least: (a) Short breaks during working hours (b) Sufficient breaks for meals (c) Daily or nightly rest of not less than 8 hours within a 24-hour period (d) Rest of at least a full calendar day within a week
12.6	Total weekly working hours (including overtime) as shown in the records indicate compliance with national legislation and collective bargaining agreements. If national legislation sets total weekly working hour limits higher than 60 hours (including overtime) in peak season and/or agricultural workers are exempt from overtime limitations, the employer reports the total weekly hours worked and which appropriate safeguards are in place to protect the workers' health and safety.
12.7	Supervisory staff is instructed about the safeguards in place to protect the workers' health and safety when working over the regular weekly working time and/or over the peak season weekly working time.
12.8	Workers are communicated to effectively use the rest breaks/days during peak season.

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Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Is overtime regulated by law? Yes/No. Provide Source (refer to similar question from principle 11):	Article 23 Extended Working Hours – Overtime
Is overtime defined as voluntary by law? Yes/No. Provide source (refer to similar question from principle 11):	1. In extraordinary cases, with the increase of volume of works and other necessary cases Yes, Labour Law, Article 23 (4) employee may also perform voluntary overtime in agreement with employe
Does the law indicate special circumstances for requesting overtime? Yes/No. If yes, which cases? Provide source:	Yes", Labour Law, Article 23 (3), working overtime can also be done by emergency cases.
Is there a *maximum number of overtime* hours specified by law? Yes/No. Provide source (refer to similar question from principle 11):	Article 23 Extended Working Hours – Overtime
Does the local law allow *averaging the total number of hours* as a method of calculating the maximum number of working hours? Yes/No. Provide source:	no
The legal maximum number of *total* working hours is: (indicate if per day/week/month/year) Provide source:	Additional info: Regular working hours are limited to 40 hours per week for adult employees, while employees under 18 years of age are limited to 30 hours per week (maximum 6 hours per
The legal maximum number of *regular* working hours is: (indicate if per day/week/month/year) Provide source:	Maximum regular hours per week?In principle, regular working hours for employees are 40 hours per week, while for jobs younger than 18 years, the maximum is 30 hours per week. Part-time work is shorter than full-time work. A worker who works part-time enjoys all the rights and obligations arising from the employment contracts are the same as the worker

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The legal maximum number of *overtime* hours is: (indicate if per day/week/month/year) Provide source:	Recorded working hours, vacations and days off are in accordance with applicable legislation and/or collective bargaining agreements. If not more precisely regulated by legislation, the data show that regular weekly working hours do not exceed a maximum of 48 hours, during the peak season (harvest), weekly working hours do not exceed a
The legal maximum number of working hours for *night shifts* is: (indicate if per day/week/month/year) Provide source:	Article 27 Night Shifts
Are there any *exceptions* to the legal maximum number of working hours? Yes/No. if yes, which exceptions? Provide source:	Yes. Overtime is allowed under Article 23 of the Labour Law (No. 03/L-212), limited to 8 hours per week and only in exceptional cases
The legal maximum number of working hours, *during peak/harvest* or the busiest season is: (indicate if per day/week/month/year) Provide source:	n/a
List the *minimum number of breaks* per day specified by law. Are these breaks paid? Yes/No. Provide source:	Article 28 Break during Working Hours 1. An employee working full-time working hours is entitled to a break, during the days, of at
The legal minimum number of *rest days per week* is: Provide source:	Article 30 11 Daily Rest
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13	DISCIPLINARY PROCEDURES
13.1	A written disciplinary procedure is available.
13.2	Workers are informed about the terms of the disciplinary procedure, including that any deduction from wages as a disciplinary measure is prohibited.
13.3	Records are kept of any disciplinary actions taken during the last 24 months.

Provide the requested weblinks to relevant local labor laws and answer the following guiding questions:

Are wage deductions regulated by law? Yes/No. Provide source:

The Labour Law of Kosovo (No. 03/L-212) does not explicitly define the term 'wage deduction'; however, through Articles 55, 11, and 61, it regulates wage payments and ensures that any withholding of salary is only permissible when required by law (e.g. taxes and contributions) or based on the employee's consent

Which deductions are allowed? Provide source:

The Labour Law of Kosovo (No. 03/L-212) does not explicitly define the term 'wage deduction'; however, through Articles 55, 11, and 61, it regulates wage payments and ensures that any withholding of salary is only permissible when required by law (e.g. taxes and contributions) or based on the employee's consent

Further comments:

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