1. Purpose

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

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

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. Suspension of all onsite audits and onsite audits scheduling until June 30th, 2020;

3.2.2. CABs are authorized to replace, where possible, onsite surveillance and recertification audits with alternative temporary procedures as listed below (pertains to Agriculture and Seafood programs only):
   a) Partial scope remote desk review / remote audits to take place as soon as practicable;
   b) Completion of follow-up onsite audit to be conducted at a future date pending review of safety and with authorization by Fair Trade USA;
   c) CABs will inform Certificate Holders about the specific procedures, timelines, and audit plans in advance of commencing each part (remote and onsite) of the audit;
3.2.3. Extension of Certificates (up to 6 months), if validity is expiring by July 1st, 2020;

3.3. Applicants Producers
3.3.1. Suspension of all onsite audits and onsite audits scheduling until June 30th, 2020;
3.3.2. Producers may continue to submit new applications to Fair Trade USA in preparation to a return to onsite audits;
3.3.3. Initial Certification postponed until an onsite audit is conducted and certification is made per standard procedures;

3.4. Licensed Traders
3.4.1. Fair Trade USA will offer remote audits for traders where possible. In all other cases, onsite audits will be postponed until after June 30th;
3.4.2. Fair Trade USA will inform traders with upcoming audits whether their onsite audit will be carried out remotely or will be postponed until later this year.
3.4.3. Ongoing desk auditing and transactions communications with partners;

4. Duration, Revisions and Limits of Policy

4.1. Duration
4.1.1. This temporary policy is valid until June 30th, 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: June 15th, 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

5.1. Requesting an Exception

5.1.1. 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;

5.1.2. Should a partner agree to proceed with an onsite audit, an Exception Request Form may be submitted to Fair Trade USA for review and approval of coordination with the according CAB and partner;

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.