



# Fair Trade USA Certification Accommodation Policy due to Coronavirus

## Fair Trade USA

Version 1.0.0

### 1. Purpose

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In this time of ongoing and changing global challenges, Fair Trade USA wants to ensure that our partners' health and safety are treated as a top priority. This includes all workers, farmers and fishermen in our Certified supply chains, our Certificate Holders' management and employees, our brands, traders and Conformity Assessment Bodies (CABs) and their staff and auditors globally, as well as all related communities. This document outlines our current and ongoing approach to auditing and certification during the global Coronavirus crisis.

### 2. Scope

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This policy is applicable to all applicants and entities certified globally to any standard in the Agriculture, Seafood, Apparel and Home Goods, and Trade programs. It also applies to pilot programs audited against the Agriculture Production Standard, i.e. aquaculture and dairy programs. While this policy applies to Fair Trade USA at large, it is implemented at the program level and exceptions may occur within an individual program.

### 3. Approach to Certification Accommodation

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3.1. Fair Trade USA recognizes that an audit involves the visit of an external individual at a site and creates uncertainty due to risks of Coronavirus contamination. To support all individuals involved in our programs, the below accommodations to Certification operations are being implemented, effective immediately:

#### 3.2. Certified Producers

- 3.2.1. Completion of onsite audits in progress between March 16<sup>th</sup>-22<sup>nd</sup> 2020;
- 3.2.2. Suspension of all onsite audits scheduled from March 23<sup>rd</sup>, 2020, until April 30<sup>th</sup>, 2020;
- 3.2.3. CABs are authorized to replace, where possible, onsite surveillance and recertification audits with partial scope remote desk audits, to be followed by an additional onsite audit to take place at a future date.
- 3.2.4. Postponement of all onsite audits scheduling until April 30<sup>th</sup>, 2020;
- 3.2.5. Extension of Certificates (up to 6 months), if validity is expiring by July 1<sup>st</sup>, 2020;



### 3.3. Applicants Producers

- 3.3.1. Completion of onsite audits in progress between March 16<sup>th</sup>-22<sup>nd</sup> 2020;
- 3.3.2. Suspension of all onsite audits scheduled from March 23<sup>rd</sup>, 2020, until April 30<sup>th</sup>, 2020;
- 3.3.3. Postponement of all onsite audits scheduling until April 30<sup>th</sup>, 2020;
- 3.3.4. Initial Certification postponed until an onsite audit is conducted and certification is made per standard procedures;

### 3.4. Licensed Traders

- 3.4.1. Suspension of all onsite audits and onsite audits scheduling until May 15<sup>th</sup>, 2020;
- 3.4.2. Ongoing desk auditing and transactions communications with partners;

## 4. Duration, Revisions and Limits of Policy

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### 4.1. Duration

- 4.1.1. This temporary policy is valid until April 30<sup>th</sup>, 2020;

### 4.2. Revisions and Communication

- 4.2.1. The content of this policy will be revised and updated as needed, as Fair Trade USA monitors the situation globally;
- 4.2.2. At minimum, the policy will be updated on a monthly basis, 2 weeks prior to its expiration date;
- 4.2.3. Next Revision Date: April 16<sup>th</sup>, 2020;
- 4.2.4. All updates to this policy will be published on Fair Trade USA's website;

### 4.3. Limits

- 4.3.1. Fair Trade USA reserves the right to schedule and conduct audits as per standard procedures, should it consider the situation safe and a risk is identified, specifically in the areas listed below:
  - a) Child labor
  - b) Forced, bonded, or compulsory labor
  - c) Discrimination, harassment, or abuse
- 4.3.2. Individual programs may have additional limits considered within the program;

## 5. Exceptions to this Policy

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### 5.1. Requesting an Exception

- 5.1.1. Should a partner wish to proceed with an onsite audit, it may request so via the Exception Request Form, and Fair Trade USA will coordinate reviewing the request with the according CAB;
- 5.1.2. In cases where the authorities, the CAB, the partner and the auditor(s) agree to proceed with conducting the audit, Fair Trade USA may approve to proceed per standard procedures;



5.1.3. Should the implementation of this policy lead to other consequences that would result in the need for an exception to a different aspect of the Fair Trade USA standard or assurance system, the partner may follow the Exceptions Policy to request an exception.

