



# Fair Trade USA

## Compliance Criteria for the Farm Workers Standard 1.1

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This standard and associated compliance criteria can be applied at the level of a single farm, to a "multi-site organization", or to a "multi-estate organization". If a Market Access Partner is included in the certification, "workers" refers to all workers, permanent and temporary, employed by the farms and the Market Access Partner.

"Multi-site Organization, or multi-site" is defined as: A group of farms or facilities with a single owner, or owned by a single company. There is one central office (not necessarily the headquarters of the organization) at which activities are planned, controlled, or managed and which is responsible for ensuring implementation of a management system for the group. The farms/facilities can be registered to different owners for legal reasons, as long as the relations between them and the owner are clearly documented.

"Multi-estate Organization, or multi-estate" is defined as: A group of independent farms and/or multi-site companies selling through a Market Access Partner.

"Market Access Partner, or MAP" is defined as: The legal entity representing a grouping of farms or smallholders. The Market Access Partner (MAP) holds the Fair Trade certificate. The MAP works in partnership with farms and/or smallholders to achieve and maintain certification. In the context of the Independent Smallholder Standard the group is made up primarily of small producers and in the context of the Farm Worker Standard it is a multi-estate grouping.

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
EM	<b>Empowerment</b>			
DM	<b>Development and Management of the Fair Trade Implementation Plan</b>			
EM-DM 1	EM-DM 1.1	The company (if a multi-estate, the Market Access Partner (MAP) and/or its member farms) has carried out a needs assessment on the social and economic needs of all workers. The needs assessment is based on surveys or primary data and results are shared with the Fair Trade Committee.	1	
	EM-DM 1.2	The company (if a multi-estate, the MAP and/or its member farms) has prepared a written Fair Trade Implementation Plan addressing the social and economic development of workers (based on the findings of the needs assessment) and compliance with the environmental requirements of this standard. At minimum the plan includes: -management goals -how to achieve the goals -identification of requirements at risk of non-compliance within the Conditions of Employment, Social Responsibility, and Environmental Stewardship section of this Standard -how to measure achievement -timeframes -budgets -other necessary resources (people, training, investment, infrastructure, etc.) -coherence with the premium work plan if applicable (e.g. in case of joint projects between company and premium funds)	1	
	EM-DM 1.3	The progress of the Fair Trade Implementation Plan is in-line with the target dates of the Fair Trade USA compliance criteria. Reasons for failing to meet target dates are plausible and explained to Fair Trade USA.	1	
	EM-DM 1.4	The Fair Trade Implementation Plan is implemented and measures to reach compliance are reviewed annually by the company (or MAP, if a multi-estate). Annual review includes a progress check against past audit reports.	3	
	EM-DM 1.5	The company and/or MAP has informed Fair Trade USA of all locations where Fair Trade products are handled (i.e. stored, processed and packaged).	0	
	EM-DM 1.6	The written risk assessment is updated by the MAP every three years, at minimum.	3	
	EM-DM 1.7	<i>Applicable only to multi-estate organizations:</i> An Internal Control System (ICS) has been designed to monitor the implementation of practices mandated for individual farms and companies in this Standard.	0	
	EM-DM 1.8	<i>Applicable only to multi-estate organizations:</i> The ICS includes, at a minimum, an assessment of the risk of a member or prospective new member not complying with any aspect of this standard.	0	
	EM-DM 1.9	<i>Applicable only to multi-estate organizations:</i> The MAP conducts an internal audit of member farms at least annually as part of the ICS, and all new farms before they can be added to the certificate.	0	
	EM-DM 1.10	<i>Applicable only to multi-estate organizations:</i> The Internal Control System has been implemented, and is effective in ensuring that all member farms/companies comply with the individual farm/company requirements in this Standard.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
EM-DM 2	EM-DM 2.1	Corporate social responsibility is an integral part of the company's (or the MAP's, if a multi-estate) <i>written</i> mission or policy statement.	0	
EM-DM 3	EM-DM 3.1	Senior management (for the MAP and each certified site, if a multi-estate) makes the decisions necessary to successfully implement the Standards, and is accountable for them.	0	
	EM-DM 3.2	The Fair Trade responsible person (FT Officer) is appointed at the head office (of the MAP if a multi-estate) and is responsible for all farms under Fair Trade certification.	0	
	EM-DM 3.3	The FT Officer controls the implementation of the core Fair Trade principles at all farms affiliated to the multi-site organization, or oversees implementation if a multi-estate. The FT Officer responsibilities are clear, appropriate and documented. Duties include reporting to the Executive Manager and being a management representative in the Fair Trade Committee.	0	M
EM-DM 4	EM-DM 4.1	<i>Applicable from time of first Fair Trade sale:</i> If there are additional Fair Trade revenues (e.g. difference between minimum price and market price in the case the market price is substantially lower than the Fair Trade minimum price) the employer demonstrates that the revenues are being used to the social and economic development of workers.	0	
EM-DM 5	EM-DM 5.1	Measures have been implemented to introduce all levels of the company to the Fair Trade concept and system including the different functions, duties and positions of the Fair Trade Committee and the worker's committee or union.	0	
	EM-DM 5.2	An ongoing training program for awareness raising on Fair Trade is in place and followed up.	3	
EM-DM 6	EM-DM 6.1	Management allocates time during regular working hours and provides other resources that are necessary for, or conducive to, the successful implementation of the Fair Trade Implementation Plan.	0	
EM-DM 7	EM-DM 7.1	A written grievance procedure is in place and communicated to workers verbally and in writing.	0	
	EM-DM 7.2	Workers are not disciplined, dismissed or discriminated against for using any grievance procedure.	0	
	EM-DM 7.3	Special procedures are integrated into the company's written grievance procedure for cases of discrimination against the free right of collective bargaining and freedom of association.	3	
	EM-DM 7.4	An internal employee suggestion system is in place. The company can demonstrate that: a) efforts have been made to make employees aware of this outlet, and b) that processes are in place to address employee suggestions.	3	
EM-DM 8	EM-DM 8.1	A written grievance procedure is in place for cases of sexual harassment.	0	
	EM-DM 8.2	If there has been a report of sexual harassment, an investigative committee is appointed to resolve any cases of sexual harassment.	1	
EM-DM 9	EM-DM 9.1	The company (if a multi-estate, the MAP and/or its member farms) has carried out a needs assessment of the home community from which most migrant workers come. This has been shared with the Fair Trade Committee. The needs assessment should be based on surveys and primary data.	1	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
EM-DM 10	EM-DM 10.1	The company has carried out a needs assessment of migrant workers to determine how it can improve their working conditions. The needs assessment should be based on surveys or primary data.	1	
	EM-DM 10.2	The company has created and implemented a written development plan for migrant workers, based on the needs assessment.	1	
	EM-DM 10.3	The Fair Trade Committee and the migrant workers have been consulted during the drafting of the development plan.	1	
	EM-DM 10.4	The development plan for migrant workers has been explained and discussed with the Fair Trade Committee and the General Assembly of workers.	1	
EM-DM 11	EM-DM 11.1	Access to primary education is ensured for all children of workers living on the farm property.	1	
	EM-DM 11.2	Measures are in place and monitored within the Fair Trade Implementation Plan to improve education for all workers' children. Such measures may include the provision of scholarships, in-kind donations of educational materials and supplies, clothing, food or transport.	6	
EM-DM 12	EM-DM 12.1	Training on Fair Trade is provided at least annually for all levels, including workers and their representatives.	1	
EM-DM 13	EM-DM 13.1	The company has defined and documented a human resources policy, plan and objectives that are consistent with the Fair Trade implementation plan.	3	
	EM-DM 13.2	Personnel, resources, measures and procedures are implemented to improve worker-management relations, training (including new hires), and the development of employees, according to the plans and objectives defined.	3	
	EM-DM 13.3	Processes are in place to monitor and improve the implementation of HR policies and plans.	6	
<b>PTA Inclusive Participation, Transparency and Financial Accountability</b>				
EM-PTA 1	EM-PTA 1.1	A Fair Trade Committee (or Fair Trade Committees), with representatives of the workers, has been created with equal representation of the work force.	0	M
	EM-PTA 1.2	<i>Applicable to multi-estates and multi-site organizations only, from time of first Fair Trade sale:</i> If the Fair Trade Committee is created at the local level (each farm), the central structure (head office or MAP) is responsible for the receipt of the Fair Trade Premium and channels the respective Fair Trade Premium amounts without delay to the local Fair Trade Committee accounts.	0	
	EM-PTA 1.3	A written constitution defining the objectives, functioning, composition, means and procedures of the Fair Trade Committee is in place.	0	
	EM-PTA 1.4	The constitution has been duly approved by the general assembly of workers.	0	
	EM-PTA 1.5	<i>Only applies to multi-estates or multi-site organizations that have established one central Fair Trade Committee:</i> The local Fair Trade Committees or General Assemblies have elected delegates to represent the farm on the central Fair Trade Committee.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
EM-PTA 1	EM-PTA 1.6	<i>Only applies to multi-estates or multi-site organizations that have established several local Fair Trade Committees. Applicable from time of first Fair Trade sale:</i> The central structure (head office or MAP) provides the certification body with an overview of the overall Fair Trade Premium income of the company, the distribution keys to the local Fair Trade Committees, an aggregated version of the individual Premium Work Plans and Fair Trade Premium.	0	
	EM-PTA 1.7	Farm management keeps an updated official worker list that clearly identifies active workforce. If multi-estate, the list is made available to the MAP.	0	
	EM-PTA 1.8	The Fair Trade Committee constitution clearly defines representation/delegate schemes when necessary.	0	
	EM-PTA 1.9	<i>Only applies to multi-estates or multi-site organizations that have established one central Fair Trade Committee:</i> The central Fair Trade Committee has internal regulations defining the specific roles, responsibilities and communication lines of any local Fair Trade Committees or local workforce/General Assemblies.	3	
EM-PTA 2	EM-PTA 2.1	A legal body is established before any assets are acquired using the Fair Trade Premium.	0	
	EM-PTA 2.2	The legal body comprises and represents all employees as the owners of the Fair Trade premium and any assets acquired with the Fair Trade Premium.	0	
	EM-PTA 2.3	The constitution defines the General Assembly of all workers/members as the supreme decision making authority of the legal body.	0	
EM-PTA 3	EM-PTA 3.1	Worker representatives have been elected through a democratic process in line with the constitution and the Guidelines for the Implementation and Interpretation of the Farm Workers Standard, which is documented. All workers have equal voting rights and have the opportunity to vote.	0	
	EM-PTA 3.2	The number of non-supervisory worker representatives in the Fair Trade Committee is higher than the number of management representatives (including supervisors, middle management and recruiters) appointed.	0	
	EM-PTA 3.3	The composition of the Fair Trade Committee reflects the composition of the workforce.	0	
	EM-PTA 3.4	Management representatives have been formally appointed by management, in line with the Fair Trade Committee constitution, and the appointment is properly documented.	0	
EM-PTA 4	EM-PTA 4.1	Management participates actively and responsibly in the Fair Trade Committee through its representatives supporting the workers in the management of the premium, in line with the guidance given in the Guidelines for the Implementation and Interpretation of the Farm Workers Standard. Management representatives do not have voting rights, but they may veto Fair Trade Committee decisions where these are in conflict with Fair Trade standards, or are clearly illegal.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
EM-PTA 5	EM-PTA 5.1	Applicable from the time of first premium expenditure: all expenditures of the Fair Trade Premium are in accordance with the Premium Work Plan. For multi-estates or multi-site organizations, all expenditures by the central Fair Trade Committee of delegates or by the local Fair Trade Committees are in accordance with the Premium Work Plan(s).	0	
	EM-PTA 5.2	<i>Applicable from the time of first premium expenditure:</i> the Premium Work Plan has been approved by the General Assembly, and is in-line with the Guidelines for the Implementation and Interpretation of the Farm Workers Standard.	0	
	EM-PTA 5.3	<i>Applicable if there is a legal body managing the Premium account (see EM-PTA 2.1):</i> upon establishment of the Fair Trade Premium account, a legally binding agreement is signed between the company/MAP and the legal body registered to manage the Premium stating that in case of decertification or dissolution of the company: 1) the balance of the Premium account must be used for the on-going and planned Premium projects or be distributed among the workers within 3 months after decertification or dissolution, and 2) any money borrowed by the company from the Premium fund must be repaid to the legal body within this 3 month timeframe to allow for its use or distribution.	0	
EM-PTA 6	EM-PTA 6.1	<i>Applicable from first Fair Trade sale:</i> The administration and use of the Fair Trade Premium of the Fair Trade Committee(s) is/are transparent and coherent.	0	M
	EM-PTA 6.2	Management has not misused the Fair Trade premium.	0	M
	EM-PTA 6.3	<i>Applicable from time of first Fair Trade sale:</i> The Fair Trade Committee makes available to all workers an annual written financial report with information on Fair Trade premium income, expenditure and balance.	0	
	EM-PTA 6.4	<i>Applicable from time of first Fair Trade sale:</i> the Fair Trade Committee makes available to all workers a written annual report with information on its activities and the progress of existing Fair Trade premium projects.	0	
	EM-PTA 6.5	Applicable from time of first Fair Trade sale: external financial audits are conducted in years when high Fair Trade Premium volumes (> \$15,000 USD) are generated or spent.	0	
	EM-PTA 6.6	<i>Applicable from time of first Fair Trade sale:</i> for groups with multiple Fair Trade Committees, the distribution principles of the Fair Trade Premium are transparent and documented in the Internal Regulations of the local Fair Trade Committees. Examples of transparent distribution include volumes sold or the number of workers represented.	0	
EM-PTA 7	EM-PTA 7.1	<i>Applicable from time of first Fair Trade sale:</i> The Fair Trade Committee has a system in place to receive and record Fair Trade Premium project suggestions, requests and decisions.	0	
EM-PTA 8	EM-PTA 8.1	<i>Applicable from time of first Fair Trade sale:</i> Fair Trade Committee decisions on the use of Fair Trade Premium are reached by consensus or if no consensus could be reached the decision was taken by the majority of workers' representatives.	0	
EM-PTA 9	EM-PTA 9.1	The Fair Trade Committee meets at least once per quarter at the full pay rate during paid working hours. It is acceptable to meet during untraditional hours if workers receive the same pay rate they would for working hours.	0	
	EM-PTA 9.2	Management or the MAP provides the resources necessary for the meetings to take place and convenes a General Assembly at least once per year.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
EM-PTA 10	EM-PTA 10.1	<i>Applicable from time of first Fair Trade sale:</i> Information about the premium received and any interest and/or bank charges are made readily available to all Fair Trade Committee members by management or the MAP.	0	
	EM-PTA 10.2	<i>Applicable from time of first Fair Trade sale:</i> Information on the current Fair Trade premium balance is a mandatory agenda point at Fair Trade Committee meetings.	0	
EM-PTA 11	EM-PTA 11.1	<i>Applicable from time of first Fair Trade sale:</i> Prior to receiving any Fair Trade Premium revenue, a separate Fair Trade Premium bank account is established.	0	
	EM-PTA 11.2	<i>Applicable from time of first Fair Trade sale :</i> At minimum, one worker representative and one management representative from the Fair Trade Committee are joint signatories of the account.	0	
EM-PTA 12	EM-PTA 12.1	<i>Applicable from time of first Fair Trade sale:</i> All relevant books of the Fair Trade Premium account are available to all Fair Trade Committee members and the certification body.	0	
	EM-PTA 12.2	If applicable, an internal audit committee is elected according to the same rules as the Fair Trade Committee.	1	
	EM-PTA 12.3	If applicable, the internal audit committee is active and appropriate measures are in place to improve worker's monitoring of the Fair Trade Committee's financial administration.	1	
EM-PTA 13	EM-PTA 13.1	An initial training is provided to new Fair Trade Committee members on the functioning and responsibilities of a Fair Trade Committee.	0	
	EM-PTA 13.2	The division of time and costs of capacity building for Fair Trade Committee members is negotiated among management (or the MAP) and the Fair Trade Committee. The agreement is documented and incorporated into Fair Trade Committee procedures. Management/MAP cannot shift all responsibility for training to the Fair Trade Committee.	0	
	EM-PTA 13.3	Regular (at least every trimester) capacity building for workers' representatives on the Fair Trade Committee is undertaken in order to ensure that they can carry out their functions.	1	
EM-PTA 14	EM-PTA 14.1	<i>Before any portion of the Fair Trade Premium is spent:</i> The Fair Trade Committee has prepared a written Fair Trade Premium work plan based on the priorities established by all of the workers through a vote, survey, or other democratic method.	0	
	EM-PTA 14.2	<i>Before any portion of the Fair Trade Premium is spent:</i> The Fair Trade Premium work plan is democratically approved in advance by the General Assembly of workers.	0	
	EM-PTA 14.3	<i>Before any portion of the Fair Trade Premium is spent:</i> The Fair Trade Premium work plan contains a reasonable budget based on expected Fair Trade Premium income and according to priorities established by all workers for Fair Trade Premium use.	0	
	EM-PTA 14.4	Workers' active participation in providing inputs and suggestions for the Fair Trade Premium work plan has improved. Examples of active participation include more workers attending meetings (as demonstrated by meeting minutes), more votes, or more ideas generated for premium use.	3	
EM-PTA 15	EM-PTA 15.1	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 1, are in place and available to workers.	1	

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EM-PTA 16	EM-PTA 16.1	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).	1	
EM-PTA 17	EM-PTA 17.1	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	
EM-PTA 18	EM-PTA 18.1	The Fair Trade Committee has considered and discussed the possibility of developing Fair Trade Premium projects in migrant worker home communities.	3	
<b>ED</b>		<b>Economic Development</b>		
<b>PR</b>		<b>Fair Trade Price Requirements</b>		
ED-PR 1	ED-PR 1.1	The company (or MAP, if a multi-estate) must ensure that new Fair Trade prices announced by Fair Trade USA are applied to new contracts starting on the effective date communicated by Fair Trade USA.	0	
	ED-PR 1.2	The company (or MAP, if a multi-estate) must ensure that for existing contracts all pricing terms & conditions are honored as originally agreed.	0	
<b>FTP</b>		<b>Fair Trade Premium Requirements</b>		
ED-FTP 1	ED-FTP 1.1	<i>Applicable from time of first Fair Trade sale:</i> The correct amount of Fair Trade Premium is paid to the Fair Trade Committee.	0	
	ED-FTP 1.2	<i>Applicable from time of first Fair Trade sale:</i> The company (or MAP, if a multi-estate) has a written contract with the Premium payer to ensure correct terms and transfer of premium payments to the Fair Trade Committee.	0	
ED-FTP 2	ED-FTP 2.1	<i>Applicable from time of first Fair Trade sale:</i> The Fair Trade premium is not used to cover the running costs of the company (or MAP, if multi-estate), or the cost of compliance with the requirements of this Fair Trade standard or associated product-specific standards unless stated differently (for instance in EM-PTA 13.2).	0	
<b>CE</b>		<b>Conditions of Employment</b>		
ED-CE 1	ED-CE 1.1	Conditions of employment, including wages, either meet or exceed the following standards: sector regulations, Collective Bargaining Agreements that are in place with the employer, the regional average minimum wage, and official minimum wages for similar occupations.	0	M
	ED-CE 1.2	Other conditions of employment (e.g. sick leave, additional types of leave, statutory benefits) exceed, or are in line with national law.	0	M
	ED-CE 1.3	The employer has specified wages for all functions.	0	
	ED-CE 1.4	For remuneration based on production, quotas, or piecework, the pay rate allows the worker to earn the proportionate minimum wage or relevant industry average (whichever is higher) during normal working hours.	0	
	ED-CE 1.5	Applicable where a workers organization exists: Rates for piecework are agreed under the CBA or agreement on working conditions with the workers organization, and their method of calculation is transparent and available for workers.	0	
	ED-CE 1.6	Sick leave caused by work (e.g. an accident) is not deducted from annual leave.	0	
ED-CE 2	ED-CE 2.1	All workers are aware of their rights and duties, responsibilities, salaries, and work schedules.	0	



Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ED-CE 3	ED-CE 3.1	Payment is made in legal tender, that is, cash or cash equivalent (check, direct deposit). Where payment is made by direct deposit, the employer does not have withdrawal access to workers' bank accounts.	0	M
	ED-CE 3.2	Payments are made to workers directly and on time, according to an appropriate payment schedule that is monthly or bi-weekly. The payment schedule has been communicated to workers. In-kind payments are not allowed, except in regions where they are legally permissible, agreed upon by both parties, and documented, including a definition of the value of the goods.	0	
	ED-CE 3.3	All workers receive pay slips regularly. Pay slips provide a clear account of wages earned, allowances, bonuses, overtime payment, and all deductions in detail. This Information is also available upon request.	0	
	ED-CE 3.4	The employer provides the worker with access to a proper appeal mechanism if discrepancies in payment are found.	0	
ED-CE 4	ED-CE 4.1	Salary deductions are only permitted as agreed by national laws, as fixed by a Collective Bargaining Agreement or where the employee has given written consent.	0	
	ED-CE 4.2	When salary deductions are made for services provided by the employer, they do not exceed the actual costs incurred by the employer.	0	
	ED-CE 4.3	Wage deductions are not used as a disciplinary measure.	0	
ED-CE 5	ED-CE 5.1	The employer has implemented a policy to ensure that sick leave is not deducted from annual leave.	0	
ED-CE 6	ED-CE 6.1	All permanent workers have a legally binding, written contract that clearly describes the terms of hire and safeguards workers from loss of pay in the case of illness, disability or accident. Workers may terminate the contract at any time in order to prevent debt bondage.	0	
	ED-CE 6.2	All permanent workers have received a copy of the contract or at minimum, have free access to the original, signed contract.	0	
	ED-CE 6.3	In case of dissolution of the contract, the notice period is identical for employer and worker.	0	
ED-CE 7	ED-CE 7.1	All positions that are of a regular nature are directly staffed with permanent workers; legal obligations are not avoided through the excessive use of time-limited employment contracts	0	
	ED-CE 7.2	An overview of the employer's labor needs is produced each year, indicating the periods in which non-permanent workers will be needed.	0	
	ED-CE 7.3	Time-limited contracts or any subcontracting are only issued to non-permanent workers during peak periods and/or in the case of special tasks and/or under exceptional circumstances.	0	
	ED-CE 7.4	Temporary workers who are employed for a period of more than 90 working days of uninterrupted service have a legally binding and signed contract with job description that is accessible to workers.	1	
ED-CE 8	ED-CE 8.1	Working hours comply with applicable law and industry standards.	0	
	ED-CE 8.2	Workers are not required to work in excess of the country maximum, except where a written agreement between employer and employees exists. If the maximum is not specified by national or local laws, then 48 hours per week on a regular basis applies.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ED-CE 8	ED-CE 8.3	Overtime complies with applicable laws and industry standards.	0	
	ED-CE 8.4	Meal and work breaks are stipulated and respected. Workers are given one unpaid, 30-minute meal break for every 5 hours worked, and an additional 15 minute, paid rest break for every four hours worked.	0	
ED-CE 9	ED-CE 9.1	Workers receive at least 24 consecutive hours of rest every 7 days unless exceptional circumstances apply.	0	
	ED-CE 9.2	Exceptional circumstances (only for a limited time period) have been communicated to and agreed to by workers. Documentation of this agreement shall be kept in an auditable format. This applies to all workers including temporary and seasonal workers.	0	
	ED-CE 9.3	Rest periods lost during exceptional circumstances are offered to workers within 3 months. Workers may choose whether or not to take those rest days.	0	
	ED-CE 9.4	Even under exceptional circumstances, workers receive at least 24 consecutive hours of rest after 18 days.	0	
ED-CE 10	ED-CE 10.1	Overtime does not exceed 12 hours per week, unless exceptional circumstances apply (where it is not defined by national or local law, overtime is any work performed after an eight-hour day).	0	
	ED-CE 10.2	Overtime is voluntary and is not required on a regular basis.	0	
	ED-CE 10.3	Overtime is compensated at a premium rate in accordance with national or local regulations, where applicable. This rate is agreed to in writing before any overtime hours are worked.	0	
	ED-CE 10.4	Workers are not denied employment or discriminated against for not being able or willing to work overtime.	0	
	ED-CE 10.5	Even under exceptional circumstances, workers do not work more than 14 consecutive hours in a 24 hour period.	0	
	ED-CE 10.6	Even under exceptional circumstances, workers do not work more than 72 hours per week.	0	
ED-CE 11	ED-CE 11.1	The employer provides workers with vacation time that meets or exceeds national or local law.	0	
	ED-CE 11.2	The employer 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 12	ED-CE 12.1	Maternity leave is at least 8 calendar weeks on full pay for permanent full-time workers. Accrued annual leave is not counted toward workers' maternity leave, but may be added to it. At least 6 weeks of maternity leave should be post-pregnancy. Maternity should be pro-rated for part-time and seasonal workers.	0	
	ED-CE 12.2	Workers (full and part time) are not penalized for taking maternity leave, and are guaranteed to return to the same or higher position at the same or higher pay rate at the end of the maternity leave.	0	
	ED-CE 12.3	Breastfeeding breaks during work time are granted for at least 6 months after birth.	0	
ED-CE 13	ED-CE 13.1	The employer complies with local law regarding the provision of health insurance and social security benefits, including pension and disability insurance, to workers. In cases where permanent workers are not legally entitled to health insurance benefits, the company provides Private Health Insurance or comparable health services.	0	
	ED-CE 13.2	Payments of social security and/or health insurance provisions are made on time.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ED-CE 14	ED-CE 14.1	There is a prior written agreement between the employer and recruited migrant workers regarding: wages; trip expenses; trip safety; work hours; overtime arrangements; duration of employment; minimum age of employment; non-discrimination; breach of contract; and terms of repatriation should the recruited worker become ill or incapacitated before or after reaching the place of employment, be found to be medically unfit, or be denied employment after recruitment for a reason for which he/she is not responsible. Agreements should be explained verbally and in writing, and in a language understood by the migrant worker.	1	
ED-CE 15	ED-CE 15.1	The employer provides timelines and measures to provide all permanent workers with the benefits of a provident fund or pension scheme and disability insurance.	3	
ED-CE 16	ED-CE 16.1	If maternity leave is less than 12 weeks, a plan must be in place to increase the maternity leave by one week each year to reach 12 weeks.	1	
	ED-CE 16.2	Within 6 years of certification, maternity leave is granted for at least 12 calendar weeks on full pay, not including annual leave.	6	
ED-CE 17	ED-CE 17.1	The employer undertakes all contracting of seasonal workers directly rather than through a contractor except under exceptional circumstances.	1	
	ED-CE 17.2	Where a labor contractor is used, the contractor has declared in writing that it adheres to national law, ILO conventions and Fair Trade standards.	1	
	ED-CE 17.3	The employer is responsible for ensuring that the contractor has complied with Standard requirements, and maintains reasonable evidence of this.	1	
ED-CE 18	ED-CE 18.1	Worker representatives and management meet to discuss how they can improve wages and productivity in mutually beneficial ways, and generate ideas for moving towards “living wages” over time.	3	
ED-CE 19	ED-CE 19.1	Local and migrant, permanent and seasonal workers receive equivalent wage and overtime provisions for equal work performed.	0	
ED-CE 20	ED-CE 20.1	Where workers are provided with housing, the conditions and infrastructure of the housing ensure adequate sanitation, safety, ventilation, reasonable protection from heat and cold, privacy and security. The standard of the housing is in accordance with national laws and is provided at a reasonable cost or at no cost.	0	
	ED-CE 20.2	Fire extinguishers are provided and workers are trained on how to use them.	0	
ED-CE 21	ED-CE 21.1	Where workers are provided with housing, there is a clear policy that defines how workers can access housing.	1	
	ED-CE 21.2	Where workers are provided with housing, a working plan is in place to monitor the continuous improvement of housing conditions, and to consider compensation for those that do not receive housing.	1	
ED-CE 22	ED-CE 22.1	Where children of the workers live on the farm, the company and/or MAP is responsible for providing access to day care facilities.	1	
ED CE 23	ED CE 23.1	Workers are not compelled to make use of stores or services operated by the employer or in connection to the company. Where access to other stores or services is limited or not possible due to location, the employer provides goods and services at fair and reasonable prices.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
<b>SR</b>		<b>Social Responsibility</b>		
<b>ND</b>		<b>Non-Discrimination</b>		
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 2	SR-ND 2.1	Management does not engage in, support or tolerate the use of corporal punishment, mental or physical coercion, verbal abuse, or threats of abuse.	0	M
	SR-ND 2.2	A written policy and a disciplinary procedure with the right to appeal are in place and are communicated to workers both verbally and in writing.	0	
	SR-ND 2.3	A monitoring and record system is in place to prevent improper disciplinary practices.	3	
SR-ND 3	SR-ND 3.1	Management does not engage in, support or tolerate behavior, including gestures, language, and physical contact, that is sexually intimidating, abusive or exploitative.	0	M
	SR-ND 3.2	A written policy that clearly prohibits unwanted conducts of a sexual nature is in place and communicated to workers. Communication needs to be both verbal (e.g. during Fair Trade training) and written.	0	
	SR-ND 3.3	A monitoring and record system is in place to prevent unwanted conducts of a sexual nature.	3	
SR-ND 4	SR-ND 4.1	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-ND 4.2	Management implements a policy to ensure that all staff/workers are able to gain (further) qualifications.	1	
SR-ND 5	SR-ND 5.1	The employer has designed a program to ensure that women have equal opportunities in the company.	0	
	SR-ND 5.2	Women have equal opportunities in the company.	3	
	SR-ND 5.3	The company and/or MAP has designed a program to ensure that women have equal access to Fair Trade benefits.	0	
	SR-ND 5.4	Women have equal access to Fair Trade benefits including, but not limited to Fair Trade revenues and training.	3	
<b>FL</b>		<b>Freedom from Forced Labor and Human Trafficking</b>		
SR-FL 1	SR-FL 1.1	There is no kind of forced labor, including bonded labor, contract substitution, loans with excessive interest rates, passport confiscation, or any restrictions on freedom of movement.	0	M
	SR-FL 1.2	The levying of recruitment fees for employment and migration is prohibited, whether internal or cross-border.	0	
SR-FL 2	SR-FL 2.1	A worker's employment is not conditional on the employment of their spouse. Spouses are not required to work.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
<b>PC</b>		<b>Protection of Children and Young Persons</b>		
SR-PC 1	SR-PC 1.1	Children below the age of 15 (or below the working age defined by national law, if higher) are not employed, nor are they allowed to work alongside their parents.	0	M
	SR-PC 1.2	Policies and procedures are in place to ensure that children below the age of 15 (or below the working age defined by national law, if higher) are not employed or allowed into production areas. Documentation must be maintained for all workers legally classified as minors, including: Name; Date of Birth; Address; and a Letter of consent authorizing the minor to work, signed by the parents or legal guardian.	0	
	SR-PC 1.3	Where children below the age of 15 (or below the working age defined by national law, if higher) have been employed in the past, or are found working, the employer has put in place a remediation policy to ensure that the children do not enter into worse forms of employment. Where children below the age of 15 (or below the working age defined by national law, if higher) have been employed in the past, or are found working, the employer has a register of all workers under the age of 15 indicating their age and their work, and the relevant remediation policy is in effect.	0	
SR-PC 2	SR-PC 2.1	If children of the farm owners help their relatives with farm work after school or during holidays, it is ensured the work is appropriate for their age, the work does not jeopardize the child's social, moral or physical development and does not constitute a hazard to the child's health, they do not work long hours and/or under dangerous or exploitative conditions, and their family provide supervision and guidance. Children of employees may not work at the farm or the MAP.	0	
SR-PC 3	SR-PC 3.1	The employer ensures that working does not jeopardize schooling or the social, moral or physical development of young persons under the age of 18 (or the age of legal adulthood as defined by national law, if higher).	0	
SR-PC 4	SR-PC 4.1	The employer ensures that workers admitted to work which, by its nature or the circumstances under which it is carried out (e.g. handling chemicals, working night shifts), is likely to jeopardize their health, safety, development or morals of young people, are at least 18 years of age (or the age of legal adulthood as defined by national law, if higher).	0	
<b>FA</b>		<b>Freedom of Association</b>		
SR-FA 1	SR-FA 1.1	The employer recognizes in writing (and makes known to workers), and in practice, the right of all employees to establish or join an independent workers' organization of their own choosing that is free from interference of the employer, and the right to collective bargaining.	0	M
SR-FA 2	SR-FA 2.1	Neither workers nor their representatives are discriminated against or suffer other repercussions because of freely exercising their right to organize or because of their membership or participation in legal activities in their workers' organization.	0	M
	SR-FA 2.2	The employer keeps records for all cases of dismissals of union or workers' committee members, and Fair Trade Committee members.	0	
	SR-FA 2.3	The employer maintains a register of all terminated contracts with details on circumstances/reasons for termination.	3	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
SR-FA 3	SR-FA 3.1	Management does not undertake any activity which interferes with the right to freedom of association by controlling or obstructing workers' organizations.	0	M
SR-FA 4	SR-FA 4.1	Without interference, management allows workers to hold meetings and organize themselves during working time.	0	
	SR-FA 4.2	Management ensures the right of workers to gather to discuss workplace grievances without fear of reprisal or other negative consequences.	0	
SR-FA 5	SR-FA 5.1	<i>Applicable where there is an active workers' organization:</i> a schedule of regular meetings between worker representatives is in place and approved by management.	0	
	SR-FA 5.2	<i>Applicable where there is an active workers' organization:</i> 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.	0	
	SR-FA 5.3	<i>Applicable where there is an active workers' organization:</i> management provides facilities and resources upon request for worker representatives to meet among themselves.	3	
SR-FA 6	SR-FA 6.1	<i>Applicable where there is an active workers' organization:</i> meetings between senior management and workers' organization representatives are held regularly (at least every trimester). Workers and senior management should work towards having an established schedule for meetings.	0	
	SR-FA 6.2	<i>Applicable where there is an active workers' organization:</i> results of these meetings are documented and shared with workers by their representatives.	0	
SR-FA 7	SR-FA 7.1	Management ensures that all workers are provided with information from an independent source on their right to freedom of association and the options available for workers organizations.	0	
SR-FA 8	SR-FA 8.1	In countries where a Collective Bargaining Agreement (CBA) exists for the sector, the employer meets or exceeds conditions of employment as per the agreement. Where no CBA exists, the employer exceeds industry and legal requirements.	3	
SR-FA 9	SR-FA 9.1	<i>Applicable where there is an active workers' organization:</i> Employees, workers and management staff are trained to improve the representation and participation of the workers.	3	
	SR-FA 9.2	<i>Applicable where there is an active workers' organization:</i> Management provides working time (without deductions or required payments) upon request and within reasonable limits for these training activities to take place.	3	
	SR-FA 9.3	<i>Applicable where there is an active workers' organization:</i> Management provides appropriate facilities and resources upon request for these training activities to take place (applicable where there is an active workers' organization).	3	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
OH	Occupational Health and Safety			
SR-OH 1	SR-OH 1.1	The employer has implemented a written health and safety (H&S) policy intended to identify and minimize workers' occupational risks.	0	
	SR-OH 1.2	The H&S policy is based on a documented risk assessment.	0	
	SR-OH 1.3	The initial H&S risk assessment is reviewed every year. Based on the results of the H&S risk assessment, the written H&S policy is revised.	1	
	SR-OH 1.4	Workplaces, machinery, equipment and worker transportation are equipped with adequate safety devices, and are safe.	0	
	SR-OH 1.5	A maintenance and repair system is put in place to ensure a safe, clean and hygienic environment at all times.	3	
	SR-OH 1.6	Personal Protective Equipment (PPE) is provided to workers as appropriate to their tasks and is free of charge. Workers are instructed and monitored in its proper use.	0	
	SR-OH 1.7	All workers are provided with necessary working clothes as appropriate to their tasks and free of charge. Such working clothes are replaced regularly.	0	
SR-OH 2	SR-OH 2.1	A worker is nominated as Health and Safety Officer, the person in charge of occupational health and safety matters. For multi-sites and multi-estates, a worker is nominated at each individual farm.	0	
SR-OH 3	SR-OH 3.1	The company has appointed a Medical Officer that maintains complete and updated records on workers' illnesses, accidents, first aid healthcare and other healthcare provided, and actions taken for improvements. This officer may have other responsibilities in the company (e.g. HR).	0	
	SR-OH 3.2	The medical officer is responsible for ensuring that the company complies with national law regarding health care provision, as well as emergency first-aid facilities and worker records.	0	
SR-OH 4	SR-OH 4.1	Annually, workers (including new and reassigned workers) and their representatives are trained in the basic requirements of occupational health and safety, relevant health protection and first aid.	0	
	SR-OH 4.2	Special measures are in place in the health & safety policy to identify and avoid reoccurring health risks to vulnerable workers operating in high risk areas.	0	
SR-OH 5	SR-OH 5.1	Seasonal training for workers engaged in any potentially hazardous work is provided, and workers are informed of the specific risks to mental, reproductive, or neurological health.	0	
	SR-OH 5.2	Risk areas and potential hazards are clearly identified by warning signs in all relevant languages, which include pictograms.	0	
	SR-OH 5.3	Written safety instructions and procedures include details regarding accident prevention and response, including pictograms where appropriate, and are readily available and posted for workers at their work place.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
SR-OH 6	SR-OH 6.1	The company provides first aid facilities, equipment and trained first aid staff to meet all reasonably foreseeable emergency first aid situations. Equipment and trained responders (may be trained workers) are available 24 hours a day, 7 days a week if there is worker housing located on farm property. For multi-sites and multi-estates, this is done at each individual farm.	0	
	SR-OH 6.2	Records are kept of all work accidents and related first aid response.	0	
SR-OH 7	SR-OH 7.1	The employer provides medical care for all workplace injuries and illnesses and pays for recovery to any work-related illnesses or injuries, as well as lost wages during recovery time.	0	
SR-OH 8	SR-OH 8.1	Potable drinking water is clearly labeled and easily accessible to all workers during their working period.	0	
	SR-OH 8.2	Drinking water is analyzed at least every six months when water purity has been identified as a risk.	0	
	SR-OH 8.3	Sanitary facilities are provided separately for men and women (toilets, washing facilities and where necessary for those applying agrochemicals or for workers that live on farm property, showers), and are in proportion to the number of workers (minimum proportion is 1:25).	1	
	SR-OH 8.4	The sanitary facilities are clean and hand washing facilities are next to the sanitary facilities.	0	
SR-OH 9	SR-OH 9.1	All indoor workplaces have sufficient lighting, heating and ventilation for work to be carried out in the context of local weather conditions.	0	
SR-OH 10	SR-OH 10.1	Fire exits, escape routes, firefighting equipment and fire alarms are provided for all buildings on farm property.	0	
	SR-OH 10.2	Escape routes for all buildings on farm property are marked and unobstructed, allowing safe exit during emergencies. Exit doors are not locked while workers are inside and workers are allowed to remove themselves from dangerous situations.	0	
	SR-OH 10.3	New workers receive an initial training and all other workers are given at least annual trainings in evacuation procedures pertinent to their working areas. Residents of worker housing and children in day-care or school located on farm property also receive training in evacuations.	0	
SR-OH 11	SR-OH 11.1	Electrical equipment, wiring and outlets are placed, grounded and inspected for overloading and leakage by a professional on a regular basis.	0	
SR-OH 12	SR-OH 12.1	Persons under the age of 18, disabled people, persons with incapacitating mental conditions; persons with chronic, hepatic or renal diseases, persons with respiratory diseases, and pregnant and nursing women only perform work that is appropriate to their physical capacity and that does not imply a health hazard.	0	
SR-OH 13	SR-OH 13.1	Workers handling hazardous chemicals are provided with adequate personal protective equipment free of charge.	0	
	SR-OH 13.2	The employer ensures that the personal protective equipment is used.	0	
	SR-OH 13.3	Workers do not take personal protective equipment (i.e. gloves, clothes, masks) to their homes.	0	
	SR-OH 13.4	Training on the use of the protective equipment and the risks associated with hazardous materials is provided at least once a year.	0	



Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
SR-OH 14	SR-OH 14.1	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). For workers exposed to organophosphates and carbamates, cholinesterase examinations must be carried out every six months or as stipulated by law, whichever is more frequent.	0	
	SR-OH 14.2	Workers are informed of the results confidentially.	0	
	SR-OH 14.3	Results are analyzed and a remediation plan is put into place if problems are detected.	0	
SR-OH 15	SR-OH 15.1	Hazardous chemicals are stored in a separate, safe and locked room and issued by a qualified person.	0	
	SR-OH 15.2	The dispensing and mixing of pesticides and chemicals is undertaken in a separate, well-ventilated room or area, and spillages are properly collected and disposed of.	0	
	SR-OH 15.3	Spilled chemicals are collected in a separate container, disposed of in line with the company's (and MAP's, if applicable) regulations and national law, and not discharged into open water streams or sewers.	0	
	SR-OH 15.4	Workers who handle agrochemicals are trained thoroughly at least seasonally, by a recognized institution or specialist.	0	
	SR-OH 15.5	A job rotation scheme is in practice for workers handling chemicals, depending on exposure.	0	
	SR-OH 15.6	Respirator filters are changed regularly, and workers undergo regular respirator fit tests to ensure that the PPE is correctly fitted and functioning.	0	
SR-OH 16	SR-OH 16.1	Any spraying operation is undertaken in a safe manner, and is in accordance with user instructions.	0	
	SR-OH 16.2	There are facilities to rinse off equipment and uniforms after spraying and prior to undressing. The workers are required to use the facilities.	0	
	SR-OH 16.3	There are facilities for the workers to shower after spraying. The workers are required to use the facilities.	0	
	SR-OH 16.4	Suitable and properly calibrated spray equipment is used for the application of pesticides, and receives regular maintenance and cleaning after each application.	0	
SR-OH 17	SR-OH 17.1	After spraying pesticides on the production site, minimum re-entry intervals as specified in the user instruction are stipulated and strictly followed.	0	
SR-OH 18	SR-OH 18.1	A training program is in place during working hours for workers and their representatives to improve capabilities and awareness of occupational health and safety and relevant health protection.	3	
	SR-OH 18.2	Training activities are recorded according to the requirements of the standard requirement SR-OH 18.	3	
SR-OH 19	SR-OH 19.1	An occupational H&S Committee with workers' representation is in place.	1	
	SR-OH 19.2	The H&S Committee has identified potential H&S issues and developed ways to address them.	1	
	SR-OH 19.3	Health and Safety Committee is aware of requirements of this standard and informs management if not all criteria are being met with potential solutions.	1	
	SR-OH 19.4	The H&S Committee is active in communicating with workers on issues of H&S and is making suggestions for improvements to the H&S officer.	1	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
SR-OH 20	SR-OH 20.1	All workers are medically examined by a physician of their choice.	1	
	SR-OH 20.2	Individual health records are kept for workers, and workers are made aware that such records exist. The records are kept confidential from management.	1	
SR-OH 21	SR-OH 21.1	There is a dedicated area with separate facilities for men and women at the workplace for undressing and for washing personal spraying protection equipment.	3	
	SR-OH 21.2	There is a dedicated area for washing equipment that is used for applying agrochemicals.	3	
SR-OH 22	SR-OH 22.1	<i>Applicable where workers are required to change clothes and/or wear a uniform:</i> there are separate changing rooms for men and women.	0	
	SR-OH 22.2	Individual lockable storage facilities are provided to all workers.	6	
SR-OH 23	SR-OH 23.1	Separate rest facilities for male and female workers are provided if necessary or if requested by workers.	6	
	SR-OH 23.2	A canteen with cooking facilities is provided for all workers if considered necessary and requested by workers.	6	
SR-OH 24	SR-OH 24.1	The Medical Officer and the Health and Safety Officer(s) work together to prepare and annual work plan and/or report, which is approved by management.	1	
	SR-OH 24.2	The work plan includes an evaluation of health care coverage for all workers and recommendations on improving it.	1	
	SR-OH 24.3	The implementation of the work plan is monitored by the H&S committee.	3	
	SR-OH 24.4	Worker representatives and H&S committee input to the work plan is increased.	6	
<b>ES</b>	<b>Environmental Stewardship</b>			
<b>MS</b>	<b>Monitoring Systems</b>			
ES-MS 1	ES-MS 1.1	The company and/or MAP appoints an authorized individual for managing implementation and compliance of Fair Trade environmental standards. This individual reports directly to company/MAP executives.	1	
	ES-MS 1.2	The responsibilities for these person(s) are clear and documented.	1	
	ES-MS 1.3	The Fair Trade Implementation Plan contains details of how to comply with the environmental requirements of this standard.	1	
ES-MS 2	ES-MS 2.1	A training plan has been developed to raise awareness among workers in relation to this section of the standard (Environmental Stewardship).	0	
	ES-MS 2.2	The training plan to raise awareness among workers in relation to this section of the standard (Environmental Stewardship) has been implemented.	1	
ES-MS 3	ES-MS 3.1	Protected areas are known by the company (the MAP and each affected member) and are clearly identified on maps and/or via other clear descriptions.	0	
	ES-MS 3.2	Planting material for certified products has not been gathered from protected areas or propagated against legislation. (Special permits are available for special cases).	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ES-MS 4	ES-MS 4.1	There are no new plantings in natural forest areas.	1	
	ES-MS 4.2	Areas of high ecological value are identified on maps and/or via other clear descriptions.	1	
	ES-MS 4.3	There is a policy in place addressing the prohibition of new plantings in natural forest areas.	1	
ES-MS 5	ES-MS 5.1	The company maintains records that include land usage, crop rotation and agrochemical usage.	0	
	ES-MS 5.2	For perennial systems, the management of the perennial ground cover (e.g. orchard floor or similar) is managed in a way that protects soil, builds fertility, and otherwise conserves natural resources and biodiversity.	3	
IPM Integrated Pest Management				
ES-IPM 1	ES-IPM 1.1	The company and/or MAP has access to, and has received guidance from, an expert in integrated pest management (IPM) strategy.	0	
ES-IPM 2	ES-IPM 2.1	The operation has researched and implemented at least one pest control technique (e.g. biological controls) to reduce dependence on pesticide application and resistance on the part of pests.	1	
ES-IPM 3	ES-IPM 3.1	The pests and diseases of the Fair Trade crop are monitored.	0	
	ES-IPM 3.2	The company and/or MAP has established an economic threshold beyond which the need to use chemical pesticides is justified.	1	
	ES-IPM 3.3	The build-up of resistance to pesticides is avoided through suitable measures.	1	
AC Agrochemicals				
ES-AC 1	ES-AC 1.1	Materials on the Red List on the Fair Trade USA Prohibited Materials List (see annex 1) are not used on Fair Trade crops.	0	M
	ES-AC 1.2	Applicable where a production site has been granted Temporary Permission to use a Prohibited Material: The exceptional use of a material on the Red List of the FTUSA Prohibited Materials List has been granted by the certification body. Supporting documents (phase out plan, an expert opinion supporting use of the prohibited material) are available onsite (if applicable).	0	
	ES-AC 1.3	Applicable where a production site has been granted Temporary Permission to use a Prohibited or Restricted Material: The approved phase out plan is implemented and measures are followed up in order to minimize and finally substitute the prohibited material (if applicable).	0	
	ES-AC 1.4	Applicable where a production site has been granted Temporary Permission to use a Prohibited or Restricted Material: Further health & safety conditions are implemented according to the approved phase out plan (if applicable).	0	
	ES-AC 1.5	Applicable where a production site has been granted Temporary Permission to use a Prohibited or Restricted Material: Measures have been implemented according to the phase out plan for the prohibited material(s) such that the prohibited material is successfully being phased out.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ES-AC 2	ES-AC 2.1	The decision to use herbicides is based on the presence of weeds and a lack of alternative pest control methods.	0	
	ES-AC 2.2	If used, herbicides are only one element of an integrated strategy against weeds, and are only used in spot applications.	0	
ES-AC 3	ES-AC 3.1	All employees, including those not directly handling pesticides or other hazardous chemicals, are made aware of the hazards related to these materials.	0	
ES-AC 4	ES-AC 4.1	Pesticides or other hazardous chemicals are not applied near areas of daily human activity (e.g. housing, canteens, offices, warehouses).	0	
	ES-AC 4.2	A buffer zone of at least 10 meters is maintained unless there is a barrier that reduces pesticide drift.	0	
ES-AC 5	ES-AC 5.1	There is information available and known by management regarding agrochemical mode of action, dosages and toxicity.	0	
	ES-AC 5.2	Measures are in place to avoid the build-up of resistance to agrochemicals through adequate production and dosage techniques and selection of appropriate plant varieties.	0	
ES-AC 6	ES-AC 6.1	There is a system in place to optimize the timing and the type of chemical application(s).	0	
	ES-AC 6.2	The company and/or MAP monitors the quantities of chemicals used and can prove that quantities have been minimized.	3	
	ES-AC 6.3	The company and/or MAP monitors the types of chemicals used and can prove that less toxic chemicals are used over time to prove that the threat of human or animal exposure and environmental harm has been minimized.	6	
ES-AC 7	ES-AC 7.1	Measures are in place to ensure that the company or a subcontractor is not air spraying agrochemicals over sensitive areas.	0	
	ES-AC 7.2	Aerial spraying is only undertaken for fungicide application, and only where there is not a feasible alternative.	0	
	ES-AC 7.3	Sensitive areas are properly identified in maps and clearly communicated to pilots.	0	
ES-AC 8	ES-AC 8.1	All agrochemicals potentially used, handled or stored are identified by the company and/or MAP.	0	
	ES-AC 8.2	Initial trainings on the correct use, handling and storage of agrochemicals are conducted for all workers applying agrochemicals.	0	
	ES-AC 8.3	A procedure for identifying and handling health & safety risks of agrochemicals is in place. This should be part of the risk assessment required under SR-OH 1	3	
	ES-AC 8.4	In the Fair Trade Implementation Plan the company (or MAP, if a multi-estate) provides specific timelines and measures for implementing an education and control system on proper handling of agrochemicals.	1	
	ES-AC 8.5	Storerooms of agrochemicals are locked and accessible to appointed trained persons only.	0	
	ES-AC 8.6	Reuse of agrochemical bags and containers is controlled and restricted by the company (each individual MAP member, if a multi-estate) and it is ensured that they cannot be used for food and product storage/transport.	0	
	ES-AC 8.7	With the control and education system for workers on proper handling of agrochemicals, the company and/or the MAP ensures that: agrochemicals are applied by trained workers only; all workers applying agrochemicals take part in the education and control system; and, workers applying agrochemicals are designated to use and handle agrochemicals.	3	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ES-AC 9	ES-AC 9.1	The company has updated information for all agrochemicals that are used regarding the crops for which they are specifically labeled and/or registered in the producer's country, target pest(s) or problems, alternative choices, trade names and generic names.	0	
	ES-AC 9.2	Agrochemicals are only used for the crops intended.	0	
ES-AC 10	ES-AC 10.1	Procedures and/or policies are in place to signal areas where pesticides are applied.	0	
	ES-AC 10.2	All areas where pesticides are applied are signaled. Warning signs regarding re-entry are posted in relevant languages and explained in pictograms.	0	
	ES-AC 10.3	The signals are understood by workers.	0	
	ES-AC 10.4	Monitoring and improvement processes of the effectiveness of the signaling are in place, involving key stakeholders (workers, neighbors, community members).	3	
ES-AC 11	ES-AC 11.1	Areas for preparing chemicals are equipped to handle spills and other mishandling effectively.	0	
	ES-AC 11.2	Only trained and authorized personnel are involved in the preparation of chemicals.	0	
	ES-AC 11.3	The company (and/or MAP) monitors and records significant mishaps.	0	
	ES-AC 11.4	The company (each individual MAP member, if a multi-estate) implements measures to reduce mishaps and/or remedial actions.	3	
ES-AC 12	ES-AC 12.1	Storage and disposal areas are in good shape to prevent contamination of the ground and water (no cracks or leaks).	0	
	ES-AC 12.2	The Fair Trade Implementation Plan contains specific measures for implementing a waste management program on storage and disposal of all agrochemicals and their containers.	0	
	ES-AC 12.3	The waste management program is in place defining the company's (each individual MAP member's, if a multi-estate) procedures to store and dispose of all agrochemicals and their containers as well as the controlling and recording of the process.	3	
	ES-AC 12.4	All relevant workers are aware of the disposal areas and the proper options of disposal for used containers or leftover materials no longer in use.	0	
ES-AC 13	ES-AC 13.1	All products and packages are clearly labeled as to what the contents are, cautions needed, and intended uses (preferably in the original container when practical).	0	
ES-AC 14	ES-AC 14.1	A record system for all operations with agrochemicals purchased, used, disposed of and currently in stock is in place.	0	
<b>HF Handling Fertilizers</b>				
ES-HF 1	ES-HF 1.1	Fertilizers (organic and inorganic) are applied in amounts that correspond to the nutrient needs of the crop.	0	
ES-HF 2	ES-HF 2.1	Fertilizers (inorganic and organic) are stored in a way that minimizes the risk of polluting water.	0	
	ES-HF 2.2	Fertilizers (inorganic and organic) are stored separately from pesticides, unless the labels allow for mixed storage.	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
WM	Waste Management			
ES-WM 1	ES-WM 1.1	All hazardous non-agrochemical waste materials are identified and are disposed of in a safe manner, and at least 200 meters from all permanent water bodies.	0	
	ES-WM 1.2	The Fair Trade Implementation Plan contains specific measures for implementing a waste management program on the proper disposal of non-agrochemical hazardous waste materials in order to minimize associated pollution and health risks.	1	
	ES-WM 1.3	The waste management program is in place defining each site's procedures to dispose of non-agrochemical hazardous waste materials as well as the controlling and recording of the process.	3	
	ES-WM 1.4	Personnel are trained and aware of materials identified as 'hazardous', their impacts and the correct disposal procedure.	3	
ES-WM 2	ES-WM 2.1	Unused agrochemicals are returned to the supplier if possible.	0	
ES-WM 3	ES-WM 3.1	Sustainable ways to use organic waste have been explored by the company and suitable measures implemented.	0	
	ES-WM 3.2	The Fair Trade Implementation Plan contains specific measures for implementing a waste management program for organic waste with the intent of ensuring waste use and disposal is safe and sustainable.	1	
	ES-WM 3.3	The waste management program is in place defining each site's procedures to use organic waste in a sustainable way.	3	
	ES-WM 3.4	Personnel are trained and able to apply proper techniques of handling organic waste to ensure that it does not pose a threat to food safety, water, or soil quality.	3	
SW	Soil and Water			
ES-SW 1	ES-SW 1.1	The company and/or MAP monitors all pieces of land involved in Fair Trade production and has implemented a procedure to address, evaluate, reduce and/or prevent soil erosion. All existing and potential risks are identified and monitored.	0	
	ES-SW 1.2	Possible causes of erosion are evaluated on any land or affected water resources involved in the production of Fair Trade products.	0	
ES-SW 2	ES-SW 2.1	The Fair Trade Implementation Plan includes procedures to measure and improve soil fertility and soil structure.	1	
	ES-SW 2.2	The company and/or MAP appoints a person or group of persons with the proper knowledge and agronomic expertise to evaluate fields and practices, and with the authority to recommend or impose conditions for improvement as appropriate to each situation.	0	
	ES-SW 2.3	The responsibilities of this/these person(s) are approved and documented.	0	
	ES-SW 2.4	A soil fertility plan has been developed and implemented which includes areas such as traditional techniques, crop rotation, soil building/fertilization, tillage techniques, water use etc.)	3	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ES-SW 3	ES-SW 3.1	The company and/or MAP has identified areas where groundcover is needed.	3	
	ES-SW 3.2	There is a written plan and timeline to establish groundcover in the identified areas.	3	
ES-SW 4	ES-SW 4.1	The company and/or MAP has set up a monitoring plan to control the water quality of all waste water discharges and its impact on water quality, soil health and structure or food safety.	0	
	ES-SW 4.2	Monitoring results above the established baseline levels are recorded, evaluated and corrective measures initiated or technical improvements planned.	3	
	ES-SW 4.3	Corrective Measures related to the installation of water filtration or other treatment systems have been implemented to meet set baseline levels for water quality.	6	
	ES-SW 4.4	Waste water is handled in accordance with the established baseline levels for waste water quality.	6	
	ES-SW 4.5	There are consultations with surrounding communities and with local and environmental authorities in relation to waste water quality and pollution where possible.	6	
	ES-SW 4.6	Measures are in place to ensure that waste water discharged does not pollute water that might be used as part of a human or animal drinking supply.	0	
	ES-SW 4.7	Measures are in place to ensure that waste water discharged does not contaminate soil or harvestable crops with <ul style="list-style-type: none"> <li>- chemicals</li> <li>- their by-products</li> <li>- excessive nutrients</li> <li>- pathogenic microbes</li> </ul>	0	
	ES-SW 4.8	Measures are in place addressing the proper handling of animal manures near water bodies or flows.	0	
ES-SW 5	ES-SW 5.1	Untreated sewage water is not used for irrigation.	0	
ES-SW 6	ES-SW 6.1	The company and/or MAP has evaluated the possible health risks of irrigation water.	0	
	ES-SW 6.2	If risks have been identified, an analysis of the irrigation water is carried out, and the company takes action according to the results of analysis.	1	
	ES-SW 6.3	Where significant risk is identified, an evaluation must be undertaken by an independent third party.	1	
ES-SW 7	ES-SW 7.1	The company (each individual MAP member, if a multi-estate) can correctly explain where the water used in irrigation comes from.	0	
	ES-SW 7.2	An inventory of water sources (e.g. maps/sketches illustrating their location) is available.	0	
ES-SW 8	ES-SW 8.1	The volumes of water extracted from sources are measured and recorded, including volumes that are actually used for irrigation and processing.	0	
	ES-SW 8.2	The water distribution system is maintained to avoid wasting water.	0	
	ES-SW 8.3	Procedures have been implemented to make efficient and rational use of water sources.	3	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ES-SW 9	ES-SW 9.1	The company and/or MAP has conducted an evaluation identifying the risks to local water sources (e.g. whether water sources are being depleted; in a critical situation, or under excessive pressure).	3	
	ES-SW 9.2	Where water sources are being depleted; in a critical situation or under excessive pressure, the company and/or MAP has engaged in a dialogue with the authorities or local existing initiatives in order to identify possible ways to be involved in research or problem solving.	6	
ES-SW 10	ES-SW 10.1	The company (each individual MAP member, if a multi-estate) uses the best available irrigation and processing technology in order to optimize water use.	6	
<b>GM</b>		<b>Genetically Modified Organisms</b>		
ES-GM 1	ES-GM 1.1	The company (each individual MAP member, if a multi-estate) does not use genetically engineered seed or planting stock on the Fair Trade crop(s).	0	M
	ES-GM 1.2	The origin of seeds and planting stock for which GMO is common in the region is traced, to guarantee they are not GMO.	0	
<b>BD</b>		<b>Biodiversity</b>		
ES-BD 1	ES-BD 1.1	The operation (the MAP and all its members, if a multi-estate) has no negative impacts on protected areas, or areas with high conservation value, within or outside the farm or production areas.	0	
	ES-BD 1.2	The areas used for production of the Fair Trade crop comply with national legislation regarding agricultural land use.	0	
ES-BD 2	ES-BD 2.1	Buffer zones around water bodies and watershed recharge areas are maintained.	0	
	ES-BD 2.2	Buffer zones between production and areas of high conservation value are maintained.	0	
	ES-BD 2.3	No crops are grown within buffer zones, and pesticides, other hazardous chemicals or fertilizers are not applied in buffer zones.	0	
	ES-BD 2.4	Buffer zones with high ecological value are connected to establish ecological corridors.	0	
	ES-BD 2.5	Ecological corridors are protected or restored with natural vegetation.	0	
	ES-BD 2.6	Animal manure or other waste is not applied or disposed of in buffer zones, or on frozen ground.	0	
	ES-BD 2.7	There is an assessment of the farm for areas of high ecological value (e.g. areas with significant intact forest, primary forest canopy cover, rare flora and fauna communities, important habitat elements, critical watershed values, importance to local communities' traditional cultural identity).	3	
	ES-BD 2.8	If areas of high ecological value are completely lacking on the farm, there is a written ecological restoration plan to restore natural habitat, forest and other natural vegetative areas on a portion of the farm with native vegetation.	3	
	ES-BD 2.9	The ecological restoration plan has been implemented.	6	
ES-BD 3	ES-BD 3.1	Harvesting in uncultivated areas is done in a way that minimizes human impact, and does not threaten the survival of the collected species in its native habitat.	0	



Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
ES-BD 4	ES-BD 4.1	Hunting or collecting threatened or rare wildlife species is not allowed on the property.	0	
	ES-BD 4.2	Specific measures have been implemented to restrict unauthorized hunting and commercial collection of flora and fauna (e.g. 'no hunting' signs, gates, fences, guards, etc.).	1	
	ES-BD 4.3	Farm management and/or the MAP has created a list of wildlife species native to the region and identified which of those species are classified as vulnerable, endangered or critically endangered the on the IUCN red list ( <a href="http://www.redlist.org">http://www.redlist.org</a> )	1	
	ES-BD 4.4	Farm management and/or the MAP has created a list of common invasive species in the region and management and/or the MAP has identified areas on the property where species have been sighted.	1	
	ES-BD 4.5	A written wildlife management plan has been developed on the basis of the results gathered from the consultations with relevant government agencies or universities, accompanied by a timeline and clearly defined action items.	3	
	ES-BD 4.6	The wildlife management plan has been implemented.	6	
ES-BD 5	ES-BD 5.1	The company and/or the MAP documents its involvement in local and regional environmental projects related to supporting the biodiversity of the region.	3	
ES-BD 6	ES-BD 6.1	The company and/or the MAP evaluates scenarios for agricultural diversification on the property.	3	
	ES-BD 6.2	The company and/or the MAP evaluates the implementation of agro-forestry systems.	3	
<b>GHG Energy and Greenhouse Gas Emissions</b>				
ES-GHG 1	ES-GHG 1.1	The quantity of energy used on-site is tracked and the total energy consumption and energy per kilogram of product processed is reported on an annual basis.	0	
	ES-GHG 1.2	All on-site energy production operations are demonstrably operated in accordance with local permitting requirements or they meet the maximum practicable emissions standards.	0	
	ES-GHG 1.3	A timeline of energy efficient projects implemented on the farm is documented.	1	
	ES-GHG 1.4	The company replaces non-renewable energy sources with renewable energy sources (e.g., solar, wind, water, geothermal, biomass), where economically feasible.	3	
ES-GHG 2	ES-GHG 2.1	The organization has researched practices that reduce greenhouse gas (GHG) emissions and increase carbon sequestration.	3	
	ES-GHG 2.2	A written efficiency and conservation plan has been developed and implemented to reduce greenhouse gas (GHG) emissions and increase carbon sequestration.	6	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
TR		<b>Trade Requirements</b>		
BR		<b>Basic Requirements</b>		
TR-BR 1	TR-BR 1.1	The company (MAP, if a multi-estate) must ensure that all products being traded as Fair Trade have a valid certificate.	0	M
	TR-BR 1.2	The company (the MAP and all its members if multi-estate) and any subcontracted entities facilitate announced and unannounced audits, and provide all requested information needed to demonstrate compliance with the Fair Trade standards.	0	M
	TR-BR 1.3	<i>Applicable where sub-contractors are used:</i> the company (the MAP and each member using sub-contractors) has written agreements with all required entities within the scope of the audit that each additional entity makes every effort to be compliant with the Fair Trade Standards and requirements. Agreements must authorize Fair Trade USA to conduct on-site audits of each additional entity.	0	
PS		<b>Product Sourcing</b>		
TR-PS 1	TR-PS 1.1	Unless otherwise stated in the product standards, certified producers may sell products that have been held in stock for a maximum of one year before the certification was initially granted as certified.	0	
PT		<b>Physical Product Traceability</b>		
TR-PT 1	TR-PT 1.1	<i>Voluntary for producers of cocoa, tea, sugar, and fruit juice that also process their own products:</i> Unfinished Fair Trade products are not mixed with non-Fair Trade products. Unfinished Fair Trade products are separated from non-Fair Trade certified products throughout transport, processing/ manufacture and in storage (i.e. in separate bags/cartons in transport/ separate processing runs/ separate lots in storage).	0	M
	TR-PT 1.2	<i>Voluntary for producers of cocoa, tea, sugar, and fruit juice that also process their own products:</i> The organization (MAP and each of its members, if a multi-estate) has documented physical traceability procedures.	0	
TR-PT 2	TR-PT 2.1	<i>Voluntary for producers of cocoa, tea, sugar, and fruit juice that also process their own products:</i> Fair Trade products are marked clearly and can be identified as Fair Trade certified at all stages (e.g. storage, transport, processing, packaging, labeling, handling and sale).	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
TR-PT 3	TR-PT 3.1	<p><i>Only applicable to producers of cocoa, tea, sugar, and fruit juice that process their own products:</i></p> <p>If the physical traceability requirements of TR-PT 1.1, 1.2 and 2.1 are not met, the volumes sold as Fair Trade do not exceed the equivalent volumes produced by the Fair Trade Certified farm and the producer indicates the traceability status to buyers in writing (e.g. in sales documentation).</p> <p>Producers selling to traders that fulfill physical traceability requirements are also responsible for meeting physical traceability requirements.</p> <p>Producers that are not responsible for maintaining physical traceability may mix product from their Fair Trade Certified farm (or farms which are members of the MAP, if a multi-estate) with product from a non-certified farm at the processing level if the following criteria are fulfilled:</p> <ul style="list-style-type: none"> <li>• Mixed Fair Trade and non-Fair Trade (mass balanced) product is not sold to the buyer prior to Fair Trade product being actually produced.</li> <li>• Fair Trade Certified input and non-Fair Trade Certified input is processed at the same location.</li> </ul>	0	
	TR-PT 3.2	<p><i>Only applicable to multi-estates:</i></p> <p>Only the MAP sells Fair Trade Certified product. MAP members do not make claims about Fair Trade certification for product they sell to buyers other than the MAP.</p>	0	
TD		Traceability Through Documentation		
TR-TD 1	TR-TD 1.1	All sales documentation (e.g. invoices, contracts, bill of lading, delivery notes) related to the Fair Trade product state the Fair Trade ID of the seller and indicate which products are Fair Trade certified, as well as applicable dates of transactions. In cases of non-consumer ready products, all sales documentation also includes the Fair Trade ID of the Fair Trade Buyer.	0	
	TR-TD 1.2	All sales documentation indicates the quantities and the product characteristics of the Fair Trade Certified product when bought and sold.	0	
	TR-TD 1.3	<i>Applicable to bananas only:</i> The traceability system on each box must indicate the packing station and date of packing.	0	
CR		Fair Trade Contracts		
TR-CR 1.1	TR-CR 1.1	<p><i>Not applicable to the Flowers and Plants Category:</i></p> <p>All elements of the Fair Trade transactions fixed in the contract are honored unless both parties agree to a change in writing.</p>	0	

Standard Reference No.	Compliance No.	Compliance Criteria	Time (Year of evaluation)	Major
CS		Contract Suspension		
TR-CS 1	TR-CS 1.1	When a producer or buyer is suspended, within 6 months, the contracts that have already been signed are fulfilled, and new contracts are only signed with the organization's existing trade partners (commercial transactions that have taken place in the previous 12 months).	1	
DC		Decertification		
TR-DC 1	TR-DC 1.1	The company (MAP if a multi-estate) does not sell products to decertified operators for sale as certified products, from the date of decertification. All contracts that have been delivered to the buyer shall be accepted. Contracts that have not yet been delivered shall not be classified as Fair Trade contracts. If ownership of the Fair Trade product has been transferred prior to the date of decertification, the product can be sold as Fair Trade within the 120 days following the decertification decision.	0	
FTT		Use of the Fair Trade Trademark		
TR-FTT 1	TR-FTT 1.1	Only licensed partners of Fair Trade USA may use the Fair Trade Certified certification mark on finished products. Organizations that are certified to sell Fair Trade certified products may use the Fair Trade certification mark in promotional materials (such as brochures, websites or wholesale packaging). Use of the certification mark is in accordance with the Fair Trade USA Label Use Guide, and all finished products have prior approval by Fair Trade USA.	0	