



Fair Trade USA

Compliance Criteria for the Factory Standard for Apparel and Home Goods 1.2

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In the following pages, each standard is followed by a table with its corresponding Compliance Criteria, against which factories are audited. In the tables, the year by which the requirement must be met is listed in the “Year” column. Requirements marked with Year 0 must be fulfilled prior to initial certification. Also within the tables, some criteria are identified as “Major” requirements. Criteria identified as “Major” requirements represent the core Fair Trade values and principles, and non-conformities with these requirements are considered to be especially severe.

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
EM	Empowerment			
MS	Fair Trade Management Systems			
EM-MS 1	EM-MS 1.1	As part of its corporate responsibility program, the company incorporates the Fair Trade concept into its policy or mission statement.	0	
	EM-MS 1.2	Measures have been implemented to introduce all levels of the factory to the Fair Trade concept and system, including the Fair Trade Committee and worker representatives.	1	
EM-MS 2	EM-MS 2.1	Senior management holds overall accountability for the implementation of Fair Trade Standards.	0	
	EM-MS 2.2	A Fair Trade (FT) Officer has been appointed and reports to the Executive Manager.	0	
	EM-MS 2.3	Responsibilities of the FT Officer are clear, appropriate and documented.	0	
EM-MS 3	EM-MS 3.1	Management systems for Human Resources (HR), Health and Safety, and Environment (HSE) are developed. Management has committed to invest in continuous improvement of these systems.	1	
	EM-MS 3.2	There is a competent and qualified HR manager in place.	1	
	EM-MS 3.3	The factory conducts a regular self-assessment (via internal audits) of employment practices.	3	
EM-MS 4	EM-MS 4.1	The factory trains management staff to improve skills needed for understanding and implementing social standards, labor laws and the factory's Human Resource policies.	3	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
EM-MS 4	EM-MS 4.2	The factory trains workers to ensure worker awareness of social and ethical standards in the workplace and the factory's Human Resource policies.	1	
	EM-MS 4.3	Most of the workers interviewed (at least 51%) are aware of the factory's Human Resource policies.	3	
	EM-MS 4.4	The factory has written Human Resource policies that at a minimum cover wages, benefits and deductions, regular and overtime hours and rates, discipline and termination, grievance procedures, and harassment and abuse, are written in language(s) workers understand, a copy of which is distributed to workers.	0	
EM-MS 5	EM-MS 5.1	Access to primary education is available for the children of all permanent resident workers.	3	
PTA	Worker Participation, Transparency and Financial Accountability			
EM-PTA 1	EM-PTA 1.1	Workers participate in and are given the opportunity to review and comment on findings of third-party audits. Workers are not penalized for participating or providing information/feedback to auditors.	0	
EM-PTA 2	EM-PTA 2.1	Workers, the union (where applicable), and factory management have together formed a Fair Trade Committee comprised of workers, union representatives and managers in accordance with the Fair Trade Standards.	0	M
	EM-PTA 2.2	A constitution defining the objectives, functioning, composition, means and procedures of the Fair Trade Committee is in place.	0	
	EM-PTA 2.3	The constitution has been duly approved by the General Assembly of workers.	0	
	EM-PTA 2.4	The Fair Trade Committee constitution clearly defines representation/delegate schemes when necessary.	0	
EM-PTA 3	EM-PTA 3.1	A separate Fair Trade Premium bank account is established.	0	
	EM-PTA 3.2	At least one worker representative and management representative from the Fair Trade Committee are joint signatories of the account.	0	
EM-PTA 4	EM-PTA 4.1	A legal body is established before any fixed assets are acquired using the Fair Trade Premium.	0	
	EM-PTA 4.2	The legal body comprises and represents all employees of the company as the owners of the Fair Trade Premium and any assets acquired with the Fair Trade Premium.	0	
	EM-PTA 4.3	The constitution defines the General Assembly of all workers/members as the supreme decision making authority of the legal body.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
EM-PTA 5	EM-PTA 5.1	Workers comprise a majority of the members of the Fair Trade Committee.	0	
	EM-PTA 5.2	Worker representatives have been elected independently of management influence and through a democratic process, which is documented.	0	M
	EM-PTA 5.3	All groups of workers are able to participate in Fair Trade Committee elections with equal rights to vote and to be nominated to the Fair Trade Committee.	0	
	EM-PTA 5.4	The factory keeps records for all cases of dismissals of Fair Trade Committee members.	0	
EM-PTA 6	EM-PTA 6.1	Management representatives have been appointed by management and are properly documented.	0	
	EM-PTA 6.2	Management provides resources for the Fair Trade Committee meetings to take place regularly during working hours without deductions.	1	
EM-PTA 7	EM-PTA 7.1	The Fair Trade Committee liaises with the General Assembly of workers to allocate the Fair Trade Premium funds.	1	
	EM-PTA 7.2	All expenditure of the Fair Trade Premium and related issues are decided exclusively by the Fair Trade Committee after consultation with the workers.	1	
	EM-PTA 7.3	Fair Trade Committee decisions on the use of Fair Trade Premium are reached by consensus or if no consensus can be reached, the decision was taken by the majority of the workers' representatives.	1	
	EM-PTA 7.4	The Fair Trade Committee prepared a Fair Trade Premium Work Plan.	1	
	EM-PTA 7.5	The Fair Trade Premium work plan contains a reasonable budget based on expected Fair Trade Premium income and sets priorities for Fair Trade Premium use.	1	
	EM-PTA 7.6	The Fair Trade Premium Work Plan is democratically approved in advance by the General Assembly of workers.	1	
	EM-PTA 7.7	An initial training is provided to new Fair Trade Committee members on the functioning and responsibilities of a Fair Trade Committee.	1	
	EM-PTA 7.8	Regular capacity building for workers' representatives on the Fair Trade Committee is undertaken to ensure that they can carry out their functions.	3	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
EM-PTA 8	EM-PTA 8.1	The administration and use of the Fair Trade Premium is transparent and coherent.	1	M
	EM-PTA 8.2	Information about Premium received, commissions and charges is made readily available to all Fair Trade Committee members by management.	1	
	EM-PTA 8.3	The use of the Fair Trade Premium is not used to cover the running costs of the company or the costs of compliance with the requirements of this Fair Trade standard.	1	
	EM-PTA 8.4	The Fair Trade Committee makes available to all workers an annual financial report with information on Fair Trade Premium income, expenditure and balance as well as information on its activities and the progress of existing Fair Trade premium projects. In years when high Fair Trade Premium volumes (> EUR 10,000) are generated or expended, external financial audits are conducted.	1	
EM-PTA 9	EM-PTA 9.1	Within one year of certification, the rules, regulations and procedures of the Fair Trade Committee, established as part of the constitution required by EM-PTA 2, are in place and available to workers.	1	
EM-PTA 10	EM-PTA 10.1	The Fair Trade Committee implements measures to improve the planning and analysis that goes into its preparation of the Fair Trade Premium Work Plan (needs assessments, setting of priorities, feasibility studies, cost analysis, implementation and monitoring and budgeting).	3	
EM-PTA 11	EM-PTA 11.1	The Fair Trade Committee has access to administration and communication tools - telephone, email and/or fax - and has its own independent email account where infrastructure allows it.	3	
GP	Grievance Procedure			
EM-GP 1	EM-GP 1.1	Management ensures the right of workers to gather to discuss workplace grievances without fear of reprisal or other negative consequences.	0	
	EM-GP 1.2	Meeting space is provided on request to enable the worker representatives to carry out their functions.	0	
	EM-GP 1.3	Records of grievances are maintained, including a description of the grievance, procedures of investigation and persons involved, and actions taken to address each grievance.	1	
	EM-GP 1.4	Grievance procedures protect workers against possible retribution, allow a worker to report a grievance against a supervisor to someone other than that supervisor, and provide for management follow-up.	0	M

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
EM-GP 2	EM-GP 2.1	There are written factory policies on grievance procedures that are effectively communicated to all workers.	0	
	EM-GP 2.2	Factory management does not punish its employees for talking to Fair Trade USA or its representatives or using Fair Trade USA's allegations process.	0	
	EM-GP 2.3	The factory coordinates with union and/or workers' representatives to monitor and report all complaints and corresponding actions taken related to the issue of Freedom of Association.	1	
ED	Economic Development			
FTP	Fair Trade Premium			
ED-FTP 1	ED-FTP 1.1	Buyers pay a Fair Trade Premium on all Fair Trade orders, to benefit all production workers. The Fair Trade Premium is at least that which is listed in the Appendix of the Standard.	1	M
CE	Conditions of Employment; SA 8000: Working Hours and Remuneration			
ED-CE 1	ED-CE 1.1	The workplace is free from corporal punishment and physical harassment and abuse. The workplace is free from sexual harassment and abuse. The workplace is free from psychological, verbal harassment and abuse.	0	M
	ED-CE 1.2	The facility has a written policy on anti-harassment and abuse. The facility's written procedures include: a. Reporting harassment and abuse cases b. Investigating harassment and abuse cases c. Standardized sanctions for each type of abuse	0	
	ED-CE 1.3	The factory has a written policy on discipline and termination. The written policy include a description of: a. Code of behavior for all managers, supervisors and workers b. Acts of infractions or violations c. Corresponding disciplinary actions	0	
	ED-CE 1.4	The policy clearly describes the discipline and termination process. The process includes: a. Communication of infraction or violation to erring worker's b. Worker's response or explanation c. Implementation of progressive disciplinary action (e.g., verbal warnings and written warnings) d. System for appeal of unfavorably resolved complaints or disciplinary actions	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
ED-CE 1	ED-CE 1.5	The factory conducts periodic anti-harassment and abuse training for management and supervisors. The facility has a continuing education program for workers on anti-harassment and abuse. The facility has an assigned unit or assigned staff to receive and process worker's reports of harassment and abuse. The assigned staff/unit is properly trained to handle harassment and abuse cases.	1	
	ED-CE 1.6	The facility orient/trains supervisors and managers on handling personnel and discipline and termination practices.	1	
	ED-CE 1.7	The facility has a continuing education program for managers and supervisors on positive management techniques.	3	
	ED-CE 1.8	All disciplinary and termination notices (e.g., written warnings, sanctions and other supporting documents) are documented and filed. The contents of disciplinary notices (mark all that apply) include: a. Summary of infraction (when it occurred, where, witnesses, employee's response) b. Date disciplinary notice was issued c. Results of deliberation and corresponding disciplinary action d. Signature of management e. Proof of employee's receipt of disciplinary notice	0	
	ED-CE 1.9	Workers are never forced to sign a letter of resignation, blank paper or empty or incomplete form.	0	M
	ED-CE 1.10	Workers interviewed report no incidents of intimidation by security guards.	1	
	ED-CE 1.11	Established procedures for disciplining and firing workers are standardized throughout the factory.	1	
	ED-CE 1.12	Disciplinary procedures include an escalating series of verbal and written warnings prior to suspension or dismissal.	0	
	ED-CE 1.13	Deductions for tardiness or time missed do not exceed the wage equivalent of actual time missed.	1	
	ED-CE 1.14	Disciplinary and termination procedures are effectively communicated to the workers.	1	
	ED-CE 1.15	Most of the workers interviewed feel these disciplinary measures are reasonable.	1	
	ED-CE 1.16	Disciplinary measures do not include the use of punitive deductions (fines) from workers' pay.	0	
ED-CE 1.17	The facility has a clear and established system of setting production targets and schedules to ensure it is based on realistic and reasonable efficiency rates.	1		

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
ED-CE 1	ED-CE 1.18	Workers are not penalized for failing to reach production quotas.	1	
	ED-CE 1.19	Workers interviewed described the quotas as reasonable.	1	
ED-CE 2	ED-CE 2.1	Workers shall not work longer than 48 hours of regular hours per week, or the legal limit whichever is less.	0	
	ED-CE 2.2	The factory has a policy that defines temporary, permanent, part-time, full-time, over-time, and maximum hours allowed.	0	
	ED-CE 2.3	Workers' regular work schedule is consistent with law.	0	
	ED-CE 2.4	Workers receive the legally required breaks.	0	
	ED-CE 2.5	In countries where a Collective Bargaining Agreement (CBA) is agreed for the sector, the company signs and adheres to this agreement.	1	
ED-CE 3	ED-CE 3.1	Personnel shall be provided with at least one day off following every six consecutive days of working. Exceptions to this rule apply only where both of the following conditions exist: a) National law allows work time exceeding this limit; and b) A freely negotiated Collective Bargaining Agreement is in force that allows work time averaging, including adequate rest periods.	0	
	ED-CE 3.2	In the absence of legal overtime limits, workers do not regularly work more than 60 hours total per week. The only exception to working hours limits is force majeure, such as severe weather conditions, a natural disaster, or an electrical outage.	0	
ED-CE 4	ED-CE 4.1	All overtime is strictly voluntary unless prescribed in detail in an employment contract or Collective Bargaining Agreement.	0	M
	ED-CE 4.2	The facility has written procedures for overtime work that states/includes overtime is voluntary at all times.	0	
	ED-CE 4.3	Overtime does not exceed 12 hours per week. (Where it is not defined by national or local law, overtime is any work performed after an eight-hour day).	0	
	ED-CE 4.4	There are no repercussions or penalties against workers for refusing to work overtime.	1	
ED-CE 5	ED-CE 5.1	When planning and the paying of a premium rate do not attract sufficient voluntary overtime workers, the company may require overtime work only in accordance with national law and a Collective Bargaining Agreement freely negotiated with worker organizations (as defined above) representing a significant portion of its workforce. Any such agreement must comply with the requirements in this standard.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
ED-CE 6	ED-CE 6.1	All workers, including piece-rate workers, are paid at least the legal minimum wage as their base wage. Base wages generally do not include overtime wages or bonuses.	0	M
	ED-CE 6.2	The facility has a written policy on regular and overtime wages that are consistent with the national/local laws on compensation or as established in a Collective Bargaining Agreement. The policy includes details of the following: a. Rates of Regular and OT wages for all types of workers/ b. Description of how wage is calculated c. Pay schedule d. Complete description of all deductions	0	
ED-CE 7	ED-CE 7.1	Any deductions from workers' wages that are not mandated by law for the purpose of workers' benefits can only be made with the full and voluntary written consent of the worker.	0	
	ED-CE 7.2	Where the company provides workers with housing, the housing is provided at a reasonable cost or at no cost.	0	
ED-CE 8	ED-CE 8.1	The facility has written procedures that indicates the following: a. Manner of payment of wages b. Procedures for reporting complaints and corresponding adjustment of wages	0	
	ED-CE 8.2	The facility has a written policy on benefits, leaves and deductions that are consistent with the national/local laws on social benefits or as established in a Collective Bargaining Agreement.	0	
	ED-CE 8.3	Payment is made in legal tender.	0	M
	ED-CE 8.4	Workers are always paid on time based on an established schedule.	0	M
	ED-CE 8.5	Any past underpayment of wages is reimbursed with interest for the previous 12 months.	0	M
	ED-CE 8.6	All workers are provided all the benefits to which they are legally entitled. Benefits are provided upon hire, or within the time period prescribed by law.	0	M
	ED-CE 8.7	All legally mandated bonuses are paid in full and in a timely manner.	0	
	ED-CE 8.8	Time cards record all hours worked, including overtime hours.	0	
	ED-CE 8.9	Local regulations on paid and unpaid sick leave, holiday leave, annual leave and casual leave shall be followed. Annual leave, not including sick and casual leave, shall include at least two weeks of paid leave per year.	0	M

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
ED-CE 9	ED-CE 9.1	All workers are paid the legal overtime rate.	0	M
	ED-CE 9.2	If no rate is specified, overtime shall be paid at least one and a half times the hourly rate; the weekly day off and public holidays shall be compensated at a minimum, twice the hourly rate.	0	
	ED-CE 9.3	If overtime is partly or entirely compensated by the allocation of time-off work, the premium factor must be applied to the time compensation.	1	
ED-CE 10	ED-CE 10.1	Labor-only contracting arrangements, including apprenticeship schemes, for the purpose of avoiding legal or social security obligations are prohibited.	0	M
	ED-CE 10.2	Employment practices such as training or apprenticeship wages, pre-employment fees, deposits, or other practices that effectively lower an employee's pay below the legal minimum wage are not permitted, except where the law explicitly permits it.	0	
	ED-CE 10.3	The factory maintains a workforce profile and registry to ensure that no workers are kept at non-permanent status beyond the legal limits.	1	
	ED-CE 10.4	The facility has a clear procedure for hiring temporary workers that specify when they are needed and for what functions.	1	
	ED-CE 10.5	The facility has clear and standard procedures for hiring trainees.	1	
	ED-CE 10.6	The factory has a system of promoting workers from fixed-term to indefinite-term contracts.	3	
	ED-CE 10.7	The facility has a system in place for evaluating and upgrading temporary workers to regular status.	3	
	ED-CE 10.8	The facility has a system in place for evaluating and upgrading trainees to regular status.	3	
	ED-CE 10.9	Temporary workers are upgraded to permanent status after nine months, or earlier as per law.	1	
	ED-CE 10.10	Trainees/probationary workers are upgraded to permanent status after three months, or earlier as per law.	1	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
ED-CE 11	ED-CE 11.1	All employees are provided with a pay slip each pay period that contains the following information: a. Pay day and pay period b. Regular rate/base wage c. Regular hours worked d. OT hours worked e. Regular wages f. OT wages g. Benefits h. Bonuses i. Gross earnings j. Itemized Deductions k. Net wage	0	
	ED-CE 11.2	If workers' hours are used to calculate wages, the factory maintains a working time clock where workers can check in and out formally upon arrival and departure.	1	
	ED-CE 11.3	The factory orients all workers, including piece rate workers, on how their wages are calculated and reorients them again when there are changes in the wage structure. The formula for calculation of piece rate includes price per piece, based on an established piece rate per product model/style.	1	
	ED-CE 11.4	At least 75 percent of the workers understand how their wages are calculated.	1	
	ED-CE 11.5	At least 80 percent of the workers interviewed were aware of benefits to which they are entitled.	1	
ED-CE 12	ED-CE 12.1	The base wage and overtime rates, as well as the schedule of wage payments, are specified in the written employment contract of all workers.	1	
	ED-CE 12.2	The factory requires the staff in charge of hiring to explain the employment agreement to all newly hired workers, including the provisions that state their right to voluntarily resign and to refuse to work overtime. This is done before workers are asked to sign the employment agreement.	1	
ED-CE 13	ED-CE 13.1	The rate for overtime is agreed to in writing before any overtime hours are worked.	0	
ED-CE 14	ED-CE 14.1	Management provides workers with vacation time that meets or exceeds national or local law.	0	
	ED-CE 14.2	Management provides full-time permanent workers with at least 12 days of paid time off per year. Vacation is pro-rated for part-time and seasonal workers.	1	
ED-CE 15	ED-CE 15.1	Local and migrant, seasonal and permanent workers receive equivalent wage and overtime provisions for equal work performed.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR	Social Responsibility			
PC	Protection of Children and Young Persons; SA8000: Child Labor			
SR-PC 1	SR-PC 1.1	Children are not employed below the age of 15, or below the age for completion of compulsory schooling, whichever is higher.	0	M
	SR-PC 1.2	The factory has a policy stating its commitment not to engage or support the employment of children below the age of 15, or the age for completion of compulsory schooling, whichever is higher.	0	
	SR-PC 1.3	The factory has a written policy on child labor that conforms to the national law. The policy includes: a. Minimum hiring age b. Description of hiring procedures c. Required age verification documents d. Reporting procedures for when child labor is found	0	
	SR-PC 1.4	Factory procedures for verifying workers' ages are effective.	1	M
	SR-PC 1.5	The factory provides an orientation program for all managers, supervisors, and workers on the company's policies and procedures on child labor.	1	
	SR-PC 1.6	An HR unit/person is assigned for recruitment, selection and hiring. This person or unit is trained in interview and other age verification techniques. A staff person is assigned to supervise young workers.	0	
	SR-PC 1.7	Children cannot be brought to the workplace, either to assist parents or for other work.	0	
	SR-PC 2	SR-PC 2.1	Where children have worked or been employed in the past it is expected that the factory put in place a remediation policy to fully comply with the standard requirement within one year of certification. The objectives of the remediation policy are to ensure that any children who once worked for the employer and who no longer do so do not enter into worse forms of work.	1
SR-PC 2	SR-PC 2.2	The factory ensures that solutions are developed so that (a) the problem does not recur and (b) the solution does not create other problems.	1	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-PC 3	SR-PC 3.1	Night work is prohibited for workers aged 15-18.	0	M
	SR-PC 3.2	The factory has a written policy on young workers as applicable under local law that describes work restrictions. The policy contains details of the following: a. Types of work b. Schedules of work c. Other restrictions	0	
	SR-PC 3.3	The written employment agreement of young workers clearly indicates the restriction in work hours and work assignments that adhere to international standards and local laws on restrictions of work.	1	
	SR-PC 3.4	The factory maintains a registry of young workers that includes, at a minimum, name, date of hire, birth date, age, department assignment, function/position, work schedule and name of direct supervisor.	1	
	SR-PC 3.5	The factory ensures that working does not jeopardise the schooling of workers under the age of 18.	0	
	SR-PC 3.6	Young workers requiring protective restrictions are employed in strict accordance with the law (e.g. hours, wages, physical exams, registration, type of work).	0	
	SR-PC 3.7	The company should always apply the principle of equal pay and equal opportunity for work of equal value regardless of the worker's age.	0	
	SR-PC 3.8	Young workers shall be given the opportunity to participate in education and training programs and all legal obligations on their wages and employment.	1	
SR-PC 4	SR-PC 4.1	Workers under the age of 18 are not being exposed to situations that may jeopardize their health, safety, development or morals, e.g., handling chemicals, working night shifts.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
FL	Freedom from Forced Labor and Human Trafficking; SA8000: Forced and Compulsory Labor			
SR-FL 1	SR-FL 1.1	All workers provide voluntary work or service under no threat of penalty and are not hired under bond, debt, or other obligation.	0	M
	SR-FL 1.2	The facility has a written policy that upholds workers' rights to voluntary employment and prohibits the following forms of or practices similar to forced labor: a. Debt-bondage b. Indentured labor c. Use of involuntary prison labor d. Slave Labor e. Sale or trafficking of children	0	
SR-FL 2	SR-FL 2.1	The factory does not keep original copies of any personal document of workers except by worker's written request.	0	M
SR-FL 3	SR-FL 3.1	The facility has a written policy that states freedom of movement is not restricted unreasonably, given legitimate concerns for workers' safety.	0	
	SR-FL 3.2	No exit doors are locked against exiting while workers are inside the factory.	0	M
	SR-FL 3.3	Workers are provided with unrestricted access to toilet facilities and drinking water.	0	M
	SR-FL 3.4	There are no other restrictions on a worker's freedom of movement beyond what is reasonable given legitimate concerns for personal safety and consideration for the security of other workers.	0	M
	SR-FL 3.5	The facility has guidelines and procedures for granting permission to workers to leave the facility during work hours.	1	
	SR-FL 3.6	Workers are free to leave employer after reasonable notice.	0	
	SR-FL 3.7	Employment is not conditional on employment of a spouse. Spouses have the right to work elsewhere.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-FL 4	SR-FL 4.1	Workers do not pay any pre-employment or recruitment fees (other than foreign contract workers), post bonds or deposits, or lodge identity papers for their employment.	0	M
	SR-FL 4.2	Employment agreements of foreign contract workers state the amount and manner of deductions made by either the factory or the labor broker, and the agreement includes a provision stating that in the event of repatriation, the burden of the cost of repatriation will be shouldered by the factory.	3	
	SR-FL 4.3	All production workers receive wages directly from the facility.	1	
	SR-FL 4.4	The factory does not hire domestic workers through a third party or middleman who holds the contract with or is responsible for paying workers' salaries and benefits.	1	
	SR-FL 4.5	If the factory hires foreign contract workers, it maintains a list of all contract workers that include the following information: name of the contract worker, country or place of origin, date of hire and length of contract, and recruitment agency details.	1	
	SR-FL 4.6	The factory takes steps to ensure that the labor broker or recruitment agency contracted to provide the factory with foreign contract workers is compliant with laws protecting worker welfare in both the sending country (where workers originate) and the receiving country (where the factory is located).	0	
	SR-FL 4.7	The factory's agreement with labor brokers has provisions that include the following: (1) The factory pays wages directly to workers; (2) Terms or burden of deposits or fees paid by workers are within the legal limits; (3) Conditions of return to worker's home country do not create a financial burden that results in conditions of forced labor; (4) Interest rates on loans required to secure employment does not create a financial burden that results in conditions of forced labor; and (5) Any deposits made to a labor broker are to be returned in full at the end of the worker's contract, whether the worker is terminated or resigns.	0	
	SR-FL 4.8	Each worker is provided with a copy of their employment agreement and the employee handbook or Human Resource policies, with provisions made for illiterate workers to understand the terms.	1	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
OH	Occupational Health and Safety; SA8000: Health and Safety			
SR-OH 1	SR-OH 1.1	There are no conditions at the factory and factory grounds that pose a health/safety risk to workers.	0	M
	SR-OH 1.2	Fire Extinguishers are: : a. Within 75 feet (23 meters) of every worker b. Fully charged c. Visible and accessible d. Clearly marked e. Has written instructions for use f. FE appropriate to the potential fire risks in their respective areas g. Have up to date maintenance tags (inspected by factory once a month) h. Serviced by qualified personnel once a year (or as per regulation)	0	
	SR-OH 1.3	Emergency Exits meet the following requirements: a. Factory floors with up to 500 workers have at least two exits that provide 22 inches/ .55 meters of exit width. b. Factory floors with more than 500 workers have at least three exits that provide 22 inches/ .55 meters of exit width. c. Exits are sufficiently remote from each other. d. Each work station is within 200 feet of an exit. e. Exits are unobstructed at all times. f. Exits are unlocked when workers are present or have latches that do not require special operation. g. Exits doors swing out. h. Exits lead to a safe location outside the building.	0	
	SR-OH 1.4	Emergency Exit Routes and Aisles meet the following requirements: a. Aisles between workstations are wide enough for easy escape (approx. 44 inches/112 cm) b. Aisles are kept clear of equipment and materials at all times c. Updated maps of emergency exit routes are posted prominently throughout the factory d. "You are here" marking on each map corresponds with the maps actual location	0	
	SR-OH 1.5	Working emergency lights backed-up by battery are installed on stairwells and in other key locations to illuminate exit routes.	1	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 1	SR-OH 1.6	The factory is equipped with one or more working audible fire/evacuation alarm. These alarms can be rung from various locations throughout the factory. Where areas where ear protective equipment is used, the factory is equipped with visual alarms, e.g. flashing red lights.	0	M
	SR-OH 1.7	Safety instructions and procedures including accident prevention and response are readily available for workers at their workplace.	1	
	SR-OH 1.8	High-risk machinery with the potential to cause major injury or to result in fatality must have adequate safeguards and safety devices.	0	M
	SR-OH 1.9	All machines have necessary: a. Needle guards for sewing machines b. Needle guards for over lock machines c. Eye guards for lock stitch buttoning machines d. Two-handed operation (pressing, stamping machines) e. Emergency power cut-off f. Insulated cables (steam iron) g. Grounding/earthing (three-prong plugs) h. Electric fan blade covers i. Safety covers for moving parts	0	
	SR-OH 1.10	Wiring and electrical panel boxes are in safe condition, and electrical cables and wires are safely placed. Electrical equipment, wiring and outlets are placed, grounded and inspected for overloading and leakage by a professional on a regular basis.	0	
	SR-OH 1.11	Elevator a. Elevator shaft doors are closed when elevator is not in use b. The load capacity is clearly displayed inside or at the entrances of elevator doors c. A sign warning against use in the fire is posted on or near elevator doors	1	
	SR-OH 1.12	Boilers a. The boiler is in a safe location (location that poses no danger to workers) b. There are "No smoking" signs posted in these areas	0	
	SR-OH 1.13	Explosion hazards are minimized through the following measures: a. Liquid propane gas tanks/cylinders are stored safely (outdoors, posted with warning including no-smoking signs, away from exits) b. Acetylene tanks are stored safely (away from flammable chemicals, sources of heat) c. Explosion-proof lights and switches are installed in chemical storage or warehouses containing flammable materials (enclosed in rubberized, air-tight housing)	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 1	SR-OH 1.14	The factory has the following updated maintenance/inspections records on file: a. Electrical Systems b. Emergency lights c. Emergency alarm d. Records of inspection and repairs of machines, equipment & wiring e. Records of periodic test to ensure water is safe (Water testing records). f. Air quality monitoring (tests) for areas where toxic or hazardous chemicals are used.	0	
	SR-OH 1.15	The factory has valid permits for the following: a. Elevators b. Boilers c. Generators d. Air pressure tanks e. LPG tanks f. Pressure systems g. Compressed air receivers h. Waste water permit	0	
	SR-OH 1.16	Noise levels do not regularly exceed 85 decibels.	0	
	SR-OH 1.17	Temperatures of work areas are maintained such that workers do not report that heat or cold interferes with their work or their health.	0	
	SR-OH 1.18	Lighting is adequate for workers to perform their tasks (according to auditors' and workers' assessments).	0	
	SR-OH 1.19	Work areas are adequately ventilated for the control of fumes such that fumes are not more than faintly noticeable.	0	
	SR-OH 1.20	Work areas are adequately maintained and ventilated such that: - dust/particulate is not more than moderately visible - fresh air is drawn into the area and circulated	0	
SR-OH 1.21	Hazardous work is not assigned to persons below 18 years, pregnant or nursing women, persons with mental conditions, persons with chronic, hepatic or renal diseases, and persons with respiratory diseases.	0		

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 2	SR-OH 2.1	The factory has appointed a H&S Officer or other senior management representative to oversee the operationalization of an efficient health and safety management system.	1	
	SR-OH 2.2	The appointed senior management representative will establish protocols and policies, provide training and education, ensure proper documentation, and conduct regular monitoring.	1	
	SR-OH 2.3	The responsibilities for the H&S Officer are clear and documented.	1	
	SR-OH 2.4	An annual work plan (which can be part of the Fair Trade Program) is prepared by the H&S Officer and approved by management.	1	
SR-OH 3	SR-OH 3.1	Factory-wide fire drills (and other locally appropriate disaster training) are conducted at least twice a year.	0	M
	SR-OH 3.2	Twenty percent of the workforce is provided hands-on training in the use of fire extinguishers.	0	
	SR-OH 3.3	A training program is in place for workers and their representatives to improve capabilities and awareness of occupational health and safety and relevant health protection. Annually, workers (including new and reassigned workers) and their representatives are provided such training during working hours. The H&S training includes: <ul style="list-style-type: none"> a. Orientation on the use of fire extinguishers b. Emergency response plan, including evacuation procedures c. How to use Personal Protective Equipment (PPE) provided d. Hazards of failing to use the PPE e. Safety training on the use of machine/equipment 	0	M
	SR-OH 3.4	Regular training for workers engaged in any potentially hazardous work is provided. Workers who handle, store, or dispose of chemicals used in production are provided adequate training.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 4	SR-OH 4.1	The factory has a written, consolidated and comprehensive Occupational Health and Safety Policy.	1	
	SR-OH 4.2	The factory has a written Fire Safety Plan. The Fire Safety Plan includes the following details: a. Lists of major workplace fire hazards and their proper handling and storage procedures b. Potential ignition sources & their control procedures c. Type of fire protection equipment, or systems which can control a fire involving different ignition sources d. Procedures for maintenance of all fire safety equipment	1	
	SR-OH 4.3	The factory has a written Emergency Preparedness Plan. The Plan includes: a. Procedures for emergencies, including weather related natural disasters b. Type of evacuation and exit route assignments c. Procedures for reporting emergencies d. Procedures for employees who remain to operate critical plant operations before they evacuate e. Designation of assembly location and procedures to account for all employees after evacuation f. Alarm system for employees, with documented maintenance records. g. Procedures to be followed by employees performing rescue or medical duties h. Floor plan that clearly identifies all exits and exit routes	1	
	SR-OH 4.4	The factory has written and established safe procedures for the use of equipment and machines. The procedures include: a. Inventory of machines b. Procedures for the safe use of machines c. Procedures for maintenance	0	
	SR-OH 4.5	The factory maintains written injury reports sorted by department, including for minor injuries. These include: a. Name of worker b. Time, date of incident and location of the accident c. Description of circumstances (including which machinery/equipment if any involved) d. Description of injury e. Description of treatment	1	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 5	SR-OH 5.1	Workers are given safety training on equipment/machinery and the use of PPE.	0	
	SR-OH 5.2	The factory has a written Medical and First Aid policy. The Policy includes: a. Description of what medical care is available to employees b. How to access medical care c. Provision for emergency medical care d. Incident investigation procedures e. First aid kit maintenance including chain of responsibility to ensure that kits are regularly checked, correctly stocked and re-stocked as needed , f. First aid training g. Procedures for transporting injured workers to the hospital h. Procedures to notify family members in case of injury	0	
	SR-OH 5.3	In the absence of a full-time medical professional, one per cent of the workforce is formally trained in first aid (with certificates available on file).	1	
	SR-OH 5.4	There is one first aid kit for every 100 employees. First aid kits contain the following: a. Bandages b. Sterile gauze/cotton balls c. Adhesive tape/plasters d. Disinfecting/antiseptic agent e. Antibacterial ointment f. Sterile/surgical gloves	0	
	SR-OH 5.5	First aid kits are visible (or clearly indicated by a sign) and easily accessible.	0	
	SR-OH 5.6	The factory has a written policy on Personal Protective Equipment (PPE). The policy includes: a. Description of relevant work areas with production hazards requiring PPE b. Types of PPE used c. Type and frequency of training provided to workers in those areas d. How PPE is distributed e. Protocols to purchase, check, accept and discard all PPE f. If a respirator is needed, the PPE policy includes appropriate medical examinations and fittings for employees to ensure safe and proper use of respirators	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 5	SR-OH 5.7	All work areas that require PPE have signs indicating equipment to be worn. All workers who need PPE are using it, including: <ul style="list-style-type: none"> a. Eye Protection: where there is persistent glare, flying debris or dust, or splashing of primers, cleaners or other chemicals b. Ear plugs: where the noise level measurement (time-weighted average of an eight-hour period) is above 85 dB (A)85 c. Chemical resistant gloves: when handling or applying chemicals such as glues, solvents, adhesives or finishes d. Chain mail gloves: when working with cutting instruments e. Masks for particulates: where dust levels exceed comfortable limits f. Masks for vapors: where fume levels exceed legal limits g. Appropriate footwear: when working on wet surfaces h. Reinforced shoes or boots: when operating or moving heavy equipment 	0	
SR-OH 6	SR-OH 6.1	A pregnant woman is not involuntarily engaged in work that creates risk to her health or the health of the fetus.	0	M
	SR-OH 6.2	The factory has a written risk analysis for new and expectant mothers. The factory complies with all national maternity laws when assessing all employment and workplace risks to new and expectant mothers.	0	
	SR-OH 6.3	The factory effectively communicates the results of this assessment to its workers.	0	
	SR-OH 6.4	The factory modifies tasks of new and expectant mothers as needed to minimize any risks.	0	
	SR-OH 6.5	Reasonable accommodation is made in job assignment in the event of pregnancy (the option of performing lighter work at no less than minimum wage with no cut in pay) during the third trimester or earlier upon a physician's recommendation.	1	M
	SR-OH 6.6	Transfer of a pregnant employee to lighter work is voluntary unless the duties performed pose a risk to health of the pregnant woman or her fetus.	1	M
	SR-OH 6.7	Pregnant women are provided appropriate seating to avoid long periods of standing.	1	M
SR-OH 7	SR-OH 7.1	There is at least one toilet per 25 employees of each gender. Toilets have proper ventilation and air circulation, ensure adequate privacy, are clean and functional, and are stocked with hand soap. Toilets are equipped with running water for washing hands.	0	
	SR-OH 7.2	Potable water is available to all workers free of charge.	0	
	SR-OH 7.3	Drinking water containers are kept clean and adequately protected to prevent contamination.	0	
	SR-OH 7.4	Potable water is clearly labelled as such.	0	
	SR-OH 7.5	Cafeteria conditions and food handling practices are sanitary.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 7	SR-OH 7.6	If factory has a cafeteria, records of all required government health inspections and certifications are maintained.	0	
SR-OH 8	SR-OH 8.1	The standard of the housing is in accordance with national laws. The dormitory is clean, secure/safe, adequately lit, adequately ventilated, and adequately heated/cooled. Each resident has her/his own bed.	0	
	SR-OH 8.2	Workers in dormitories have access to: <ul style="list-style-type: none"> a. Adequate and convenient water supply b. Showers that provide adequate privacy c. Safe drinking water d. Kitchen e. Clean, functional toilets with proper ventilation and air circulation, adequate privacy, and which are lit at night and stocked with hand soap 	0	
	SR-OH 8.3	Workers living in dormitories, are trained on how to use fire extinguishers. Fire extinguishers are: <ul style="list-style-type: none"> a. Within 75 feet (23 meters) away from each bed. b. Fully charged c. Visible and accessible d. Clearly marked 	0	
	SR-OH 8.4	In dormitories, emergency evacuation routes conform to the following: <ul style="list-style-type: none"> a. There are two exits sufficiently remote from each other b. Emergency exits doors swing out c. Exits lead to a safe location outside the building d. Exit signs are visible from 30 meters (100 feet) away e. Signs are brightly colored, or illuminated, have photoluminescent front panel f. Working emergency lights backed-up by battery are installed on stairways g. Working emergency lights backed-up by battery are installed in locations to illuminate exit routes 	0	
	SR-OH 8.5	There are no restrictions on a resident's freedom of movement beyond what is reasonable given legitimate concerns for personal safety and consideration for the privacy and security of other residents.	0	M
	SR-OH 8.6	No dormitory exit doors are locked at any time.	0	M
	SR-OH 8.7	Curfews are reasonable and voluntary	0	
	SR-OH 8.8	There are clear and established responsibilities and constraints on security guards assigned to factory grounds and factory-controlled dormitories.	0	
	SR-OH 8.9	No other restrictions exist beyond those necessary for safety.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-OH 9	SR-OH 9.1	Worker has the right to remove himself/herself from imminent serious danger.	0	M
SR-OH 10	SR-OH 10.1	The factory assures access to appropriate secondary healthcare and medical facilities, including transport in case of emergency.	0	
SR-OH 11	SR-OH 11.1	Necessary and appropriate work clothes are provided free of charge.	0	
FA	Freedom of Association; SA8000: Freedom of Association and Right to Collective Bargaining			
SR-FA 1	SR-FA 1.1	The facility has a written policy that states its commitment to respect workers' rights to freedom of association and the right to collective bargaining.	0	M
	SR-FA 1.2	Factory managers do not cooperate with organizations that rely on state powers to prevent workers from exercising their right to freedom of association.	0	
	SR-FA 1.3	Management allows trade unions, not being present at the factory yet, to share information with the workforce at an agreed time and place without interference.	0	M
	SR-FA 1.4	Without interference, management allows freely elected representatives to meet and have access to all the workers in the workplace and for workers to hold meetings and organize themselves during working time.	0	M
	SR-FA 1.5	Applicable where there is an active workers' organization: management provides working time (without deductions or required payments) upon request and within reasonable limits for representatives to conduct meetings among themselves at least once a month.	1	
	SR-FA 1.6	The factory conducts an orientation program and training for all managers and supervisors on the company's policy on Freedom of Association, with emphasis on union non-discrimination.	1	
	SR-FA 1.7	Applicable where there is an active workers' organization: meetings between senior management and workers' organization representatives are held regularly (at least every trimester).	1	
	SR-FA 1.8	Applicable where there is an active workers' organization: a schedule of regular meetings between worker representatives is in place and approved by management.	0	
	SR-FA 1.9	Results of these meetings are documented and shared with workers by their representatives.	1	
	SR-FA 1.10	Applicable where there is an active workers' organization: the factory coordinates with union and/or workers' representatives regarding company policies and decisions that have a direct effect on workers.	1	
SR-FA 2	SR-FA 2.1	In situations where the right to freedom of association and collective bargaining are restricted under law, management allows workers to freely elect their own representatives.	0	M

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-FA 3	SR-FA 3.1	The factory does not impose unreasonable terms or conditions for access to workers.	0	M
	SR-FA 3.2	There is no effort by management and/or supervisory employees, through word or action, coercive or otherwise, to influence any worker's decision about unionization or participation in union activities (with the exception of communicating the factory's openness to unionization and its commitment to abiding by the standards outlined herein).	0	M
	SR-FA 3.3	A worker's involvement or affiliation with a union will not be a condition for hiring; the basis for promotion, demotion, or transfer; the basis for disciplinary action, or the basis for termination.	0	M
	SR-FA 3.4	There are clear and established policies that protect workers from harassment and abuse that may result from union activity.	0	
	SR-FA 3.5	The factory has a clear and established process for reporting anti-union discrimination and harassment and abuse complaints that identifies who to report to, when to report, and what form the report should take.	0	
	SR-FA 3.6	The factory keeps records for all cases of dismissals of union or Workers' Committee (leaders) members.	0	
	SR-FA 3.7	The factory keeps and maintains a register of all terminated contracts with details on circumstances/reasons for termination for at least three years.	1	
SR-FA 4	SR-FA 4.1	Management ensures that all workers are provided with information on their rights to freedom of association and on all available options from an independent source within a year of certification.	1	
ND	Non-Discrimination; SA8000: Discrimination			
SR-ND 1	SR-ND 1.1	There is no discrimination, particularly on the basis of race, color, gender, sexual orientation, disability, marital status, family obligations, age, religion, political opinion, union or worker's representative bodies or Fair Trade Committee membership, national extraction or social origin or any other condition that could give rise to discrimination, in: recruitment, promotion, access to training, remuneration, allocation of work, termination of employment, retirement or other activities.	0	M
	SR-ND 1.2	The factory has a written policy that upholds non-discrimination in hiring and promotion/advancement.	0	
	SR-ND 1.3	The factory has a clear and established recruitment method (e.g., advertisements, postings, walk-in applicants) that do not unfairly exclude particular individuals or groups.	3	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-ND 1	SR-ND 1.4	The factory has a written selection criteria for each group of workers that are based on clear job descriptions and required competencies and use objective selection tools and criteria for all types of workers. (e.g., skills test, interview guide).	1	
	SR-ND 1.5	The factory has a Performance Management System that provides for the evaluation of workers' performance as basis for promotion, determination of value of the job with regard to pay, merit increases, and access to training and job security.	3	
	SR-ND 1.6	Pay differentials are permitted when they are based on seniority, merit, quantity or quality of production, or a factor other than sex or gender, and they must be demonstrated through the Performance Management System.	0	
	SR-ND 1.7	In correcting a pay differential, no worker's pay may be reduced. Instead, the pay of the lower paid worker must be increased.	1	
	SR-ND 1.8	Workers are given equal access to training.	3	
	SR-ND 1.9	The factory has a clear and established process for reporting discrimination that indicates who to report to, when to report and in what form the report should be made.	1	
SR-ND 2	SR-ND 2.1	Management does not interfere with the exercise of workers' rights to observe tenets or practices, or to meet needs relating to race, national or social origin, religion, disability, gender, sexual orientation, family responsibilities, union membership, political opinions, or any other condition that could give rise to discrimination.	0	
SR-ND 3	SR-ND 3.1	The factory ensures that it offers workers a sexually non-threatening work environment free of pornography or other sexually suggestive materials, sexual teasing or sexual innuendos.	0	
SR-ND 4	SR-ND 4.1	No female applicants are required to take a pregnancy test or asked about their pregnancy status when applying for a job.	0	M
	SR-ND 4.2	No female workers are required to take a pregnancy test or asked about their pregnancy status during their employment (unless required by law of the host country.)	0	M
WR	Women's Rights	<i>Given the context of women working in factories, especially apparel production facilities, Fair Trade USA believes it is important to place additional focus on social responsibility and empowerment of women. While some of these criteria are covered under general non-discrimination and social responsibility requirements, they are repeated here for emphasis. Women's rights are a key aspect of all auditor training and capacity building on the production site.</i>		
SR-WR 1	SR-WR 1.1	Employers may not pay unequal wages to men and women who perform jobs that require substantially equal skill, effort and responsibility, and that are performed under similar working conditions within the same establishment.	0	M

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
SR-WR 2	SR-WR 2.1	NOT NECESSARY TO RE-CHECK: Same CC as for SR-ND 4 above.		
SR-WR 3	SR-WR 3.1	There is no deduction of wages or dismissal of workers on maternity leave.	0	M
	SR-WR 3.2	Workers returning from maternity leave are given their former job back at the same rate of pay and benefits.	0	M
SR-WR 4	SR-WR 4.1	Maternity leave shall not be shorter than eight weeks of full pay, not including annual leave. After returning to work, breastfeeding breaks during work time must be granted.	1	
SR-WR 5	SR-WR 5.1	There are no direct or indirect pressures on workers to use contraception.	0	M
SR-WR 6	SR-WR 6.1	NOT NECESSARY TO RE-CHECK: Same CC as for SR-OH 6 above.		
SR-WR 7	SR-WR 7.1	Management implements a policy to ensure that the skills and development needs of disadvantaged/minority groups (including women) are targeted with training and other programs.	0	
	SR-WR 7.2	Management implements a policy to ensure that all staff/workers are able to gain (further) qualifications.	1	
ERM	Environmental Responsibility and Management			
MS	Monitoring Systems			
ERM-MS 1	ERM-MS 1.1	The factory has a written Environmental Policy in place. The policy states the factory's commitment to identifying environmental risks and to plans for progress to reduce those risks.	0	M
ERM-MS 2	ERM-MS 2.1	The factory has an environmental management system in place to comply with the environmental requirements of this standard. The EMS includes a resource and energy efficiency plan.	1	
	ERM-MS 2.2	The factory has a list of accredited suppliers from whom the factory sources PVC and other potentially dangerous synthetics. The factory ensures that responsible waste management disposal requirements have been communicated to all of the above suppliers.	1	
ERM-MS 3	ERM-MS 3.1	The factory has a plan aimed at increasing efficiency and thereby minimizing pollution and waste; reduction in use of natural resources including raw materials, energy and water; proper waste management and any environmental problems associated with disposal of wastes.	3	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
HM	Hazardous Materials			
ERM-HM 1	ERM-HM 1.1	<p>The factory has a written policy on chemical storage, dispensing and handling. The policy includes:</p> <ol style="list-style-type: none"> a. Inventory of all hazardous materials used in production processes b. Quantities stored c. Procedures for storage, handling and disposal d. Type and frequency of training to all employees who handle materials e. Plan for the progressive elimination of hazardous and toxic chemicals and materials f. Written procedures and instructions to ensure that spraying operations are undertaken in a safe manner. Sprayers do not spray more than four hours a day. g. A job rotation scheme for workers handling chemicals, depending on exposure h. A proper chemical spill plan, including procedures on collecting and disposing of spillages 	0	
	ERM-HM 1.2	<p>The use of chemicals in workstations meets the following requirements:</p> <ol style="list-style-type: none"> 1. Chemicals kept at work stations are safely stored and clearly labeled in a language workers understand. 2. Areas where chemicals are used are posted with safety and warning signs. 3. The dispensing and mixing of chemicals is undertaken in a separate, well-ventilated room or area. 4. There are posted signs that require workers to wash hands after handling, storing or disposing of chemicals in bathrooms, kitchens and production areas 	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
ERM-HM 1	ERM-HM 1.3	The storage of chemicals meets the following requirements: 1. The bulk storage of chemicals is in a separate storage area 2. Chemicals are in secure containers and labeled in a language that workers understand 3. Chemical storage area has adequate ventilation 4. Instructions for chemical handling are posted in the storage area 5. Material Safety Data Sheets (MSDS) are posted or readily available 6. Material Safety Data Sheets (MSDS) are written in a language that workers understand 7. Spilled chemicals are collected in a separate container. The content of the container is disposed of in line with the factory's regulations and national law, and is not discharged into open water streams or sewers.	0	
	ERM-HM 1.4	Workers handling any potentially hazardous chemicals are given free medical examinations regularly by a physician of their choice (according to risks and levels of exposure).	0	
	ERM-HM 1.5	Workers are informed of the results confidentially.	0	
	ERM-HM 1.6	Results are analyzed and a remediation plan is put into place if problems are detected.	0	
ERM-HM 2	ERM-HM 2.1	The factory has eliminated the following chemicals from Fair Trade products and their manufacture: the American Apparel and Footwear Association (AAFA) Restricted Substances list, available at: https://www.apparelandfootwear.org/Resources/RestrictedSubstances.asp	1	
	ERM-HM 2.2	If the factory is using any of the chemicals on the European Union's REACH List of Substances of Very High Concern (available at: http://echa.europa.eu/web/guest/candidate-list-table), the factory has produced and is implementing a plan to phase out the use of that chemical by the third year of certification.	1	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
WM	Waste Management			
ERM-WM 1	ERM-WM 1.1	Chemical and hazardous waste that is to be disposed of is picked up by an authorized hazardous waste transporter and taken to an authorized waste disposal and recovery site.	0	
	ERM-WM 1.2	Domestic sewage, such as water from kitchens and toilets, is not discharged directly into open bodies of water. If there is no public treatment facility available, a septic tank system is installed.	0	M
	ERM-WM 1.3	There is a properly functioning wastewater treatment system on site or the wastewater is discharged to a properly functioning central wastewater treatment facility.	0	
	ERM-WM 1.4	Wastewater test results are sent to the government or local authorities and valid permits to operate the treatment facility are on file.	1	
	ERM-WM 1.5	The wastewater treatment plant is well-maintained.	1	
	ERM-WM 1.6	Solid waste storage area is: properly maintained, covered, paved, and protected from the weather and from any fire risk.	0	
TR	Trade Requirements			
BR	Basic Requirements			
TR-BR 1	TR-BR 1.1	The factory must ensure access to all sites where Fair Trade activity takes place, including all its facilities and worker accommodations, relevant records, factory management, and workers to authorized auditors.	0	M
	TR-BR 1.2	There is no interference on the part of management in the conduct of social audits, including the selection of documents and/or workers to be chosen by auditors.	0	M
	TR-BR 1.3	Management is open to admit findings, and there is no effort to hide issues, lie to auditors, or otherwise obfuscate factory conditions.	0	M
	TR-BR 1.4	There is no indication that workers have been coached in order to deceive auditors.	0	M
	TR-BR 1.5	Management, responsible staff and documentation are ready and open to being interviewed, hence making the audit efficient.	0	
	TR-BR 1.6	Senior management is present, at minimum during the opening and closing meetings.	0	
	TR-BR 1.7	Management has agreed to comprehensive corrective action plans for all issues discovered.	0	

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
TR-BR 2	TR-BR 2.1	The factory must maintain a single set of verifiable, accurate, and complete documentation of all employment-related practices and records (including those for wages paid and hours worked) for each worker. Going forward, these records are to be stored for three years.	0	M
	TR-BR 2.2	Factory records are available to auditors and stored for a period of three years.	3	
	TR-BR 2.3	Payroll registers contain, at a minimum, separate columns for the following information: pay period, regular and overtime rates, regular hours worked, overtime hours worked, regular and overtime wages, benefits, bonuses, gross earnings, deductions, and net wages.	0	
	TR-BR 2.4	The factory maintains a record of all changes in workers' employment status and corresponding changes in wages and benefits in workers' individual files. These written records of changes in status include the date when the change took effect.	1	
ST	Supply Chain Traceability			
TR-ST 1	TR-ST 1.1	The factory submits a list of all entities in the Fair Trade product supply chain, including a key contact person and contact details. The list should include packing facilities, dye houses, embroiderers, accessory and embellishment facilities, homeworkers, and subcontractors. If Fair Trade Certified materials are being used, the facility also submits a list of those producers, for instance forests and farms.	0	
	TR-ST 1.2	The factory informs Fair Trade USA of any changes to the supplier and subcontractor list.	1	
SC	Subcontracting			
TR-SC 1	TR-SC 1.1	The factory ensures, through written agreements, the compliance with ILO core labor standard with each subcontractor and homeworker handling Fair Trade product.	0	
	TR-SC 1.2	The factory must ensure that the written agreements authorise Fair Trade or other third party auditors to conduct on-site audits of each subcontractor.	1	
	TR-SC 1.3	The factory has an established supplier and subcontractor engagement policy that encourages its business partners to uphold the facility's social compliance policies. The factory has subcontractor/supplier selection criteria and procedures that incorporate ethical and social compliance standards.	0	
	TR-SC 1.4	The factory's manufacturing and service agreements with subcontractors and suppliers include a clause that states that the supplier/subcontractor is accountable for meeting the factory's social compliance policies (including Fair Trade Standards).	0	
	TR-SC 1.5	Sub-contracted workers and/or homeworkers receive at least the legal minimum wage, which is stipulated in their contract.	0	M

Standard Reference Number	Compliance No.	Compliance Criteria	Year	Major
TR-SC 1	TR-SC 1.6	Sub-contracted workers and/or homeworkers receive all legally mandated benefits and any additional benefits prescribed in their contract.	0	
	TR-SC 1.7	Sub-contracted workers and/or homeworkers are granted Freedom of Association as per local law.	0	M
	TR-SC 1.8	The factory has a policy in place for the employment of homeworkers and/or sub-contractors.	0	
TR-SC 2	TR-SC 2.1	Records must be maintained and regularly updated with name of each sub-contracted unit or homeworkeer, name of person in charge, location and number of work contracts given.	1	
TR-SC 3	TR-SC 3.1	In case of repeated and serious violations, relationship with sub-contractor is terminated.	1	