



STATE OF NEW YORK

OFFICE OF THE ATTORNEY GENERAL
120 BROADWAY
NEW YORK, NEW YORK 10271

Andrew Cuomo
Attorney General

(212) 416-8000

SUMMARY OF GREENGROCER CODE OF CONDUCT

1. Min. Wage & Overtime
 - Pay all employees at least minimum wage, now \$5.15 per hour.
 - Pay all employees “overtime” -- 1½ an employee’s regular hourly rate for all hours worked past forty per week.
2. Timely Pay
 - Pay employees in a timely manner.
3. Records & Pay stubs
 - Keep all payroll & time records required by state and federal law.
 - Give each employee a weekly pay stub of hours and wages (gross & net)
4. Rest
 - Give each employee one full unpaid day of rest per week
 - Give each employee at least ½ hour uninterrupted for meal break and others as required by law
5. Rights Poster
 - Post this Code on a wall in an easy-to-see location.
 - Post a notice on a wall about basic wage and hour rights.
 - The Code and notice will be in at least English, Spanish, and Korean.
6. Days off
 - For employees who have worked at the store for at least one year: provide 2 paid sick days and one workweek of paid vacation days per year.
 - For employees who have worked at the store for at least two years: provide 3 paid sick days and one workweek of paid vacation days per year.
7. Seminars
 - Attend at least one labor law seminar by Attorney General’s Office
8. Not Retaliate
 - The Code employer will not discharge or retaliate against any employee for making a complaint to the employer, the government, or the Monitor about violations of the Labor Law or this Code.
9. Organizing
 - The Code employer recognizes employees have legal right to organize and to join labor unions of their own choosing, and that the law prohibits retaliation against employees for organizing or joining a labor union.
10. Monitoring
 - The Code employer agrees to submit to unannounced monitoring of compliance with the Code at least two to three times per year.
 - When monitoring occurs, the Code employer will show all payroll and time records, and make employees available for private, confidential interviews.
11. Consumers
 - A Code of Conduct Seal will be displayed in the store window as long as the Code Employer is in good standing.
 - A list of Code members in good standing is available at the New York State Attorney General’s website: www.oag.ny.gov.
 - Code members no longer in good standing must post a notice stating as such, and will also be listed on the website.
12. Hotline
 - Call 1-800-729-1180 with complaints of violations.