

Agricultural Production Standard (APS) 2.0



Draft Version for Public Consultation

Fair Trade USA™

FAIR TRADE USA® AGRICULTURAL PRODUCTION STANDARD (APS) Draft Version for Stakeholder Consultation

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Detailed Revision History: The APS 2.0 represents a significant structural and content-based revision of the previous version (1.2). For a complete, line-by-line comparison of all changes between APS 1.2 and APS 2.0, please refer to **Appendix A: Detailed Change Log** at the end of this document.

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MODULE 1:

Empowerment

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SUB-MODULE 1.1: Fair Trade USA Program Scoping and Structure.

Objective 1.1.1: The Certificate Holder understands the Fair Trade program and ensures that Fair Trade Premium Participants are correctly identified, included, and represented within the Fair Trade Program structure, including proportional representation of minority groups.

Intent: The Fair Trade program establishes a transparent and accessible foundation for participation by clearly defining the composition of Certificate Members and Fair Trade Premium Participants, recognizing diverse and minority groups, and enabling participants to understand the Fair Trade Program’s structure as well as their rights and responsibilities.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.1.1.a	Identification of Fair Trade Premium Participants The Certificate Holder establishes a Fair Trade Program structure that correctly identifies, includes, and represents Fair Trade Premium Participants (FTPPs) in the Program according to the appropriate Certificate Holder Type and Certificate Member composition.	Y0	Y0	Y0	
1.1.1.a-1	All Individual Members included within the Certificate Scope are identified as FTTPs.	Y0	Y0	–	Individual Members are natural persons (often farmers) that are responsible for production of Fair Trade product on a site(s) that they own and/or operate within the scope of the certificate. The existence of a tax identification number (such as RUC, RUT, NIT, etc.) is generally understood as tax registration and does not, on its own, indicate that the person is a legal entity.
1.1.1.a-2	All Workers employed directly or indirectly by Agribusiness Members within the Certificate Scope are identified as FTTPs.	–	Y0	–	
1.1.1.a-3	All workers employed within the Certificate Scope are identified as FTTPs.	–	–	Y0	
1.1.1.b	Identification of minority groups represented in the Fair Trade Program. The Certificate Holder determines which minority groups are most prevalent within its scope to facilitate proportional representation and participation of diverse groups in the Fair Trade program.	Y0	Y0	Y0	Age, gender, national origin, and the status of individuals belonging to Indigenous peoples or other historically underrepresented minority groups (including groups identified by race, ethnicity, religion, culture, caste, or other social identifiers) must be considered when determining prevalence of minority groups.

Objective 1.1.2 Fair Trade Committees are elected, formed, and operated by Fair Trade Premium Participants.

Intent: Fair Trade Committees enable equal participation, accountability, and procedural fairness. Established representative and participatory empowerment structures and processes enable Fair Trade Premium Participants to exercise collective decision-making authority.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.1.2.a	Fair Trade Committee provisions in the Fair Trade Program Structure The Certificate Holder determines provisions to establish and govern the Fair Trade Committee (FTC) within the structure for the Fair Trade Program, according to its intent and purpose.	Y0	Y0	Y0	If the Scope includes only a subset of members, a separate, dedicated FTC is established.
1.1.2.a-1	The program structure includes provisions for the establishment of at least one Fair Trade Committee (TC) per Certificate Member type within the Certificate Scope.	–	Y0	–	Certification Member type refers to the two categories, Individual Certificate Members and Agribusiness Certificate Members.
1.1.2.b	Election procedures for the Fair Trade Committee Within the Fair Trade Program structure, the Certificate Holder includes transparent election procedures for the Fair Trade Committee (FTC) that enable proportional representation of diverse groups of Fair Trade Premium Participants (FTPPs).	Y0	Y0	Y0	

Objective 1.1.3: Fair Trade Premium Participants approve the Fair Trade Program structure and election procedures through an informed, majority-based decision-making process.

Intent: Fair Trade Premium Participants (FTPPs) have access to clear and accessible information about the Fair Trade Program and its governance. The Fair Trade Program structure promotes informed, inclusive, and legitimate participation of FTTPs in the Fair Trade Program and its governance.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.1.3.a	Communication of the Fair Trade Program structure. The Certificate Holder transparently communicates key program information, including the intent, purpose, requirements, and initial structure of the Program, to all Certificate Members and Fair Trade Premium Participants (FTPPs), using language they can understand and formats appropriate to their literacy levels.	Y1	Y1	Y1	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.1.3.a-1	The Certificate Holder communicates FFTP eligibility and scope requirements to all FTTPs prior to their participation in the approval of the initial Program structure and the election of the Fair Trade Committee (FTC).	Y1	Y1	Y1	Certification Member type refers to the two categories, Individual Certificate Members and Agribusiness Certificate Members.
1.1.3.a-2	The Certificate Holder communicates and/or train FTTPs on the function, roles, responsibilities, and member eligibility at least once every three years.	Y3	Y3	Y3	
1.1.3.b	Democratic approval of Fair Trade Committee (FTC) election procedures. The majority of Fair Trade Premium Participants (FTPPs) have approved the Fair Trade Program structure and accompanying election procedures for the Fair Trade Committee (FTC) that enable proportional representation of Fair Trade Premium Participants (FTPPs).	Y1	Y1	Y1	Majority approval may be attained at a General Assembly meeting of a majority of Premium Participants or by an acceptable delegate voting systems. If majority approval is not defined otherwise by local law, majority approval must be considered as a vote that achieves or surpasses the threshold of 50% + one vote.
1.1.3.b-1	After the initial Fair Trade Committee (FTC) elections, FTTPs assume responsibility for maintaining and adjusting the governance structure and rules of the FTC.	Y3	Y3	Y3	

Sub-Module 1.2: General Assembly Participation, Decision-Making, and Accountability.

Objective 1.2.1: Fair Trade Premium Participants collectively discuss, decide, and approve key Fair Trade Program matters, and receive information on the work and decisions of the Fair Trade Committee.

Intent: The General Assembly functions as a participatory forum that enables Fair Trade Premium Participants (FTPPs) to exercise informed collective decision-making authority. The General Assembly follows transparent, inclusive, and well-functioning General Assembly processes that set expectations for participation, facilitation, compensation, meeting rules, documentation, and the sharing of information by the Fair Trade Committees (FTC) on its activities and decisions.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.2.1.a	General Assembly participation. Fair Trade Premium Participants (FTPPs) hold annual General Assembly meetings to discuss and decide on Fair Trade Program activities and governance.	Y1	Y1	Y1	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.2.1.b	Certificate Holder facilitation of General Assembly meetings. The Certificate Holder facilitates General Assembly meetings by facilitating time, space, and/or other essential resources to Fair Trade Premium Participants (FTPPs) for meetings.	Y1	Y1	Y1	
1.2.1.c	Compensation for General Assembly attendees. Fair Trade Premium Participants (FTPPs) are compensated for time spent in the General Assembly.	—	Y1	Y1	
1.2.1.c-1	Individual Certificate Members are compensated for time spent in the General Assembly.	Y1	Y1	—	Individual Members may be compensated by the Certificate Holder or use Fair Trade Premium to cover the cost of any travel expenses or meals associated with participation in the General Assembly.
1.2.1.c-2	Agribusiness Member FТПPs are compensated at their normal pay rate, including any applicable higher pay rates, for time spent attending General Assembly meetings.	—	Y1	Y1	Time spent by Agribusiness FТПPs in General Assemblies must be considered and compensated as required time at work, whether General Assemblies occur during regular working hours or at another time. Additional information on fair compensation for required time at work is located in Criterion 5.2.1.b.
1.2.1.d	General Assembly rules. General Assembly meetings are conducted and governed under transparent rules.	Y0	Y0	Y0	
1.2.1.d-1	General Assembly rules include, at a minimum, provisions to: <ul style="list-style-type: none"> inform Fair Trade Premium Participants (FTPPs) of the General Assembly and convene them in a timely manner; specify the type (regular or extraordinary) and purpose of the meeting being convened; define how the meeting is opened; define how quorum or valid participation is determined; identify core topics to be addressed; and, ensure free, fair, and transparent participation and voting. 	Y0	Y0	Y0	Where multiple FTCs exist, each shall have its own General Assembly. The quorum for a General Assembly requires at least 50% plus one of the total FТПPs

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.2.1.e	General Assembly minutes. The General Assembly documents its proceedings and decisions in transparent and reliable meeting minutes.	Y1	Y1	Y1	
1.2.1.e-1	General Assembly minutes are maintained in writing and include, at a minimum: <ul style="list-style-type: none"> the place, date, time, and type of meeting; a record of attendance (or list of participants); and, a clear record of any decisions made, including the related vote count. 	Y1	Y1	Y1	
1.2.1.f	Accessibility of General Assembly rules and decisions. General Assembly rules and decisions are publicly available and easily accessible to Fair Trade Premium Participants (FTPPs) in locations frequented by FTPPs.	Y0	Y0	Y0	

Sub-Module 1.3: Fair Trade Committee Governance and Capacity.

Objective 1.3.1: The Fair Trade Committee independently, competently, and effectively manages Fair Trade Premium on behalf of Fair Trade Premium Participants.

Intent: Fair Trade Committee’s extent of authority, independence, operating rules, training expectations, and support conditions are clearly defined and free from undue influence from the Certificate Holder or other external actors.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.1.a	Fair Trade Committee elections. The Fair Trade Premium Participants (FTPPs) elect the Fair Trade Committee (FTC) members through a transparent, democratic process that ensures FTPPs equal voting rights equal access to the voting process.	Y1	Y1	Y1	Under a democratic process of equal voting rights, each FTTP is entitled to one vote. Only individuals who qualify as FTPPs are eligible to be elected to the Fair Trade Committee (FTC).
1.3.1.a-1	The nomination and election process is documented.	Y1	Y1	Y1	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.1.a-2	FTPPs that use delegate systems elect their own delegates through a democratic process that guarantees equal representation and is comprehensible to all FTPPs.	Y1	Y1	Y1	Not applicable for Certificates that do not use a delegate system to elect FTCs.
1.3.1.b	Fair Trade Committee independence. The Fair Trade Committee (FTC) makes decisions independently of external influence and possesses a written commitment from the Certificate Holder that they will not interfere in FTC decisions.	Y1	Y1	Y1	As long as FTC decisions and activities do not compromise compliance with the APS, the Certificate Holder must not interfere. The Certificate Holder may only intervene if they suspect that decisions or activities of the FTC will result in a non-compliance with the Agricultural Production Standard (APS).
1.3.1.c	Fair Trade Committee member training. The Fair Trade Committee (FTC) participates in regular training to strengthen the administrative and organizational skills needed to manage Fair Trade Premium.	Y1	Y1	Y1	
1.3.1.c-1	The entire FTC undergoes training at least once every three years, or shortly after a new member joins the FTC.	Y1	Y1	Y1	Training may be provided either by the Certificate Holder or by a third party.
1.3.1.c-2	FTC Training encompasses the management of the Fair Trade Premium accounting system and prepare the members for active participation in the Needs Assessment process.	Y3	Y3	Y3	

Objective 1.3.2 : The Fair Trade Committee’s governance, roles and financial safeguards are formalized by a written Constitution approved by the Fair Trade Premium Participants.

Intent: The Fair Trade Committee (FTC) Constitution serves as the normative foundation for transparent, democratic, and effective management of the Fair Trade Program. It enables accountable decision-making, the realisation of benefits in line with Fair Trade Premium Participants’ (FTPPs) priorities, and transparent, secure, collective ownership of the Fair Trade Premium by FTTPPs.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.2.a	<p>Fair Trade Committee Constitution and governance. Each Fair Trade Committee (FTC) follows a written Constitution that defines its governance structure, roles, and responsibilities.</p>	Y1	Y1	Y1	<p>The FTC Constitution may take the form of a charter, bylaws, articles of incorporation, or any equivalent governance document that complies with the criteria of Objective 1.3.2.</p> <p>This criterion and its associated requirements must be met:</p> <ul style="list-style-type: none"> • after the FTC is elected and before Fair Trade Premium is spent or • by Year One (Y1) of the Certificate, whichever occurs first.
1.3.2.b	<p>FTC Constitution on democratic election and representation. The Fair Trade Committee (FTC) Constitution recognizes Fair Trade Premium Participants (FTPPs) as the supreme decision-making body and collective beneficiaries of the Fair Trade Premium.</p>	Y0	Y0	Y0	
1.3.2.b-1	<p>The Constitution describes the methodology for identifying diverse FTTP groups and ensuring their formal inclusion and sustained representation within the FTC’s structure and election processes.</p>	Y0	Y0	Y0	<p>The FTC must remain representative of the General Assembly’s demographics. If the Assembly’s composition changes by 25% or more, the Constitution must require a timely update of the FTC’s membership.</p>
1.3.2.b-2	<p>The Constitution establishes transparent procedures for electing FTC members, defining election frequency, and approving or amending the Fair Trade Premium Plan.</p>	Y0	Y0	Y0	<p>If delegate systems are used, the structure and election procedures must be clearly defined and documented in the Constitution.</p>

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.2.c	FTC Constitution on Premium management. The Fair Trade Committee (FTC) Constitution governs the management, oversight, and use of the Fair Trade Premium according to Premium expenditure rules.	Y0	Y0	Y0	
1.3.2.c-1	The FTC Constitution incorporates Premium expenditure rules that include, at minimum: <ul style="list-style-type: none"> • a commitment that Premium is managed and spent in accordance with Premium expenditure rules with all transactions recorded in the accounting system; • rules for emergency spending, including decision-making rules and spending limitations; and, • rules for discretionary spending and incidental expenses, including decision-making rules and spending limitations. 	Y0	Y0	Y0	Discretionary spending and incidental expenses refer to minor or unforeseen operational costs necessary for the FTC's day-to-day functions or the execution of Premium Projects.
1.3.2.c-2	The Constitution defines how Premium funds or ongoing projects are managed if the FTC is dissolved due to loss of Certification.	Y0	Y0	Y0	
1.3.2.d	FTC Constitution approval and accessibility. The majority of Fair Trade Premium Participants (FTPPs) have approved the Fair Trade Committee (FTC) Constitution.	Y1	Y1	Y1	This criterion and its associated requirements are applicable: <ul style="list-style-type: none"> • after the FTC is elected and before Fair Trade Premium is spent, or • by Year One (Y1) of the Certificate, whichever occurs first.
1.3.2.d-1	If the FTC adopts an existing Constitution, the Committee discloses all supplemental requirements to the FTPPs and obtain majority approval for these additions.	Y1	–	–	
1.3.2.d-2	The Constitution is publicly available and easily accessible to FTPPs at primary sites and common community locations.	Y1	Y1	Y1	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.2.e	Rules for Premium Distribution and Governance Across Multiple FTCs Where multiple Fair Trade Committees (FTCs) are established, the Certificate Holder defines clear rules for the allocation of the Fair Trade Premium, and the independent governance requirements for each FTC.	Y0	Y0	Y0	Not applicable for Certificates that do not have multiple FTCs.
1.3.2.e-1	Each FTC approves the proposed rules for the allocation and distribution of the Fair Trade Premium.	Y0	Y0	Y0	
1.3.2.e-2	In the event of a significant change to the demographics or certificate scope, Fair Trade Premium Participants reassess and re-approve the Fair Trade Premium distribution rules within one year to ensure equity.	Y1	Y1	Y1	

Objective 1.3.3: The Fair Trade Committee carries out regular and well-organized meeting to responsibly manage Fair Trade Premium.

Intent: Fair Trade Committee (FTC) meetings support the effective, transparent, and regular functioning of the FTC, promote accountability to Fair Trade Premium Participants (FTPPs), and including appropriate participate by Certificate Holder representatives. Attendees enable participatory and transparent meetings with clear rules, appropriate meetings practices, inclusive facilitation, proper documentation, and adequate resources.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.3.a	FTC meeting frequency. The Fair Trade Committee (FTC) meets at a frequency that enables them to properly manage and administer Fair Trade Premium accounts, projects, and related activities.	Y1	Y1	Y1	
1.3.3.b	FTC meeting rules. The Fair Trade Committee (FTC) establishes transparent rules for their meetings and duly informs Fair Trade Premium Participants (FTPPs) of key activities and decisions.	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.3.b-1	<p>FTC meeting rules include, at a minimum, provisions that:</p> <ul style="list-style-type: none"> define the regular frequency of meetings; clearly define any minimum Fair Trade Premium balance or other conditions which may justify allowances to the defined meeting frequency; and, require maintaining comprehensive meeting minutes. 	Y0	Y0	Y0	
1.3.3.c	<p>FTC meeting minutes. Fair Trade Committees (FTCs) document proceedings and decisions in written meeting minutes.</p>	Y1	Y1	Y1	
1.3.3.c-1	<p>FTC meeting minutes include, at a minimum:</p> <ul style="list-style-type: none"> the place, date, time, and type of meeting; a list of all participants; the signatures of attending members; and, a clear record of any decisions made. 	Y1	Y1	Y1	
1.3.3.d	<p>Facilitation of FTC Meetings The Certificate Holder enables the Fair Trade Committee (FTC) to meet regularly as necessary to fulfill its responsibilities.</p>	Y1	Y1	Y1	
1.3.3.d-1	The Certificate Holder facilitates time, space, and/or other essential resources to the FTC members for its meetings.	Y1	Y1	Y1	
1.3.3.d-2	Workers are allowed to attend all FTC meetings, and work schedules are adjusted as needed to enable their participation.	—	Y1	Y1	Not Applicable for Networks that do not have Agribusiness Members.
1.3.3.e	<p>Non-voting observers of Fair Trade Committee meetings. The Certificate Holder appoints a non-voting observer to attend Fair Trade Committee meetings.</p>	—	Y1	Y1	During the development of Premium Project Plans, the observer's authority to veto a project is strictly limited to instances where the expenditure would result in a non-conformity with Fair Trade Premium rules.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.3.3.e-1	FTC meeting minutes formally record any instance where an observer vetoes a Premium project due to a perceived violation of Fair Trade expenditure rules.	—	Y1	Y1	
1.3.3.e-2	If the Certificate Holder appoints an independent third party as an FTC observer, the FTC maintains a verifiable, written agreement formalising the arrangement.	—	Y1	Y1	
1.3.3.f	Compensation for FTC members. The Certificate Holder compensates the Fair Trade Committee (FTC) members for time spent in FTC meetings and the General Assembly.	Y1	Y1	Y1	
1.3.3.f-1	FTC members representing Agribusiness Fair Trade Premium Participants are compensated at their normal pay rate, including any applicable higher pay rates, for the time spent attending FTC meetings.	—	Y1	Y1	<p>Not Applicable for Networks that do not have Agribusiness Members.</p> <p>Meetings may be held during or outside of regular work hours.</p> <p>FTC members may be paid by the Certificate Holder or employer (if different), but never using Premium.</p>
1.3.3.f-2	Individual members attending FTC Meetings are compensated at a rate equivalent to the usual rate paid to a substitute laborer performing equivalent farm duties.	Y1	Y1	—	<p>Not Applicable for Networks that do not have Individual Members.</p> <p>If approved in writing, Fair Trade Premium may be used to compensate Individual Members for their time, travel expenses, and meals associated with participation in FTC meetings.</p>

Sub-Module 1.4: Needs Assessment and Priority Setting

Objective 1.4.1: The use of Fair Trade Premium is guided by a current needs assessment of Fair Trade Premium Participants.

Intent: The needs of all Fair Trade Premium Participants (FTPPs), their families, and their communities are well understood and can be effectively considered when prioritizing uses of the Fair Trade Premium. The Needs Assessment is regularly updated, remains relevant, and continues to represent the needs of all Premium Participants, even when there are a significant changes.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.4.1.a	<p>Needs Assessment. The Certificate Holder finances, conducts and documents an initial Needs Assessment to identify the social, economic, and environmental development needs of Fair Trade Premium Participants (FTPPs), their families, their communities, and their surrounding environment.</p>	Y1	Y1	Y1	<p>This criterion and its associated requirements are applicable:</p> <ul style="list-style-type: none"> • after the FTC is elected and before Fair Trade Premium is spent, or • by Year One (Y1) of the Certificate, whichever occurs first.
1.4.1.a-1	<p>The initial Needs Assessment document includes an evaluation of the following areas, at a minimum:</p> <ul style="list-style-type: none"> • access to education and childcare, • food security, • health services, • housing, • health and sanitation, • environmental health, • farm productivity, and • product quality. 	Y1	Y1	Y1	After the first Needs Assessment the areas for evaluation may be updated based on initial outcomes.
1.4.1.b	<p>Needs Assessment relevance. The Needs Assessment is regularly updated to reflect the actual needs of Fair Trade Premium Participants (FTPPs).</p>	Y3	Y3	Y3	Subsequent Needs Assessments (updates or replacements to the initial Needs Assessment) may be financed by Fair Trade Premium if they are undertaken by a third party.
1.4.1.b-1	The FTC is actively involved in updating the Needs Assessment.	Y3	Y3	Y3	
1.4.1.b-2	The Needs Assessment has been updated at least once in the past three years.	Y3	Y3	Y3	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.4.1.c	Inclusive Representation in Needs Assessment The Needs Assessment is based on a representative and inclusive sample of all relevant groups within the Certificate scope.	Y1	Y1	Y1	
1.4.1.c-1	The Needs Assessment expands to include the needs of all workers employed by Individual Members within the Certificate Scope.	Y6	Y6	–	

Sub-Module 1.5: Fair Trade Premium Planning, Implementation and Learn

Objective 1.5.1: Fair Trade Premium Plans provide a coherent framework for continuous improvement of Fair Trade Premium use.

Intent: Fair Trade Premium management includes approved plans, structured implementation, and regular evaluation of Fair Trade Premium Project results and relevance. Planning activities support informed decision-making and continuous improvement by Fair Trade Premium Participants.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.5.1.a	Development of the Fair Trade Premium Plan. The Fair Trade Committee (FTC) develops a Fair Trade Premium Plan that determines the use of Fair Trade Premium according to the Needs Assessment and projected Premium income.	Y1	Y1	Y1	
1.5.1.a-1	The Premium Plan includes, at a minimum: <ul style="list-style-type: none"> a list of recommended cash and non-cash projects and/or investments; and, a list of any other planned Premium uses, including but not limited to: management costs, training expenses, etc. 	Y1	Y1	Y1	
1.5.1.a-2	Each project (cash or non-cash) listed in the Premium Plan includes: <ul style="list-style-type: none"> timelines, budgets, and required actions; individuals' roles and responsibilities in the project; listed, detailed, and measurable objectives; and, a comparison of actual project outcomes with the established objectives. 	Y1	Y1	Y1	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.5.1.b	Approval of the Fair Trade Premium Plan. The Fair Trade Premium Plan has been approved by a majority of the Fair Trade Premium Participants (FTPPs) in a General Assembly, either directly or through their elected delegates.	Y1	Y1	Y1	*This criterion and its associated requirements are applicable: <ul style="list-style-type: none"> before Fair Trade Premium is spent, or by Year One (Y1) of the Certificate, whichever occurs first.
1.5.1.b-1	FTPPs have provided approval for any needed post-assembly changes to the Premium Plan.	Y1	Y1	Y1	
1.5.1.c	Implementation of the Fair Trade Premium Plan. The Fair Trade Committee (FTC) executes and manages the Fair Trade Premium Plan, Fair Trade Premium Projects, and all other Premium spending according to Fair Trade requirements.	Y1	Y1	Y1	*This criterion and its associated requirements are applicable: <ul style="list-style-type: none"> as soon as Premium is Spent, or by Year One (Y1) of the Certificate, whichever occurs first.
1.5.1.c-1	Implemented Premium Plans comply with the Fair Trade Premium Expenditure Rules, the FTC Constitution, and the priorities identified in the Needs Assessment.	Y1	Y1	Y1	
1.5.1.c-2	Implemented Premium Plans comply with the Special Price and Premium Terms for the Fair Trade product.	Y1	Y1	Y1	Not Applicable for Certificate Holders that do not produce a product with relevant Special Price and Premium Terms. Please refer to Fair Trade USA's <i>Special Price and Premium Terms</i> for the specific Premium expenditure requirements that apply to certain products.
1.5.1.c-3	All individuals included in the scope of the Needs Assessment have access to and can benefit from at least one project, even if they are not Fair Trade Premium Participants (FTPPs).	Y6	Y6	Y6	
1.5.1.d	Evaluation of the Fair Trade Premium Plan. The Certificate Holder conducts an annual evaluation of the outcomes and implementation of the previous Fair Trade Premium Plan and shares it with Fair Trade Premium Participants (FTPPs).	Y1	Y1	Y1	*This criterion and its associated requirements are applicable: <ul style="list-style-type: none"> one year after the first Fair Trade Premium Plan is developed, by Year One (Y1) of the Certificate, whichever occurs first.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.5.1.d-1	The evaluation addresses details related to planned objectives and outcomes, including at a minimum: <ul style="list-style-type: none"> the status of each planned action; assessment of the cause for any incomplete objectives; Whether the needs addressed by Premium Projects (as linked to those identified in the Needs Assessment) still reflect the needs of the Fair Trade Premium Participants (FTPPs) 	Y1	Y1	Y1	
1.5.1.d-2	The Certificate Holder communicates the Premium Plan evaluation results to FTPPs before the next Premium Plan is approved. Methods for informing FTPPs take into consideration the languages and literacy of FTPPs.	Y1	Y1	Y1	Premium Participants may receive information about Premium use and accounting directly, via public postings in accessible locations, or via delegates.

Sub-Module 1.6: Fair Trade Premium Expenditures, Transparency and Financial Control.

Objective 1.6.1. Certificate Holders promote transparency, integrity and accountability in the administration of Fair Trade Premium funds.

Intent: Certificate Holders reduce the risk of misuse or mismanagement of Premium by setting expectations for transparent information flows, accessible records, appropriate accounting systems, oversight mechanisms, and independent audits proportionate to financial risk.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.6.1.a	Fair Trade Premium ownership. The Certificate Holder and the Fair Trade Committee (FTC) acknowledge in writing that Fair Trade Premium Participants (FTPPs) are the true owners of Fair Trade Premium funds.	Y0	Y0	Y0	
1.6.1.b	Fair Trade Premium transparency. The Certificate Holder enables the Fair Trade Committee (FTC) to regularly share accurate and relevant information with Fair Trade Premium Participants (FTPPs).	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.6.1.b-1	The Certificate Holder provides the FTC with comprehensive annual information to accurately update FTFPs on: <ul style="list-style-type: none"> Fair Trade sales, Fair Trade Premium income, Fair Trade Premium use and accounting Results of any audits related to Fair Trade Premium funds Results of Premium Plan evaluations. 	Y1	Y1	Y1	
1.6.1.b-2	The Certificate Holder and the FTC make premium-related records, accounts, and documentation available to FTFPs upon request.	Y1	Y1	Y1	
1.6.1.c	Requirements for Fair Trade Committees Managing Significant Premium Amounts The Certificate Holder proactively informs the Fair Trade Committee (FTC) that expect to receive more than USD 150,000 in Fair Trade Premium funds in one calendar year.	Y1	Y1	Y1	
1.6.1.d	Fair Trade Premium use. Fair Trade Premium is used only to fund properly approved Fair Trade Premium Projects, emergency spending, and/or discretionary spending.	Y1	Y1	Y1	*This criterion and its associated requirements are applicable: <ul style="list-style-type: none"> as soon as Premium is spent, or by Year Three (Y3) of the Certificate, whichever occurs first.
1.6.1.d-1	Fair Trade Premium is allocated only to projects identified in the Needs Assessment, included in the Fair Trade Premium Plan, and approved by Fair Trade Premium Participants (FTFPs), with each expenditure clearly linked to an approved Premium project.	Y1	Y1	Y1	
1.6.1.d-2	Fair Trade Premium is used for discretionary or emergency expenses only when such use is specified in the approved Fair Trade Committee (FTC) Constitution.	Y1	Y1	Y1	
1.6.1.e	Fair Trade Premium oversight. The Certificate Holder takes measures to prevent the misuse or mismanagement of Fair Trade Premium.	Y1	Y1	Y1	

Objective 1.6.2 Structures and safeguards are in place to ensure that Fair Trade Premium is spent transparently and appropriately.

Intent: Fair Trade Premium Participants' (FTPPs) rights and shared resources are protected by available legal and financial structures.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.6.2.a	Fair Trade Premium bank account. Fair Trade Premium funds are transparently held in a designated bank account that enables proper accountability and Premium management.	Y3	Y3	Y3	This criterion and its associated requirements are applicable: <ul style="list-style-type: none"> before Premium is spent, or by Year Three (Y3) of the Certificate, whichever occurs first.
1.6.2.a-1	Each Fair Trade Committee (FTC) clearly specifies the bank account used to hold Fair Trade Premium funds and support transparent Premium management.	Y3	—	—	In cases where an FTC operates as an incorporated independent legal entity, the Fair Trade Premium bank account must be held in the name of that entity. If Fair Trade Premium funds are held in a bank account that also holds non-Premium funds, the accounting system used to manage Fair Trade Premium clearly indicates which deposits and withdrawals are related to Premium incomes and expenditures.
1.6.2.a-2	Each Fair Trade Committee (FTC) possesses and uses a separate bank account that is dedicated exclusively to transparently holding and managing Premium.	—	Y3	Y3	If local restrictions prevent FTCs from possessing or effectively operating their own bank account, they may designate a third-party trustee to open the account on their behalf. Trustees must be joint signatories on the account and must not be a part of the labor supply chain. Trustees must sign a written agreement that FTTPs are the rightful owners of Premium and that Premium will be spent according to the Premium Plan.
1.6.2.a-3	Bank accounts used to hold Fair Trade Premium include joint signatories as joint approvers of all withdrawals.	—	Y3	Y3	Joint signatories must include at least one representative each from the Certificate Holder and the Fair Trade Premium Participants. If local restrictions prevent bank accounts from having joint signatories from both the Certificate Holder and the Fair Trade Premium Participants, the Premium accounting system used by the FTC must include a joint approval process for withdrawal from the account.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.6.2.b	<p>Third-party audits of Fair Trade Premium. A qualified independent third-party financial auditor conducts an audit of the Fair Trade Premium bank account(s) and funds for any Fair Trade Committee that receives or spends more than USD 150,000 in a calendar year.</p>	Y1	Y1	Y1	<p>Not Applicable for FTCs that do not receive or hold more than USD 150,000 in one calendar year.</p> <p>This audit is performed by a third-party financial auditor separately from the Fair Trade USA Agricultural Production Standard audit.</p>
1.6.2.b-1	<p>The third-party audit includes assessments of whether, at a minimum:</p> <ul style="list-style-type: none"> • correct amounts of Premium are transferred to and dispersed from the bank account holding Premium; • spending is recorded accurately; and, • expenditures follow the Fair Trade Premium Plan and/or Fair Trade Committee Constitution's rules for emergency and/or discretionary spending. 	Y1	Y1	Y1	
1.6.2.c	<p>Fair Trade Committee legal entity formation. Fair Trade Committees that intend to acquire fixed communal assets or expect to receive more than USD 150,000 in Fair Trade Premium in a calendar year establish legal entities to represent Fair Trade Premium Participants (FTPPs) and protect collective ownership of shared resources.</p>	Y1	Y1	Y1	<p>Not applicable for FTCs that neither intend to acquire fixed communal assets nor expect to receive more than USD 150,000 in one calendar year.</p>
1.6.2.c-1	FTCs take measures to establish separate legal entities upon being informed by the Certificate Holder that they are expected to receive more than USD 150,000 in Premium during the calendar year.	—	Y1	Y1	FTCs that are prevented by factors beyond their control from forming a legal entity in a timely manner can present clear evidence that the incorporation process is underway.
1.6.2.c-2	FTCs establish legal entities before acquiring fixed communal assets.	—	Y1	Y1	
1.6.2.d	<p>Fair Trade Premium accounting system. Both the Certificate Holder and the Fair Trade Committee (FTC) establish an accounting system that transparently and accurately tracks Premium income and expenses.</p>	Y1	Y1	Y1	<p>This criterion and its associated requirements are applicable:</p> <ul style="list-style-type: none"> • after the FTC is elected and before Premium is spent, or • by Year One (Y1) of the Certificate, whichever occurs first.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
1.6.2.d-1	<p>The accounting system, at a minimum:</p> <ul style="list-style-type: none"> tracks all deposits and withdrawals of Premium funds; enables the FTC to monitor the current balance of Premium funds; indicates the type and purpose of each expenditure; provides the FTC with full visibility into all transactions. 	Y1	Y1	Y1	
1.6.2.d-2	The Certificate Holder and the FTC have agreed on the operation of the accounting system. The FTC has full access to the system.	Y1	Y1	Y1	
1.6.2.d-3	The FTC takes an active role in verifying the management of the Premium accounting system.	Y6	Y6	Y6	



MODULE 2:

Internal Management System

SUB-MODULE 2.1: Governance, System & Scope

Objective 2.1.1: The certification scope is accurately defined and transparently updated.

Objective 2.1.2: Certificate Holders establish a governance framework to manage and monitor compliance across the scope.

Objective 2.1.3: Certificate Holders maintain comprehensive and transparent records of all entities, sites, and service providers within and adjacent to the certificate scope.

Objective 2.1.4: Certificate Holders ensure the integrity of external audits through unobstructed access, transparency, and the protection of audit participants.

Objective 2.1.5.: Certificate Holders ensure the ongoing validity of the certificate.

SUB-MODULE 2.2: Risk Assessment & Operational Planning

Objective 2.2.1: Certificate Holders systematically identify, document and evaluate potential risks to workers, farmers, their families, surrounding community, and the natural environment.

Objective 2.2.2: Certificate Holders maintain operational plans to manage risk and ensure resilience.

Objective 2.2.3: Certificate Holders ensure that service providers, including labor contractors, recruiters, and subcontractors operate in compliance with the Standard.

SUB-MODULE 2.3: Social Dialogue & Stakeholder Voice

Objective 2.3.1: Certificate Holders provide farmers and workers with a trusted, transparent and effective means to report concerns and seek remediation.

Objective 2.3.2: Certificate Holders establish representative bodies to facilitate social dialogue and collective participation in safety and welfare.

SUB-MODULE 2.4: Compliance Verification & Remediation

Objective 2.4.1: The Certificate Holder rigorously verifies compliance across Certificate Members through a structured internal inspection.

Objective 2.4.2: The Certificate Holder takes timely and appropriate corrective action in response to identified issues.

SUB-MODULE 2.5: System Effectiveness & Continuous Improvement

Objective 2.5.1: Certificate Holders collect and analyze key outcome-related information on Certificate operations.

Objective 2.5.2: Certificate Holders continuously improve outcomes for farmers, workers, their communities, and the surrounding natural environment.

Objective 2.5.3: Certificate Holders continuously progress towards paying a living wage to their workforce.

Objective 2.5.4: Certificate Holders ensure the Internal Management System remains suitable, adequate, and effective through periodic strategic review.

SUB-MODULE 2.1: Governance, System & Scope

Objective 2.1.1: The certification scope is accurately defined and transparently updated.

Intent: Certificate Holders establish a clear and truthful boundary for the certification, ensuring that the management system covers all relevant entities and products.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.1.a	Certificate scope definition. The Certificate Holder ensures that the scope of the Certificate is accurately defined by providing information regarding their organizational structure, Certificate Members, sites and products.	Y0	Y0	Y0	Scoping requirements are governed by the Policy on Agricultural Production Standard Scoping. The Certificate Holder is responsible for ensuring that all information provided in the IMS registry aligns with the definitions and criteria established in that policy.
2.1.1.a-1	The Certificate Holder provides a description of its organizational structure and demonstrates eligibility to hold a certificate.	Y0	Y0	Y0	
2.1.1.a-2	The Certificate Holder ensures that all products included in the scope are eligible for certification and properly categorized.	Y0	Y0	Y0	
2.1.1.a-3	The Certificate Holder accurately identifies all sites and specific activities (e.g., farming, processing, packing, or storage) that occur within the certificate boundary.	Y0	Y0	Y0	
2.1.1.b	Change of certificate scope. The Certificate Holder notifies Fair Trade USA and the Conformity Assessment Body of any significant changes to the scope of the certificate.	Y0	Y0	Y0	

Objective 2.1.2: Certificate Holders establish a governance framework to manage and monitor compliance across the scope.

Intent: Certificate Holders have a centralized, documented and properly resourced management system that serves as the foundation for all Fair Trade operations.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.2.a	IMS Description and Application. The Certificate Holder establishes and maintains a documented Internal Management System (IMS) that describes the policies and procedures used to manage, monitor, and verify compliance with the Standard across all entities in the scope.	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.2.a-1	The IMS should establish at the minimum: <ul style="list-style-type: none"> An internal inspection procedure including the requirements against which Certificate Members will be evaluated; A risk assessment procedure; Personnel, roles, and responsibilities related to the implementation of the APS. 	Y0	Y0	Y0	
2.1.2.b	Effective Application of the IMS. The Certificate Holder demonstrates that the procedures defined in the IMS manual are effectively implemented and understood by relevant personnel.	Y0	Y0	Y0	
2.1.2.c	Governance and Responsibility. The Certificate Holder must designate a competent primary contact person responsible for the system's maintenance and for communicating relevant updates to Fair Trade USA and the Conformity Assessment Body and the responsible for the overall management of the IMS.	Y0	Y0	Y0	Relevant information includes, but is not limited to, important changes to the following: the scope of the Certificate, contact information, serious non-compliances identified, as well as any information that would make compliance to the APS no longer possible by the Certificate Holder. These roles (Contact person responsible and IMS responsible) can be filled by the same person.
2.1.2.c-1	The Certificate Holder ensures that the designated IMS Manager/Officer demonstrates the competency required to maintain the system, manage risk assessments, and oversee compliance across the entire scope.	Y0	Y0	Y0	

Objective 2.1.3: Certificate Holders maintain comprehensive and transparent records of all entities, sites, and service providers within and adjacent to the certificate scope.

Intent: By maintaining a centralized registry and a detailed map of the supply chain, including third-party providers, Certification Holders ensure that no production site is hidden from the internal management system and that risks associated with outsourced labor or intermediaries are visible and manageable.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.3.a	Certificate Member/Fair trade sites registry. The Certificate Holder maintains an up-to-date and consolidated registry of all Certificate Members, Fair Trade sites, and their respective production data.	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.3.a-1	<p>For each Certificate Member/ site, the registry includes at a minimum:</p> <ul style="list-style-type: none"> • Name, unique ID, and legal status • Physical address and GPS coordinates • Total area farmed, crops produced, and estimated volumes • Total number of permanent and temporary workers. 	Y0	Y0	Y0	<p>Certificate Members are independent entities that farm, produce, process, pack, sort for quality, transform, or take prior ownership of the Fair Trade Crop.</p> <p>Prior ownership means that the entity has purchased and/or sold the Fair Trade Crop before the Certificate Holder has taken legal possession of it.</p> <p>When documenting the workforce, temporary workers include all individuals employed directly or indirectly by the Certificate Member through time-limited agreements, such as short-term, casual, seasonal, or other non-permanent arrangements.</p>
2.1.3.b	<p>Service Provider mapping. The Certificate Holder identifies and maintains a list of all scope-adjacent entities that provide services, labor, or logistics support to the certified operations.</p>	Y0	Y0	Y0	<p>Scope-Adjacent Entities include any entity that does not take ownership of the product but is critical to operations, such as:</p> <ol style="list-style-type: none"> 1. Labor Providers: Third-party labor contractors and recruitment agencies. 2. Subcontractors: Entities performing outsourced tasks (e.g., spraying, harvesting). 3. Intermediaries: Entities involved in the transportation or storage of the Fair Trade crop before the CH takes legal possession.
2.1.3.b-1	<p>The list includes at a minimum:</p> <ul style="list-style-type: none"> • The entity's name • The entity's location • The entity's specific role in the supply chain. 	Y0	Y0	Y0	
2.1.3.c	<p>Service Provider Code of Conduct . The Certificate Holder establishes a Code of Conduct specifically for subcontractors, labor recruiters, and service providers that mandates compliance with applicable labor and environmental requirements and communicates these requirements prior to engagement.</p>	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.3.d	<p>Demographic identification. The Certificate Holder identifies and documents the prevalent minority groups and languages spoken within the workforce and surrounding community.</p>	Y0	Y0	Y0	Certificate Holders are responsible for identifying which prevalent demographic groups and languages are used by workers and surrounding community to ensure non-discrimination and effective communication – such as training, contracts, and grievance procedures – are provided in a language workers understand.
2.1.3.e	<p>Non-Discriminatory Member Participation. The Certificate Holder does not discriminate against current or potential Certificate Members regarding program participation, voting rights, market access, or other benefits that the program offers.</p>	Y0	Y0	Y0	Discrimination is defined as distinction, exclusion or preference based on race, ethnicity, color, sex, gender, sexual orientation, disability, marital status, family obligations, age, religion, political opinion, pregnancy, HIV/AIDS status, membership status of trade unions or other worker organizations, national extraction, or social origin. It does not include the evaluation of sites for inclusion in the scope of the Certificate based on business needs and capacity.
2.1.3.f	<p>Site mapping. The Certificate Holder maintains maps of all Fair Trade sites, clearly identifying production areas, processing sites and key environmental features relevant to the Standard.</p>	Y0	Y0	Y0	
2.1.3.f-1	<p>Maps include at a minimum:</p> <ul style="list-style-type: none"> • Sources of water used for irrigation or processing. • Protected areas and high conservation value areas. • Buffer zones. 	Y0	Y0	Y0	
2.1.3.g	<p>Certificate Member Commitment. The Certificate Holder maintains an agreement with each Certificate Member that commits the member to comply with APS and the Internal Management System.</p>	–	Y0	–	

Objective 2.1.4: Certificate Holders ensure the integrity of external audits through unobstructed access, transparency, and the protection of audit participants.

Intent: Certificate Holders guarantee that third-party auditors can access the true conditions of the Certificate Holders’ operations by granting full physical access, provide truthful records and ensure a safe environment for workers and members to speak to auditors freely without fear of retaliation.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.4.a	Unobstructed access for audits and auditors. The Certificate Holder allows both announced and unannounced audits to proceed without obstruction, provides all information needed to complete the audit, and grants auditors from the Conformity Assessment Body to access to any site covered by the Certificate	YO	YO	YO	
2.1.4.a-1	In case that is required, auditors have access to out-of-scope intermediaries and subcontractors.	YO	YO	YO	
2.1.4.b	Safe participation of Certificate Members or workers in audits. The Certificate Holder supports and respects workers’ right to participate in audits and to provide information and feedback to auditors without fear of penalty or discrimination.	YO	YO	YO	

Objective 2.1.5.: Certificate Holders ensure the ongoing validity of the certificate.

Intent: Certificate Holders maintain the validity of their certification through responsive communication, submitting accurate information promptly, and strictly adhering to the conditions of any granted exceptions.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.1.5.a	Responsive submission of requested information The Certificate Holder submits accurate and timely information to Fair Trade USA, as requested.	YO	YO	YO	This includes, but is not limited to, transaction and Premium spending reports.
2.1.5.b	Compliance with conditions of granted exceptions The Certificate Holder must fulfill all conditions attached to any exception granted by Fair Trade USA.	YO	YO	YO	

SUB-MODULE 2.2: Risk Assessment & Operational Planning

Objective 2.2.1: Certificate Holders systematically identify, document and evaluate potential risks to workers, farmers, their families, surrounding community, and the natural environment.

Intent: Certificate Holders take proactive ownership of supply chain risks by periodically assessing operations to identify potential harm to all stakeholders ensuring that high-priority risks are addressed through time-bound action plans.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.2.1.a PLAN	Integrated Risk Assessment. The Certificate Holder periodically conducts a risk assessment to identify and document potential harm to workers, farmers, their families, the surrounding community, and the natural environment.	Y0	Y0	Y0	The risk assessment should consider risk factors of particular relevance to the local operating context, including social, political, and environmental conditions. The results of the risk assessment should be used to identify the specific criteria that will be checked during the internal inspection.
2.2.1.a-1	The risk assessment includes the evaluation of risks related to labor recruitment and use of labor contractors if applicable.	Y0	Y0	Y0	
2.2.1.a-2	The risk assessment includes the evaluation of risks related to deforestation.	Y0	Y0	Y0	
2.2.1.a-3	The Certificate Holder carries out a risk assessment every three years or when significant changes occur.	Y3	Y3	Y3	Significant changes include but are not limited to a large number of new members, a new product line, or new sites or geographies.
2.2.1.b PLAN	Risk Mitigation Plans. The Certificate Holder develops and implements a time-bound mitigation plan for all identified high-priority risks found in the risk assessment.	Y1	Y1	Y1	Risks are classified as "High Priority" if they pose severe threats to human rights or the environment (e.g., forced labor, deforestation, handling of hazardous chemicals) or if they are systemic and likely to recur.
2.2.1.b-1	Progress must be monitored at intervals defined within the plan, ensuring that corrective actions are effective in preventing or remediating adverse impacts.	Y1	Y1	Y1	

Objective 2.2.2: Certificate Holders maintain operational plans to manage risk and ensure resilience.

Intent: Certificate Holders establish emergency protocols and production standards to ensure business continuity and environmental protection against foreseeable hazards.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.2.2.a PLAN	Emergency Preparedness Plans. The Certificate Holder maintains plans to respond to emergencies and protect local biodiversity/water sources.	Y0	Y0	Y0	Emergency Preparedness Plans are only required for foreseeable emergencies (fires, hazardous materials spills, wastewater accidents, etc.) at susceptible Fair Trade Sites, which include, but are not limited to, sites that are indoors, offshore, or cut-off from ready external emergency support.
2.2.2.b PLAN	Sustainable Production Plans. The Certificate Holder establishes production plans that incorporate Good Agricultural Practices (GAP), Integrated Pest Management (IPM) and Waste Management protocols to ensure environmental protection and responsible disposal of agricultural and hazardous waste.	Y3	Y0	Y0	

Objective 2.2.3: Certificate Holders ensure that service providers, including labor contractors, recruiters, and subcontractors operate in compliance with the Standard.

Intent: Certificate Holders establish clear internal rules for compensation and ensure that third-party service providers do not become a vehicle for exploitation or hidden non-compliance.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.2.3.a PLAN	Internal compensation procedures. The Certificate Holder documents and implements compensation and benefit procedures that ensure transparency, legal compliance, wage calculation and eligibility for benefits.	Y0	Y0	Y0	
2.2.3.a-1	Procedures clearly define how employers calculate their piecework compensation rates for time spent on non-production activities.	Y0	Y0	Y0	Only applicable for Certificate Holder with workers compensated through piece-rate wage systems

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.2.3.a-2	For agribusiness members, procedures explicitly specify which workers are entitled to receive each benefit, clearly defining eligibility based on employment status and legal requirements.	—	Y0	Y0	Benefits include legally required and voluntary benefits, including but not limited to public holidays, vacation, sick leave, and parental leave (maternity/paternity).
2.2.3.b PLAN	Verification of Labor Providers. The Certificate Holder conducts due diligence on all third-party labor providers prior to and during engagement.	Y0	Y0	Y0	Labor providers include any entities which recruit or indirectly employ workers on behalf of the Certificate Member to produce Fair Trade Products.
2.2.3.b-1	The Certificate Holder verifies labor contractors' compliance with local law and the Agricultural Production Standard, ensuring they do not charge recruitment fees to workers, retain identity documents, or engage in any other forced labor practices.	Y0	Y0	Y0	

SUB-MODULE 2.3: Social Dialogue & Stakeholder Voice

Objective 2.3.1: Certificate Holders provide farmers and workers with a trusted, transparent and effective means to report concerns and seek remediation.

Intent: Certificate Holders empower farmers and workers with a safe and effective voice, ensuring that their rights are respected and that they can seek remediation for adverse impacts without fear of reprisal.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.3.1.a PLAN	Grievance policies. The Certificate Holder establishes and maintains a documented grievance policy that governs the transparent and effective management of complaints.	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.3.1.a-1	<p>The Grievance Policy includes at a minimum:</p> <ul style="list-style-type: none"> • Explicit prohibition of punishment for complainants. • Procedures to protect anonymity. • Resolution timelines. • Specific protocols for handling sexual harassment. • Provision of multiple access points (e.g., suggestion box, phone, in-person) to ensure accessibility for all literacy levels. • The right to appeal unsatisfactory resolutions internally and the identification of an ombudsman for disputes unresolved locally. • A mandate to maintain detailed records – including descriptions, investigation steps, parties involved and actions taken – for a minimum of 5 years. 	YO	YO	YO	
2.3.1.b DO	<p>Implementation of grievance mechanisms. The Certificate Holder establishes, manages and maintains grievance mechanisms that allow farmers and workers to anonymously submit complaints regarding labor rights, human rights and environmental impacts, regardless of their employment type or status.</p>	YO	YO	YO	<p>Use of the grievance system must not be understood as automatically waiving the workers’ right to legal remedies to which they are entitled by law.</p> <p>Third-party grievance systems may be used to comply with, or support implementation of, this criterion.</p>
2.3.1.c DO	<p>Communication of grievance rights. The Certificate Holder actively communicates the grievance mechanism to all farmers and workers, ensuring they understand their rights, the process to file a complaint, and the protections available to them.</p>	YO	YO	YO	<p>Communication may occur through multiple channels, such as:</p> <ul style="list-style-type: none"> • Visuals: Posters, pictorial guides, or hotline cards posted in high-visibility areas (e.g., break rooms, field entrances). • Training: Integrated into onboarding orientation and annual refresher training. • Sessions: Dedicated information sessions.
2.3.1.d DO	<p>Non-interference with grievance rights. The Certificate Holder ensures that no interference, intimidation, or barriers are placed in the way of farmers and workers seeking to use grievance or suggestion mechanisms.</p>	YO	YO	YO	

Objective 2.3.2: Certificate Holders establish representative bodies to facilitate social dialogue and collective participation in safety and welfare.

Intent: Certificate Holders create formal channels for constructive social dialogue, ensuring that workers and farmers have a collective voice in identifying workplace hazards, managing grievances, and collaborating with management to improve labor conditions and operational safety.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.3.2.a DO	Occupational Health & Safety Teams. The Certificate Holder ensures that farmers and workers at Fair Trade Sites are represented by an Occupational Health and Safety Team (OHST) that supports activities to improve workplace health and safety.	Y0	Y0	Y0	
2.3.2.a-1	The Certificate Holder ensures that, at a minimum: <ul style="list-style-type: none"> at least one worker from each Fair Trade Site operated by an Agribusiness Member participates in an OHST, and at least one farmer represents Individual Certificate Members by participating in an OHST. 	Y0	Y0	Y0	Network Certificate Holders with only one type of Certificate Member (whether Agribusiness or Individual) are only responsible for ensuring representation for that Member type. Workers and/or farmers may organize as a single OHST to cover all Certificate Members collectively, or as multiple OHSTs.
2.3.2.b	Occupational Health & Safety competency The Certificate Holder ensures that all members of the Occupational Health and Safety Team (OHST), first-aid personnel, and workers in high-risk roles demonstrate competency through documented, role-specific training.	Y1	Y1	Y1	Key personnel includes: First-aid personnel, occupational health and safety (OHS) coordinators, internal inspectors, or any individuals that engage in hazardous work such as: <ul style="list-style-type: none"> handling of or significant exposure to pesticides, chemicals or other hazardous materials; working in high heat or extreme cold; operating heavy or potentially dangerous machinery or tools; working at night; lifting heavy objects; working at dangerous heights; tasks that might result in repetitive stress injuries; and, working in, on, and around large bodies of water, including but not limited to scuba diving, free diving, work involving transportation on boats, and work performed at aquaculture production sites.
2.3.2.c DO	Social Engagement Teams. The Certificate Holder ensures that farmers and workers at Fair Trade Sites are represented by a Social Engagement Team (SET) that facilitates grievance and suggestion mechanisms and constructive dialogue between workers and management.	—	Y0	Y0	Where a democratically elected union or other elected worker organization which represents all workers is in place and actively playing this role, this criterion is not applicable. For Networks, this criterion only applies to Agribusiness Certificate Members.

SUB-MODULE 2.4: Compliance Verification & Remediation

Objective 2.4.1: The Certificate Holder rigorously verifies compliance across Certificate Members through a structured internal inspection.

Intent: The internal inspection is to evaluate whether the risk mitigation strategies defined in the Risk Assessment are effectively achieving the Standard's outcomes. By conducting regular, risk-based inspections, Certificate Holders proactively identify gaps and prepare operations for external verification, ensuring that every site remains aligned with the Standard.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.4.1.a PLAN	Internal Inspection Procedure The Certificate Holder defines an internal inspection procedure that clearly specifies when each Certificate Member's site will be inspected and how the inspection will be carried out.	Y0	Y0	Y0	The internal inspection procedure is included in the IMS manual.
2.4.1.a-1	The Certificate Holder informs Certificate Members about the internal inspection procedure and alerts them that unannounced audits may occur.	Y0	Y0	–	
2.4.1.a-2	The Certificate Holder ensures that the majority of new sites undergo an internal inspection and demonstrate compliance with APS prior to their inclusion in the scope of the Certificate.	Y1	Y1	Y1	
2.4.1.b CHECK	Regular Internal Inspections The Certificate Holder ensures that regular inspections are performed of each Certificate Member site included in the scope of the Certificate.	Y1	Y1	Y1	The internal inspection is a routine inspection that allows a risk-based selection of criteria.
2.4.1.b-1	Regular inspections of Agribusiness sites are performed at least once a year.	–	Y1	Y1	
2.4.1.b-2	All Individual Members have been inspected at least once during the past three years.	Y3	Y3	–	
2.4.1.c CHECK	Results Sharing and Transparency The Certificate Holder disseminates the results of Fair Trade audits and internal inspections to relevant stakeholders.	Y1	Y1	Y1	The internal inspection is a routine inspection that allows a risk-based selection of criteria.
2.4.1.c-1	The Certificate Holder systematically communicates all audit and inspection findings to the Fair Trade Committee and Social Engagement Team.	Y1	Y1	Y1	For Networks, the Social Engagement Team (SET) must be included in this communication only when the Certificate includes Agribusiness members.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.4.1.d CHECK	Internal Inspection Records The Certificate Holder keeps records of internal inspections for each Certificate Member site.	Y1	Y1	Y1	The internal inspection procedure is included in the IMS manual.
2.4.1.d-1	Records include at a minimum: including at minimum: <ul style="list-style-type: none"> • date of the inspection; • name and identification of the Certificate Member; • name of the site that was inspected • the details found during the investigation of the root causes of the non-compliances; and, • corrective actions taken to address any non-compliances. 	Y1	Y1	Y1	

Objective 2.4.2: The Certificate Holder takes timely and appropriate corrective action in response to identified issues.

Intent: Certificate Holders are not passive when confronted with evidence of unacceptable conditions within the scope of the Certificate. Specific, timely actions are taken and documented by the Certificate Holder to resolve current situations and mitigate the possibility of future recurrences.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.4.2.a CHECK	Non-Conformity and Corrective Action Registry The Certificate Holder maintains a central registry that tracks all non-conformities as well as respective corrective actions identified through internal inspections, external audits, and grievance mechanisms.	Y1	Y1	Y1	
2.4.2.b ACT	Immediate Protection & Remediation The Certificate Holder takes immediate measures to protect individuals and remediate conditions whenever a non-compliance poses a severe or imminent threat to human rights, health, or safety.	Y0	Y0	Y0	<p>"Immediate" is defined as the cessation of harm or the removal of the individual from the hazardous situation. The Certificate Holder remains fully responsible until the safety of the individual(s) is verified.</p> <p>This requirement is triggered by critical issues including, but not limited to:</p> <ul style="list-style-type: none"> • Human Rights: Cases of child labor, forced labor, or abuse. • Health & Safety: Water quality, wastewater, or pollution issues that present a direct danger to human health. <p>For specific remediation steps regarding these findings, consult the Policy on Priority Issues.</p>

SUB-MODULE 2.5: System Effectiveness & Continuous Improvement

Objective 2.5.1: Certificate Holders collect and analyze key outcome-related information on Certificate operations.

Intent: Certificate Holders develop their ability to catalyze ongoing progress in key areas by measuring, collecting, and analyzing information on Certificate operations. Producers gain deepened insights into their own performance and take measures to improve outcomes in target areas.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.1.a	Outcome measurement. The Certificate Holder collects and documents information that enables them to make informed decisions and improve outcomes in key areas.	Y1	Y1	Y1	Refer to Fair Trade USA's Policy on Outcome Measurement and Reporting for details on measurement, calculation, and reporting related to this criterion.
2.5.1.a-1	The Certificate Holder collects information, takes measurements, and makes calculations related to Fair Trade USA outcome indicators according to the Fair Trade USA Policy on Outcome Measurement and Reporting.	Y1	Y1	Y1	
2.5.1.a-2	The Certificate Holder maintains records of collected information to facilitate and demonstrate continuous improvement in key areas.	Y1	Y1	Y1	
2.5.1.a-3	If any Certificate Members are expected to independently take measurements or collect information related to Fair Trade USA outcome indicators, the Certificate Holder: <ul style="list-style-type: none"> clearly informs them of their responsibilities; sufficiently educates them on how to take valid measurements; and, instructs them how and when to report the information to the Certificate Holder. 	Y1	Y1	–	
2.5.1.b	Outcome reporting. The Certificate Holder annually reports key outcome metrics and indicators to Fair Trade USA.	Y1	Y1	Y1	
2.5.1.b-1	The Certificate Holder reports all required information according to the Fair Trade USA Policy on Outcome Measurement and Reporting.	Y1	Y1	Y1	

Objective 2.5.2: Certificate Holders continuously improve outcomes for farmers, workers, their communities, and the surrounding natural environment.

Intent: Producers demonstrate their commitment to Fair Trade principles by improving their performance in key areas. Certificate Holders demonstrate management system effectiveness by monitoring, coordinating, and implementing measures designed to improve outcomes for farmers, workers, community members, and the environment.

Clarification: Continuous Improvement Criteria

- **Audit frequency:** Every three years.
 - Continuous Improvement criteria are evaluated only once every three years at re-certification audits (Y3, Y6, Y9, etc).
- **Criteria Compliance:** Demonstrate Improvement or Justify Non-improvement
 - Unlike the simple “pass-fail” of normal Compliance Criteria, Certificate Holders fulfill Continuous Improvement Criteria (CIC) either by reporting progress in the criterion or providing acceptable justification for non-improvement.
 - **Proof of progress** in a CIC is established by measuring, documenting, reporting and demonstrating improvement in CIC topics according to Fair Trade USA’s Policy on Outcome Measurement and Reporting.
 - Improvement in an area is evaluated by comparing a Certificate Holder’s performance during the current re-certification period (their average reported value over the past three years) to their performance in the preceding re-certification period (their average reported value of the preceding three-year period).
 - A Certificate Holder’s first CIC evaluation (at Y3) compares the average reported value of the current re-certification period to the baseline value they reported in Y1.
 - **Qualifying justification** for non-improvement in a CIC must establish, via documented evidence, that progress in the topic was impeded by factors beyond the control or reasonable influence of the Certificate Holder—not by their own action or inaction.
 - Certificate Holders must not justify non-improvement in a CIC in two consecutive re-certification audits. This means that Certificate Holders must demonstrate improvement at least every other re-certification period to remain compliant in these criteria.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.2.a	Employment security and stability. The Certificate Holder continuously improves workers’ employment security and stability.	–	Y3	Y3	See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.
2.5.2.a-1	The percentage of operation-critical workers employed as temporary workers by Agribusiness Certificate Members continually decreases.	–	Y3	Y3	Operation-critical workers are workers employed in positions that are continuously filled to maintain Certificate Members’ key ongoing operations, even during periods of low or no production activities. Temporary workers include workers employed on a casual or seasonal basis as well as workers employed via fixed-term contracts.
2.5.2.a-2	The percentage of permanent workers that are employed either directly by Certificate Members or indirectly through formal labor contractors continually increases.	–	Y3	Y3	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.2.b	Reasonable working hours. The Certificate Holder continuously reduces the incidence of long working hours within the workforce.	–	Y3	Y3	Long working hours are any hours worked by an individual worker in excess of 56 hours per week. See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.
2.5.2.b-1	The total number of long working hours worked annually by the workforce continually reduces until the practice is eliminated.	–	Y3	Y3	Operation-critical workers are workers employed in positions that are continuously filled to maintain Certificate Members' key ongoing operations, even during periods of low or no production activities. Temporary workers include workers employed on a casual or seasonal basis as well as workers employed via fixed-term contracts.
2.5.2.c	Overtime pay rates. The Certificate Holder continually increases overtime pay rates until workers that choose to work overtime are paid a reasonable rate.	–	Y3	Y3	See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.
2.5.2.c-1	Overtime pay rates for time-rate workers of Agribusiness Certificate Members continually increase until the minimum overtime pay rate for the workforce is at least one and one-quarter times (125%) workers' base pay rates.	–	Y3	Y3	
2.5.2.d	Maternity leave. The Certificate Holder continuously improves maternity leave benefits and working conditions for the mothers of infants.	–	Y3	Y3	Maternity leave begins at the baby's official due date, or actual birth date, whichever is later. See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.
2.5.2.d-1	The amount of job-protected maternity leave provided to the eligible, full-time workers of Agribusiness Certificate Members continually increase until they are provided at least twelve weeks of maternity leave at full pay.	–	Y3	Y3	
2.5.2.e	OHS incidents. The Certificate Holder continuously improves the incidence rate of occupational health and safety incidents.	Y3	Y3	Y3	See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.
2.5.2.e-1	The incidence rate of serious OHS accidents does not increase.	Y3	Y3	Y3	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.2.e-2	The incidence rate of severe heat-related illness continually declines.	Y3	Y3	Y3	
2.5.2.f	Water-use Efficiency in Irrigation and Processing. The Certificate Holder continuously improves the efficiency of water-use in irrigation and processing	–	Y3	Y3	See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.
2.5.2.f-1	Analyses of water used by Agribusiness Certificate Members to irrigate and/or process the Fair Trade Crop demonstrate a reduction in the volume of water withdrawn per unit of crop yield.	–	Y3	Y3	
2.5.2.g	Pesticide-use. The Certificate Holder continuously reduces the use of hazardous pesticides to treat Fair Trade Crops.	–	Y3	Y3	See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.
2.5.2.g-1	The Certificate Holder demonstrates reduction in the volume of Class 1A and Class 1B Pesticides applied to Fair Trade Crops per harvested unit.	–	Y3	Y3	Class 1A and Class 1B are categories established by the World Health Organization to designate pesticides as “Extremely hazardous” (1A) or “Highly hazardous” (1B) to human health.

Objective 2.5.3: Certificate Holders continuously progress towards paying a living wage to their workforce.

This objective is Not Applicable (NA) for Certificates composed only of Individual Certificate Members.

Intent: Certificate Holders understand the key elements of the living wage concept, recognize their essential role in enabling a decent standard of living for workers and their families, and engage with workers to understand the challenges they face in their daily lives. Certificate Holders analyze Certificate Members’ compensation practices and collaborate with them to improve workers’ wages. Fair Trade USA recognizes that employers cannot close living wage gaps by simply increasing workers’ pay and that best results will be achieved through coordinated efforts by entities throughout the entire supply chain.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.3.a	Clear living wage targets. The Certificate Holder has identified and documented a valid living wage target for the Certificate’s workforce.	–	Y1	Y1	The Anker Reference Value is the primary required methodology for setting these targets. . In regions where an Anker Reference Value is unavailable, the Certificate Holder must consult the acceptable benchmarks outlined in Fair Trade USA’s Living Wage Policy X.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.3.b	Living wage gap analysis. The Certificate Holder regularly calculates their living wage gap.	–	Y1	Y1	A full description of how Certificate Holders must calculate and report living wages is located in Fair Trade USA's Living Wage Policy X. Qualifying compensation must be guaranteed, assured, regular, and useful for workers' basic needs. <ul style="list-style-type: none"> • guaranteed – not contingent on worker performance, employer profitability, or otherwise discretionary; • assured – received within one year; • regular – received for work performed during normal working hours; and • useful for workers' basic needs – directly contributing to workers' capacity to cover their essential living costs: food, water, housing, education, health care, transportation, clothing and other essential needs, including provision for unexpected events.
2.5.3.c	Obstacles to a living wage. Certificate Holders have identified and documented the primary obstacles they face in closing the living wage gap as well as potential solutions.	–	Y3	Y3	
2.5.3.d	Living wage continuous improvement. Certificate Members continuously reduce their living wage gap.	–	Y3	Y3	See the Clarification of Objective 2.5.2 for additional information on Continuous Improvement Criteria.

Objective 2.5.4 : Certificate Holders ensure the Internal Management System remains suitable, adequate, and effective through periodic strategic review.

Intent: The intent of the management review is to elevate compliance from an operational task to a strategic priority. By systematically analyzing the overall performance of the system, Certificate Holders ensure that resources are allocated effectively and that the system continuously evolves to meet new challenges.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.4.a CHECK	Management Review The Certificate Holder conducts a strategic management review at least once every three years to evaluate the suitability, adequacy, and overall effectiveness of the Internal Management System (IMS).	Y6	Y6	Y6	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Agri-business	
2.5.4.a-1	<p>The review must include an analysis of data from all key IMS components, including at a minimum:</p> <ul style="list-style-type: none"> • Compliance performance: from internal and external audits • Feedback mechanisms: grievance, resolution times, and direct feedback from the Occupational Health & Safety Teams • Remediation status: the effectiveness of the corrective actions to resolve past findings 	Y6	Y6	Y6	



MODULE 3:

Human Rights at Work.

SUB-MODULE 3.1: Forced, Bonded and Compulsory Labor.

Objective 3.1.1: All workers voluntarily provide work or services.

Objective 3.1.2: Workers are not hired through coercive practices or deceptive terms.

Objective 3.1.3: Certificate Members do not restrict workers' freedom of movement.

SUB-MODULE 3.2: Children and Young Workers.

Objective 3.2.1: Certificate Members do not engage in child labor.

Objective 3.2.2: Young workers are protected.

Objective 3.2.3: Children engaged in family labor perform only light work in safe conditions.

SUB-MODULE 3.3: Discrimination, Abuse, and Harassment.

Objective 3.3.1: Workers are free from discriminatory employment practices.

Objective 3.3.2: Workers are free from discriminatory compensation practices.

Objective 3.3.3: Workers are free from abuse and harassment at Fair Trade Sites.

SUB-MODULE 3.4: Freedom of Association and the Right to Collective Bargaining.

Objective 3.4.1: Workers are free to establish or join independent workers' organizations of their own choosing and engage in collective bargaining.

Objective 3.4.2: Workers do not suffer repercussions for organizing.

SUB-MODULE 3.5: Response to human rights violations.

Objective 3.5.1: Certificate Members respond quickly and appropriately to any indications of human rights violations.

Key Terms and Definitions.

Bonded labor is any work or service performed by workers under an employer's coercive use of debt, or similar financial obligation, to pressure the workers to continue to provide labor against their will. Bonded labor includes, but is not limited to, debt bondage and indentured labor. Coercion associated with bonded labor may occur through unclear or unfair debt repayment terms, unethical or unfair valuation of the worker's labor, manipulation of the repayment conditions or amounts, or any similar practice.

Child labor Child labor is any work that deprives children of their childhood, their potential, and their dignity, and that is harmful to physical and mental development.¹

Children of farmers engaged in family labor are individuals under the age of 18, or the age of legal adulthood, if higher, who perform light work on farms owned, rented or sharecropped by their family, which is not likely to be detrimental to their childhood, health, development, vocational training, or education.

Coercion is the threat or practice of physical, psychological, legal, financial, or other serious harm that places an individual under duress to act in favor of the coercing party.

Discrimination is any distinction, exclusion, or preference based on a worker's protected status, or any other personal characteristic not related to genuine job requirements, which nullifies or impairs equality of opportunity or treatment at work.

Employer premises are any properties owned or utilized by an employer, regardless of whether the employer owns, leases, or contracts the property from a service provider, including but not limited to, the workplace, employer offices, and employer-provided housing.

Employment is work for payment of any kind, regardless of whether the worker is self-employed, employed directly by the Certificate Member, or indirectly employed through a third-party labor contractor.

Forced labor is any work or service that an individual performs that they did not offer voluntarily and is exacted under the menace of any penalty.

Incarcerated labor refers to work performed by people who are imprisoned or detained.

Management is the group of leadership or supervisory personnel tasked with maintaining order and efficiency in the workplace and profits for the employer.

Minimum working age is the minimum age that workers must attain to work at a Fair Trade Site and is established by the Certificate Holder at an age that meets or exceeds the legal working age as defined by local law, the legal age of completion of compulsory schooling as defined by local law, or age fifteen, whichever is highest.

Protected status is any personal characteristic that could be used as a basis for discrimination, including but not limited to race, ethnicity, color, gender, sexual orientation, disability, marital status, family obligations, age, religion, political opinion, pregnancy, health status, membership status in a trade union or other workers' organization, national extraction, or social origin.

Reasonable accommodation is the appropriate adjustment made by an employer to ensure that workers with protected status can exercise their human rights and fundamental freedoms at work without imposing a disproportionate burden on the employer.

Reasonable notice is the mutually agreed upon minimum number of days of advance notice due to an employer or employee by the other party before terminating employment.

Sexual harassment is any unwelcome physical, verbal, or non-verbal conduct of a sexual nature.

Workers' organizations are any organizations of workers that exist to further and defend the interests of workers, including but not limited to, workers' unions, federations, committees, associations, and other forms of organized labor.

Young workers are individuals under eighteen years of age or the age of legal adulthood, whichever is older, that work anywhere other than a farm that is owned, rented, or sharecropped by their family.

SUB-MODULE 3.1: Forced, Bonded and Compulsory Labor.

Objective 3.1.1: All workers voluntarily provide work or services.

Intent: Certificate Members are committed to eliminating forced, bonded, compulsory labor, and human trafficking at their sites by ensuring that workers do not labor under bond, debt, threat of penalty or harm, incarceration, or any other obligation. Certificate Members recognize that forced labor includes any work or service that an individual performs that they did not offer voluntarily and is exacted under the menace of any penalty. Certificate Members practice the principles of ILO Conventions 29 and 105 and take necessary steps to prevent and mitigate risk in related areas.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.1.1.a	No forced labor. Workers are not compelled to accept employment, provide labor, or remain employed by means of mental or physical coercion.	Y0	Y0	
3.1.1.b	No bonded labor. Certificate Members do not request or require workers to make any deposits or accept any financial obligation that could be used to compel the workers to continue to provide labor to their employer.	Y0	Y0	
3.1.1.c	No incarcerated labor. Certificate Members do not employ incarcerated or detained workers.	Y0	Y0	
3.1.1.d	No withheld wages. Certificate Members do not withhold workers' earned wages to compel them to continue to provide labor to their employer.	Y0	Y0	
3.1.1.e	No labor in isolation. Workers are not denied access to means of transportation or communication.	Y0	Y0	
3.1.1.f	Voluntary resignation. Workers are free to terminate their employment after reasonable notice.	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.1.1.g	Access to identity documents and personal property. Workers have unrestricted access to their salaries, benefits, property, original identity documents, and personal bank accounts.	Y0	Y0	
3.1.1.h	No baseless threats. Certificate Members do not threaten to denounce workers or their families to the authorities without legal justification.	Y0	Y0	
3.1.1.i	Reasonable loans terms. If workers accept loans from their employer, the loans are subject to reasonable terms.	Y0	Y0	In this criterion, reasonable terms means that: <ul style="list-style-type: none"> the terms do not require labor as the only form of repayment, both parties agree in advance to the interest rate and conditions attached to the offer; interest rates charged by the employer are not higher than the cost of borrowing; and, familial inheritance of debt does not exceed that which is allowable by law.
3.1.1.i-1	The terms of any loan are specified in writing.	–	Y0	
3.1.1.i-2	Written loan terms are signed by workers.	–	Y0	
3.1.1.j	Valid signatures on employment documents. Certificate Members do not obtain the signatures of workers on blank, incomplete, or incomprehensible written employment agreements, confessions, resignation letters, declarations, releases, waivers, or other documents.	Y0	Y0	In this criterion, incomprehensible means that the contents of the signed document were not communicated to the worker in a language and terminology (verbal or written) that they could understand.

Objective 3.1.2: Workers are not hired through coercive practices or deceptive terms.

Intent: Hiring practices are transparent and honest. Certificate Members do not misrepresent employment terms, benefits, compensation, positions, or responsibilities and take active measures to mitigate such misrepresentation by other parties involved in the hiring process. Workers are never hired as bonded or indentured laborers, or under terms of employment that restrict them from voluntarily terminating their employment. Certificate Members enable workers to voluntarily provide their consent in all verbal or written agreements and documentation with full knowledge of the content.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.1.2.a	No coercive recruitment practices. Workers are not coerced to accept employment terms during the recruitment or hiring process.	YO	YO	
3.1.2.b	No false employment claims in recruitment. Certificate Members do not make false claims about visas, employment terms, or the type of work involved in an open position.	YO	YO	
3.1.2.c	No recruitment conditions related to family employment. Employment terms are not conditional on the employment of workers' family members.	YO	YO	This criterion covers candidates for open positions as well as currently employed workers.
3.1.2.d	No manipulation of work agreements. Certificate Members do not substitute or modify written employment agreements at any point during or after the hiring process without workers' free and informed consent.	YO	YO	
3.1.2.e	No recruitment for harmful or illicit work. Certificate Members do not recruit individuals into armed conflict, sex work, prostitution, pornography, or illicit activities.	YO	YO	Illicit activities include, but are not limited to, the production and/or distribution of illegal drugs.

Objective 3.1.3: Certificate Members do not restrict workers' freedom of movement.

Intent: Workers are free to leave the workplace or employer-provided housing at any time. Restriction of movement imposed on workers by Certificate Members, their agents, or associates is considered an element of forced, bonded, or compulsory labor. Allowances may be made for justifiable and legitimate concerns for personal safety and consideration for the security of other workers.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.1.3.a	No recruitment for harmful or illicit work. Certificate Members do not recruit individuals into armed conflict, sex work, prostitution, pornography, or illicit activities.	Y0	Y0	Certificate Members must provide justification for any restriction of worker's freedom of movement.
3.1.3.a-1	Exits remain unlocked and always allow workers free egress from the workplace.	Y0	Y0	If there is a credible threat to workplace safety and security, employers can temporarily restrict worker egress but the restriction should not be ongoing.
3.1.3.b	Freedom of movement at employer-provided housing. Certificate Members do not impede workers' departure from employer-provided housing.	Y0	Y0	Not applicable for Certificate Members that do not offer employer-provided housing.
3.1.3.b-1	Exits remain unlocked and always allow workers free egress from employer-provided housing.	Y0	Y0	
3.1.3.b-2	Housing rules do not impose any restrictions beyond those necessary for safety.	Y0	Y0	In this criterion, housing rules are any guidelines, agreements, or policies that outline expectations for resident behavior or conduct in housing facilities. Housing rules may include limited, justifiable, and reasonable restrictions on movement to facilitate community safety and well-being.
3.1.3.c	Worker access to drinking water and sanitary facilities. Workers have unrestricted access to sanitary facilities and drinking water.	Y0	Y0	
3.1.3.d	Worker selection of housing and transportation. Workers are free to choose their preferred housing and transportation where options are available.	Y0	Y0	
3.1.3.e	Worker autonomy and privacy. Certificate Members do not subject individual workers to any form of constant surveillance.	Y0	Y0	In this criterion, constant surveillance means tracking an individual's movements within the premises at all times.

SUB-MODULE 3.2: Children and Young Workers.

Objective 3.2.1: Certificate Members do not engage in child labor.

Intent: Child labor that is harmful to children's education, development, or well-being, is prohibited. Certificate Members' labor practices align with ILO Conventions 138, 182, and 183.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.2.1.a	No child labor. Certificate Members do not provide employment to individuals that are younger than the minimum working age.	Y0	Y0	
3.2.1.a-1	Certificate Members' minimum working age meets or exceeds: <ul style="list-style-type: none"> the legal working age; the legal age of completion of compulsory schooling; or, age fifteen; whichever is highest.	Y0	Y0	
3.2.1.a-2	Individuals younger than the Certificate Members' minimum working age do not work for the Certificate Member unless the individuals are participants in an educational program, training program, or apprenticeship that is allowed by law.	–	Y0	
3.2.1.a-3	Individuals younger than the Certificate Members' minimum working age do not work for the Certificate Member unless the individuals are the children of farmers engaged in family labor or participants in an educational program, training program, or apprenticeship that is allowed by law.	Y0	–	
3.2.1.a-4	Certificate Members verify workers' age before hiring.	Y0	Y0	
3.2.1.b	Children at the workplace. Workers do not put children at risk by bringing them to the workplace.	Y1	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.2.1.b-1	Children are not present in areas where they could be exposed to hazardous materials or activities.	Y1	–	
3.2.1.b-2	Children are not present at the workplace except in designated areas under the supervision of approved childcare staff.	–	Y0	

Objective 3.2.2: Young workers are protected.

Intent: Work does not interfere with children’s development, schooling or their ability to benefit from it, nor is it harmful to their physical and mental development. Certificate Members’ employment practices align with the principles and rights outlined in ILO Convention 138, Article 3.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.2.2.a	Protection of young workers. Certificate Members correctly identify young workers and maintain records of their employment.	Y0	Y0	
3.2.2.a-1	Workers under eighteen years of age or the age of legal adulthood, whichever is older, are recognized by Certificate Members as young workers entitled to additional employment conditions and protections.	Y0	Y0	
3.2.2.a-2	Certificate Members maintain records of young workers that verify compliance with minimum age requirements at hire and employment conditions.	–	Y0	Records related to this requirement must include the worker’s name, date of birth, address, type of activity performed, seasonality, duration of work, wages, and any legally required government permits or permission from parents or legal guardians for the young worker to be employed.
3.2.2.a-3	Certificate Members maintain any records of young workers that are required by local law.	Y0	–	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.2.2.b	Legal employment conditions for young workers. Certificate Members provide young workers with employment conditions and protections that meet or exceed those established by local law.	YO	YO	Local laws in this criterion include, but are not limited to, laws governing working hours, wages, physical exams, registration, and type of work.
3.2.2.c	Safe light work for young workers. Young workers perform only safe light work that is unlikely to jeopardize their health, safety, morals, education, emotional development, or physical development.	YO	YO	
3.2.2.d	Appropriate work schedules for young workers. Certificate Members provide young workers with a work schedule that does not interfere with schooling.	YO	YO	
3.2.2.e	Working-hour limits for young workers. Young workers do not work for more than forty-two hours per week.	YO	YO	
3.2.2.f	Restrictions on hazardous work for young workers. Young workers do not work at night, at dangerous heights, with dangerous equipment, or with hazardous materials	YO	YO	

Objective 3.2.3: Children engaged in family labor perform only light work in safe conditions.

Intent: The children of farmers often play an important role on family farms. Participation by farmers’ children in family farm work is often not only necessary for the farm to function, but also ensures the transfer of knowledge and culture. Fair Trade USA recognizes and affirms the principles and rights outlined in ILO Convention 138, Article 2, indicating that appropriate work performed by farmers’ children does not interfere with children’s development, schooling, or their ability to benefit from it, nor is it harmful to their physical and mental development.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.2.3.a	<p>Safe family labor. The children of farmers engaged in family labor do not perform work that violates local law nor jeopardizes the young workers’ health, safety, morals, education, emotional development, or physical development.</p>	YO	YO	<p>The children of farmers engaged in family labor are not considered young workers in the Agricultural Production Standard when performing light work on their family’s Individual Certificate Member site.</p> <p>If the children of farmers are working at a site that is not owned, rented, or sharecropped by their family, then their employer must consider the individuals as young workers, even if they are working alongside their family.</p>
3.2.3.a-1	Children of farmers do not engage in family labor at Agribusiness Member sites.	–	YO	Any individual under legal working age that works at an Agribusiness Member site must be considered a young worker and must not be considered as a child of farmers engaged in family labor.
3.2.3.a-2	Certificate Members comply with all applicable laws related to work performed by the children of farmers engaged in family labor.	YO	–	
3.2.3.b	<p>Adult supervision in family labor. The children of farmers engaged in family labor perform only light work under adult supervision.</p>	YO	–	In this criterion, adult supervision means that someone over the age of eighteen (or the age of legal adulthood, if higher) is close enough to hear or see children while they work.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.2.3.c	Balance of family labor and education. The children of farmers engaged in family labor do not perform work that jeopardizes their schooling or conflicts with their school schedule.	Y0	–	In this criterion, adult supervision means that someone over the age of eighteen (or the age of legal adulthood, if higher) is close enough to hear or see children while they work.
3.2.3.d	Safety restrictions for family labor. The children of farmers engaged in family labor do not work at night, at dangerous heights, with dangerous equipment, or with hazardous materials.	Y0	–	

SUB-MODULE 3.3: Discrimination, Abuse, and Harassment.

Objective 3.3.1: Workers are free from discriminatory employment practices.

Intent: Certificate Members respect the principles and rights detailed in ILO Convention 111 to mitigate discrimination against workers in employment and recruitment. Protected categories of workers are recognized and respected by Certificate Members, small producers, workers, Certificate Members, and Certificate Holders.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.3.1.a	No discrimination in the workplace. Certificate Members do not discriminate against workers in recruitment, promotion, termination of employment, or allocation of work.	Y0	Y0	
3.3.1.b	No discrimination in hiring. Certificate Members do not discriminate against current or potential workers in the recruitment and/or hiring process.	Y0	Y0	
3.3.1.b-1	During recruitment, Certificate Members do not ask applicants questions related to protected status, unless necessary for legal purposes.	Y0	Y0	
3.3.1.b-2	Job descriptions do not include qualifications related to protected status, unless necessary for legal purposes.	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.3.1.c	No irrelevant testing of workers or applicants. Certificate Members do not require workers or applicants to undergo any testing or evaluation unless required by law or related to the workers' job.	Y0	Y0	
3.3.1.c-1	Neither workers nor applicants are required to be tested for any disease or illness that does not have an immediate effect on a person's fitness and is not communicable by air or contact.	Y0	Y0	This criterion includes, but is not limited to, testing of HIV/AIDS.
3.3.1.c-2	Neither workers nor applicants are required to undergo literacy or numeracy testing unless these skills are required for the specific position.	Y0	Y0	
3.3.1.d	No discrimination against women. Certificate Members' employment practices do not discriminate against women.	Y0	Y0	
3.3.1.d-1	Certificate Members do not ask female applicants or workers about their pregnancy or virginity status or require them to take a pregnancy or virginity test.	Y0	Y0	
3.3.1.d-2	Certificate Members do not directly or indirectly pressure workers to take contraception.	Y0	Y0	
3.3.1.e	Protected status rights. Certificate Members do not interfere with workers' rights to observe tenets or practices or to meet needs relating to protected status.	Y0	Y0	
3.3.1.f	Reasonable accommodation. Certificate Members make reasonable accommodation for workers to observe tenets or practices, or to meet needs related to protected status.	Y0	Y0	

Objective 3.3.2: Workers are free from discriminatory compensation practices.

Intent: Workers do not experience wage discrimination regardless of employment status, gender, or another protected category. Certificate Members respect the rights and principles of equal remuneration without discrimination based on gender, as detailed in ILO Convention 100. Certificate Members do not establish wage differentials based on workers' employment status, whether temporary, migrant, permanent, via labor contractor, etc.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.3.2.a	Fair pay. Workers receive equivalent pay for work of equal value.	YO	YO	In this criterion, "pay" means remuneration, which is the total cash and non-cash (in-kind) compensation provided by employers to workers in exchange for labor.
3.3.2.a-1	Certificate Members demonstrate that wages for a given position do not vary according to any factor other than seniority, merit, production quantity, or production quality.	—	YO	Wages include base pay, additional pay, bonuses, and cash allowances.
3.3.2.a-2	If an unjustifiable difference in wages is discovered, Certificate Members remediate the pay differential by increasing the wages of the lower-paid worker.	—	YO	In such situations, Certificate Members must not reduce the pay of any worker.
3.3.2.b	Fair access to benefits. Certificate Members do not discriminate against workers in the allocation or cost of employment benefits or for workers' use of employment benefits.	YO	YO	Employment benefits include all social protections and benefits provided by employers to their workers in addition to wages, whether required by law or provided voluntarily. Such benefits include, but are not limited to: healthcare, retirement, transportation, housing, leave, etc.

Objective 3.3.3: Workers are free from abuse and harassment at Fair Trade Sites.

Intent: Workers do not experience abuse or harassment from Certificate Holders, Certificate Members, employers, management, or any of their agents, contractors, or workers. The roles, activities and responsibilities of security guards are in line with legal requirements and focused solely on workplace security.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.3.3.a	No abuse or coercion in the workplace. Workers are free from mental, physical, and verbal coercion and abuse at Fair Trade Sites and employer premises.	YO	YO	In this criterion, "pay" means remuneration, which is the total cash and non-cash (in-kind) compensation provided by employers to workers in exchange for labor.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.3.3.b	Corporal punishment. Certificate Members do not engage in, support, or tolerate the use of corporal punishment as a disciplinary measure.	Y0	Y0	
3.3.3.c	No harassment. Workers are free from all forms of harassment, including but not limited to sexual harassment, on employer premises.	Y0	Y0	
3.3.3.d	Dignified security practices. Security practices at Fair Trade Sites and employer premises are gender-appropriate, nonintrusive, and respectful of workers' dignity.	Y0	Y0	
3.3.3.e	Appropriate security guard roles. Security guards perform appropriate functions at Fair Trade Sites.	Y0	Y0	Not applicable for Certificate Members that do not employ security guards.
3.3.3.e-1	The roles, activities, and responsibilities of security guards are in line with legal requirements and preserve the dignity of workers.	Y0	Y0	
3.3.3.e-2	Security guards do not enforce workplace discipline, intimidate workers, or unreasonably restrict workers' freedom of movement.	Y0	Y0	
3.3.3.e-3	Certificate Members establish clear responsibilities and limits for any security guards assigned to any employer-provided housing, childcare facilities, and/or schools.	–	Y0	
3.3.3.e-4	Certificate Members that employ 25 or more permanent workers establish clear responsibilities and limits for any security guards assigned to any employer-provided housing, childcare facilities, and/or schools.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.

SUB-MODULE 3.4: Freedom of Association and the Right to Collective Bargaining.

Objective 3.4.1: Workers are free to establish or join independent workers' organizations of their own choosing and engage in collective bargaining.

Intent: Certificate Members allow workers to establish and join organizations committed to furthering and defending the interests of workers as outlined in the principles and rights of ILO Convention 87. Criteria associated with this objective cover any type or form of trade union, worker committee, or workers' organization. Certificate Members do not interfere with the rights of freedom of association and collective bargaining.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.4.1.a	Workers' right to organize. Certificate Members do not discourage or interfere with worker attempts to form or join workers' organizations.	YO	YO	
3.4.1.b	Workers' right to collective bargaining. Workers are free to collectively negotiate wages and working conditions.	YO	YO	
3.4.1.c	Freedom of association in legally restrictive geographies. In legally restrictive geographies, Certificate Members comply with Fair Trade USA's Policy on Freedom of Association in Legally Restrictive Geographies.	–	YO	See Fair Trade USA's Policy on Freedom of Association in Legally Restrictive Geographies for additional criteria interpretation in countries where freedom of association is prohibited or restricted by law.

Objective 3.4.2: Workers do not suffer repercussions for organizing.

Intent: Certificate Members strive to create work environments that respect the rights and principles outlined in ILO Convention 135. Workers and their representatives are free to advocate for workers' interests and participate in workers' organizations activities without discrimination, retaliation, or harassment from their employer.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.4.2.a	No retaliation against workers for organizing. Certificate Member management does not discriminate or retaliate against workers who have attempted to form or join a workers' organization or have participated in strikes, walkouts, demonstrations, or other activities.	YO	YO	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.4.2.b	<p>Protection against retaliation of worker representatives Certificate Member Management does not terminate employment of, impose wage reductions on, or otherwise punish, threaten, intimidate, harass, or bribe the members or representatives of workers' organizations.</p>	Y0	Y0	

SUB-MODULE 3.5: Response to human rights violations.

Objective 3.5.1: Certificate Members respond quickly and appropriately to any indications of human rights violations.

Intent: Certificate Members cooperate with Certificate Holders to prevent forced labor on Fair Trade Sites. Certificate Members do not ignore indications of human rights violations including, but not limited to restrictions on freedom of movement, human trafficking, bonded labor, compulsory labor, forced labor, discrimination, and abuse. Victims of human trafficking, bonded labor, forced labor, abuse, child labor, and other serious human rights violations are protected and supported by Certificate Members, Certificate Holders, and available social services.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
3.5.1.a	<p>Reporting of human rights violations. Certificate Members immediately inform the Certificate Holder of any credible reports or confirmed cases of human rights violation at a Fair Trade Site.</p>	Y0	Y0	
3.5.1.b	<p>Response to human rights violations. Certificate Members take timely action to protect victims of human trafficking, bonded labor, forced labor, abuse, child labor, and other serious human rights violations.</p>	Y0	Y0	



MODULE 4:

Ethical Employment and Recruitment

SUB-MODULE 4.1: Employment Terms, Conditions, and Agreements.

Objective 4.1.1: Certificate Members communicate employment terms, conditions, rights and responsibilities to all workers in a clear and timely manner.

Objective 4.1.2: Certificate Members and workers agree to employment terms and conditions in transparent employment agreements.

SUB-MODULE 4.2: Employment Practices and Relationships.

Objective 4.2.1: Certificate Members' employment and staffing practices are fair and transparent.

Objective 4.2.2: Any third-party labor contractors used by Certificate Members facilitate terms of employment and working conditions that meet or exceed those afforded to directly employed workers.

Objective 4.2.3: Certificate Members bear the costs of recruitment and hiring.

Objective 4.2.4: Third-party recruiters are used only to facilitate the fair and ethical recruitment of workers on Fair Trade Sites.

Key Definitions and Concepts:

Compensation is any form of resource, whether cash or in-kind, provided by an employer to a worker in exchange for labor.

Direct employment is a type of employment relationship in which workers work directly for an employer without supervision by or payment through a third-party intermediary, such as a labor contractor.

Indirect employment is a type of employment relationship in which workers work for an entity under the supervision of (and often in pay of) a third-party intermediary, such as a labor contractor.

In-kind compensation is any employer-provided good or services considered by the employer as part of workers' wages. This includes, but is not limited to, any employer-provided housing, food, goods, services, or vendor-limited payment cards that are provided in lieu of, or in any way deducted from, workers' wages whether fully or in part.

Employers are any entities that control and/or direct workers under an express or implied contract or other employment relationship, and is responsible for paying those workers' wages. This includes labor contractors.

Employment is work performed for an employer in exchange for compensation.

Employment terms and conditions are the details that govern the relationship between an employer and a worker by defining the roles, responsibilities, expectations, and benefits associated with a job. In the context of the Fair Trade USA Agricultural Production Standard, terms and conditions include at a minimum, but are not limited to, the worker's anticipated workplace(s), start date, description of work, work schedule (including working hours and rest periods), paid leave and other benefits, wage details (including amount, frequency, and basis of pay), any terms related to the termination of employment, and the employer's identity and address.

Fixed-term contracts are temporary employment agreements that include a specific end date upon which the employment relationship is automatically terminated. Workers with fixed-term contracts often have a lower level of employment protection compared to workers with indefinite contracts.

Hiring is the process of finding, screening, selecting, extending job offers to, and onboarding candidates for open employment opportunities in an organization. Recruitment may or may not form a part of the hiring process.

Hiring fees are payments made by employers to secure a job or be hired.

Labor contractors are independent entities who, for a fee, employ workers to perform work for, or under the direction of, a third party at the premises of the third party. They are responsible for paying those workers' wages, and may also recruit supervise, provide board, lodging, or transportation for those workers.

Legal obligations to long-term workers are the accruals of seniority, social security, pension, and/or other rights or benefits legally owed by employers to permanent, tenured, returning, or otherwise vested workers the completion of a pre-determined or legally defined time frame.

Migrant workers are individuals who leave their permanent residence to seek for employment opportunities at a distance that makes frequent return to their place of origin (daily, weekly or monthly) unfeasible.

Pay is cash payment by an employer on a regular and ongoing basis in exchange for labor.

Reasonable notice is the minimum number of days of advance notice due to an employer or employee by the other party to terminate employment.

Recruited migrant workers are migrant workers that an employer proactively recruits, directly or through a recruiter, from another region or country, regardless of the intended or actual length of employment of the worker.

Remuneration is total cash and non-cash compensation for labor provided by employers to workers.

Recruitment is the process of actively seeking candidates to fill a specific role within an organization. Recruitment may be undertaken directly by the hiring organization or through a third-party recruiter.

Temporary workers are workers employed on a casual, season, or time-limited basis that are not considered by their employer as permanent workers. Wages are any cash payments paid by an employer to a worker, including pay, bonuses, and allowances.

Written employment agreements are documents that specify the terms and conditions of employment and form the basis for shared understanding of work-related responsibilities between employer and worker. Written employment agreements often exist in the form of a single employment contract, but may be composed of any combination of forms, contracts, agreements, or other documents that codify terms and conditions of employment.

SUB-MODULE 4.1: Employment Terms, Conditions, and Agreements.

Objective 4.1.1: Certificate Members communicate employment terms, conditions, rights and responsibilities to all workers in a clear and timely manner.

Intent: Workers are informed of proposed employment terms and conditions before they begin to work for their employer. Clear, comprehensible, advance communication of employment terms and conditions by employers to workers enables the workers to provide their free and informed consent before accepting, declining, or negotiating employment agreements.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.1.1.a	<p>Employment terms and conditions. Certificate Members transparently communicate employment terms and conditions to all workers before they begin to work.</p>	YO	YO	This criterion applies to each individual worker, whether temporary or permanent, regardless of the worker's residence or place of origin, even if wages have been negotiated collectively via a Collective Bargaining Agreement.
4.1.1.a-1	<p>Employment terms and conditions include: name and address of the employer; nature of the work to be performed; description of primary tasks;</p> <ul style="list-style-type: none"> wages; elevated wages and rates; production bonuses (if applicable); frequency of payment; method of payment; types and amounts of any wage deductions or fees; reasonable notice periods; the employer's commitment to all recruitment and hiring fees; the employer's commitment to cover the full cost of any required medical exams, skills testing, and other administrative expenses related to hiring; 	YO	YO	If employers pay any portion of workers' wages as in-kind compensation, employment terms and conditions include a description of the concept and specify the amount of cash pay that will be deducted from the workers' wages as a result.
4.1.1.a-2	<p>Employment terms and conditions specify the worker's rights:</p> <ul style="list-style-type: none"> to refuse overtime; to voluntarily resign; to not pay fees to be employed; to any available benefits; and, to a different job at the same pay and benefits if the worker becomes unable to perform certain tasks due to health issues. 	YO	YO	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.1.1.b	Employment rights and responsibilities. Certificate Members proactively inform workers of their employment rights and responsibilities.	Y0	Y0	
4.1.1.b-1	Certificate Members inform workers of their employment rights and responsibilities under local law and the ILO Core Conventions.	—	Y0	This information includes, but is not limited to: human rights, legal pay rates, owed breaks, working hour limits, leave benefits, safe working environment, incident reporting, and grievance mechanisms.
4.1.1.b-2	Certificate Members inform workers of their employment rights and responsibilities under local law and the ILO Core Conventions.	—	Y0	
4.1.1.b-3	Certificate Members provide copies of all documents defining employment rights and responsibilities to workers or ensure that workers have continuous public access to these documents in places of frequent gathering.	—	Y3	
4.1.1.c	Communication of employment terms, conditions, rights, and responsibilities. Certificate Members communicate employment terms, conditions, rights, and responsibilities to workers in a language that they can understand.	Y0	Y0	This criterion covers local workers as well as recruited migrant workers prior to departure from their home region.
4.1.1.c-1	Any verbal communication with workers related to terms, conditions, rights, and responsibilities is facilitated in a language that the workers understand.	—	Y0	
4.1.1.c-2	Written information provided to workers about employment terms, conditions, rights, and responsibilities employment is prepared in a language that workers understand.	—	Y0	This includes, but is not limited to, written work agreements.

Objective 4.1.2: Certificate Members and workers agree to employment terms and conditions in transparent employment agreements.

Intent: At the time of hire, employers and workers have reviewed and agreed to employment terms and conditions. Any documents relating to employment terms, conditions, rights, or responsibilities are comprehensive, transparent, up-to-date, available to the relevant parties, maintained to be up-to-date, and serve as a basis for shared understanding and enforcement of the agreement.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.1.2.a	Written employment agreements. Certificate Members and workers agree in writing to employment terms and conditions via written employment agreements.	Y0	Y0	Worker types required to have written employment agreements are specified by the Certificate Member Requirements of this criterion. If workers are formally organized, written employment agreements may be negotiated collectively through a Collective Bargaining Agreement or comparable process.
4.1.2.a-1	Certificate Members establish written employment agreements with any workers, whether temporary or permanent, that are required by law to have written employment agreements.	Y0	–	
4.1.2.a-2	Certificate Members establish written employment agreements with all permanent workers before the workers begin to work, regardless of the intended employment duration.	–	Y0	Written employment agreements must be signed by workers and legally binding.
4.1.2.a-3	Certificate Members establish written employment agreements with any temporary workers that are required by law to have written employment agreements before those workers begin to work.	–	Y0	
4.1.2.a-4	Certificate Members establish written employment agreements with everyworker that reaches 90 days of continuous employment, regardless of the intended employment duration.	–	Y0	Any worker intended to work longer than 90 days must have written work agreements before beginning work.
4.1.2.a-5	Certificate members that employ 25 or more permanent workers establish written employment agreements with every worker that reaches 90 days of continuous employment, regardless of the intended employment duration.	Y0	–	Not applicable for Certificate Members that employ less than 25 permanent workers.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.1.2.b	<p>Contents of written employment agreements. The contents of any written employment agreements comply with local law and the Agricultural Production Standard.</p>	YO	YO	<p>This criterion applies to regular written employment agreements with local workers as well as prior written employment agreements with recruited migrant workers.</p> <p>While employment terms and conditions are generally found in a written employment agreement or contract, they may also be recorded across multiple documents, so long as all documents are signed and follow the other related requirements.</p>
4.1.2.c	<p>Prior employment agreements with recruited migrant workers. Certificate Members ensure that recruited migrant workers have established prior employment agreements, both verbally and in writing, before the workers depart their home region.</p>	YO	YO	<p>Not applicable for Certificate Members that do not employ migrant workers recruited from a different region or country.</p>
4.1.2.c-1	<p>Prior written employment agreements with recruited migrant workers include, at a minimum:</p> <ul style="list-style-type: none"> • all content required by local law to be included in written employment agreements; • the employment terms and conditions required by the Agricultural Production Standard; • the employer’s commitment to pay for visas, transport from origin to the workplace and home again at the end of the employment agreement, and other repatriation costs; • information related to conditions of transportation to and from the work location, including food, trip safety, and sanitary breaks; • minimum age of employment; • specification that workers do not pay any recruitment or hiring fees or post any bonds; • implications of breach of contract by either party; • 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 or she is not responsible; and, • if relevant, terms of employment visas. 	Y1	Y1	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.1.2.d	Access to written employment agreements. Certificate Members inform workers of any changes to work agreements and ensure that each worker with a written work agreement can access the current version.	Y0	Y0	Not applicable for Certificate Members that have not changed or updated any employment agreements with workers during the audit period. In this criterion, access to the current version means that workers possess a signed copy of the current version of their work agreement or have unrestricted access to the signed original of the current version, whether digital or physical.

SUB-MODULE 4.2: Employment Practices and Relationships.

Objective 4.2.1: Certificate Members' employment and staffing practices are fair and transparent.

Intent: Hiring, promotion, and termination practices respect local law. Certificate Members do not exploit the use of labor contractors, short-term employment statuses and contracts, or other commonly-abused employment frameworks with the intention of avoiding their obligations as employers to workers.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.1.a	Employment practices. Certificate Members' hiring, promotion, termination, and staffing practices comply with local law and the Agricultural Production Standard.	Y0	Y0	
4.2.1.b	Fair employment status. Certificate Members do not unfairly deny workers the benefits and protections of permanent employment.	Y0	Y0	
4.2.1.b-1	Certificate Member create and fill temporary positions transparently. Workers are not kept at a non-permanent status for longer than is allowed by local law.	Y0	Y0	Not applicable for Certificate Members that do not employ temporary workers.
4.2.1.b-2	Workers that work continuously at a Fair Trade Site accrue benefits and seniority without interruption.	–	Y0	This requirement applies regardless of any changes in the identity of workers' legal employer.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.1.b-3	Certificate Members do not repeatedly fire and re-hire workers, exploit short-term employment statuses, issue consecutive time-limited contracts, abuse apprenticeships, or use or change labor contractors in order to avoid the staffing of permanent workers in essential, ongoing positions or the provision of legal obligations to long-term workers	–	Y0	
4.2.1.b-4	Workers that work continuously at a Fair Trade Site operated by a Certificate Member with 25 or more permanent workers accrue benefits and seniority without interruption.	Y0	–	Not applicable for Certificate Members that employ less than 25 permanent workers. This requirement applies regardless of any changes in the identity of workers' legal employer.
4.2.1.b-5	Certificate Members that employ more than 25 permanent workers do not repeatedly fire and re-hire workers, exploit short-term employment statuses, issue consecutive time-limited contracts, abuse apprenticeships, or use or change labor contractors in order to avoid the staffing of permanent workers in essential, ongoing positions or the provision of legal obligations to long-term workers.	Y0	–	Not applicable for Certificate Members that employ less than 25 permanent workers.
4.2.1.c	Fair and transparent termination practices. Certificate Members conduct employment terminations fairly and transparently.	Y0	Y0	
4.2.1.c-1	Certificate Members that involuntarily terminate a workers' employment, they do so with just cause and inform workers of the reason for the termination.	Y0	Y0	Involuntary termination means that the worker was fired against their will or that the employer otherwise unilaterally decided to terminate the employment agreement.
4.2.1.c-2	Certificate Members pay terminated workers all earned wages upon their departure.	Y0	Y0	Earned wages means compensation due to workers for work that has already occurred.
4.2.1.c-3	Certificate Members comply with any reasonable notice periods specified by local law.	–	Y0	Reasonable notice periods and timelines related to termination of employment must comply with local law and any applicable Collective Bargaining Agreements.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.1.c-4	Certificate Members maintain termination records of contracted workers that indicate the terminated employee's membership status in the Fair Trade Committee and any workers' organizations.	–	Y3	Termination records must be maintained for all contracted workers (workers with written employment agreements), whether a worker departed voluntarily or was terminated involuntarily. Once Certificate Members have begun to maintain termination records, they must retain each record for at least five years.
4.2.1.d	Workforce and employment information. Certificate Members monitor workforce demographics, compensation, working hours, and other employment data as indicated by the Certificate Holder.	Y0	Y0	
4.2.1.d-1	Certificate Members respond in a timely manner to any Certificate Holder request to measure, document, and/or report any workforce-related information.	Y0	Y0	

Objective 4.2.2: Any third-party labor contractors used by Certificate Members facilitate terms of employment and working conditions that meet or exceed those afforded to directly employed workers.

Not applicable for Certificate Members that do not indirectly employ any workers through third-party labor contractors.

Intent: This objective applies only to Certificate Members that use labor contractors to indirectly employ workers at a Fair Trade Site within the scope of the Certificate. Labor contractors understand and agree to comply with their obligations under the Agricultural Production Standard. Workers employed indirectly through labor contractors on Fair Trade Sites are afforded working conditions that are comparable to those of directly employed workers employed directly at the site. Formal labor contractors are used when available in order to increase labor formality and improve working conditions for Fair Trade workers.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.2.a	Ethical use of labor contractors. Certificate Members use labor contractors only on a limited, justifiable, and responsible basis.	Y0	Y0	
4.2.2.a-1	Certificate Members do not use or change labor contractors to avoid the direct employment of permanent workers or legal obligations to long-term workers.	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.2.b	Prioritized use of formal labor contractors. Certificate Members demonstrate their commitment to use only formal labor contractors when possible.	–	Y0	Formal labor contractors must be recognized by local law as legal entities, not natural persons.
4.2.2.b-1	Formal labor contractors are legally registered as labor contractors, listed on any applicable governmental registries of labor contractors, and possess valid identification numbers provided by the national government.	–	Y3	Certificate Members must comply with this requirement to the extent possible under local law. If the local legal framework does not recognize, maintain a registry of, or issue identification numbers to labor contractors, then those portions of this requirement do not apply.
4.2.2.b-2	Formal labor contractors remain in good standing and up-to-date with any applicable legal statuses, rights, obligations and/or duties associated with maintaining their certificate, permission, or eligibility to operate as a labor contractor in the country of employment.	–	Y3	
4.2.2.c	Clear employment relationships. Certificate Members can distinguish between workers that are employed directly and those that are employed indirectly through labor contractors.	Y0	Y0	
4.2.2.c-1	Certificate Members can distinguish between workers that are employed directly, those that are employed indirectly through informal labor contractors, and those that are employed indirectly through formal labor contractors.	–	Y0	The required qualifications of formal labor contractor are located in the Certificate Member Requirements of Criterion 4.2.2.b.
4.2.2.d	Clear employment relationships. Certificate Members can distinguish between workers that are employed directly and those that are employed indirectly through labor contractors.	Y0	Y0	Certificate Members must ensure that all workers labor under compliant working conditions only while the workers are on Fair Trade Sites. Certificate Members are not responsible for ensuring compliance of labor contractors when workers are on sites outside the scope of the Certificate.
4.2.2.d-1	Certificate Members exercise due diligence to ensure that workers they employ indirectly through labor contractors work in conditions that comply with the Agricultural Production Standard as well as relevant laws and regulations.	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.2.e	Agreements between Certificate Members and labor contractors. Certificate Members establish transparent agreements with each labor contractor that indicate both parties' commitment to facilitate ethical recruitment and compliant employment conditions.	Y1	Y1	
4.2.2.e-1	Certificate Members and labor contractors establish agreements that clearly delineate each parties' responsibilities related to employment terms and working conditions at Fair Trade Sites. Labor contractors have been informed that they may be audited and must submit to audits when necessary.	Y1	–	
4.2.2.e-2	Certificate Members have established written agreements with labor contractors that clearly specify the labor contractor's obligation to ensure that workers under the labor contractors supervision have employment terms and working conditions that comply with Modules 3,4, and 6 of the Agricultural Production Standard while they are working on Fair Trade Sites. These agreements also inform labor contractors that they may be audited and must submit to audit when necessary.	–	Y1	Written agreements with labor contractors can be established by the Certificate Member or the Certificate Holder. Agreements should also indicate which employer obligations will be fulfilled by the Certificate Member, the labor contractor, or both.
4.2.2.e-3	Agreements with labor contractors explicitly state both parties' commitment to ethical recruitment and employment.	Y1	Y1	
4.2.2.f	Labor contractors' employment practices. Labor contractors ensure that workers under their supervision on Fair Trade Sites work with transparent terms of employment in safe, decent, and legal conditions.	Y0	Y0	
4.2.2.f-1	Labor contractors comply with any laws and regulations that apply to their activities.	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.2.f-2	Labor contractors ensure that workers under their supervision work under conditions that comply with the applicable criteria of Modules 3,4,5, and 6 of the Agricultural Production Standard for employers while providing services on Fair Trade Sites.	Y0	Y0	
4.2.2.f-3	Any employment agreements established between labor contractors and workers meet legal requirements for those agreements.	Y0	–	
4.2.2.f-4	Any employment agreements established between labor contractors and workers comply with the Agricultural Production Standard’s requirements for employment agreements and specify the amount of time that workers are expected to spend at a Fair Trade Site.	–	Y0	
4.2.2.f-5	Formal labor contractors directly employ all workers under their corresponding supervision. They directly pay their workers and are able to hire, fire, supervise, and otherwise control or direct their work.	Y0	Y0	
4.2.2.f-6	Formal labor contractors maintain clear documentation that accurately records, at a minimum: <ul style="list-style-type: none"> • the current deployment location of each worker; • the compensation of each worker; and, • the terms and conditions of employment for each worker. 	Y0	Y0	

Objective 4.2.3: Certificate Members bear the costs of recruitment and hiring.

Intent: Certificate Members practice the Employer-Pays Principle, which asserts that no worker should pay for a job—the costs of recruitment should be borne not by the worker, but by the employer. Workers do not pay costs associated with recruitment, placement, selection, or hiring.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.3.a	No recruitment fees, bonds, or debts. Workers do not post bonds, incur debt, or pay any fees or expenses related to an employment opportunity.	Y0	Y0	Employment opportunity refers to any opportunity to work, regardless of the role's anticipated duration, formality, or responsibilities.
4.2.3.b	Employers responsible for recruitment expenses. Certificate Members pay all job-related recruitment fees, hiring fees, and administrative expenses for all workers.	Y0	Y0	This criterion applies to all workers, including but not limited to, temporary, permanent, and recruited migrant workers. Administrative costs that must be paid by an employer include those costs related to the position or nature of the work to be performed. Non-migrant workers are responsible for the costs of documentation required by all formal laborers.
4.2.3.b-1	Certificate Members cover the full cost of any medical exams or skills testing required for employment or placement.	—	Y0	
4.2.3.c	Employers responsible for recruitment costs of migrant workers. Certificate Members cover recruitment-related costs of recruited migrant workers.	Y0	Y0	Not applicable for Certificate Members that do not recruit migrant workers.
4.2.3.c-1	Certificate Members cover the costs of visas, documentation, translation, and any other recruitment-related administrative fees or expenses.	Y0	Y0	
4.2.3.c-2	Certificate Members cover the cost of worker transport from the recruited migrant workers' origin to the workplace and home again at the end of the employment agreement.	Y0	Y0	
4.2.3.c-3	Certificate Members cover any costs related to repatriation of recruited migrant workers, including taxes and fees.	Y0	Y0	

Objective 4.2.4: Third-party recruiters are used only to facilitate the fair and ethical recruitment of workers on Fair Trade Sites.

Not applicable for Certificate Members that do not use third-party recruiters to recruit workers.

Intent: Workers recruited indirectly through a third-party entity are not denied the protections provided by the Agricultural Production Standard for workers recruited and hired directly. Certificate Members maintain visibility, remain engaged, and take measures to ensure the Agricultural Production Standard’s requirements related to ethical recruitment and employment are observed throughout the recruitment process.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.4.a	Use of third-party recruiters. Certificate Members only use third-party recruiters on a limited, justifiable, and responsible basis.	Y0	Y0	
4.2.4.a-1	Workers recruited indirectly through a third-party recruiter receive the same protections and benefits of the Agricultural Production Standard as workers recruited directly.	Y0	Y0	Certificate Members are responsible for ensuring full compliance with the Certificate Member modules of the Agricultural Production Standard regardless of whether recruited workers are employed directly by the Certificate Member or indirectly through a third-party labor contractor.
4.2.4.a-2	Certificate Members perform due diligence of third-party recruiters to mitigate the risk of forced labor.	Y0	Y0	
4.2.4.a-3	Certificate Members take measures to ensure that third-party recruiters comply with the Agricultural Production Standard’s requirement for employers to bear the costs of recruitment and hiring and prior written agreement with recruited migrant workers.	–	Y0	
4.2.4.a-4	Certificate Members maintain records of any communication with third-party recruiters.	–	Y3	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
4.2.4.b	Transparent labor supply chains. Certificate Members can identify all third-party recruiters used in the labor supply chain back to the first point of worker recruitment.	Y1	Y1	If multiple levels of recruiters are used (for instance the third-party recruiter works with independent recruiters at a village level) the criterion is applicable at all levels back to the first point of worker recruitment.
4.2.4.c	Third-party labor recruiter requirements. Any third-party recruiters used by the Certificate Member are registered legal entities in good standing.	Y1	Y1	Formal labor contractors must be recognized by local law as legal entities, not natural persons.
4.2.4.c-1	Registered legal entities in good standing fulfill all corresponding legal rights and duties, possess a valid identification number provided by the national government of the country(s) of employment and recruitment, and remain up to date with all certificates or eligibility requirements of the country(s) of employment and recruitment.	Y1	Y1	Certificate Members must comply with this requirement to the extent possible under local law. If the local legal framework does not recognize, certify, or issue identification numbers to third-party recruiters, then those portions of this requirement do not apply.
4.2.4.c-2	Registered entities in good standing submit to audits if requested by Fair Trade USA, a Conformity Assessment Body, the Certificate Holder, or Certificate Member.	Y1	Y1	Certificate Members are responsible for ensuring full compliance with the Certificate Member modules of the Agricultural Production Standard regardless of whether recruited workers are employed directly by the Certificate Member or indirectly through a third-party labor contractor.
4.2.4.d	Requirements for third-party recruiters also serving as labor contractors. If registered entities in good standing not only recruit but also employ workers, the entities comply with all additional Agricultural Production Standard requirements for formal labor contractors in good standing.	Y1	Y1	The required qualifications of formal labor contractor are located in the Certificate Member Requirements of Criterion 4.2.2.b.



MODULE 5:

Decent Work

SUB-MODULE 5.1: Working Hours.

Objective 5.1.1: Workers work decent hours.

Objective 5.1.2: Overtime is transparent and voluntary.

Objective 5.1.3: Workers receive adequate breaks to drink water, rest, eat, use the restroom, and attend to other basic needs.

SUB-MODULE 5.2: Wages and Compensation.

Objective 5.2.1: Certificate Members pay fair and legal wages to workers.

Objective 5.2.2: Certificate Members' compensation practices are fair and transparent.

SUB-MODULE 5.3: Benefits and Access to Basic Services.

Objective 5.3.1: Workers receive social protections and employment benefits that meet or exceed the requirements of local law.

Objective 5.3.2 Workers' receive fair and legal leave benefits.

Objective 5.3.3: Workers have reasonable and reliable access to affordable basic goods and services.

Objective 5.3.4: Employer-provided housing is safe, sanitary, and decent.

SUB-MODULE 5.4: Worker Agency.

Objective 5.4.1: Social Engagement Teams facilitate effective communication between workers and their employers on labor-related issues.

Objective 5.4.2: Workers' organizations can freely organize, negotiate on behalf of, and advocate for the interests of workers.

Key Definitions and Concepts:

Allowances are cash payments designated to compensate workers for specific goods, services, or expenses.

Bonuses are extra cash payments or incentives paid to workers in addition to their regular wages. They may be received by workers as one-time payments or on a regular basis; guaranteed or non-guaranteed, and; legally-required under local law or at the discretion of an employer. Examples include annual bonuses, production-based incentives, thirteenth (and fourteenth) month payments, etc.

Compensation is any form of resource, whether cash or in-kind, provided by an employer to a worker in exchange for labor.

- **In-kind compensation** is any employer-provided good or services considered by the employer as part of workers' wages. This includes, but is not limited to, any employer-provided housing, food, goods, services, or vendor-limited payment cards that are provided in lieu of, or in any way deducted from, workers' wages whether fully or in part.

Employers are any entities that control and direct workers under an express or implied contract, or other employment relationship, and is responsible for paying those workers' wages. This includes labor contractors.

Employer-provided goods and services are goods or services provided or offered by employers to workers whether the concept is offered as a component of worker compensation (in-kind compensation), a means to ensure worker access to basic goods, an employment perk or benefit, an employer's obligation by law or the Agricultural Production Standard, or any other arrangement.

Living wage is the remuneration received for a standard workweek by a worker in a particular place sufficient to afford a decent standard of living for the worker and her or his family. Elements of a decent standard of living include food, water, housing, education, health care, transportation, clothing, and other essential needs including provision for unexpected events.¹

Management is a group of leadership and supervisory personnel within an organization.

- Senior Management is the highest level of organizational leadership responsible for setting strategic goals, making corporate decisions, and directing the overall operations and performance of the organization.
- Middle Management is the level of organizational leadership tasked with executing organizational strategy, maintaining order and efficiency in the workplace, and profits for the employer.

Overtime threshold is the working hours limit beyond which employers must pay workers a higher wage rate. This threshold is usually established at a weekly limit.

Pay is cash payment by an employer on a regular and ongoing basis in exchange for labor.

Pay Rates are the amount of pay earned by a worker per unit of earning (usually time or output).

- A **Base Pay Rate** is the regular pay rate received by workers during normal working hours without the addition of any differentials or enhanced pay factors.
- A **Higher Pay Rate** is a pay rate that exceeds the base pay rate and is received by workers in return for work performed under specific situations (such as on national holidays or on rest days) or beyond an established threshold (such as overtime or piece-rate differential).

Pay Slips are documents provided by employers that are distributed with workers' pay and detail their earnings and deductions for the pay period.

Remuneration is total cash and non-cash compensation for labor provided by employers to workers.

Wages are any cash payments paid by an employer to a worker, including pay, bonuses, and allowances.

Wage systems (or Basis of Pay) indicate the unit of earnings by which workers earn compensation.

- Time-rate wage systems pay time-rate workers per amount of time worked (usually hours).
- Piece-rate wage systems pay pieceworkers per unit of output (planted, processed, harvested, treated, etc).
- Other wage systems pay workers by any other basis of pay. Examples include commissioned workers that may earn a percentage of sales or salaried workers that earn a fixed income regardless of time worked, output produced, or sales made.

Washrooms are spaces intended for personal sanitation, hygiene, and bathing needs and must include, but are not limited to, a toilet, a sink, and a shower, bath, or other contextually-appropriate method of bathing.

Workers' organizations are any organizations of workers that exist to further and defend the interests of workers, including but not limited to, workers' unions, federations, committees, associations, and other forms of organized labor.

¹ Richard Anker and Martha Anker. Living Wages Around the World: Manual for Measurement (Edward Elgar Publishing, Inc, 2017. <https://doi.org/10.4337/9781786431462>)

SUB-MODULE 5.1: Working Hours.

Objective 5.1.1: Workers work decent hours.

Intent: Certificate Members comply with the regulations of local law and any applicable Collective Bargaining Agreements related to working hours. Certificate Members take measures to ensure that workers are not compelled nor allowed to engage in excessive overwork. Certificate Members take measures to monitor and document workers' time at work, regardless of wage system.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.1.a	Daily limits on working hours. Certificate Members ensure that workers' total daily working hours comply with the limits of local law and the Agricultural Production Standard.	Y0	Y0	
5.1.1.a-1	Workers do not work more consecutive working hours per 24-hour period than the limit established by local law.	Y0	–	
5.1.1.a-2	Workers do not work more consecutive working hours, per 24-hour period, than: <ul style="list-style-type: none"> the limit established by local law; the limit established by any applicable Collective Bargaining Agreement; or, fourteen (14) hours; whichever is strictest.	–	Y0	Consecutive working hours include both regular and overtime hours. Fourteen-hour workdays must not be part of a normal and/or recurring work schedule. Workers should only work the maximum limit of fourteen-hour workdays in exceptional circumstances or peak production periods.
5.1.1.a-3	Certificate Members that employ 25 or more permanent workers ensure that workers do not work more consecutive working hours, per 24-hour period, than: <ul style="list-style-type: none"> the limit established by local law or, fourteen (14) hours, whichever is stricter.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
5.1.1.b	Weekly limits on working hours. Certificate Members ensure that workers' total weekly working hours comply with the limits of local law and the Agricultural Production Standard.	Y0	Y0	Total working hours are the combined total of normal working hours and any overtime hours.
5.1.1.b-1	Workers do not work more total weekly working hours than the limit established by local law.	Y0	–	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.1.b-2	During normal production, workers do not work more total weekly working hours than: <ul style="list-style-type: none"> the limit established by local law; the limit established by any applicable Collective Bargaining Agreement; or, 56 hours; whichever is strictest.	–	Y0	
5.1.1.b-3	During periods of peak production, workers never work more than 72 total hours per week and do not work more than twelve weeks per year under peak production allowances on weekly working hours (more than 56 hours per week).	–	Y0	
5.1.1.b-4	Certificate Members that employ 25 or more permanent workers ensure that, during normal production, workers do not work more total weekly working hours than: <ul style="list-style-type: none"> the limit established by local law or, 56 hours, whichever is stricter.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
5.1.1.b-5	Certificate Members that employ 25 or more permanent workers ensure that, during peak production, workers never work more than 72 total hours per week and do not work more than twelve weeks per year under peak production allowances on weekly working hours (more than 56 hours per week).	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
5.1.1.c	Maximum number of consecutive workdays without rest. Certificate Members ensure that workers do not work more consecutive workdays without a rest day than the limit specified by local law and the Agricultural Production Standard.	Y0	Y0	One rest day means at least 24 consecutive hours of rest.
5.1.1.c-1	Individual workers do not work more consecutive workdays without a rest day than the limit established by local law.	Y0	–	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.1.c-2	<p>During normal production periods individual workers receive at least one rest day:</p> <ul style="list-style-type: none"> • at the interval established by local law; • at the interval established by any applicable Collective Bargaining Agreement; or, • after six (6) consecutive workdays; <p>whichever is strictest.</p>	–	Y0	
5.1.1.c-3	<p>During peak production periods, workers receive at least one rest day after eighteen (18) consecutive workdays. Workers do not work more than six consecutive workdays without rest more than two times per year.</p>	–	Y0	Workers that do not receive at least one rest day after six consecutive workdays for any reason must receive replacement rest days as soon as possible (within the legal limit or three months, whichever is less).
5.1.1.c-4	<p>Certificate Members that employ 25 or more permanent workers ensure that during normal production periods, individual workers receive at least one rest day:</p> <ul style="list-style-type: none"> • at the interval established by local law or, • after six (6) consecutive workdays, <p>whichever is stricter.</p>	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
5.1.1.c-5	<p>Certificate Members that employ 25 or more permanent workers ensure that, during peak production periods, workers receive at least one rest day after eighteen (18) consecutive workdays. Workers do not work more than six consecutive workdays without rest more than two times per year.</p>	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.1.d	<p>Prohibition of excessive overwork. Certificate Members do not subject workers to excessive overwork to meet the labor demands of peak production.</p>	YO	YO	<p>Peak production conditions occur when critical, time-sensitive production activities occasionally and temporarily cause the labor demand at a Fair Trade Site to rise beyond the workforce's productive capacity to achieve within established working hour limits for normal production periods.</p> <p>Excessive working hours are prohibited by the Agricultural Production Standard and are defined for the purposes of this criterion as any instance in which workers work more than:</p> <ul style="list-style-type: none"> • fourteen (14) hours in one day; • 56 total hours per week for more than twelve weeks in one year; • 72 total hours in one week; • six (6) consecutive workdays without at least one rest day more than twice per year; or, • more than eighteen (18) consecutive workdays without at least one rest day.
5.1.1.d-1	Neither workers' number of total weekly working hours nor the number of consecutive workdays without a rest day exceed the Agricultural Production Standards' thresholds for normal production periods except on a legal, consensual, limited, and justifiable basis during peak production.	—	YO	<p>Peak production allowances refers to work that is performed beyond normal production limits yet within peak production limits of the Agricultural Production Standard on working hours and rest day.</p> <p>Use of these allowances is limited to the peak production limits specified in Criteria 5.1.1.b and 5.1.1.c.</p> <p>Peak production allowances are only permitted where allowed by local law and any applicable Collective Bargaining Agreements.</p>
5.1.1.d-2	Workers agree in writing to any peak production allowances.	—	YO	Workers may agree in writing to peak production allowances on consecutive workdays and/or total weekly working hours either individually or collectively through Collective Bargaining Agreements, contracts, or similar written agreements.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.1.d-3	Certificate Members that employ 25 or more permanent workers ensure that neither workers' number of total weekly working hours nor the number of consecutive workdays without a rest day exceed the Agricultural Production Standards' thresholds for normal production periods except on a legal, consensual, limited, and justifiable basis during peak production.	Y0	–	<p>Not applicable for Individual Certificate Members that employ less than 25 permanent workers.</p> <p>Peak production allowances refers to work that is performed beyond normal production limits yet within peak production limits of the Agricultural Production Standard on working hours and rest day.</p> <p>Use of these allowances is limited to the peak production limits specified in Criteria 5.1.1.b and 5.1.1.c.</p> <p>Peak production allowances are only permitted where allowed by local law and any applicable Collective Bargaining Agreements.</p>
5.1.1.d-4	Certificate Members that employ 25 or more permanent workers ensure that workers agree in writing to any peak production allowances.	Y0	–	<p>Not applicable for Individual Certificate Members that employ less than 25 permanent workers.</p> <p>Workers may agree in writing to peak production allowances on consecutive workdays and/or total weekly working hours either individually or collectively through Collective Bargaining Agreements, contracts, or similar written agreements.</p>
5.1.1.e	Monitoring of working hours. Certificate Members monitor all workers' working hours, regardless of wage system used to compensate workers.	Y0	Y0	
5.1.1.e-1	Certificate Members consider all required time at work as working hours, with regards to working hour limits.	Y0	Y0	Monitoring of working hours must include all employment-related time spent by workers on production and/or non-production activities. This includes, but is not limited to, time spent in trainings, meetings, and other activities required by local law or the Agricultural Production Standard as well as all required breaks and rest time.
5.1.1.e-2	Certificate Members report to Certificate Holders any force majeure event that requires workers to work beyond the established limits for working hours or consecutive workdays.	Y0	Y0	A force majeure event is unforeseeable, irresistible, and not the consequence of the action or negligence of the affected party. Examples of force majeure events include but are not limited to acts of nature, exceptionally severe weather, acts of war, conflicts, civil unrest or commotion, terrorism, strikes, or any other acts of a similar nature or force. Peak production periods do not qualify as force majeure events.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.1.e-3	Certificate Members use a time-keeping system to maintain accurate, adequate, authentic, and transparent records of each worker's working hours, regardless of wage system. Upon request, Certificate Members report records of workers' working hours and use of leave benefits to the Certificate Holder in a timely manner.	—	YO	Certificate Members that compensate their workers on a time-rate basis may use the same time-keeping system for tracking working hours and calculating compensation or use separate systems. Certificate Members must not maintain more than one set of records for working hours.

Objective 5.1.2: Overtime is transparent and voluntary.

Intent: Certificate Members have clear overtime thresholds to distinguish between regular working time and overtime. Workers at Fair Trade Sites understand overtime thresholds and are not compelled to work overtime.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.2.a	Overtime thresholds. Certificate Members follow clear overtime thresholds that comply with local law and the Agricultural Production Standard.	YO	YO	The overtime threshold is the number of hours beyond which working hours are considered, tracked, and compensated as overtime at a higher pay rate instead of regular working hours. Requirements related to overtime pay are located in Criterion 5.2.1.c.
5.1.2.a-1	Certificate Members' overtime threshold is equal to, or less than, the limit established by local law.	YO	—	In contexts where local law defines overtime limits at the daily level, Certificate Members must recognize that definition and establish the overtime threshold at the daily level.
5.1.2.a-2	Certificate Members' overtime threshold is equal to, or less than: <ul style="list-style-type: none"> the limit established by local law; or, the limit established by any applicable Collective Bargaining Agreement; or, 48 hours per week; whichever is least.	—	YO	In contexts where local law and/or Collective Bargaining Agreements define overtime limits at the daily level, Certificate Members must recognize that definition and establish the overtime threshold at the daily level.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.2.a-3	<p>Certificate Members that employ 25 or more permanent workers observe an overtime threshold that is equal to, or less than:</p> <ul style="list-style-type: none"> the limit established by local law or, 48 hours per week, <p>whichever is least.</p>	Y0	–	In contexts where local law and/or Collective Bargaining Agreements define overtime limits at the daily level, Certificate Members must recognize that definition and establish the overtime threshold at the daily level.
5.1.2.b	<p>Transparent overtime practices. Certificate Members clearly communicate to workers the applicable overtime threshold, the voluntary nature of overtime, and any applicable higher pay rates for overtime.</p>	Y0	Y0	
5.1.2.c	<p>Voluntary overtime. All overtime is voluntary.</p>	Y0	Y0	
5.1.2.c-1	Certificate Members do not penalize, punish, deny employment or advancement of, or otherwise discriminate against workers that are unwilling or unable to work overtime.	–	Y0	
5.1.2.c-2	Workers that work overtime have voluntarily agreed to do so.	–	Y0	<p>Workers may agree in advance to work overtime through detailed written agreements. If used, the written overtime agreements must:</p> <ul style="list-style-type: none"> indicate that all overtime is voluntary; describe the processes and timelines by which workers can accept or decline to work overtime; and, describe how workers may amend their consent if they no longer wish to work overtime.
5.1.2.c-3	Certificate Members that employ 25 or more permanent workers do not penalize, punish, deny employment or advancement of, or otherwise discriminate against workers that are unwilling or unable to work overtime.	Y0	–	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.2.c-4	Certificate Members that employ 25 or more permanent workers ensure that workers that work overtime have voluntarily agreed to do so.	Y0	–	<p>Workers may agree in advance to work overtime through detailed written agreements. If used, the written overtime agreements must:</p> <ul style="list-style-type: none"> • indicate that all overtime is voluntary; • describe the processes and timelines by which workers can accept or decline to work overtime; and, • describe how workers may amend their consent if they no longer wish to work overtime.

Objective 5.1.3: Workers receive adequate breaks to drink water, rest, eat, use the restroom, and attend to other basic needs.

Intent: Certificate Members prioritize the health and well-being of workers by providing them with adequate opportunities to attend to their basic human needs during the workday.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.3.a	<p>Break and rest time compliance.</p> <p>The amount of time and compensation provided for workers' breaks and rest times comply with the requirements of local law and the Agricultural Production Standard.</p>	Y0	Y0	
5.1.3.a-1	<p>Certificate Members ensure that time and pay for workers' breaks and rest times comply with:</p> <ul style="list-style-type: none"> • local law, • any applicable Collective Bargaining Agreement, and • the Agricultural Production Standard, • whichever is strictest. 	–	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.1.3.b	Water and restroom breaks. Certificate Members allow workers to drink water and use the restroom as needed—at all times.	Y0	Y0	This criterion applies regardless of whether workers are on formal break time or not.
5.1.3.c	Meal breaks. Workers take at least one 30-minute meal break for every five hours worked.	Y3	Y0	This criterion means that workers that work five hours or longer receive at least one 30-minute meal break during their work period. Workers that work ten hours or more receive at least two 30-minute meal breaks during their work period. Meal breaks may be paid or unpaid but must comply with local law, any applicable Collective Bargaining Agreements, and Certificate Holder Guidelines.
5.1.3.d	Breastfeeding breaks. Certificate Members allow women workers who are nursing to take adequate breastfeeding breaks.	Y3	Y0	Per UNICEF guidelines , “adequate” time for breastfeeding must be determined by the nursing parent rather than the employer.
5.1.3.e	Paid rest time. Workers receive at least 15 minutes of paid rest time for every four hours worked.	Y6	Y0	15-minute paid rest times must be provided in addition to 30-minute meal breaks. Requirements related to compensation for rest time are located in Criteria 5.2.1.b
5.1.3.e-1	Certificate Members provide time-rate and salaried workers at least 15 minutes of paid rest time per four working hours, regardless of break formality and timing.	—	Y0	Time-rate and salaried workers may receive paid rest-time formally (i.e. through employer-organized breaks) or informally (i.e. allowed to be taken at the workers’ discretion).
5.1.3.e-2	Certificate Members organize and provide paid rest time for pieceworkers as mandatory, paid 15-minute rest breaks that occur at intervals not more than four hours.	—	Y0	Not applicable for Certificate Members that do not use piece-rate wage systems. 15-minute paid rest times must be provided in addition to 30-minute meal breaks. Pieceworkers must receive fair compensation rates for paid rest time.

SUB-MODULE 5.2: Wages and Compensation.

Objective 5.2.1: Certificate Members pay fair and legal wages to workers.

Intent: Certificate Members recognize and comply with local law’s minimum wage requirements. Workers are compensated for all required time at work and are paid a higher pay rate for overtime and other work outside of regular working time. The ILO establishes the internationally recognized rate of pay for work beyond regular hours at no less than one and one-quarter times the regular rate in ILO Convention 30.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.1.a	Minimum wage requirements. Workers receive wages that meet or exceed the legal minimum wage for their role in the workforce.	Y0	Y0	
5.2.1.a-1	Certificate Members pay wages that meet or exceed the minimum wage for workers’ roles in the workforce established by local law.	Y0	–	
5.2.1.a-2	Certificate Members pay wages that meet or exceed the minimum wage for workers’ roles in the workforce established by: <ul style="list-style-type: none"> • local law, • any applicable Collective Bargaining Agreement, or • the Certificate Holder’s Compensation Guidelines, whichever is highest. 	–	Y0	
5.2.1.b	Fair compensation for all required time at work. All workers are compensated fairly for all required time at work, regardless of whether they are engaged in production or non-production activities.	Y0	Y0	Required time at work means any employment-related time spent by workers on production and/or non-production activities that are required by the employer, local law, or the Agricultural Production Standard. Required time at work spent in non-production activities which must be compensated includes, but is not limited to: time spent in trainings, meetings, and other activities required by local law or the Agricultural Production Standard as well as required paid rest time.
5.2.1.b-1	All required time at work is included in counts of time worked for time-rate workers and is compensated at the correct applicable pay rate without regard to whether the workers’ time was spent on production or non-production activities.	–	Y0	Certificate Members must treat all required time at work equally when calculating time-rate workers’ pay and ensure that workers receive their correct corresponding base, holiday, overtime, or other higher pay rates whenever they apply.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.1.b-2	Certificate Members pay pieceworkers a fair compensation rate for required time at work spent in non-production activities.	–	Y0	<p>Not applicable for Certificate Members that do not use piece-rate wage systems to compensate any portions of workers' wages.</p> <p>Fair compensation rates for pieceworkers must transparently establish time-based compensation rates for workers that earn some portion of their wages based on production volume that are comparable to what they would earn if that time were spent on production.</p> <p>These rates can be calculated at the individual level to compensate each worker according to their typical earnings, at the workforce level to compensate all workers equally at a rate that reflects their average earnings, or according to other transparent, logical methods that are representative of workers' earnings.</p>
5.2.1.c	Overtime pay and other higher pay rates. Workers receive the correct higher pay rate for overtime and/or other work required by local law and/or the Agricultural Production Standard to be compensated at a higher pay rate.	Y0	Y0	Common types of higher pay rates include, but are not limited to: overtime, work on rest days, hazard pay, and work on holidays.
5.2.1.c-1	Certificate Members pay workers the correct higher wage rates for any work required by law to receive higher pay rates.	Y0	–	Higher pay rates for overtime, work on rest days, work on holidays, shift differentials, and any other legally-required higher pay rates must meet or exceed the minimum rates required by local law.
5.2.1.c-2	Certificate Members pay time-rate workers overtime wage rate(s) for work performed beyond any applicable overtime threshold(s).	–	Y0	
5.2.1.c-3	Certificate Members pay all workers higher pay rates for work performed on rest days and legal holidays.	–	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.1.c-4	Higher pay rates paid to workers for overtime, work on rest days, work on holidays, shift differentials, hazard pay, or any other legally-required higher pay rates meet or exceed the minimum rates established by: <ul style="list-style-type: none"> • local law; • any applicable Collective Bargaining Agreements; and • the Certificate Holder's Compensation Guidelines; whichever is highest. 	–	Y0	

Objective 5.2.2: Certificate Members' compensation practices are fair and transparent.

Intent: Certificate Members strive for full transparency in the terms and conditions of all wage payments as well as any worker loans, advances, or deductions. Workers are duly informed of the pay wages they can expect to receive from their employers. Time- and production-tracking measures enable workers know the amount of pay to expect for the work that they have performed.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.2.a	Fair and transparent wage systems. Certificate Members monitor workers' time and/or production volume to facilitate fair, transparent, and predictable wage payments according to the established basis of pay.	Y0	Y0	Wage systems establish the unit of earnings used for workers' basis of pay, usually measured in time worked, production volume, or a combination of the two.
5.2.2.a-1	Certificate Members use a time-keeping system for time-rate workers that enables them to accurately track workers' time and distinguish between working hours paid at different rates.	–	Y0	
5.2.2.a-2	Certificate Members use a production-tracking system for piecework that allows them to accurately track pieceworkers' production volumes and distinguish between volumes paid at different rates.	–	Y0	Not applicable for Certificate Members that do not use piece-rate wage systems for any portion of worker compensation.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.2.a-3	Certificate Members that employ 25 or more permanent workers use a time-keeping system for time-rate workers that enables them to accurately track workers' time and distinguish between working hours paid at different rates.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
5.2.2.a-4	Certificate Members that employ 25 or more permanent workers use a production-tracking system for piecework that allows them to accurately track pieceworkers' production volumes and distinguish between volumes paid at different rates.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers. Not applicable for Certificate Members that do not use piece-rate wage systems for any portion of worker compensation.
5.2.2.a-5	Certificate Members maintain accurate, adequate, and authentic records of workers' time and/or production volumes appropriate for the workers' basis of pay.	–	Y0	Records are adequate when they enable employers to consistently and accurately compensate workers for their time and/or production volume and enable workers to verify that the records reflect their actual work. Employers must not keep more than one set of time and/or production records except as duplicates that serve as backup copies. Certificate Members that compensate their workers on a time-rate basis may use the same time-keeping system for tracking working hours and calculating compensation.
5.2.2.b	Direct wage payment. Workers receive wage payments directly in cash or a cash equivalent.	Y0	Y0	
5.2.2.b-1	Employers pay workers via cash, check, direct deposit, mobile transfer, or comparable cash equivalent.	Y0	Y0	Direct deposit accounts must be directly accessible by the worker. Employers must not have withdrawal access to these bank accounts.
5.2.2.b-2	Workers receive wage payments directly from their employer—not indirectly through a family member, labor recruiter, or other third-party.	Y0	Y0	The paying employer can be the Certificate Member or a labor contractor.
5.2.2.c	Timely compensation. Certificate Members compensate workers in a timely and consistent manner.	Y0	Y0	
5.2.2.c-1	Workers receive wage payments at a frequency that complies with local law.	Y0	–	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.2.c-2	Workers receive consistent wage payments at a frequency that meets or exceeds: <ul style="list-style-type: none"> the requirement of local law; or the requirement of any applicable Collective Bargaining Agreement; or, once per month; whichever is strictest.	–	Y0	
5.2.2.c-3	Workers receive allowances, bonuses, and in-kind compensation in a timely manner.	–	Y0	
5.2.2.c-4	Certificate Members reimburse any wage underpayments in full a timely manner and at a fair interest rate.	–	Y0	<p>Not applicable for Certificate Members that have not underpaid any wages during the audit period.</p> <p>Fair interest rates must meet or exceed the interest rates available to the general public via savings accounts at reputable local banks.</p>
5.2.2.c-5	Certificate Members that employ 25 or more permanent workers ensure that workers receive allowances, bonuses, and in-kind compensation in a timely manner.	Y0	–	<p>Not applicable for Individual Certificate Members that employ less than 25 permanent workers.</p>
5.2.2.c-6	Certificate Members that employ 25 or more permanent workers ensure that any wage underpayments are reimbursed in full in a timely manner and at a fair interest rate.	Y0	–	<p>Not applicable for Certificate Members that have not underpaid any wages during the audit period.</p> <p>Not applicable for Individual Certificate Members that employ less than 25 permanent workers.</p> <p>Fair interest rates must meet or exceed the interest rates available to the general public via savings accounts at reputable local banks.</p>

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.2.d	Restricted use of in-kind compensation. Certificate Members do not use in-kind compensation to pay workers' wages except on a transparent and limited basis.	Y0	Y0	Not applicable for Certificate Members that do not pay workers with any type of in-kind compensation. In-kind compensation is any employer-provided good or service that is considered by the employer as part of workers' wages. This includes, but is not limited to, any employer-provided housing, food, goods, services, or vendor-limited payment cards that are provided in lieu of, or in any way deducted from, workers' wages whether fully or in part.
5.2.2.d-1	The value of in-kind compensation does not exceed 30% of a worker's total remuneration.	–	Y0	
5.2.2.d-2	Certificate Members in-kind compensation practices comply with local law.	Y0	–	
5.2.2.d-3	Certificate Members in-kind compensation practices comply with local law and any applicable Collective Bargaining Agreements.	–	Y0	
5.2.2.d-4	Certificate Members and workers have agreed to use in-kind compensation.	Y0	Y0	
5.2.2.d-5	The value assigned by the Certificate Member to in-kind compensation does not exceed the concept's reasonable cost.	Y0	Y0	In this criterion, reasonable cost means that the cost to workers does not exceed the actual costs incurred by the employer. Wage deductions for in-kind compensation must not exceed the concepts(s)' reasonable cost.
5.2.2.e	Transparent wage deductions. Wage deductions are legal, transparent, and reasonable.	Y0	Y0	
5.2.2.e-1	Any wage deductions comply with local law.	Y0	–	
5.2.2.e-2	Any wage deductions comply with local law and any applicable Collective Bargaining Agreements.	–	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.2.e-3	Certificate Members properly collect, administer, and transfer any legally-required wage withholdings to the appropriate agency as required by local law.	Y0	Y0	
5.2.2.e-4	Workers consent in writing to any voluntary wage deductions.	Y0	Y0	Voluntary wage deductions are any fees deducted from a worker's pay that are not required by law or an applicable Collective Bargaining Agreement. This may include deductions charged by the employer, union, or other organization.
5.2.2.e-5	Wage reductions charged for worker tardiness or absence do not exceed the wage equivalent of actual time missed.	Y0	Y0	
5.2.2.f	Prohibited types of wage reductions. Certificate Members do not unfairly withhold or deduct from workers' earned wages.	Y0	Y0	
5.2.2.f-1	Certificate Members do not withhold or deduct from workers' earned wages during workforce retrenchment or suspension.	Y0	Y0	In this criterion, employers are understood to "withhold or deduct workers' earned wages" when they refuse to provide compensation owed to workers for work that has already occurred.
5.2.2.f-2	Certificate Members do not use wage deductions to penalize workers for replacement of Personal Protection Equipment (PPE), failing to reach production quotas, violating employer rules, or as a disciplinary measure.	Y0	Y0	
5.2.2.f-3	Certificate Members do not withhold or deduct from workers' wages as the result of a workplace injury or illness.	—	Y0	This requirement applies not only to earned wages, but also to wages due to the worker during the period of treatment and immediate recovery. Workers must continue to be paid during this period. Additional requirements related to worker compensation following workplace injuries or illnesses are located in Criterion 6.1.2.b.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.2.f-4	Certificate Members that employ 25 or more permanent workers do not withhold or deduct from workers' wages as the result of a workplace injury or illness.	Y0	–	<p>Not applicable for Individual Certificate Members that employ less than 25 permanent workers.</p> <p>This requirement applies not only to earned wages, but also to wages due to the worker during the period of treatment and immediate recovery. Workers must continue to be paid during this period. Additional requirements related to worker compensation following workplace injuries or illnesses are located in Criterion 6.1.2.b.</p>
5.2.2.g	Transparent pay slips. Certificate Members provide detailed and accurate pay slips to workers.	–	Y0	Pay slips may be provided digitally or in hard copy, though hard copies should always be made available to workers that do not have easy access to digital versions.
5.2.2.g-1	<p>All pay slips, regardless of workers' basis of pay, include at a minimum:</p> <ul style="list-style-type: none"> • name of employer; • employee's name, identification number, and/or other unique identifier; • pay date; • pay period; • benefits, including leave balances; • bonuses; • gross wages; • itemized deductions; and, • net wages. 	–	Y0	
5.2.2.g-2	<p>Pay slips for time-rate workers are accurate and based on the records produced by Certificate Members' time-keeping system. Pay slips for these workers include:</p> <ul style="list-style-type: none"> • regular hours worked; • overtime hours worked; • hours worked at a higher rate (other than overtime): • base pay rate; • overtime pay rate; • pay rate for enhanced pay other than overtime: 	–	Y0	Pay slips for time-rate workers must clearly differentiate which days, hours, or other unit(s) of time used as basis of pay are compensated at overtime, holiday, or other higher pay rate.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.2.2.g-3	<p>Pay slips for piece-rate workers are accurate and based on the records produced by Certificate Members' production-tracking system. Pay slips for these workers include:</p> <ul style="list-style-type: none"> • unit of output used as basis of pay; • units produced at base pay rate; • units produced at enhanced pay rate; • base pay rate; • enhanced pay rate; and, • pay for paid-rest-time. 	—	Y0	<p>Not applicable for Certificate Members that do not base any portion of worker compensation on piecework.</p> <p>Pay slips for piece-rate workers must clearly differentiate which production volumes or other unit(s) used as basis of pay are compensated at holiday, or other higher pay rate.</p>
5.2.2.g-4	Pay slips clearly list the monetary value assigned to any in-kind compensation and list each in-kind good or service category as an itemized deduction.	—	Y0	Not applicable for Certificate Members that do not pay workers with any type of in-kind compensation.
5.2.2.h	<p>Requirements for worker loans and wage advances. Certificate Members ensure that any employer-provided loans or wage advances are legal, transparent, and documented in writing.</p>	Y0	Y0	Not applicable for Certificate Members that do not provide loans or wage advances to workers.
5.2.2.h-1	Any loans or wage advances comply with local law, any applicable Collective Bargaining Agreements, and the Agricultural Production Standard's prohibition of practices associated with bonded and indentured labor.	Y0	Y0	
5.2.2.h-2	Certificate Members establish clear written agreements with workers that receive loans or wage advances.	Y0	Y0	Written agreements for loans or wage advances must be separate from employment agreements, clearly outline repayment parameters, and have transparent terms and conditions.
5.2.2.h-3	Workers have access to a means of verification to check the accuracy of payouts and repayments.	Y0	Y0	

SUB-MODULE 5.3: Benefits and Access to Basic Services.

Objective 5.3.1: Workers receive social protections and employment benefits that meet or exceed the requirements of local law.

Intent: Certificate Members provide all compensatory and social protection entitlements prescribed by law, including, but not limited to, provisions related to medical insurance, social security, and pension. Workers have access to preventative, primary, and secondary healthcare; emergency and preventative dental care; and support in the case of long-term partial or full disability, and/or the need for long-term medical resulting from workplace injuries and illness.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.1.a	Provision of social protections and benefits. Workers receive the social protections and employment benefits to which they are entitled at the correct levels and at the proper time.	Y0	Y0	Social protections and benefits are all non-monetary compensation and social protections that are provided to workers in addition to wages, including but not limited to: healthcare, dental care, retirement, workers compensation, life insurance, eye care, mental health care, unemployment, transportation, housing, and educational support.
5.3.1.a-1	In addition to healthcare, pension, and workers' compensation, Certificate Members provide workers any additional social protections and benefits to which they are legally entitled, within the time frame specified by local law or any applicable Collective Bargaining Agreement, whichever is sooner.	–	Y0	
5.2.1.a-2	Workers receive social protections and benefits at levels that meet, or exceed, those accessed by farmers and/or site managers.	Y0	–	
5.3.1.b	Healthcare benefits. Workers receive all employment-based healthcare benefits to which they are entitled.	–	Y0	Employment-based healthcare benefits may include, but are not limited to insurance, access to, facilitation of, or direction provision of preventative, primary, and/or secondary services for health care.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.1.b-1	Workers receive all employment-based healthcare benefits to which they are entitled by local law and/or applicable Collective Bargaining Agreement, at the correct level and at the proper time.	–	Y0	<p>These benefits may be provided, fully or in part, by a government, employer, or private party.</p> <p>Health insurance and care may be provided through a government social security or health care system with employer contributions where applicable. Where government systems do not cover at least 50% of the insurance costs, the employer contribution must cover at least 50% of the total cost of insurance for the worker, or the percentage required by law, whichever is higher. If the employee is unwilling to pay the remaining amount and refuses coverage, the employer must keep documentation of the employee's decision.</p>
5.3.1.b-2	Certificate Members respect workers' privacy and their right to keep medical records confidential.	–	Y0	This requirement applies to all worker medical records, whether obtained for medical insurance coverage, routine worker health exams, or other.
5.3.1.c	<p>Retirement benefits.</p> <p>Workers receive all retirement benefits to which they are entitled by law and/or applicable Collective Bargaining Agreement, at the correct level and at the proper time.</p>	–	Y3	Retirement benefits may include, but are not limited to, pensions or retirement funds that are managed privately or as a part of a governmental program.
5.3.1.d	<p>Workers' compensation benefits.</p> <p>Workers are covered by free workers' compensation insurance that includes both medical and wage replacement benefits.</p>	–	Y0	Workers' compensation insurance may be provided by a governmental, public, or private company.

Objective 5.3.2 Workers' receive fair and legal leave benefits.

Intent: Certificate Members' leave benefits and practices demonstrate the importance of work-life balance. Workers can make use of their legally due leave benefits without fear of reprisal or sanctions. Employers prioritize the health and well-being of post-partum female workers by taking measure to provide maternity leave that meets the conditions described in ILO Convention 183.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.2.a	<p>Leave benefits.</p> <p>Workers receive all leave benefits to which they are entitled.</p>	Y0	Y0	Leave benefits may include, but are not limited to, public holiday leave, vacation leave, sick leave, and parental leave.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.2.a-1	Workers receive all leave benefits to which they are entitled by law and the Agricultural Production Standard.	Y0	–	
5.3.2.a-2	Workers receive all leave benefits to which they are entitled by law, applicable Collective Bargaining Agreement, and the Agricultural Production Standard.	–	Y0	
5.3.2.b	Clear leave procedures. Certificate Members have clear and transparent procedures to regulate the timing of leave requests and/or use of leave by workers.	Y0	Y0	
5.3.2.b-1	Certificate Members establish written policies and procedures for accruing, requesting, and using leave benefits.	–	Y0	
5.3.2.b-2	Certificate Members communicate the details of workplace policies and procedures that regulate the timing of requests and/or use of leave to all workers.	–	Y0	Communication must address, at a minimum, procedures related to public holiday leave, vacation leave, sick leave, paternity leave, and maternity leave as well as any other type of leave required by law or Collective Bargaining Agreement.
5.3.2.c	Free use of leave benefits. Workers are free to use their due leave benefits without undue restrictions, coercion, discrimination, penalty, or retaliation.	Y0	Y0	
5.3.2.c-1	Certificate Members do not penalize, or otherwise discriminate against, workers for requesting or using any type of due leave benefit.	Y0	Y0	
5.3.2.c-2	Certificate Members do not dismiss or reduce the wages of workers on approved leave.	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.2.d	Legal sick leave. Sick leave allocations comply with local law and the requirements of the Agricultural Production Standard.	Y0	Y0	
5.3.2.d-1	Workers receive sick leave allocations that comply with the minimum time and pay established by local law.	Y0	–	
5.3.2.d-2	Certificate Members provide workers with sick leave allocations that meet or exceed the minimum time specified by: <ul style="list-style-type: none"> • local law, • any applicable Collective Bargaining Agreements, or • three days per year, whichever is most. 	–	Y0	Certificate Members may allow workers to use sick leave to care for sick family members.
5.3.2.d-3	Certificate Members compensate sick leave at workers' regular base pay rate or higher.	–	Y0	
5.3.2.d-4	Certificate Members extend sick leave benefits to eligible part-time, temporary, and new workers according to the Certificate Holder's Leave Guidelines.	–	Y0	Part-time workers are workers that work less than 30 hours per week.
5.3.2.d-5	Certificate Members that require workers to provide a medical excuse to use sick leave allow workers to present the medical excuse upon their return to work after sick leave.	–	Y0	Certificate Members must not require workers to provide medical excuses for the use of sick leave in circumstances where access to an on-site or local doctor is not readily available. In this criterion, "medical excuse" means an approval, recommendation, or confirmation provided by a doctor or other qualified medical professional that sick leave was justified due to the health needs of the worker or family member.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.2.e	Dignified maternity leave. Certificate Members provide female workers with maternity leave that meets or exceeds the requirements of local law and Agricultural Production Standard.	Y0	Y0	<p>Certificate Members must extend job-protected maternity leave as needed in response to illness, complications, or the risk of complications due to pregnancy or childbirth.</p> <p>In instances of premature births, Certificate Members must extend job-protected maternity leave by the number of days between the baby's official due date and actual birth date.</p> <p>Certificate Members may require a medical excuse to justify additional maternity leave in these circumstances.</p>
5.3.2.e-1	Certificate Members provide eligible female workers with maternity leave allocations and compensation that meet or exceed the minimum time and pay and specified by local law.	Y0	–	
5.3.2.e-2	Certificate Members provide eligible female workers with maternity leave allocations that meet or exceed the minimum time specified by local law or any applicable Collective Bargaining Agreements, whichever is greater.	–	Y0	Minimum eligibility requirements for maternity leave are specified by Certificate Holders in their Benefit Guidelines and must comply with local law and any applicable Collective Bargaining Agreements.
5.3.2.e-3	Certificate Members compensate eligible female workers on maternity leave at a rate that meets or exceeds the rate required by local law or any applicable Collective Bargaining Agreements, whichever is greater.	–	Y0	
5.3.2.e-4	Certificate Members guarantee eligible female workers the opportunity to return from maternity leave to their former job, with pay rates and benefits that meet or exceed those received at the time of their departure.	–	Y0	
5.3.2.e-5	Maternity leave is not deducted from any annual leave allocations, including but not limited to sick leave.	–	Y0	
5.3.2.e-6	Certificate Members that employ 25 or more permanent workers guarantee eligible female workers the opportunity to return from maternity leave to their former job, with pay rates and benefits that meet or exceed those received at the time of their departure.	Y0	–	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.2.e-7	Y0: Certificate Members that employ 25 or more permanent workers ensure that maternity leave is not deducted from any annual leave allocations, including but not limited to sick leave.	Y0	–	
5.3.2.f	Adequate vacation leave. Certificate Members provide workers with vacation leave allocations that meet or exceed the requirements of local law and the Agricultural Production Standard.	Y0	Y0	
5.3.2.f-1	Workers receive vacation leave allocations that comply with the minimum time and pay established by local law.	Y0	–	
5.3.2.f-2	Certificate Members provide permanent workers with vacation leave allocations that meet or exceed the minimum time specified by local law or any applicable Collective Bargaining Agreements, whichever is more.	–	Y0	
5.3.2.f-3	Certificate Members extend vacation leave benefits to eligible part-time, temporary, and new workers according to the Certificate Holder’s eligibility guidelines.	–	Y0	Not applicable for Certificate Members where vacation benefits for part-time, temporary, and new workers are clearly defined by law in the country of employment.
5.3.2.f-4	Certificate Members compensate vacation leave at workers’ regular base pay rate or higher.		Y0	

Objective 5.3.3: Workers have reasonable and reliable access to affordable basic goods and services.

Intent: Certificate Members take measures to maintain ongoing affordable access for workers to basic necessities. When possible, Certificate Members facilitate continual access to goods and services for purchase in the local market or provide the necessities directly to workers free of charge or other wage deduction. Certificate Members that directly offer goods or services to workers do not abuse their position as employers to unfairly profit from workers.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.3.a	Employer-provided goods and services. If any employer-provided goods or services are offered to workers, employers offer them in fair and transparent terms, without coercion, for free or reasonable cost.	Y0	Y0	Employer-provided goods and services are any tangible and/or intangible resources offered directly by employers, whether as in-kind compensation, a freely provided resource, employee perk, or item for purchase. This includes, but is not limited to housing, food, drink, medication, household or educational supplies, clothing, housing, utilities, transportation, fuel, and similar concepts. Reasonable cost means that the cost to workers does not exceed the actual costs incurred by the employer.
5.3.3.a-1	Workers are not compelled to make use of stores or services operated by their employer.	Y0	Y0	If no other options are available due to the workplace location, employer-operated stores or services must comply with the requirements of Criterion 5.3.3.b.
5.3.3.b	Access to basic goods and services at distant sites. If regular access to stores or basic services is limited or not possible due to location, Certificate Members provide options for purchasing goods and services at fair and reasonable prices.	Y6	Y0	Not applicable for Certificate Members without workers at distant sites. This criterion applies to Fair Trade Sites where workers both: <ul style="list-style-type: none"> live on-site or in employer-provided housing at a distance from stores and basic services that requires motorized transportation, and, lack readily-available access to private vehicles and/or public transportation.
5.3.3.b-1	Certificate Members take reasonable measures to ensure access to basic goods and services at a reasonable price.	Y6	—	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.3.b-2	Certificate Members ensure that workers have reliable access to basic health, hygiene, housing, and food necessities.	—	Y0	Certificate Members can ensure reliable access to basic goods and services by directly providing them to workers, organizing the ongoing delivery of goods and services for purchase at the site, providing regular transportation to a town with providers of goods and services, or executing a comparable strategy.
5.3.3.b-3	Workers can access food that meets minimum nutritional standards and is appropriate for workers' culinary culture.	—	Y0	For information on minimum nutritional standards, see the Food and Agriculture Organization's Food-based Dietary Guidelines .
5.3.3.c	Provision of required work clothing. Certificate Members provide any required work clothing free of charge to applicable workers	Y6	Y0	Required work clothing means that workers are required by their employers to wear specific clothing while at work, whether for personal safety (PPE), to meet dress codes and/or policies (uniforms), or other reason.
5.3.3.c-1	Any workers required to wear specific uniforms, Personal Protective Equipment specialized clothing, or other work clothes by an employer, the Agricultural Production Standard, or local law receive that work clothing free of charge.	—	Y0	Certificate Members must not consider or deduct the cost of any required work clothing in workers' wage calculations or otherwise apply wage deductions to cover the cost.
5.3.3.c-2	Certificate Members replace workers' required work clothing as needed, free of charge.		Y0	

Objective 5.3.4: Employer-provided housing is safe, sanitary, and decent.

Intent: Employer-provided housing provides reasonable levels of basic, but adequate, levels of privacy, security, sanitation, and comfort in line with the principles and rights outlined in ILO Guidance on Workers’ Housing Recommendation No. 115, whether offered free-of-charge or for a fee. Grade-school-aged children who live with their parents in employer-provided housing facility have access to schooling.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.4.a	Safe employer-provided housing. Employer-provided housing units are reasonably safe and provide adequate protection from the elements.	Y0	Y0	<p>Not Applicable for Certificate Members that do not offer employer-provided housing.</p> <p>Additional requirements related to disaster-response preparedness and access to first-aid support in employer-provided housing are located in the Occupational Health and Safety Module.</p> <p>Allowances for the specific quality requirements of worker housing may be made where there is no reasonable access to electricity, where built structures are prohibited, or on aquaculture farms where workers temporarily live offshore.</p> <p>In all situations, sleeping and living quarters must be safe, sanitary, water-tight, and have adequate ventilation, heating, cooling, and lighting.</p> <p>Safety shall be considered in the context of local conditions and the potential for storms and other natural events to impact workers residing offshore.</p>
5.3.4.a-1	Housing units provide adequate protection from heat, cold, and dampness.	Y0	Y0	
5.3.4.a-2	The quality of housing units meets or exceeds the quality of on-site housing for the Certificate Member or site manager.	Y0	–	
5.3.4.a-3	Housing units comply with the basic minimum standards of safety specified by local law.	–	Y0	Employer-provided housing means any housing that is offered by Certificate Members or Certificate Holders, including both family housing and dormitories, whether for free or at a reasonable cost.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.4.a-4	Housing units are structurally sound and secure. Electrical wiring does not present a hazard to residents. Roofs do not leak.	–	Y0	
5.3.4.a-5	Housing units have windows or a visibly clear way to ventilate the space, adequate lighting (both natural and artificial), and doors that close.	–	Y0	
5.3.4.a-6	Housing units are not overcrowded.	–	Y0	Housing units must provide at least 3.6 square meters of floor space at a minimum.
5.3.4.b	Sanitary employer-provided housing. Employer-provided housing conditions are sanitary and facilitate the personal hygiene of residents.	Y0	Y0	Allowances for the specific quality requirements of worker housing may be made where there is no reasonable access to running water, where built structures are prohibited, or on aquaculture farms where workers temporarily live offshore. In all situations, sleeping and living quarters must be safe, sanitary, water-tight, and have adequate ventilation, heating, cooling, and lighting.
5.3.4.b-1	Access to potable water, washrooms, food preparation areas, and running water at employer-provided housing is comparable to that of the Certificate Member or site manager.	Y0	–	
5.3.4.b-2	Housing areas are free of vermin and insect infestations.	Y0	Y0	
5.3.4.b-3	Housing complies with the basic minimum standards of sanitation specified by local law.	–	Y0	
5.3.4.b-4	Residents have access to an adequate supply of safe, potable water. There is always running water available.	–	Y0	Potable water in employer-provided housing must meet the same quality requirements as water available to workers as specified in Criterion X.X.X.x.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.4.b-5	Housing provides enough washrooms for residents. The washrooms have water, adequate lighting, and a door with a functioning lock.	—	Y0	There must be at least one washroom per every twenty workers in dormitories and/or one per every three families in family housing. All washrooms must have adequate indoor lighting. If the facilities are outdoor or require outdoor access, adequate exterior lighting must also be provided.
5.3.4.b-6	Housing includes installations outside of the sleeping areas for preparing food, eating food, and washing kitchen utensils.	—	Y0	Not applicable for Certificate Members that provide a dedicated kitchen or dining hall.
5.3.4.b-7	There are physical barriers in place to mitigate the incidence of insects and vermin in worker housing.	—	Y3	Physical barriers include, but are not limited to, screens on windows and the elimination of slits or holes in the building's walls.
5.3.4.b-8	There are adequate sewage and garbage disposal systems.	—	Y3	
5.3.4.c	Decent employer-provided housing. Employer-provided housing accommodations that are reasonably comfortable, suitable for workers' culture, and appropriate for the site's climate and security conditions.	Y0	Y0	Allowances to specific requirements in this criterion may be made where there is no reasonable access to running water, where built structures are prohibited, and on aquaculture farms located offshore, where workers may temporarily live aboard vessels or barges, or other floating structures attached to net-pens. In all situations, sleeping and living quarters must be safe, sanitary, water-tight, and have adequate ventilation, heating, cooling, and lighting as well as context-appropriate cooking and laundry facilities.
5.3.4.c-1	There is sufficient hot water for all users to take hot showers at the end of the workday.	—	Y0	Not applicable where workers confirm that hot water is not customarily used for bathing.
5.3.4.c-2	There is adequate ventilation in housing that ensures sufficient movement of air in all weather conditions experienced at the site.	—	Y6	
5.3.4.c-3	There are recreation facilities available.	—	Y6	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.4.c-4	There is at least one large laundry sink per every thirty persons in worker housing or an affordable laundry service.	–	Y6	Affordable laundry services must be offered at a reasonable cost.
5.3.4.c-5	Certificate Members take proactive measures to ensure workers' personal safety in employer-provided housing.	–	Y6	This requirement includes, but is not limited to, provision of sufficient security to protect workers living in areas at risk of crime, violence, or unrest.
5.3.4.c-6	Shade is available outside of housing units under trees, eaves, porches, or similar structures in hot areas.	–	Y6	Not applicable where workers confirm that the climate does not require additional shade beyond what is available.
5.3.4.d	Housing considerations for female workers. Certificate Members provide gender-specific housing accommodations for female workers.	Y0	Y0	Not applicable for Certificate Members that do not offer employer-provided housing. This criterion applies to female workers living in dormitories as well as female workers that live in family housing units where unrelated individuals reside together.
5.3.4.d-1	Certificate Members ensure that female workers have gender-specific sleeping areas.	Y0	Y0	
5.3.4.d-2	Certificate Members ensure that female workers have access to gender-specific washrooms in worker housing.	–	Y0	
5.3.4.e	Access to primary education for the children of workers living in employer-provided housing. Certificate Members ensure that any children of workers who live in employer-provided housing have access to primary education.	–	Y0	Not applicable for Certificate Members that do not offer employer-provided housing. Access to education may be provided via safe, free or affordable transportation (whether public or private); petitioning or supporting the government in the construction and/or staffing of a school near worker housing; subsidizing the costs of school fees, uniforms, book costs, and school supplies; and/or similar means of ensuring access to primary education.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.4.f	Additional requirements for family housing. Employer-provided family housing provides adequate infrastructure for family sanitation, bathing, hygiene, and food preparation needs.	—	Y0	Not applicable for Certificate Members that do not offer employer-provided family housing. Family housing refers to homes, apartments, or other dwelling intended to house multiple related individuals in a common space. Family housing requirements must be fulfilled in addition to any other applicable requirements for employer-provided housing.
5.3.4.f-1	Family housing includes at least one installation for preparing food, eating food, and washing kitchen utensils per every two families.	—	Y6	Not applicable for Certificate Members that provide a dedicated kitchen or dining hall.
5.3.4.f-2	Family housing includes at least one <u>washroom</u> per every two families.	—	Y6	
5.3.4.g	Additional requirements for dormitories. Employer-provided dormitories provide essential infrastructure considerations for the sanitation, bathing, hygiene, and food preparation needs of individual workers.	—	Y0	Not applicable for Certificate Members that do not offer employer-provided dormitories. Dormitories are housing units that consist of multiple sleeping quarters that are shared by unrelated individuals. Dormitory requirements for temporary workers apply in addition to any other applicable employer-provided housing requirements.
5.3.4.g-1	Certificate Members provide each worker with a separate bed structure (frame, cot, or bunk).	—	Y0	
5.3.4.g-2	Certificate Members provide water, soap for handwashing, and disposal mechanisms for toilet paper and waste washrooms. The washrooms are regularly cleaned, and waste bins are regularly emptied.	—	Y0	
5.3.4.g-3	Certificate Members provide a secure means for workers to store their personal belongings.	—	Y6	
5.3.4.g-4	There is at least one installation for preparing food, eating food, and washing kitchen utensils per every ten workers.	—	Y6	Not applicable for Certificate Members that provide a dedicated kitchen or dining hall.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.3.4.g-5	There is at least one washroom per every ten workers.	–	Y6	
5.3.4.g-6	There is adequate space between each bed.	–	Y6	Adequate space means that there are at least 90 centimeters of horizontal space between each bed and at least 120 centimeters of vertical space between bunk beds.
5.3.4.h	Additional requirements for short-term housing of temporary workers. Certificate Members offer additional housing support to any temporary workers living in short-term housing.	Y0	Y0	Not applicable for Certificate Members that do not offer employer-provided housing to temporary workers. Short-term housing requirements for temporary workers apply in addition to any other applicable employer-provided housing requirements.
5.3.4.h-1	Employer-provided short-term housing with beds, basic hygiene necessities, and washroom conditions that meet or exceed the quality of on-site housing for the Certificate Member or site manager.	Y0	–	
5.3.4.h-2	Certificate Members provide each temporary worker with at least one separate bed structure (frame, cot, or bunk) with a mattress, pad, or mat, as well as any other appropriate bedding.		Y0	Employer-provided bedding for temporary workers must be customarily appropriate for workers or the region and provide reasonable protection from the hardness of bed structures and normal night temperatures. Blankets must be made available to each temporary worker where nighttime temperatures fall below eighteen degrees Celsius.
5.3.4.h-3	Certificate Members provide water, soap for handwashing, and disposal mechanisms for toilet paper and waste washrooms. The washrooms are regularly cleaned, and waste bins are regularly emptied.		Y0	
5.3.4.h-4	Certificate Members make fans available to temporary workers in hot areas.		Y0	Not applicable where workers validate that the use of fans is not necessary or customary.

SUB-MODULE 5.4: Worker Agency.

This Sub-module applies only to Agribusiness Certificate Members.

Objective 5.4.1: Social Engagement Teams facilitate effective communication between workers and their employers on labor-related issues.

Intent: Workers engage in constructive dialogue with their employers on labor-related issues via the facilitation of dedicated teams of worker representatives known as Social Engagement Teams (SETs). SETs are established to complement existing labor-related organizations and not to supplant them. SETs support workforce awareness and use of grievance mechanisms, suggestions mechanisms, and other tools that facilitate transparency and communication between workers and management. SETs understand and support Certificate Members in the implementation, assessment, and audit of the Agricultural Production Standard's requirements related to human rights at work, employment agreements, employment relationships, recruitment, working hours, compensation, employer-provided goods and services, and employment benefits.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.4.1.a	Social Engagement Teams. Certificate Members' workers are represented by a Social Engagement Team (SET).	—	Y0	If collaboration of a representative worker team and management is regulated by local law, the Certificate Member must ensure that the SET operates in a manner that does not violate applicable law. If needed for legal compliance, joint SET-management meetings can be waived and the role of the SET can be limited to the extent required by local law.
5.4.1.a-1	The Social Engagement Team is composed of worker representatives elected by the workers they represent.	—	Y0	
5.4.1.a-2	If an existing labor-focused group or organization performs the role of the SET, the group has been validated as an acceptable alternative by a majority of participants in a meeting of the General Assembly.	—	Y0	Such organizations can perform the role of the SET when they are: <ul style="list-style-type: none"> • independent of management, Certificate Holder, or external influence; • validated by workers as a trustworthy, representative organization with consistent presence at the site; and, • able and willing to accept and fulfill the responsibilities and functions required of the SET.
5.4.1.a-3	Neither the existence nor activities of the Social Engagement Team weaken, undermine, or reduce the effectiveness of the Occupational Health and Safety Committee, the Fair Trade Committee, or any other workers' organizations.	—	Y0	Social Engagement Teams should not be formed to represent a workforce that is already effectively represented in a local union, employer-based union, or other local labor-focused workers' organization.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.4.1.b	SET meetings. The Social Engagement Team (SET) meets independently as a team and jointly with Certificate Member management with sufficient regularity.	–	YO	The SET is responsible for defining the regularity of independent and joint meetings, but in all cases the SET must call meetings frequently enough for the team to fulfill its role.
5.4.1.b-1	Independent meetings of the SET include discussions of workforce awareness of grievance and suggestion mechanisms, the mechanisms' effectiveness, and opportunities to improve them.	–	YO	
5.4.1.b-2	Joint meetings of the SET and Certificate Member management focus on topics that mutually benefit workers and employers and include discussions on grievance and suggestion mechanisms.	–	YO	
5.4.1.c	SET social dialogue facilitation. The Social Engagement Team (SET) facilitates effective communication between workers and management and supports effective implementation of grievance and suggestion mechanisms.	–	YO	The Social Engagement Team can facilitate effective communication between workers and employers through a variety of activities that include, but are not limited to: <ul style="list-style-type: none"> • helping to resolve disputes; • acting as a mechanism for submitting a grievance; and, • functioning as a forum for worker input into complaints resolution or implementation of suggestions.
5.4.1.c-1	The SET escalates labor-related concerns to the indicated individual or organization when needed.	–	YO	
5.4.1.c-2	The SET participates appropriately in the submission and/or resolution of worker grievances.	–	YO	SET participation in grievance resolution must comply with local law and should consider the sensitivity of the case and the anonymity of the individuals involved.
5.4.1.d	SET participation in compliance-related activities. The Social Engagement Team supports in risk assessments and internal inspections related to labor-related portions of the Agricultural Production Standard.	–	YO	
5.4.1.d-1	The SET participates in risk assessments focused on identifying potential non-compliances in Modules 3,4, and 5 of the Agricultural Production Standard.	–	YO	
5.4.1.d-2	The SET participates in labor-related portions of internal inspections and Fair Trade USA audits.	–	YO	

Objective 5.4.2: Workers’ organizations can freely organize, negotiate on behalf of, and advocate for the interests of workers.

Intent: Fair Trade Sites are work environments where all workers’ organizations, including labor unions, trade unions, local unions, labor interest groups, Fair Trade Committees, Occupational and Health Committees, and Social Engagement Teams can effectively advocate for and organize on behalf of workers’ interests. Certificate Members enable workers’ organizations and empowerment committees to operate with sufficient time, space, and access to management and workers within the constraints of local law.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.4.2.a	Autonomy of workers’ organizations. Certificate Members do not interfere in the activities of workers’ organizations.	–	Y0	Workers’ organizations are any organizations of workers that exist to further and defend the interests of workers, including but not limited to, workers’ unions, federations, committees, associations, and other forms of organized labor. For the sake of this criterion and all others in this objective, the term “workers’ organizations” includes groups that have been organized independently of Fair Trade USA program requirements (such as workers’ unions and similar labor-focused organizations) and groups organized to comply with the Agricultural Production Standard (Fair Trade Committees, Occupational Health and Safety Committee. es, and Social Engagement Teams).
5.4.2.a-1	Certificate Members do not interfere with or attempt to control activities, meetings, assemblies, or demonstrations of workers or workers’ organizations, including strikes or walkouts.	–	Y0	Certificate Members should facilitate access to resources, especially time and meeting spaces, when possible and must not restrict access to these resources without sufficient justification.
5.4.2.a-2	Certificate Members do not exploit the existence of other workers’ organizations to undermine the right to the freedom of association or the position of workers’ organizations.	–	Y0	
5.4.2.b	Participation in workers’ meetings. Workers are free to decide whether to participate in the meetings of workers’ organizations.	–	Y0	
5.4.2.c	Workers’ free choice of workers’ organization representatives. Workers are free to choose representatives to negotiate on their behalf, without interference.	–	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
5.4.2.d	Workers' organizations' access to workers. Representatives of workers' organizations have free access to workers, within reasonable limits.	–	YO	
5.4.2.e	Affiliation of workers' organizations. Certificate Member management does not impair the right of workers' organizations to affiliate with national and international workers' organizations.	–	YO	
5.4.2.f	Management neutrality towards workers' organizations. Certificate Member management does not demonstrate preferential treatment of one workers' organization over another.	–	YO	
5.4.2.g	Senior management engagement with workers' organizations. Certificate Member senior management does not refuse to engage with workers' organizations on key issues.	–	YO	



MODULE 6:

Occupational Health and Safety

SUB-MODULE 6.1: Risk mitigation.

Objective 6.1.1: Certificate Members transparently communicate potential workplace risks and enable workers to make informed decisions related to their personal health.

Objective 6.1.2: Certificate Members provide free medical care to workers for work-related health concerns.

SUB-MODULE 6.2: Safe and sanitary work environments.

Objective 6.2.1: Workplaces are safe.

Objective 6.2.2: Certificate Members equip Fair Trade Sites and workers to respond effectively to any occupational health and safety incidents.

Objective 6.2.3: Workplaces are sanitary.

Objective 6.2.4: Machinery, equipment, and worker transportation used at Fair Trade Sites are safe, properly maintained, and operated by qualified workers.

Objective 6.2.5: Certificate Members provide free Personal Protective Equipment (PPE) to those who need it.

SUB-MODULE 6.3: Hazardous materials.

Objective 6.3.1: Certificate Members use pesticides, chemicals, or other hazardous materials legally, responsibly, and only when necessary.

Objective 6.3.2: Hazard materials are stored, handled, and used safely.

Key Definitions and Concepts:

First-aid support is basic medical assistance provided onsite immediately after an injury or in response to the onset or worsening of illness.

Personal protective equipment (PPE) is protective clothing and equipment necessary to protect the individual from harm while at work and may include, but is not limited to: gloves, helmets, masks, eye protection, protective aprons, hearing protection, insulated wear, life vests, wetsuits and scuba gear, and waders or boots where these are necessary to protect the individual.

Hazardous materials are substances that pose a substantial risk to human health or the environment if not properly managed, treated, stored, or disposed, including but not limited to certain pesticides, fertilizers, chemicals, and other materials. They are often labeled with the signal words “warning” or “danger,” the color red, or hazard pictograms such as the skull and crossbones.

Harmful heat stress is excessive heat exposure in the workplace resulting from environmental conditions, physically demanding tasks, or clothing that limits a worker’s ability to sufficiently dissipate body heat.

Serious heat illness encompasses a range of severe health outcomes associated with heat stress including, but not limited to, heat exhaustion and heat stroke.

Restricted-entry intervals (REIs) are time periods immediately following pesticide applications during which entry into a treated area is restricted to only individuals with proper PPE and/or training.

Relevant medical conditions for occupational health and safety related accommodations include, but are not limited to, pregnancy or nursing, certain mental conditions, chronic, hepatic, or renal diseases, respiratory diseases, and young workers.

SUB-MODULE 6.1: Risk mitigation.

Objective 6.1.1: Certificate Members transparently communicate potential workplace risks and enable workers to make informed decisions related to their personal health.

Intent: Certificate Members ensure that workers are fully aware of occupational health and safety risks and are empowered to reduce their level of personal risk, participate in dialogue on, make informed decisions about, and request accommodation related to their own well-being without fear of reprisal.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.1.1.a	<p>Communication of risks associated with potentially hazardous work. Certificate Members educate workers on the known risks associated with any potentially hazardous work, including general risks to worker health and specific risks associated with certain medical conditions.</p>	YO	YO	<p>Potentially hazardous work includes, but is not limited to:</p> <ul style="list-style-type: none"> • handling of or significant exposure to pesticides, chemicals or other hazardous materials; • working in high heat or extreme cold; • operating heavy or potentially dangerous machinery or tools; • working at night; • lifting heavy objects; • working at dangerous heights; • tasks that might result in repetitive stress injuries; and, • working in, on, and around large bodies of water, including but not limited to scuba diving, free diving, work involving transportation on boats, and work performed at aquaculture production sites.
6.1.1.b	<p>Right to self-removal from imminent danger. Workers have the right to remove themselves from imminent danger without seeking permission from their supervisor or management and without fear of reprisal.</p>	YO	YO	<p>The phrase “without fear of reprisal” means that workers must not be retaliated against, disciplined, or discriminated against for removing themselves from imminent danger.</p>
6.1.1.c	<p>Right to reasonable accommodation for health risks. Workers have the right to reasonable accommodation for any work that poses a risk to their health.</p>	YO	YO	<p>Accommodation may differ on a case-by-case basis based on the nature of health concerns and may include, but are not limited to:</p> <ul style="list-style-type: none"> • more frequent job rotation for workers at risk due to length of exposure or repetition; • temporary adjustments to work assignments for temporary medical conditions; and • permanent reassignment to an alternate job if workers become unable to perform certain tasks due to medical conditions.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.1.1.d	<p>OHS implementation coordinator. A trained individual is present at each Fair Trade Site to support Certificate Members in the implementation and coordination of Occupational Health and Safety (OHS) practices.</p>	Y3	Y3	<p>The capacity and training of individuals tasked with implementing OHS practices (OHS coordinators) should be commensurate with the level of labor formality, operational risk, administrative capacity, and worker count at the site.</p> <p>OHS coordinators must be capable of implementing OHS measures and communicating them to the workforce.</p>
6.1.1.d-1	Certificate Members formally communicate the identity and responsibilities of OHS coordinators to the workforce.	—	Y3	
6.1.1.d-2	At least one OHS coordinator is present at each Fair Trade Site and available to support workplace health and safety during working hours at the site.	—	Y3	
6.1.1.d-3	OHS coordinators identify workplace hazards and communicate the existence of known hazards to workers and management.	—	Y3	OHS coordinators should cooperate with the Certificate Holder's OHS Committee to identify workplace hazards.
6.1.1.e	<p>Written safety instructions. Certificate Members provide written safety instructions to workers engaged in potentially hazardous work.</p>	—	Y3	Safety instructions and procedures should be informed by any relevant findings of the Hazard Assessment.
6.1.1.e-1	Written safety instructions are available to workers in the workplace.	—	Y3	
6.1.1.e-2	Written safety instructions include procedures and/or details related to incident prevention and response.	—	Y3	
6.1.1.e-3	Written safety instructions are provided in languages that workers understand and include pictures or pictograms when appropriate.	—	Y3	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.1.1.f	Training for specialized tasks. Only authorized and trained individuals operate machinery and/or perform other specialized tasks at Fair Trade Sites.	Y6	Y0	
6.1.1.f-1	Individuals have received focused training that enables them to safely perform a specialized task before they begin the assignment.	Y6	Y0	
6.1.1.f-2	Workers engaged in regulated activities possess valid, current versions of any permits, licenses, certificates, or proof of training required by local law.	—	Y0	Specialized tasks that are commonly regulated include, but are not limited to: operation of large motor vehicles and scuba diving.
6.1.1.f-3	Machinery, equipment, and worker transportation are only operated by authorized individuals.	Y6	Y0	In this criterion, an authorized individual is someone that has been properly trained and tasked by their employer to operate the type of equipment that they use at work including, but not limited to: motorized boats, motorized vehicles, farm machinery, and other types of power equipment.

Objective 6.1.2: Certificate Members provide free medical care to workers for work-related health concerns.

Intent: Certificate Members are aware of human health hazards commonly experienced by agricultural workers and take measures to monitor and protect the health of workers exposed to conditions and materials known to represent a significant hazard to human health. Employers are prepared to respond effectively to health and safety incidents.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.1.2.a	Acute medical care for workplace injuries or illness. Workers receive acute medical care for workplace injuries and illnesses.	Y0	Y0	Acute medical care should be commensurate to the severity of an illness or injury.
6.1.2.a-1	Trained on-site personnel provide first-aid treatment for minor injuries or illnesses and recommend whether additional treatment is necessary.	—	Y0	Certificate Members should defer to the opinion of most qualified person available when determining whether additional off-site treatment is necessary in the case of minor injuries. When doubt exists, workers should be examined by a medical professional.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.1.2.a-2	Workers receive timely acute medical care from qualified professionals for severe injuries or illness and are transported to hospitals or other emergency treatment centers as soon as possible.	–	Y0	
6.1.2.a-3	Certificate Members that employ 25 or more permanent workers ensure that trained on-site personnel provide first-aid treatment for minor injuries or illnesses and recommend whether additional treatment is necessary.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
6.1.2.a-4	Certificate Members that employ 25 or more permanent workers ensure that workers receive timely acute medical care from qualified professionals for severe injuries or illness and are transported to hospitals or other emergency treatment centers as soon as possible.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
6.1.2.b	No lost wages during recovery from workplace incident. Workers continue to be paid and do not lose any wages throughout the period of treatment and recovery from a workplace injury and/or illness.	Y0	Y0	
6.1.2.b-1	Work missed due to work-related illnesses or injuries is not deducted from vacation leave.	–	Y0	
6.1.2.b-2	Certificate Members cover the costs of acute medical care and immediate recovery resulting from any workplace injuries and/or illness.	–	Y0	<p>Treatment and immediate recovery includes the medical care, transportation, and other support needed by an injured or ill worker from the time of an incident until they are considered stable by a qualified first-aid provider or medical professional, and/or discharged from the medical facility.</p> <p>Certificate Members may cover costs directly (i.e. by directly arranging and paying for medical care/transportation) or indirectly (i.e. via medical, accident, disability, and/or workers' compensation insurance).</p> <p>If additional long-term medical care and recovery are needed following the immediate recovery period, additional workers' compensation requirements apply (5.2.2.f).</p>

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.1.2.b-3	Certificate Members that employ 25 or more permanent workers cover the costs of acute medical care and immediate recovery resulting from any workplace injuries and/or illness.	Y3	–	<p>Treatment and immediate recovery include the medical care, transportation, and other support needed by an injured or ill worker from the time of an incident until they are considered stable by a qualified first-aid provider or medical professional, and/or discharged from the medical facility.</p> <p>Certificate Members may cover costs directly (i.e. by directly arranging and paying for medical care/transportation) or indirectly (i.e. via medical, accident, disability, and/or workers' compensation insurance).</p> <p>If additional long-term medical care and recovery are needed following the immediate recovery period, additional workers' compensation requirements apply (5.2.2.f.).</p>
6.1.2.c	Medical care for serious heat illness. Certificate Members provide appropriate first-aid support for incidents of serious heat illness at the workplace.	Y0	Y0	
6.1.2.c-1	Workers suspected of suffering heat stroke receive immediate on-site attention by trained first-aid personnel and are transported as soon as possible to a hospital or other emergency treatment center.	–	Y0	
6.1.2.c-2	Certificate Members that employ 25 or more permanent workers ensure that workers suspected of suffering heat stroke receive immediate on-site attention by trained first-aid personnel and are transported as soon as possible to a hospital or other emergency treatment center.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
6.1.2.c-3	Certificate Members offer free medical examinations to workers that experience two or more episodes of heat exhaustion in one year.	–	Y0	
6.1.2.d	Medical examinations for workers exposed to hazardous materials. Certificate Members regularly offer free medical examinations by a physician to workers that handle or apply any hazardous pesticides, chemicals, or materials.	Y3	Y3	Not applicable for Certificate Members that do not use hazardous materials.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.1.2.d-1	Free medical examinations are performed by a physician.	Y6	Y3	Where allowed under law, the employer may select the physician, but the worker may request a different physician if a valid medical reason is presented or if the worker is concerned about discrimination or sexual harassment.
6.1.2.d-2	Certificate Members offer medical examinations at a frequency commensurate to the workers' level of exposure and risk associated with the specific hazardous material in use.	Y6	Y3	Workers' level of exposure includes the material's toxicity level, length of exposure, and the route of exposure. Certificate Members should consult the appropriate governmental agency in their region for further guidance on how and when to offer medical examinations for specific materials in use in their operation.
6.1.2.d-3	Workers who regularly handle a pesticide or hazardous material labeled with the signal word "DANGER" or "WARNING," or a skull-and-crossbones symbol are offered a free medical examination at least once every year, at a minimum.	Y6	Y3	
6.1.2.e	Cholinesterase testing for workers exposed to cholinesterase-inhibiting materials. Workers exposed to organophosphates and/or carbamates receive cholinesterase testing every six months, or as required by law, whichever is more frequent.	Y6	Y0	Not applicable for Certificate Members that do not use any cholinesterase-inhibiting materials. This criterion applies to any individual who mixes, loads, applies, or expects to come into contact with highly or moderately toxic organophosphate and/or carbamate pesticides.
6.1.2.e-1	Cholinesterase tests are performed at a frequency commensurate to workers' level of exposure.	Y6	Y6	Workers' level of exposure includes the material's toxicity level, length of exposure, and the route of exposure. If workers rotate out of pesticide application or are only employed on a short-term contract, examinations should occur at a frequency that ensures they receive testing. If relevant pesticides are used only for a short time and are not applied repeatedly, testing frequency may extend to once per year.

SUB-MODULE 6.2: Safe and sanitary work environments.

Objective 6.2.1: Workplaces are safe.

Intent: Certificate Members take measures to prevent avoidable accidents and health and safety incidents at Fair Trade Sites. Buildings and grounds comply with workplace safety laws and regulations and are maintained in a way that minimizes risks to worker safety and well-being. Preparedness activities and infrastructure at processing facilities, packhouses, barns, boats, workshops, and other indoor workplaces enable workers to respond safely and effectively to fires and other types of emergencies.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.1.a	Safe worksites. Certificate Members maintain all workplace buildings, installations, and grounds to be safe.	Y0	Y0	
6.2.1.a-1	Certificate Members address any critical or immediate risks of injury or loss of life related to buildings and grounds.	Y0	Y0	
6.2.1.a-2	The physical and structural integrity of buildings and installations are maintained to be safe and hygienic. Electrical panel boxes, cables, wires, are safely placed and maintained in safe condition.	–	Y0	
6.2.1.a-3	Certificate members that employ 25 or more permanent workers ensure that the physical and structural integrity of buildings and installations are maintained to be safe and hygienic. Electrical panel boxes, cables, wires, are safely placed and maintained in safe condition.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers.
6.2.1.b	Hazard warning signs. Certificate Members post warning signs to alert individuals to potential hazards and/or areas that present a risk of serious personal harm.	Y3	Y1	Additional requirements for warning signs used to signal pesticide-treated areas are specified in Criterion 6.3.2.d.
6.2.1.b-1	Warning signs are clearly visible at common entry points to high- risk areas where conditions or activities are likely to present an elevated risk of serious bodily harm, permanent disability, or death to unprepared individuals.	–	Y1	High risk areas include, but are not limited to, areas with a high chance of exposure to: dangerous machinery, high voltage electricity, hazardous materials, drowning hazards, extreme temperatures, dangerous heights, noxious fumes, asphyxiation, explosions, fire, or other serious risk.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.1.b-2	Signs are posted in relevant languages and contain explanatory pictograms.	—	Y1	Relevant languages include those understood by workers. If risk areas and potential hazards are also accessible to workers' family members or community members, signs must also include any different language(s) used by those groups.
6.2.1.c	Safe indoor workplaces. Certificate Members ensure sufficient lighting, adequate ventilation, and safe temperatures for workers in indoor workplaces.	Y0	Y0	Not applicable to workplaces that are not indoors.
6.2.1.c-1	Light is adequate for workers to safely perform their assigned tasks.	—	Y0	
6.2.1.c-2	Ventilation measures: <ul style="list-style-type: none"> • prevent fumes from reaching concentrations that are more than faintly noticeable; • prevent the build-up of dangerous gases; • maintain dust and particulates at levels that are not more than moderately visible; and, • draw fresh air into, and circulate fresh air within, the indoor work environment. 	—	Y0	
6.2.1.c-3	The temperature of indoor workplaces does not present a hazard to worker health when workers are present.	—	Y0	Temperature regulation measures for indoor workplaces must account for the effect of any PPE regularly worn by workers in the space.
6.2.1.c-4	Indoor workplaces are equipped with functional emergency detection equipment that comply with the specifications of local law.	—	Y0	Emergency detection and notification systems include, but are not limited to, systems to detect fires and/or any toxic gases that are used, stored, or known to result as a byproduct of onsite activities.
6.2.1.c-5	Indoor workplaces are equipped with firefighting equipment of types, in quantities, and in locations that comply with the specifications of local law. The equipment is fully functional, clearly marked, visible, and accessible. The equipment remains clearly marked, visible, accessible. It is properly maintained and regularly inspected according to the specifications of local law or manufacturers' instructions, whichever is stricter.	—	Y0	Types of firefighting equipment may include, but is not limited to: hydrants, hoses, fire extinguishers, and other types of fire suppressants.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.1.c-6	Certificate Members that employ 25 or more permanent workers ensure that indoor workplaces are equipped with functional emergency detection equipment that comply with the specifications of local law.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers. Emergency detection and notification systems include, but are not limited to, systems to detect fires and/or any toxic gases that are used, stored, or known to result as a byproduct of onsite activities.
6.2.1.c-7	Certificate Members that employ 25 or more permanent workers ensure that indoor workplaces are equipped with firefighting equipment of types, in quantities, and in locations that comply with the specifications of local law. The equipment is fully functional, clearly marked, visible, and accessible. The equipment remains clearly marked, visible, accessible. It is properly maintained and regularly inspected according to the specifications of local law or manufacturers' instructions, whichever is stricter.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers. Types of firefighting equipment may include, but is not limited to: hydrants, hoses, fire extinguishers, and other types of fire suppressants.
6.2.1.d	Adequate means of egress in indoor workplaces. Means of egress in all indoor workplaces and on-site buildings are adequate, recognizable, unobstructed, and maintained in working order.	Y1	Y1	Not applicable to workplaces that are not indoors. Means of egress include, but are not limited to, exit and evacuation routes, doors, aisles, stairwells, fire escapes, and any other infrastructure intended to facilitate emergency evacuations.
6.2.1.d-1	Means of egress are easily identifiable, sufficient in number and capacity, designed to support the evacuation of personnel, lead to a safe location outside of the building, and comply with the specifications of local law.	–	Y1	
6.2.1.d-2	Aisles and passageways are wide enough to enable easy escape and are always maintained clear of equipment and materials.	–	Y1	
6.2.1.d-3	Doors that serve as emergency exits swing out (not in), remain unlocked when workers are present, and can be opened manually by an average worker – even in the event of a power outage.	–	Y1	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.1.e	Emergency preparedness for indoor workplaces. Certificate Members prepare workers in indoor workplaces to respond safely and effectively to foreseeable workplace emergencies.	Y0	Y0	Not applicable to workplaces that are not indoors. Foreseeable workplace emergencies include, but are not limited to: fires, natural disasters common to the region, and other types of emergencies related to the Certificate Members' operational activities or operating context.
6.2.1.e-1	At least one worker with hands-on training in the use of a fire extinguisher is stationed near a fire extinguisher at each Fair Trade Site during working hours.	—	Y0	
6.2.1.e-2	Certificate Members conduct fire drills at least once per year for each shift at times when the majority of workers on that shift are present.	—	Y3	Fire drills must be conducted for each shift, at times when the majority of workers on that shift are present. If local law requires employers to conduct fire drills more frequently, Certificate Members must comply with the frequency prescribed by local law.
6.2.1.f	Emergency preparedness for indoor workplaces. Certificate Members prepare workers in indoor workplaces to respond safely and effectively to foreseeable workplace emergencies.	Y1	Y0	Not applicable for Certificate Members that do not offer employer-provided housing or childcare. Employer-provided childcare includes, but is not limited to, daycare services and schools that are provided or operated: <ul style="list-style-type: none"> • directly or indirectly by Certificate Members or • on a Fair Trade Site.
6.2.1.f-1	Employer-provided housing, childcare facilities, and schools have fire escapes, fire extinguishers, and escape routes that are maintained, marked, and accessible.	—	Y0	
6.2.1.f-2	Adult residents of employer-provided housing and employees of any employer-provided childcare facilities are trained in the proper use of fire extinguishers as well as proper evacuation procedures for fires and natural disasters. Children are trained to follow the directions of their caregivers in case of an emergency.	—	Y0	

Objective 6.2.2: Certificate Members equip Fair Trade Sites and workers to respond effectively to any occupational health and safety incidents.

Intent: Certificate Members cooperate with the Certificate Holder to prepare workers and trained individuals to respond effectively to foreseeable types of work-related injuries, illness, and incidents including but not limited to: excessive heat stress, exposure to hazardous materials, drowning, and physical trauma. Workers are trained to identify the signs and symptoms of work-related injuries and illness and know how to respond when they occur. Records of occupational health and safety incidents enable Certificate Holders to continuously improve incidence rates and reduce the risk of harm at Fair Trade Sites.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.2.a	First-aid resources. Certificate Members provide appropriate first-aid support and supplies in the workplace and in any employer-provided housing.	Y3	Y1	
6.2.2.a-1	Certificate Members' first-aid supplies, equipment, and support by trained personnel are provided at levels comparable to what the farmer and/or site managers themselves have at the Fair Trade Site.	Y3	–	
6.2.2.a-2	Personnel trained in first aid are continuously present and available during working hours at high-risk workplaces.	–	Y1	High-risk workplaces include, but are not limited to, sites where: <ul style="list-style-type: none"> • sharp blades, dangerous tools, or heavy machinery are used; • work is performed in or around bodies of water; and • large animal handling takes place.
6.2.2.a-3	Certificate Members that employ 25 or more permanent workers ensure that personnel trained in first aid are continuously present and available during working hours at high-risk workplaces.	Y1	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers. High-risk workplaces include, but are not limited to, sites where: <ul style="list-style-type: none"> • sharp blades, dangerous tools, or heavy machinery are used; • work is performed in or around bodies of water; and • large animal handling takes place.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.2.a-4	The provision of first-aid support at each site is commensurate with the site's context.	—	Y3	<p>Sites with excellent access to emergency response services have a reduced preparedness burden in comparison to sites with poor access to external emergency service providers.</p> <p>Sites with poor access to public emergency service providers must ensure that first-aid equipment and trained staff are sufficient to provide immediate lifesaving care for critical individuals, including the capacity to perform basic noninvasive interventions to help save lives and reduce harm while waiting for external aid.</p>
6.2.2.a-5	Residents of employer-provided housing have continuous access to first-aid equipment, supplies, and trained staff.	—	Y3	<p>Not applicable for Certificate Members that do not offer employer-provided housing.</p> <p>Trained staff must be available on the premises of employer-provided housing or a short distance away at all times—twenty-four hours a day, seven days a week.</p>
6.2.2.b	<p>Heat stress mitigation and response in hot work environments.</p> <p>Certificate Members take measures to protect workers that work in hot climates or workplaces from harmful heat stress.</p>	Y0	Y0	In this criterion, “hot climates and workplaces” means any work environment that reaches or exceeds 27 degrees Celsius (80 degrees Fahrenheit).
6.2.2.b-1	Workers’ access to shade and potable drinking water is equivalent to that of the farmer or site manager themselves.	Y0	—	
6.2.2.b-2	Shaded rest areas are located near where workers are working and are large enough to permit all workers on a crew to rest simultaneously.	—	Y0	Shaded rest areas should be as near to workers as practical and permit air flow. Shade-providing- structures may be fixed or mobile.
6.2.2.b-3	Potable drinking water is provided to workers at a temperature that is comfortable for workers to drink and is sufficient in quantity to allow all workers to remain sufficiently hydrated at all times.		Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.2.c	Documentation and reporting of OHS incidents. Certificate Members maintain records of occupational health and safety (OHS) incidents and report them to the Certificate Holder.	Y0	Y0	OHS incident records must include, at a minimum, details of the cause, impact, and response to each incident.
6.2.2.c-1	Certificate Members report OHS incidents to the Certificate Holder in a timely manner.	Y0	–	Individual Certificate Members are not required to maintain written records when the Certificate Holder maintains centralized records and has clearly instructed the Certificate Member that they, as the Certificate Holder, assume responsibility for record-keeping.
6.2.2.c-2	Certificate Members document and maintain written records of all health and safety incidents that occur at the workplace, employer-provided housing, and/or employer-provided childcare facilities.	–	Y0	
6.2.2.c-3	Certificate Members respond to the Certificate Holder's request for health and safety records in a timely manner.	–	Y0	

Objective 6.2.3: Workplaces are sanitary.

Intent: Certificate Members take measures to provide a sanitary, hygienic, and dignified workplace for workers that enables them to address their basic necessities. Clean drinking water is always available to workers at work and workers' families in any employer-provided housing.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.3.a	Sanitary and hygienic worksites. Certificate Members maintain workplace buildings, installations, and grounds to be sanitary and hygienic.	Y0	Y0	
6.2.3.a-1	Pest populations are controlled.	–	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.3.b	Potable drinking water at work. Certificate Members provide sufficient access to potable drinking water for individuals at Fair Trade Site.	Y0	Y0	Water may be boiled, filtered, or chlorinated or otherwise treated by reliable means to ensure potability if necessary.
6.2.3.b-1	Workers have sufficient access to potable drinking water during their working period.	Y0	Y0	
6.2.3.b-2	Workers and any family members that live in employer-provided housing have continuous access to potable drinking water.	Y0	Y0	Not applicable for Certificate Members that do not offer employer-provided housing.
6.2.3.b-3	Potable drinking water meets or exceeds the quality of the drinking water consumed by farmers themselves.	Y0	–	
6.2.3.c	Sanitary facilities at processing and/or packing facilities. Workers at processing and/or packing facilities have adequate access to safe, clean sanitary facilities while they are working.	Y0	Y0	
6.2.3.c-1	Workplace sanitary facilities include safe, private, and clean toilets with accompanying hand-washing facilities.	Y0	–	
6.2.3.c-2	Workplace sanitary facilities include clean toilets with accompanying hand-washing facilities.	–	Y0	
6.2.3.c-3	Sanitary and handwashing facilities are available in sufficient number to enable all workers to use them when needed. Workers must be able to access sanitary facilities without undue delay.	–	Y0	Access without undue delay means that wait times must not extend to the point that workers' productivity or pay is impacted.
6.2.3.c-4	Sanitary facilities are safe and allow reasonable privacy for individuals of all genders.	–	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.3.d	Sanitary facilities at farms. Workers at farms have adequate access to safe, clean sanitary facilities while they are working.	Y1	Y0	This criterion applies to all farms and production sites including, but not limited to, fields, greenhouses, and aquaculture production sites (on land or floating). Module 7 prohibits untreated wastewater from being discharged into the environment. This prohibition applies to all Certificate Members, including but not limited to, aquaculture producers.
6.2.3.d-1	Sanitary facilities are available to workers at levels comparable to what farmers and/or site managers themselves have at the site.	Y3	–	
6.2.3.d-2	Workplace sanitary facilities include clean toilets with accompanying hand-washing facilities.	–	Y3	Floating or offshore aquaculture installations that have limited access to clean water or are visited by workers for only short periods of time, may provide waterless facilities with only hand sanitizer in place of water-dependent facilities as long as they permit adequate worker hygiene.
6.2.3.d-3	Sanitary facilities are safe and allow reasonable privacy for individuals of all genders.	–	Y3	

Objective 6.2.4: Machinery, equipment, and worker transportation used at Fair Trade Sites are safe, properly maintained, and operated by qualified workers.

Intent: Certificate Members ensure that all machinery is kept in safe working condition and operators are properly trained to prevent accidents and occupational injuries.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.4.a	Equipment maintenance. Machinery, equipment, and worker transportation used at Fair Trade Sites are properly maintained and in good working order.	Y1	Y1	
6.2.4.a-1	Machinery and equipment operation at the Fair Trade Site complies with any local legal regulations that address the use and maintenance of that specific equipment.	Y1	Y1	In the absence of regulations, maintenance and use practices at the site should align with best practices in the industry.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.4.a-2	Electrical equipment is regularly checked for damaged or exposed wiring that could be dangerous for workers or a fire hazard.	Y1	Y1	
6.2.4.a-3	Wiring and outlets for electrical equipment have been correctly installed and grounded and are inspected for overloading and leakage by a professional on a regular basis.	–	Y1	Electrical equipment used in a very hot, very cold, humid, or wet environment should be tested more frequently than equipment that is less likely to become damaged or unsafe. The frequency of inspections should be determined according to the manufacturers' instructions.
6.2.4.a-4	Certificate Members that employ 25 or more permanent workers ensure that wiring and outlets for electrical equipment have been correctly installed and grounded and are inspected for overloading and leakage by a professional on a regular basis.	Y1	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers. Electrical equipment used in a very hot, very cold, humid, or wet environment should be tested more frequently than equipment that is less likely to become damaged or unsafe. The frequency of inspections should be determined according to the manufacturers' instructions.
6.2.4.b	Appropriate safety devices. Machinery and equipment are equipped with appropriate safeguards and/or safety devices.	Y1	Y0	At a minimum, equipment and machinery must be equipped with any safety devices listed in manufacturer instructions and/or required by local regulations.
6.2.4.b-1	Fire extinguishers are readily accessible to operators of any machinery that presents a fire hazard.	–	Y0	Machinery that presents a fire hazard includes, but is not limited to: motor vehicles, farm machinery, boats with inboard engines or permanent fuel tanks, generators, and other heavy machinery.
6.2.4.b-2	Certificate Members that employ 25 or more permanent workers ensure that fire extinguishers are readily accessible to operators of any machinery that presents a fire hazard.	Y0	–	Not applicable for Individual Certificate Members that employ less than 25 permanent workers. Machinery that presents a fire hazard includes, but is not limited to: motor vehicles, farm machinery, boats with inboard engines or permanent fuel tanks, generators, and other heavy machinery.

Objective 6.2.5: Certificate Members provide free Personal Protective Equipment (PPE) to those who need it.

Intent: Farmers and workers are protected from workplace hazards through the provision of, training on, and proper use of personal protective equipment (PPE). Farmers and workers are aware of the importance of PPE, including the potential health implications of improper PPE use. PPE use is guided by the principles of ILO Convention 155.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.2.5.a	<p>Employer-provided Personal Protective Equipment (PPE). Certificate Members provide Personal Protective Equipment (PPE) free of charge to workers that require PPE to safely perform assigned tasks.</p>	Y0	Y0	<p>This criterion applies to any individuals working at Fair Trade Sites that are engaged in:</p> <ul style="list-style-type: none"> • dangerous work, where the use of PPE is essential to safeguarding worker health at all times; • potentially hazardous work where workers experience a heightened risk to personal health; and/or, • activities that are not classified dangerous or potentially hazardous, but where PPE can reduce risks to the individual (i.e. from sharp objects, dust, cold temperatures, wet environment, etc).
6.2.5.a-1	Farmers acquire and use PPE to the extent possible in their situation. Workers are provided with PPE that is functionally comparable to what farmers and/or site managers use themselves.	Y0	–	If the level of PPE used by farmers and/or site managers is inadequate, the Fair Trade Needs Assessment must include the purchase of adequate PPE as a priority for Fair Trade Premium use.
6.2.5.a-2	Certificate Members provide PPE to workers to the extent necessary to prevent reasonably foreseeable accidents and/or adverse effects on health.	–	Y0	
6.2.5.b	<p>Proper use and maintenance of Personal Protective Equipment (PPE). Personal Protective Equipment (PPE) is functional, regularly maintained, and properly used.</p>	Y0	Y0	Additional requirements for the training of PPE users are located in the Internal Management System Module.
6.2.5.b-1	PPE is appropriate for the climate, sized properly for individuals to use it effectively, and comfortable enough for extended use.	Y0	Y0	
6.2.5.b-2	PPE is used, stored, and maintained per the manufacturer's instructions and maintenance schedule.	Y0	Y0	

SUB-MODULE 6.3: Hazardous materials.

Objective 6.3.1: Certificate Members use pesticides, chemicals, or other hazardous materials legally, responsibly, and only when necessary.

Intent: Certificate Members are aware of the potential harmful effects of pesticides, chemicals, and other hazardous materials on human health and take corresponding measures to protect the health of farmers, workers, community members, and the natural environment.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.3.1.a	<p>Legal material use. Certificate Members do not use pesticides, chemicals, or other hazardous materials not legally approved for use in the country.</p>	Y0	Y0	<p>Hazardous materials include pesticides, fertilizers, chemicals, and other materials identified on product labels and Safety Data Sheets by:</p> <ul style="list-style-type: none"> • hazards pictograms (skull and crossbones, health silhouette, flames, bomb, acid, and others); • signal words (“WARNING” and “DANGER”); • precautionary statements (guidance for safe use, handling and emergency response); and/or, • hazard statements (short phrases that explain the nature and severity of the hazard).
6.3.1.b	<p>Safe exposure limits. Individuals at the Fair Trade Site are not exposed to hazardous pesticides, chemicals, and/or other materials beyond what is indicated as safe in the manufacturer’s instructions or Safety Data Sheet.</p>	Y0	Y0	
6.3.1.c	<p>Fair Trade USA Red List Prohibitions. Certificate Members do not use materials listed on Fair Trade USA’s Red List of Prohibited Materials on Fair Trade Crops.</p>	Y0	Y0	
6.3.1.c-1	<p>Red List materials are not used for any in-scope activities related to Fair Trade Crops including, but not limited to seed treatment, field treatment, growing, post-harvest treatment, processing, storage, and/or transportation.</p>	Y0	Y0	<p>This criterion applies to any pesticide, chemical, or other material used by parties included in the scope of the Certificate while handling Fair Trade products.</p>
6.3.1.c-2	<p>Red List materials are not used on any non-Fair Trade Crop that is intercropped with a Fair Trade Crop.</p>	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.3.1.c-3	Any Red-list materials present on Fair Trade Sites are clearly marked “not for use on Fair Trade Crops.”	Y0	Y0	
6.3.1.d	Fair Trade USA Yellow List Restrictions. Materials listed on Fair Trade USA’s Yellow List of Restricted Pesticides are not used on Fair Trade Sites except under the specific qualifying conditions specified in the Yellow List for those materials.	Y0	Y0	Yellow-List Restrictions are specified in Fair Trade USA’s Prohibited and Restricted Pesticides List. This criterion applies to any pesticide, chemical, or other material used by parties included in the scope of the Certificate while handling Fair Trade products.
6.3.1.e	Records of hazardous materials at Fair Trade Sites. Certificate Members maintain a list of any pesticides, chemicals, or other hazardous materials used or present on their Fair Trade Sites.	Y0	Y0	Certificate Members may maintain their own records or report application details to the Certificate Holder for centralized record-keeping.
6.3.1.e-1	The list of hazardous materials has been updated at least once during the past three years.	Y0	Y0	
6.3.1.e-2	The list of hazardous materials includes any Red- or Yellow-List materials present at Fair Trade Sites.	Y0	Y0	
6.3.1.f	Records of pesticide applications. Certificate Members maintain records of all pesticide applications to Fair Trade Crops.	Y3	Y3	Refer to Fair Trade USA’s Policy on Outcome Measurement and Reporting for details on measurement, calculation, and reporting related to this criterion.
6.3.1.f-1	Certificate Members maintain records of pesticide use for each Fair Trade Crop.	Y3	Y3	Pesticide records must include all information required by the Certificate Holder’s Pesticide-Use Guidelines.
6.3.1.f-2	Certificate Members respond in a timely manner to the Certificate Holder’s request for their pesticide-use records.	Y3	Y3	
6.3.1.g	Records of medication and therapeutant applications. Certificate Members maintain records of any applications of hormones, vaccines, antimicrobials, antibiotics, and other therapeutants used to treat the Fair Trade Crop.	Y3	Y3	Certificate Members may maintain their own records or report application details to the Certificate Holder for centralized record-keeping.

Objective 6.3.2: Hazard materials are stored, handled, and used safely.

Intent: Workers, workers’ family members, community members, and other individuals are protected unintentional exposure to dangerous pesticides and other hazardous materials.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.3.2.a	Use of hazardous materials by qualified individuals. Pesticides, chemicals, or other hazardous materials are applied, used, handled, issued, and stored only by trained individuals.	Y0	Y0	
6.3.2.a-1	Hazardous materials are issued and stored by qualified individuals that have been trained in hazardous material storage and spill management.	Y0	Y0	In this criterion, qualified individuals tasked with issuing and storing hazardous materials can be farmers, workers, or other individuals who have been trained in pesticide storage and spill management.
6.3.2.b	Decontamination after hazardous material exposure. Farmers and workers shower and rinse off their equipment and uniforms in a dedicated wash area after spraying materials or engaging in any other activity in which their uniforms or equipment are likely to be splashed or coated by pesticides, chemicals, or other hazardous materials.	Y6	Y3	Farm and field environments may provide temporary or moveable structures as long as they provide adequate privacy.
6.3.2.b-1	Wash areas are sufficiently stocked with soap, water, towels, and any other materials necessary to ensure thorough decontamination.	Y6	Y3	
6.3.2.b-2	Separate wash areas are available for each gender, or the wash area is private with a lockable door.	–	Y3	
6.3.2.b-3	Certificate Members provide installations and/or cleansing materials that enable adequate emergency response to hazardous material exposures at the workplace.	–	Y3	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.3.2.c	Safe storage, labeling, transportation, and handling practices for hazardous materials. Pesticides, chemicals, and other hazardous materials are stored, labeled, transported, mixed, loaded, and handled in a manner that minimizes the risk of harm to humans and the natural environment.	Y0	Y0	
6.3.2.c-1	Containers of hazardous materials have labels that clearly indicate their contents, intended uses, and any warnings.	Y0	Y0	Hazardous materials must be stored in their original containers whenever possible. If pesticides have been purchased in bulk and then re-packaged, the name of the pesticide must be on the container, and the user must have access to the Safety Data Sheet.
6.3.2.c-2	Individuals use appropriate Personal Protective Equipment (PPE) when mixing, loading, applying, using, or handling pesticides, chemicals, or other hazardous materials.	Y0	Y0	
6.3.2.c-3	Hazardous materials are mixed and loaded in a separate, well-ventilated room or area.	Y0	Y0	Loading is the action of transferring materials between containers and/or application equipment. Any spilled materials must be treated according to the requirements of Criterion 6.3.2.e.
6.3.2.c-4	Hazardous materials are transported in a safe way that ensures they do not spill.	Y0	Y0	
6.3.2.c-5	Hazardous materials are stored in a separate, safe, and locked room	–	Y0	
6.3.2.c-6	Hazardous materials are stored out of reach of children, not at risk of spilling, and if possible, in a locked room.	Y0	–	
6.3.2.c-7	Hazardous materials are stored in a way that minimizes the risk of water pollution. Fertilizers are stored separately from pesticides, seed, and feed, unless the labels explicitly allow mixed storage.	Y0	Y0	This requirement applies to all fertilizers, whether organic or inorganic.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
6.3.2.d	Warning signs for treated areas. Certificate Members post warning signs to deter entry into areas which have been recently treated with pesticides, chemicals, and hazardous materials.	Y3	Y0	
6.3.2.d-1	Warning signs include safe re-entry times, remain posted throughout the restricted-entry interval (REI), and are removed once the area is safe to enter without Personal Protective Equipment (PPE). REIs and safe re-entry times follow the active ingredients' Safety Data Sheet(s) and/or manufacturers' instructions.	–	Y0	Restricted-entry intervals (REIs) are time periods immediately following pesticide applications during which entry into a treated area is restricted to only individuals with proper PPE and/or training.
6.3.2.d-2	Warning signs are installed at common entry points and/or other visible locations along the treated area.	–	Y0	Greenhouses should remain locked after spraying until it is safe to enter without PPE.
6.3.2.d-3	Warning signs are posted in languages understood by workers and explained in pictograms.	–	Y0	If risk areas and potential hazards are also accessible to workers' family members or community members, signs must also include any different language(s) used by those groups.
6.3.2.d-4	Certificate Members use warnings signs to signal treated areas that are accessible to individuals outside of the farmer's household.	Y3	–	Pictogram signs are sufficient. Certificate Members are not required to post warning signs in locations that are only accessible to members of their household as long as members of the household are verbally informed of pesticide applications.
6.3.2.e	Proper collection and disposal of spilled hazardous materials. Spilled hazardous materials are safely and properly collected and disposed.	Y6	Y3	
6.3.2.e-1	Spilled hazardous materials are collected in a separate container.	Y6	Y3	
6.3.2.e-2	Collection and disposal of hazardous materials respect the manufacturer's recommendations and comply with the requirements of local law.	Y6	Y3	
6.3.2.e-3	Spilled hazardous materials are not discharged into open water streams or sewers.	Y6	Y3	



MODULE 7:

Environmental Stewardship and Biodiversity

SUB-MODULE 7.1: Water Use.

Objective 7.1.1: Certificate Members use water sources legally, efficiently, and sustainably.

Objective 7.1.2: Certificate Members use only clean water to irrigate and process crops.

SUB-MODULE 7.2: Waterways, Biodiversity and Ecosystem Health.

Objective 7.2.1: Certificate Members use land legally, respectfully, and sustainably.

Objective 7.2.2: Certificate Members protect on-farm biodiversity, minimize negative impacts of agriculture on biodiversity of protected areas, forests and waterways.

Objective 7.2.3: Fair Trade Crops are not produced from genetically modified seed or planting stock.

SUB-MODULE 7.3: Soil Health.

Objective 7.3.1: Certificate Members improve soil structure and fertility on farms.

Objective 7.3.2: Certificate Members use fertilizer efficiently.

SUB-MODULE 7.4: Integrated Pest Management and Pesticide Use.

Objective 7.4.1: Certificate Members understand and apply the Integrated Pest Management (IPM) approach.

Objective 7.4.2: Certificate Members use pesticides sparingly and only when justified.

SUB-MODULE 7.5: Waste and Wastewater Management.

Objective 7.5.1: Certificate Members discharge wastewater safely and sustainably.

Objective 7.5.2: Certificate Members manage waste safely and sustainably.

Key Terms and Definitions

Action thresholds, also known as an economic thresholds, are predetermined levels of pest density or disease severity that farms use to indicate and justify pesticide use to suppress an outbreak before it reaches the economic injury level (EIL). The economic injury level is the point in an outbreak's progression in which the pest control measure becomes less costly than nontreatment.

Buffer zones are swaths of land free from crop cultivation, waste storage or disposal, and the application of any fertilizer or pesticide, whether synthetic or organic.

Conversion is a human-induced change in forests or High Conservation Value areas that results in long-term negative impacts on species diversity, structure, or function. This definition also includes degradation, which is any significant direct or indirect disturbance caused by human activity or the introduction of management practices that result in a significant negative change to the area's former species composition, structure, or function.

Deforestation¹ is the conversion of forest to agricultural use, whether human induced or not. This includes situations caused by natural disasters.

Groundwater² is water that is being held in, and that can be recovered from, an underground formation.

High Conservation Value areas are natural habitats which possess and/or are needed for the existence and maintenance of identified High Conservation Values as defined by the FSC³. This includes areas that are critically important for:

- Their biological diversity;
- Maintaining landscape-level ecosystem connectivity;
- The rare, threatened, or endangered ecosystems they contain or are in; and,
- The critical ecosystem services, community needs, and critical cultural values they provide.

Integrated Pest Management (IPM) means the careful consideration of all available pest control techniques and subsequent integration of appropriate measures that discourage the development of pest populations and keep pesticides and other interventions to levels that are economically justified and reduce or minimize risks to human health and animal health and/or the environment. IPM emphasizes the growth of a healthy crop with the least possible disruption to agro-ecosystems and encourages natural pest control mechanisms.⁴

Land use rights are the legal rights or permissions a person, group, or organization has to use a piece of land for specific purposes, regardless of whether they legally own the land.

Legal titles are documents that define the official ownership of property or land and confer legal rights to the holder to own, use, sell, and/or transfer that property.

Natural forests are areas larger than 0.5 hectares covered by trees that are, or could achieve, a minimum height of 5 meters and provide a minimum canopy cover of 10%. These include any type of forest, whether primary, regenerated, partially managed, or previously degraded forests.

Pests are any undesired vertebrates, invertebrates, plants (weeds), or diseases (bacterial, viral, fungal, microbial, or other) that could harm the humans, animals, crops, or installations at a given site.

Pesticides are any substances (or mixture of substances) composed of chemical or biological ingredients intended to repel, destroy, or control any pest or regulate plant growth³.

Produced water¹ is water that enters the organization's boundary as a result of extraction (e.g., crude oil), processing (e.g., sugar cane crushing), or use of any raw material, and has to consequently be managed by the organization.

Regenerative agriculture refers to holistic farming systems that, among other benefits, improve water and air quality, enhance ecosystem biodiversity, produce nutrient-dense food, and store carbon to help mitigate the effects of climate change. These farm systems are designed to work in harmony with nature, while also maintaining and improving economic viability.

Seawater¹ is water in a sea or in an ocean.

Sewage water is any wastewater that contains fecal matter including, but not limited to, discharge from toilets.

Surface water¹ is water that occurs naturally on the Earth's surface in ice sheets, ice caps, glaciers, icebergs, bogs, ponds, lakes, rivers, and streams. This includes collected or harvested rainwater.

Third-party water¹ is water from municipal water suppliers and municipal wastewater treatment plants, public or private utilities, and other organizations involved in the provision, transport, treatment, disposal, or use of water and effluent.

Triple-rinsing is a cleaning method used to safely rinse pesticide or chemical containers before disposal or recycling and involves rinsing a container three times using clean water or a suitable solvent to ensure that no harmful residues remain inside.

Wastewater is any water that has been adversely affected in quality by production, processing, or packaging activities.

¹ European Union (EU), *Regulation 2023/1115 of the European Parliament and the Council of 31 May 2023 (EUDR)*, <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32023R1115>

² Stitching Global Reporting Initiative (GRI), *GRI 303: Water and Effluents 2018* (2018), <https://www.globalreporting.org/standards/standards-development/topic-standard-for-water-and-effluents-gri-303/>

³ Forest Stewardship Council (FSC), *Policy to Address Conversion* (2023), <https://connect.fsc.org/document-centre/documents/resource/1445>

⁴ The Food and Agriculture Organization of the United Nations (FAO) and the World Health Organization (WHO), *The International Code of Conduct on Pesticide Management* (2014), https://www.fao.org/fileadmin/user_upload/pesticide_toolkit/pdfs/highly_hazardous_pesticides/CODE_2014Sep_ENG.pdf

SUB-MODULE 7.1: Water Use.

Objective 7.1.1: Certificate Members use water sources legally, efficiently, and sustainably.

Intent: Certificate Members are empowered to use resources sustainably and facilitate long-term community resilience. Water use is efficient, legal, respectful, and sustainable. Water-use in on-site irrigation and processing becomes more efficient over time.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.1.1.a REGEN	Water source identification. Certificate Members identify the source and type of water used for production, irrigation, and/or processing of crops.	Y0	Y0	Water source types must be classified as: <ul style="list-style-type: none"> • Groundwater; • Surface water; • Seawater; • Third-party water; or • Produced water.
7.1.1.b	Groundwater and surface water permits. Certificate Members that use surface water or groundwater hold a valid permit if required by law.	Y3	Y0	
7.1.1.c REGEN	Water distribution system maintenance. Certificate Members maintain water distribution systems to minimize water loss.	Y3	Y0	<i>NA for Certificate Members that do not use a water distribution system.</i>
7.1.1.d REGEN	Water-use record keeping. Certificate Members maintain records of water used to irrigate or process Fair Trade Crop.	—	Y1	<i>NA for Certificate Members that do not use water for on-site processing and/or irrigation.</i> Refer to Fair Trade USA's Policy on Outcome Measurement and Reporting for details on measurement, calculation, and reporting related to this criterion.
7.1.1.d-1	Y1: Certificate Members maintain records of water used to irrigate or process the Fair Trade Crop.	—	Y1	
7.1.1.d-2	Y1: Certificate Members respond in a timely manner to the Certificate Holder's annual request for their water-use records.	—	Y1	

Objective 7.1.2: Certificate Members use only clean water to irrigate and process crops.

NA for Certificate Members that do not use water for on-site processing and/or irrigation.

Intent: Fair Trade Crops are not irrigated or processed with water that could present a risk to human health.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.1.2.a REGEN	Sewage water restrictions. Certificate Members do not irrigate or process crops with untreated sewage water.	Y0	Y0	
7.1.2.b REGEN	Water quality monitoring. Water quality of any surface water used in on-site processing or irrigation is periodically analyzed and monitored.	Y1	Y1	
7.1.2.b-1	Y1: Monitored parameters are selected according to, and sampled at frequencies that comply with, local law.	Y1	Y1	If no regulatory framework exists, sites must be able justify their selection of analyzed parameters and sampling methodology.
7.1.2.b-2	Y1: The results of water quality analysis comply with local law.	Y1	Y1	

SUB-MODULE 7.2: Waterways, Biodiversity and Ecosystem Health.

Objective 7.2.1: Certificate Members use land legally, respectfully, and sustainably.

Intent: Land use by Certificate Members respect traditional land users and prevailing law governing agricultural land use. Certificate Members recognize that the illegal land conversion can be a significant source of GHG emissions and loss of biological and cultural diversity.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.1.2.a	Legal land use. Certificate Members cultivate Fair Trade Crops on land that complies with national legislation regulating agricultural land use.	Y0	Y0	Legal titles are not required for marginalized groups and customary land users.
7.2.1.a-1	Y0: Certificate Members hold the legal title of the land used to cultivate the Fair Trade Crop.	—	Y0	If no regulatory framework exists, sites must be able justify their selection of analyzed parameters and sampling methodology.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.2.1.b	Respect for traditional land use. Certificate Members obtain the free, prior, and informed consent of any affected peoples with customary or traditional land-use rights before procuring land rights or accessing natural resources.	Y0	Y0	People with customary or traditional land-use rights includes, but is not limited to, members of indigenous peoples.
7.2.1.c REGEN	No extractive land use. Certificate Members do not cultivate the Fair Trade Crops on land used for mining, fracking, or other extractive activities.	Y6	Y6	People with customary or traditional land-use rights includes, but is not limited to, members of indigenous peoples.

Objective 7.2.2: Certificate Members protect on-farm biodiversity, minimize negative impacts of agriculture on biodiversity of protected areas, forests and waterways.

Intent: Certificate Members protect biological and cultural diversity by making efforts to conserve natural resources, protect threatened and endangered plant and animal species, reduce GHG emissions, prevent illegal land conversion, and limit soil degradation at Fair Trade Sites. Certificate Members recognize that a high biodiversity supports a healthier and more productive environment for future generations.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.2.2.a REGEN	Protection of endangered species. Certificate Members protect on-farm biodiversity.	Y3	Y1	
7.2.2.a-1	Y3: Farmers, workers, and their families do not hunt, kill, harm, or remove endangered species at Fair Trade Sites.	Y3	–	
7.2.2.a-2	Y1: Certificate Members, workers and their families do not hunt, kill, harm, or remove endangered species at Fair Trade Sites.	–	Y1	
7.2.2.a-3	Y1: Certificate Members take measures to deter, prevent, or counter the hunting and extraction of endangered species at Fair Trade Sites.	–	Y1	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.2.2.b REGEN	No deforestation or conversion of natural areas. Certificate Members do not engage in deforestation or any other conversion of natural forests or High Conservation Value areas to other uses.	Y1	Y0	Some Fair Trade Certified products, including but not limited to coffee and cocoa, must comply with specific cut-off dates after which deforestation and conversion must not have occurred. These dates, are listed alongside other product-specific requirements in Fair Trade USA's Product Specific Policy.
7.2.2.b-1	Y0: Certificate Members do not deforest or convert natural forests or High Conservation Value areas to other uses.	Y0	Y0	
7.2.2.b-2	Y1: If deforestation or conversion has occurred to natural forest and/or High Conservation areas, Certificate Members are restoring or have restored impacted areas.	Y1	Y0	Certificate Members are only responsible for restoring natural forests and/or High Conservation areas that have been subjected to human-induced environmental degradation. If land has been deforested as the result of extreme weather, natural disaster, or other natural cause, Certificate Members are prohibited from cultivating the affected area but are not required to engage in additional restoration measures.
7.2.2.c REGEN	Buffer zones. Certificate Members maintain buffer zones free from crop cultivation, waste disposal and any kind of pesticide or fertilizer application, around water bodies and protected areas.	Y3	Y3	Buffer zone restrictions extend to substances approved for use in organic production.
7.2.2.c-1	Y3: On farms that are smaller than two hectares, Certificate Members maintain buffer zones of at least two meters around all water bodies and protected areas.	Y3	–	
7.2.2.c-2	Y3: On farms that are two hectares or larger, Certificate Members maintain buffer zones of at least five meters around all water bodies and protected areas.	Y3	–	
7.2.2.c-3	Y3: Certificate Members maintain buffer zones of at least five meters around all water bodies and protected areas.	–	Y3	
7.2.2.c-4	Y3: On all farms, Certificate Members maintain buffer zones of at least ten meters around sources of drinking water.	Y3	Y3	

Objective 7.2.3: Fair Trade Crops are not produced from genetically modified seed or planting stock.

NA for Certificate Members that do not produce Fair Trade Crops that are commercially available in genetically modified form.

Intent: Fair Trade Crops do not intentionally contain genetically modified material.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.2.3.a REGEN	Prohibition of GMO planting materials. Certificate Members do not intentionally use directly genetically modified seed or planting material to produce the Fair Trade Crop.	Y0	Y0	
7.2.3.b REGEN	Mitigation of GMO contamination. Certificate Members take appropriate measures to ensure that their Fair Trade planting material is not contaminated by genetically modified organisms.	Y0	Y0	Appropriate measures may vary according to contamination risk and the size of the farm.

SUB-MODULE 7.3: Soil Health.

NA for processing facilities. This sub-module is applicable to all farming sites, including, but not limited to farms, fields, and greenhouses.

Objective 7.3.1: Certificate Members improve soil structure and fertility on farms.

Intent: Certificate Members recognize that climate-smart, regenerative, IPM, and other holistic approaches contribute to soil health. Sustainable farming practices on Fair Trade Sites contribute to sustainable livelihoods, community resilience, and ecosystem services. Certificate Members' improvements to soil structure and fertility increase production quality and yield while facilitating valuable ecosystem services, such as carbon sequestration.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.3.1.a REGEN	Erosion mitigation. Certificate Members protect soil health by taking measures to minimize erosion.	Y0	Y0	
7.3.1.a-1	Y0: Certificate Members identify areas of the farm affected by, or at risk of, soil erosion.	Y0	Y0	
7.3.1.a-2	Y3: Certificate Members are implementing practices to reduce soil erosion in affected and at-risk areas.	Y3	Y3	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.3.1.b REGEN	Groundcover. Certificate Members enhance soil health with groundcover.	Y0	Y0	
7.3.1.b-1	Y3: Certificate Members identify areas where groundcover is needed.	Y3	Y1	
7.3.1.b-2	Y6: Certificate Members are establishing groundcover in areas where it is needed.	Y6	–	
7.3.1.b-3	Y3: Certificate Members have established groundcover in areas where it is needed.	–	Y3	
7.3.1.c REGEN	Soil fertility monitoring. Certificate Members monitor soil fertility.	Y1	Y1	Legal titles are not required for marginalized groups and customary land users.
7.3.1.c-1	Y1: Certificate Members monitor soil fertility through soil analysis, leaf analysis, or physical symptoms of nutrient deficiencies.	Y1	Y1	
7.3.1.c-2	Y3: Certificate Members monitor soil fertility through soil analysis and keep records of results.	–	Y3	

Objective 7.3.2: Certificate Members use fertilizer efficiently.

Intent: Fertilizer applications are guided by demonstrable crop nutrient needs. Certificate Members take measures to mitigate harm to ecosystems and waterways caused by the runoff of overapplied nitrogen fertilizer. Farms maintain continuous productivity and contribute to food security by avoiding soil degradation caused by excessive fertilizer applications.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.3.2.a REGEN	Fertilizer application rates. Certificate Members select and apply fertilizers, whether organic or inorganic, according to indications of the nutrient needs of the crop.	Y3	Y3	NA for Certificate Members that do not apply fertilizers.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.3.2.a-1	Y3: Certificate Members select appropriate fertilizers according to the results of soil or leaf analysis.	–	Y3	
7.3.2.a-2	Y3: Certificate Members apply fertilizers in amounts that correspond to the nutrient needs of the crop as determined by soil and leaf analysis.	–	Y3	
7.3.2.b	Fertilizer application records. Certificate Members maintain records of all fertilizer applications, whether organic or inorganic.	Y1	Y1	NA for Certificate Members that do not apply fertilizers.
7.3.2.b-1	Y1: For each fertilized Fair Trade Crop, Certificate Members keep detailed fertilization records.	–	Y3	
7.3.2.b-1	Y1: Certificate Members respond in a timely manner to the Certificate Holder’s annual request for their records of fertilizer applications.			

SUB-MODULE 7.4: Integrated Pest Management and Pesticide Use.

NA for processing facilities. Applies to all farming sites, including, but not limited to farms, fields, and greenhouses.

Objective 7.4.1: Certificate Members understand and apply the Integrated Pest Management (IPM) approach.

Intent: Certificate Members are committed to identifying, monitoring, and controlling the most problematic pests of the Fair Trade Crop through activities aligned with the IPM approach. Certificate Members plan and implement the IPM approach through the PAMS (prevention, avoidance, monitoring, and suppression) practices that are most likely to effectively treat primary pests in their production context with minimal use of pesticides. Farms improve yields and minimize negative environmental impacts by adopting, evaluating, and adjusting IPM practices as needed over time.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.4.1.a REGEN	Primary pest identification. Certificate Members identify the primary pests that affect the Fair Trade Crop.	Y0	Y0	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.4.1.b REGEN	Primary pest identification. Certificate Members identify the primary pests that affect the Fair Trade Crop.	Y3	Y1	
7.4.1.b-1	Y3: Certificate Members regularly scout the Fair Trade Crop for signs of new pest infestations and regularly monitor any ongoing pest infestations of the Fair Trade Crop.	Y3	–	
7.4.1.b-2	Y1: Certificate Members regularly scout the Fair Trade Crop for signs of new pest infestations and regularly monitor any ongoing pest infestations of the Fair Trade Crop.	–	Y1	
7.4.1.c REGEN	IPM implementation. Certificate Members implement Integrated Pest Management (IPM) prevention, avoidance, and suppression activities.	Y3	Y1	Prevention practices are IPM activities that proactively prevent a new pest from infesting unaffected areas of the farm. Avoidance practices are IPM activities that mitigate the negative impact of pests on crops they currently infest or are likely to reinfest. Suppression practices are IPM activities that react to pest infestations by weakening, excluding, killing, or disrupting the reproduction of established pests.
7.4.1.c-1	Y3: Certificate Members implement IPM through at least one prevention, avoidance, or suppression practice.	Y3	–	
7.4.1.c-2	Y0: Certificate Members implement at least one IPM prevention practice.	–	Y0	
7.4.1.c-3	Y0: Certificate Members implement at least one IPM avoidance practice.	–	Y0	NA for Certificate Members that are not experiencing active pest infestations.
7.4.1.c-4	Y0: Certificate Members implement at least one IPM suppression practice.	–	Y0	NA for Certificate Members that are not experiencing active pest infestations.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.4.1.d REGEN	IPM activity selection. Certificate Members select and implement appropriate Integrated Pest Management (IPM) activities.	Y3	Y3	Prevention practices are IPM activities that proactively prevent a new pest from infesting unaffected areas of the farm. Avoidance practices are IPM activities that mitigate the negative impact of pests on crops they currently infest or are likely to reinfest. Suppression practices are IPM activities that react to pest infestations by weakening, excluding, killing, or disrupting the reproduction of established pests.
7.4.1.d-1	Y3: Certificate Members implement Integrated Pest Management activities in coordination with the Certificate Holder's Sustainable Production Plan.	Y3	Y3	
7.4.1.d-2	P: Certificate Members base their selection of Integrated Pest Management activity(s) according to information gathered through monitoring and scouting.	–	P	

Objective 7.4.2: Certificate Members use pesticides sparingly and only when justified.

Intent: Certificate Members limit harm to people and the natural environment by minimizing the use of chemical pesticides and understanding pesticides' mode of action, dosage, toxicity, implications of human exposure, and potential impact on the environment from runoff. Pesticides are selected and applied with the goal of targeting only the affected crop and pest as much as possible and limiting the development of pesticide-resistant strains of pests.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.4.2.a REGEN	Prohibition of prophylactic pesticide use. Certificate Members do not apply pesticides as a preventative measure to the Fair Trade Crop.	Y0	Y0	This prohibition extends to substances approved for organic production. In this criterion, preventative measure refers to pesticide applications to a crop without evidence of an active infestation.
7.4.2.b	Justification of pesticide application. Certificate Members provide reasonable justification for any pesticide applications.	Y0	Y0	NA for Certificate Members that have not applied pesticides during the audit period.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.4.2.b-1	Y0: Certificate Members justify pesticide use by establishing and following action thresholds.	–	Y0	
7.4.2.b-2	Y0: At a minimum, Certificate Members can justify pesticide use by providing a verbal explanation of the damage they believe that an untreated infestation would have caused to the Fair Trade Crop.	Y0	–	
7.4.2.c	Pesticide selection. Certificate Members prioritize products that enable them to safely target specific pests in only the affected Fair Trade Crop.	Y3	Y3	<i>NA for Certificate Members that have not applied pesticides during the audit period.</i>
7.4.2.c-1	Y3: Certificate Members use locally available pesticide products that enable the most effectively treatment of the identified pest while minimizing collateral harm to people, non-target species, and the natural environment.	Y3	Y3	
7.4.2.d	Pesticide application techniques requirements. Certificate Members prioritize pesticide application techniques that enable them to safely target specific pests in only the affected Fair Trade Crop.	Y1	Y0	<i>NA for Certificate Members that have not applied pesticides during the audit period.</i>
7.4.2.d-1	Y1: Certificate Members calibrate pesticide application equipment to ensure the correct amount of chemicals are being applied.	Y1	Y0	
7.4.2.d-2	Y3: Certificate Members optimize the timing and dosage of pesticide application to achieve maximum impact on the target species.	–	Y3	
7.4.2.d-3	Y3: Certificate Members avoid sequential applications of pesticides with the same mode of action.	Y3	Y1	
7.4.2.d-4	Y3: Pesticide application techniques minimize collateral impact on people, non-target species, and the natural environment.	Y3	Y1	

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.4.2.e	Mitigation of environmental harm in pesticide applications. Farms take measures to mitigate potential harm to the natural environment that could be caused by pesticide applications.	YO	YO	NA for Certificate Members that have not applied pesticides during the audit period.
7.4.2.e-1	YO: Certificate Members comply with recommendations in the pesticide manufacturer's instructions or Safety Data Sheet for all active ingredients.	YO	YO	
7.4.2.e-2	YO: Certificate Members do not apply pesticides by motorized-broadcast or pressurized-spray methods within ten meters of water bodies or protected areas, or the manufacturer's recommended distance, whichever is farther.	YO	YO	NA for Certificate Members that do not apply pesticides via motorized-broadcast or pressurized spray methods.
7.4.2.e-3	YO: Certificate Members provide aerial applicators of pesticide with the information necessary to avoid applications closer than the manufacturer's recommended distance or 30 meters, whichever is farther, from water bodies, protected areas, and areas of daily human activity.	YO	YO	NA for Certificate Members that do not apply pesticides aerially.

SUB-MODULE 7.5: Waste and Wastewater Management.

Objective 7.5.1: Certificate Members discharge wastewater safely and sustainably.

NA for Certificate Members that do not produce wastewater.

Intent: Certificate Members recognize that wastewater discharged into the environment must be treated to prevent harm to human and ecosystem health. Wastewater treatment activities prioritize the protection of sources of drinking water.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.5.1.a REGEN	Wastewater management. Certificate Members protect the surrounding environment from contamination by wastewater.	YO	YO	Wastewater includes, but is not limited to, water contaminated by human waste, pesticide container or equipment rinse water, and water from coffee wet milling.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.5.1.a-1	Y0: Certificate Members do not discharge wastewater directly into the natural environment, including water bodies, without prior treatment.	Y0	Y0	
7.5.1.a-2	Y3: Certificate Members have measures in place to ensure that discharged wastewater does not pollute sources of drinking water.	Y3	Y0	Pollute can mean to contaminate directly, indirectly, or by accident.
7.5.1.b REGEN	Wastewater accident response. Certificate Members are prepared to respond effectively and transparently to wastewater accidents.	Y3	Y3	
7.5.1.b-1	Y3: Certificate Members immediately notify the Certificate Holder, municipal officials, and relevant water agencies if an accident occurs.	Y3	Y3	
7.5.1.c REGEN	Wastewater quality. Certificate Members maintain levels of wastewater quality that meet or exceed the minimum levels required by local law.	Y6	Y3	

Objective 7.5.2: Certificate Members manage waste safely and sustainably.

Intent: Certificate Members respect the Reduce, Reuse, Recycle principle, adhere to best practices for the region, minimize pollution, and take measures to mitigate harm to human health and the environment caused by poor waste management practices.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.5.2.a	Waste disposal. Recyclable, reusable, and residual waste is segregated and repurposed or disposed of based on local options.	Y1	Y0	
7.5.2.b REGEN	Wastewater accident response. Certificate Members are prepared to respond effectively and transparently to wastewater accidents.	Y1	Y0	Certificate Members may follow a specific plan developed for only their operation or a general plan developed by the Certificate Holder for all Certificate Members.

Criteria and Requirements		Applicability		Clarification
CC-Req	Content	Ind	Agri	
7.5.2.c REGEN	Burning of waste. Certificate Members do not burn waste.	Y3	Y0	
7.5.2.c-1	Y3: Certificate Members do not burn waste unless burning is required by law or clearly a more sustainable practice than alternative methods.	Y3	–	
7.5.2.c-2	Y0: Certificate Members do not burn organic waste unless burning is required by law, clearly a more sustainable practice than composting or leaving organic waste in the fields, or justifiable as a phytosanitary measure.	–	Y0	
7.5.2.c-3	Y0: Certificate Members do not burn inorganic waste.	–	Y0	
7.5.2.d	Waste storage and disposal. Certificate Members store and dispose of waste only in designated areas away from water sources.	Y3	Y1	
7.5.2.e	Hazardous waste. Certificate Members properly store and dispose of hazardous waste.	Y0	Y0	Hazardous waste includes, but is not limited to: hazardous materials (unused, spilled, or otherwise), hazardous materials containers, and other items contaminated by hazardous materials.
7.5.2.e-1	Y0: Hazardous material containers are triple-rinsed, punctured, and never reused.	Y0	Y0	
7.5.2.e-2	Y0: Hazardous waste is stored and disposed of in designated areas at least 200 meters from water bodies.	Y0	–	
7.5.2.e-3	Y0: Certificate Members temporarily store hazardous waste in designated areas at least 200 meters from water bodies before permanent and proper disposal.	–	Y0	
7.5.2.e-4	Y0: Authorized hazardous waste transporters remove and transport chemical and hazardous waste to an authorized waste disposal and recovery site.	–	Y0	



MODULE 8:

Transparency and Traceability.

SUB-MODULE 8.1: Product traceability.

Objective 8.1.1: Fair Trade products are physically separated and identifiable.

Objective: 8.1.2: Fair Trade volumes sold match Fair Trade volumes sourced.

SUB-MODULE 8.2: Traceability documentation.

Objective: 8.2.1: Integrity and transparency in supply transactions.

Objective 8.2.2: Certificate Holders ensure that transparency and traceability measures are followed by all relevant in-scope and out-of-scope entities.

Objective 8.2.3: Certificate Holders ensure that transactions are transparent.

SUB-MODULE 8.3: Transparent movement of Fair Trade Premium.

Objective 8.3.1: Fair Trade Premium Participants are recognized as the rightful owners of Fair Trade Premium.

SUB-MODULE 8.4: Provision of financing, inputs, and services.

Objective 8.4.1: Any financing, services, and inputs provided by the Certificate Holder are subject to under fair and transparent terms.

SUB-MODULE 8.5: Certificate suspension and decertification.

Objective 8.5.1: Fair Trade rules are respected during suspensions.

Objective 8.5.2: Decertified Certificate Holders do not sell Fair Trade Certified product.

SUB-MODULE 8.6: Use of the Fair Trade Label on finished products.

Objective 8.6.1: Certificate Holders use the Fair Trade label responsibly.

8.a Introduction.

This module is directly related to the Fair Trade USA standard for traders. The Certificate Holder should review requirements of the Fair Trade USA Trade Standard. These requirements are intended to support the Certificate Holder in establishing fair and transparent trading terms with its buyer(s). The primary purpose of this module is to ensure that the practices relating to the purchase, movement, production, and sale of the Fair Trade product are clearly defined.

8.b Key Terms and Definitions.

Fair Trade agreements – Clear terms of trade ensuring that producers know what to expect from their participation in Fair Trade. Contracts and agreements between all actors in Fair Trade ensure that all parties are clear about their responsibilities in the trade relationship.

Price fixation level: The point in which the price is formally agreed and becomes binding for the transaction parties (Farm Gate, ExWorks, FOB, etc.).

Fair Trade eligible product: Products produced only by members in scope, supplying to a Certificate Holder.

Finished product: A finished product is a certified product that has completed all manufacturing and processing and is ready to be sold or distributed to the end-user in the retail sector or the restaurant/food service sector.

First point of processing is when an eligible mass balance product undergoes its first substantial transformation. This does not refer to simple processing activities that may occur before substantial transformation.

Traceability: Only products covered by a valid Fair Trade Certificate are sold to a licensed trader who has agreed to pay Fair Trade Premium may be labelled as Fair Trade Certified. At all times and for all products we expect no more product to be sold as Fair Trade than has been purchased as Fair Trade. In addition to this basic principle, we seek to ensure physical traceability for commodities covered by the Agricultural Production Standard (APS);

Mass Balance eligible products: The use of mass balance is limited to Cocoa, Sugar, Tea and Fruit Juice only.

Commercial Price: The relevant Commercial Price is the typical market price for equivalent products. It is generally the price negotiated between the buyer and supplier, where there is no defined reference price. This price must not be significantly different than prices negotiated for products of similar type and quality specifications. Coffee and cocoa have defined relevant market price references which must be followed. These are listed in a separate document, *Special Price and Premium Terms*.

SUB-MODULE 8.1: Product traceability.

Objective 8.1.1 Fair Trade products are physically separated and identifiable.

Intent: Certificate Holders safeguards the integrity of Fair Trade products by maintaining them physically separated from non-Fair Trade products. Systems ensure that Fair Trade products can be consistently identified at every stage of the supply chain. Transparent records of product movements, changes, and losses help to ensure complete traceability and accountability throughout the supply chain.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.1.1.a	<p>Traceability procedures. The Certificate Holder establishes traceability procedures that guide the segregation and identification of Fair Trade products and documents how they are sourced, bought, processed, and sold.</p>	YO	YO	YO	Procedures must ensure traceability and accurate volumes of Fair Trade products from the farm gate to the Certificate Holder's point of sale and cover all activities, including those performed by subcontractors.
8.1.1.a-1	<p>YO: The Certificate Holder shares traceability procedures with all parties responsible for producing, transporting, storing, processing, or otherwise handling Fair Trade products prior to their point of sale.</p>	YO	YO	YO	Relevant parties include, but are not limited to the Certificate Holders, Certificate Members and subcontractors.
8.1.1.b	<p>Physical segregation of Fair Trade products. The Certificate Holder verifies that Fair Trade products are clearly identified and physically separated from non-Fair Trade products by all relevant parties.</p>	YO	YO	YO	<p>Not Applicable for Certificate Holders that produce 100% of the Certified product as Fair Trade.</p> <p>Relevant parties include, but are not limited to the Certificate Holders, Certificate Members, subcontractors, or other entities responsible for producing, transporting, storing, processing, or otherwise handling Fair Trade products.</p> <p>Fair Trade products may be physically labeled or identified by labels placed directly on the product; labeled bins, cartons, bags or other containers; or by locating Fair Trade products in clearly identified storage areas used exclusively to store Fair Trade products. Labels may use any wording or identification convention that allows the product to be clearly and easily distinguished as Fair Trade product.</p>

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.1.1.b-1	YO: Fair Trade products are clearly labeled and physically segregated from non-Fair Trade products throughout all stages of production, storage, transport, processing and/or other handling that occurs prior to the Certificate Holder's point of sale.	YO	YO	YO	Not Applicable (NA) for Certificate Holders using a mass balance system for eligible Fair Trade products. If Fair Trade products cannot be physically labeled during any period of production or processing, the products must remain identifiable via record-keeping of lots, runs, or similar means that allows the product to be identified as Fair Trade until physical traceability can be re-established.
8.1.1.c	Mass balance. The Certificate Holder uses a mass balance traceability system to track volumes and characteristics of eligible Fair Trade products produced and/or sourced for processing.	YO	YO	YO	Not Applicable (NA) for Certificate Holders that do not use mass balance systems. Mass balance can be used only with eligible products, which are defined in the Fair Trade USA Policy on the Use of Mass Balance in the APS.
8.1.1.c-1	YO: The Certificate Holder ensures that all products used within mass balance system are of a similar type and quality.	YO	YO	YO	
8.1.1.c-2	YO: The mass balance traceability system documents mass balance product flows and enables the Certificate Holder to track Fair Trade product volume, type, and quality until the first point of processing or the Certificate Holder's point of sale, whichever comes first.	YO	YO	YO	
8.1.1.c-3	YO: Eligible Fair Trade products using a mass balance system are physically segregated from non-Fair Trade products until at least the first point of processing or the Certificate holder's point of sale, whichever comes first.	YO	YO	YO	The first point of processing is when the eligible mass balance product undergoes its first substantial transformation and does not refer to simple processing activities that may occur before substantial transformation.
8.1.1.c-4	YO: The Certificate Holder documents and maintains records of the volumes of all eligible mass balance Fair Trade products sourced from Certificate Members.	YO	YO	—	Not Applicable for Certificates in which Fair Trade products do not undergo substantial transformation before the Certificate Holder's point of sale.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.1.1.c-5	YO: The mass balance system includes traceability procedures for tracking the volumes, types, and quality of eligible Fair Trade products. Traceability procedures are shared with all parties responsible for producing, transporting, storing, processing, or otherwise handling Fair Trade products prior to their point of sale.	YO	YO	YO	
8.1.1.d	Documentation of Fair Trade product volume changes during processing. The Certificate Holder keep records of applicable conversion rates and any losses that occur during changes in volume or physical state of the Fair Trade product.	YO	YO	YO	If changes happen at different stages and at multiple sites within the scope of the Certificate, records must indicate change in volume that occurs per each site.
8.1.1.d-1	YO: Records indicate product volumes before and after processing changes.	YO	YO	YO	
8.1.1.d-2	YO: Records shall be kept in an accessible format and retained for a minimum of three years.	YO	YO	YO	

Objective: 8.1.2: Fair Trade volumes sold match Fair Trade volumes sourced.

Intent: The Certificate Holder ensures that only eligible products are accounted for as Fair Trade. Fair Trade product balances remain accurate and non-negative to uphold the reliability and integrity of Fair Trade product accounting. Sales of Fair Trade products do not exceed the Fair Trade volumes sourced after applying any relevant yield conversions due to processing.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.1.2.a	Fair Trade product eligibility The Certificate Holder sells only Fair Trade eligible products that have been produced by an in-scope Certificate Member or purchased from another Fair Trade Certificate Holder.	YO	YO	YO	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.1.2.b	Non-negative balances of Fair Trade products. The Certificate Holder ensures that the volumes of Fair Trade sales never exceed the volumes of Fair Trade products produced, purchased, or sourced.	Y0	Y0	Y0	Procedures must ensure traceability and accurate volumes of Fair Trade products from the farm gate to the Certificate Holder's point of sale and cover all activities, including those performed by subcontractors.
8.1.2.b-1	Y0: Certificate Holders maintain records of the balance(s) of Fair Trade product volume balance, which take yields and losses into account.	Y0	Y0	Y0	
8.1.2.b-2	Y0: Fair Trade products have been produced and physically sourced prior to being sold to a Fair Trade buyer.	Y0	Y0	Y0	

SUB-MODULE 8.2: Traceability documentation.

Objective: 8.2.1 Integrity and transparency in supply transactions.

Intent: The Certificate Holder promotes fair and transparent supply transactions by keeping proper records, honoring agreements, paying accurately, and avoiding restrictive conditions. All supplier trade is formalized through clear written agreements with transparent pricing, delivery terms, and conflict-resolution mechanisms, and ensures that both Certificate Holders and intermediaries meet their commitments to farms and facilities.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.1.a	Fair Trade Agreements with Certificate Members The Certificate Holder establishes clear written agreements with Certificate Members and ensures that these are followed.	–	Y0	–	Procedures must ensure traceability and accurate volumes of Fair Trade products from the farm gate to the Certificate Holder's point of sale and cover all activities, including those performed by subcontractors.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.1.a-1	<p>YO: At a minimum, written agreements include:</p> <ul style="list-style-type: none"> the agreed price paid for the product, taking into consideration requirements on relevant price and premium information; terms of delivery, including quality requirements; payment terms; if applicable, clearly documented terms for any secondary payment adjustments; a description of all inputs and services provided and relevant deductions for these services; a mechanism to resolve conflicts; and, a stipulation for transferring remaining Fair Trade Premium to members, as rightful owners, in the event of decertification. 	—	YO	—	<p>Written agreements may take the form of contracts or any other regulatory document that covers all required topics.</p> <p>Secondary payment adjustments are any modifications that arise when the final price differs from the price originally paid by the Certificate Holder to the Certificate Members.</p> <p>If an open price or price-to-be-fixed applies, written agreements must include a clear outline and calculation method for the price to be set.</p>
8.2.1.a-2	YO: The agreement is shared and communicated in a language that the Certificate Members understand.	—	YO	—	
8.2.1.a-3	YO: Agreements do not restrict Certificate Members from selling to entities other than the Certificate Holder once sourcing commitments are met.	—	YO	—	
8.2.1.b	<p>Transaction registers.</p> <p>The Certificate Holder compiles information on Fair Trade product sourced from in-scope Certificate Members.</p>	YO	YO	—	This criterion refers to internal record keeping at the Certificate Holder level.
8.2.1.b-1	YO: The Certificate Holder maintains a consolidated transaction register that documents key sourcing information sourcing of Fair Trade products from Certificate Members.	YO	YO	—	
8.2.1.b-2	<p>YO: Consolidated information includes, at a minimum:</p> <ul style="list-style-type: none"> the name of the Certificate Member, the date of purchase, the product type, the product volume or quantity, and the price paid. 	—	YO	—	
8.2.1.b-3	YO: Information is retained for at least one year.	YO	—	—	
8.2.1.b-4	YO: Information is retained for a minimum of three years.	—	YO	—	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.1.c	Fair Trade transaction records. The Certificate Holder issues receipts or equivalent documents to Certificate Members for each transaction involving Fair Trade products.	Y0	Y0	–	
8.2.1.c-1	Y0: Documents include prices and volumes, at a minimum.	Y0	Y0	–	Premium must be included in the document only if it is relevant, for instance when farmers receive any part of the Premium directly as cash.
8.2.1.c-2	Y0: Records are kept by both Certificate Holder and Certificate Member.	Y0	Y0	–	
8.2.1.d	Payment of the correct Fair Trade price. The Certificate Holder pays the agreed-upon Fair Trade price to Certificate Members on time and in accordance with written agreements and Fair Trade Price requirement.	–	Y0	–	The Fair Trade price may be agreed upon between Certificate Holder and Certificate Member, but the minimum acceptable price is the commercial price. Under certain conditions, secondary payment adjustments are applicable and considered.
8.2.1.e	Supply of Fair Trade product remains independent The Certificate Holder does not require any Certificate Member to sell non-certified products as a condition for sourcing their Fair Trade Certified products.	Y0	Y0	–	

Objective 8.2.2: Certificate Holders ensure that transparency and traceability measures are followed by all relevant in-scope and out-of-scope entities.

Intent: The Certificate Holder maintains influence over activities conducted by subcontractors and intermediaries by managing information and agreements to ensure that all transactions uphold Fair Trade integrity and compliance.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.1.a	List of out-of-scope entities. The Certificate Holder maintains a list of all out-of-scope entities that handle the Fair Trade product.	Y0	Y0	Y0	Out-of-scope entities include, but are not limited to, subcontractors and intermediaries involved in transportation, storage, and/or other activities that require handling or possession of Fair Trade products prior to sale by the Certificate Holder.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.2.b	Written Agreements with out-of-scope entities. The Certificate Holder has established clear and transparent written agreements with all out-of-scope entities that handle Fair Trade products.	Y0	Y0	Y0	
8.2.2.b-1	Y0: Written agreements contain, at a minimum: <ul style="list-style-type: none"> a commitment to APS requirements based on the principles and rights outlined in the ILO core conventions and relevant criteria related to traceability systems; permission for on-site audits or documentation reviews to be carried out by Fair Trade USA or by approved Conformity Assessment Bodies. 	Y0	Y0	Y0	Premium must be included in the document only if it is relevant, for instance when farmers receive any part of the Premium directly as cash.
8.2.2.b-2	Y0: Certificate Members have transparent access to the terms of agreements with out-of-scope entities.	Y0	Y0	–	

Objective 8.2.3: Certificate Holders ensure that transactions are transparent.

Intent: The Certificate Holder is empowered to access, understand, request and manage sales transaction information. Certificate Holders enter into transparent agreements with buyers that foster trust, commercial stability, and dependable supply chains during periods of market instability. Invoices and sales records facilitate transparent and timely transfer of Fair Trade product ownership and enable traceability of Fair Trade Premium.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.3.a	Transparent Fair Trade transactions. The Certificate Holder facilitates transparent and efficient Fair Trade transactions by responding in a clear and timely manner to Fair Trade buyers' written agreements and/or offers.	Y0	Y0	Y0	While it is the buyer's responsibility to issue written agreements that define Fair Trade terms and specify the transfer of Premium payments, the Certificate Holder is responsible for responding clearly to the issued agreement or offer.
8.2.3.a-1	Y0: The Certificate Holder only signs written agreements that contain clear and transparent Fair Trade terms.	Y0	Y0	Y0	Fair Trade terms include, but are not limited to, clear descriptions of how the Premium will be invoiced by the Fair Trade Committee.
8.2.3.a-2	Y0: The Certificate Holder notifies buyers accordingly if they have not received an anticipated written transaction agreement from their buyer or have received an agreement that does not comply with the Agricultural Production Standard.	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.3.b	Fulfillment of Fair Trade transaction terms. The Certificate Holder honors the terms of written transaction agreements established with Fair Trade buyers.	Y0	Y0	Y0	
8.2.3.b-1	Y0: The Certificate Holder does not deviate from the terms of written agreements unless the changes have been agreed upon in writing by both parties.	Y0	Y0	Y0	
8.2.3.c	Fair Trade sales records. The Certificate Holder maintains records of all sales of Fair Trade Certified products to Fair Trade buyers.	Y0	Y0	Y0	
8.2.3.c-1	Y0: The information listed includes at least: the Fair Trade ID of the buyer; <ul style="list-style-type: none"> • which products are Fair Trade certified; • volumes sold as Fair Trade Certified; • the date of transaction; • a reference number, code or other unique identifier that facilitates linking the transaction to the corresponding sale; and, • bank documentation on price and premium payment. 	Y0	Y0	Y0	
8.2.3.c-2	Y0: Records of Fair Trade sales are retained for a minimum of three years.	Y0	Y0	Y0	
8.2.3.d	Fair Trade sales invoices. The Certificate Holder issues accurate invoices of Fair Trade sales and Fair Trade Premium payments in a timely manner.	Y0	Y0	Y0	Invoices are documents which formally establish the transfer of ownership and must be provided for Fair Trade product sales as well as any Fair Trade Premium. If a product's price and its corresponding Fair Trade Premium are billed together, invoices must a breakdown with the value of each concept.
8.2.3.d-1	Y0: Invoice dates correspond with other related transaction documents.	Y0	Y0	Y0	
8.2.3.d-2	Y0: The Certificate Holder does not intentionally delay invoice issuance, neither independently per buyers' request.	Y0	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.2.3.e	<p>Records of Fair Trade sales. The Certificate Holder maintains clear, comprehensive, and accurate records of Fair Trade sales.</p>	YO	YO	YO	<p>This criterion refers to sales documentation between the Certificate Holder and a Fair Trade buyer.</p> <p>In consignment arrangements, producers do not issue or hold sales documentation because there is no transfer of legal ownership of the product at the time of delivery. This absence of sales documents should not be considered a non-conformity and instead, transfer or delivery documents are acceptable.</p> <p>For more information on consignment of Fair Trade products, refer to <i>Fair Trade USA's Guidance on the Use of Consignment</i> and related requirements within the <i>Trade Standard</i>.</p>
8.2.3.e-1	<p>YO: Sales records include, at a minimum:</p> <ul style="list-style-type: none"> • the Fair Trade ID of the Certificate Holder; • the Fair Trade ID of the Fair Trade buyer; • an indication of which products are Fair Trade Certified; • relevant characteristics of Fair Trade products (if applicable); • volumes of the product being sold as Fair Trade Certified; • price paid for Fair Trade products; • Fair Trade Premium due (separated from the price); and, • the applicable transaction date(s). 	YO	YO	YO	<p>If all products of the sales documentation are Fair Trade Certified, this should be indicated in the document.</p>
8.2.3.f	<p>Pre-certification Fair Trade product stock. The Certificate Holder does not sell any product as Fair Trade Certified that was produced more than one year before certification was granted.</p>	YO	YO	YO	<p>This applies to products held in stock by the Certificate Holder, Certificate Members, or out-of-scope entities.</p>

SUB-MODULE 8.3: Transparent movement of Fair Trade Premium.

Objective 8.3.1: Fair Trade Premium Participants are recognized as the rightful owners of Fair Trade Premium.

Intent: The Certificate Holder safeguards the ownership, integrity, and timely transfer of Fair Trade Premium by maintaining designated accounts, ensuring accurate transfers, and tracking all Premium movements to guarantee transparency and proper management. Measures are taken to ensure that Fair Trade Premium calculations, payments, and/or transfers are compliant with Fair Trade USA's requirements.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.3.1.a	Fair Trade Premium Participants as owners of Fair Trade Premium. The Certificate Holder establishes a written commitment acknowledging the Fair Trade Premium Participants (FTPPs) as the true owners of Fair Trade Premium.	Y0	Y0	Y0	
8.3.1.a-1	Y0: The commitment details how the premium will be tracked and transferred to the Fair Trade Committee.	Y0	Y0	Y0	
8.3.1.a-2	Y0: The written commitment is shared with Certificate Members and/or any entities that handle or transfer Fair Trade Premium.	Y0	Y0	Y0	
8.3.1.b	Designated bank account for Fair Trade Premium. The Certificate Holder provides Fair Trade buyers with details of the designated bank account that will receive the Fair Trade Premium.	Y0	Y0	Y0	
8.3.1.c	Accurate transfers of Fair Trade Premium. The Certificate Holder ensures that the full and correct amount of Fair Trade Premium has been transferred to the Fair Trade Committee (FTC) without deductions.	–	Y0	Y0	Not applicable for Certificates in which the Fair Trade Premium is deposited directly into the FTC's account. Although Premium is usually transferred directly into the FTC's bank account, in exceptional circumstances, Premium may be transferred via the Certificate Holder.
8.3.1.c-1	Y0: Premium is received by the FTC no more than 30 days after the Certificate Holder receives the Premium.	–	Y0	Y0	
8.3.1.c-2	Y0: Information on expected Premium payments to the FTC based on Fair Trade sales and sales forecasts (if available) is shared with CMs.	–	Y0	Y0	

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.3.1.d	Fair Trade Premium invoices. The Certificate Holder issues accurate invoices Fair Trade Premium payments in a timely manner.	Y0	Y0	Y0	Invoices are documents which formally establish the transfer of ownership and must be provided for Fair Trade product sales as well as any Fair Trade Premium. If a product's price and its corresponding Fair Trade Premium are billed together, invoices must reflect a breakdown with the value of each concept.
8.3.1.d-1	Y0: Invoice dates correspond with other related transaction documents.	Y0	Y0	Y0	
8.3.1.d-2	Y0: The Certificate Holder does not intentionally delay invoice issuance, neither independently per buyers' request.	Y0	Y0	Y0	
8.3.1.e	Fair Trade Premium tracking. The Certificate Holder establishes a process to track and account for Fair Trade Premium, even if the designated bank account is still not in place.	Y1	Y1	Y1	
8.3.1.e-1	Y1: Taxes or any other legally required deductions on Premium are transparently tracked.	Y1	Y1	Y1	If the Certificate Holder is required by local law to pay taxes on Premium and these are deducted from Premium, clear documentation and details of tax calculation and payment must be tracked, accounted for, and clearly communicated to the FTC.

SUB-MODULE 8.4: Provision of financing, inputs, and services.

Objective 8.4.1 Any financing, services, and inputs provided by the Certificate Holder are subject to under fair and transparent terms.

Intent: Any loans, credit, pre-financing, advancement, inputs, services, or other form of support provided by the Certificate Holder include fair and transparent terms and are free of exploitative practices and hidden costs.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.4.1.a	Transparent financing practices and terms. The Certificate Holder and recipients of any loan, credit, or pre-financing have agreed in advance on applicable interest rates and fair terms and conditions.	Y0	Y0	Y0	Not applicable for Certificate Holders that do not provide credit, loans, or advance payments to farmers or workers. This criterion applies to any credit, pre-financing, loan or other financial lending or advance payment instrument offered by Certificate Holders to Certificate Members, farmers, or workers, regardless of whether the entities are in- or out-of-scope.
8.4.1.a-1	Y0: Terms have been shared with recipients in writing in advance of finalizing any agreement.	Y0	Y0	Y0	
8.4.1.a-2	Y0: The Certificate Holder does not charge interest rates higher than those available at reputable local financial institutions.	Y0	Y0	Y0	
8.4.1.b	Transparent provision of inputs and services. The Certificate Holder provides clear, coherent, and transparent cost breakdowns for any inputs and/or services provided to support production and/or processing.	Y0	Y0	Y0	Not applicable for Certificate Holders that do not provide inputs or services to farmers or workers. Inputs are pesticides, fertilizers, seeds, machinery, or other products provided to farmers for a fee or for a cost which is deducted from the cost of the product.
8.4.1.b-1	Y0: Any inputs and/or services provided by the Certificate Holder do not exceed their fair market price.	Y0	Y0	Y0	

SUB-MODULE 8.5: Certificate suspension and decertification.

Objective 8.5.1: Fair Trade rules are respected during suspensions.

Intent: To ensure that contractual obligations and trade limits are respected during suspension and that causes of suspension are resolved within the required timeframe.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.5.1.a	Contractual obligations during suspension During a suspension period, the Certificate Holder fulfills all existing Fair Trade contracts, purchase agreements, and/or supply agreements.	Y0	Y0	Y0	This criterion refers only to contracts and trade relationships that relate to Fair Trade USA.
8.5.1.a-1	Y0: The Certificate Holder does not sign new contracts with Fair Trade buyers with whom they have not traded in the past 12 months.	Y0	Y0	Y0	
8.5.1.b	Trade limits during suspension During a suspension period, the Certificate Holder does not trade more than 50% of the Fair Trade volumes traded in the preceding 12 months, or the total Fair Trade volume contracted before the suspension—whichever is lower.				
8.5.1.c	Timeline for ending suspension The Certificate Holder resolves any open non-compliances within six months to end their suspension.				

Objective 8.5.2: Decertified Certificate Holders do not sell Fair Trade Certified product.

Intent: To ensure that sales of Fair Trade products to decertified buyers are prevented, safeguarding program credibility.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.5.2.a	No Fair Trade sales to decertified buyers The Certificate Holder does not sell or ship any products as Fair Trade Certified after their decertification date.	Y0	Y0	Y0	Any contracts or purchase agreements which have not been shipped by the decertification date must not be marked or considered as Fair Trade Certified.

SUB-MODULE 8.6: Use of the Fair Trade Label on finished products.

Objective 8.6.1: Certificate Holders use the Fair Trade label responsibly.

Intent: Certificate Holders do not apply the Fair Trade label to finished versions of Fair Trade Certified products without approval by Fair Trade USA.

Criteria and Requirements		Applicability			Clarification
		MBO	Network	Corporate	
8.6.1.a	<p>Rules for labeling finished products with the Fair Trade label: The Certificate Holder does not sell finished products marked with the Fair Trade Certified label without a licensee agreement from Fair Trade USA or written instructions from a licensed buyer.</p>	YO	YO	YO	<p>Not applicable for Certificate Holders that do not sell finished, labeled Fair Trade Certified products in their final, market-ready form.</p> <p>See Fair Trade USA's Certified Label and Language Use Guidance for further requirements related to language and use surrounding the Fair Trade Certified label.</p>

Appendix A

Change log summary



APS 1.2 Compliance Criteria	Submodule 2.0	APS 2.0 Compliance Criteria	Changes
1.1.1.a			Removed
1.1.1.b			Removed
1.1.2.a	Fair Trade USA Program Scoping and Structure	1.1.1.a (Identification of Fair Trade Premium Participants), 1.1.1.b (Identification of minority groups represented in the Fair Trade Program). 1.1.2.a (Fair Trade Committee provisions in the Fair Trade Program Structure), 1.1.2.b (Election procedures for the Fair-Trade Committee), 1.1.3.b (Democratic approval of Fair Trade Committee election procedures)	Modified and split into criteria under objectives 1.1.1 (The Certificate Holder understands the Fair Trade program and ensures that Fair Trade Premium Participants are correctly identified, included, and represented within the Fair Trade Program structure, including proportional representation of minority groups), 1.1.2 (Fair Trade Committees are elected, formed, and operated by Fair Trade Premium Participants) and 1.1.3 (Fair Trade Premium Participants approve the Fair Trade Program structure and election procedures through an informed, majority-based decision-making process) to clarify the inclusion and representation of Fair Trade Premium Participants within the Fair Trade Program structure, the identification and participation of minority groups in the Fair Trade Program, the Fair Trade Committee role and Fair Trade Committee election procedure.

1.1.2.b:	Fair Trade USA Program Scoping and Structure	1.1.3.b (Democratic approval of Fair Trade Committee election procedures)	Modified to include the approval of Fair Trade Program Structure by the Fair Trade Premium Participants.
	Fair Trade USA Program Scoping and Structure	1.1.3.a (Communication of the Fair Trade Program structure)	Added new topic related to the communication of the Fair Trade program structure to Fair Trade Premium Participants.
1.1.2.c	Accountability and Fair Trade Committee Governance and Capacity	1.3.1.a (Fair Trade Committee elections)	Modified to better clarify the Fair Trade Committee election procedure.
1.1.2.d		1.3.3.e (Non-voting observers of Fair Trade Committee meetings)	Modified to clarify the requirements for non-voting observers appointed by the Certificate Holder.
1.1.2.e	Accountability and Fair Trade Committee Governance and Capacity	1.3.1.b (Fair Trade Committee independence)	Reworded the topic related to Fairtrade Committee Independence.
1.1.2.f		1.3.2.a (Fair Trade Committee Constitution and governance), 1.3.2.b (FTC Constitution on democratic election and representation), 1.3.2.c (FTC Constitution on Fair Trade Premium management and fiscal safeguards), 1.3.2.d (FTC Constitution approval and accessibility) and 1.3.2.e (Rules for Premium Distribution and Governance Across Multiple FTCs)	Modified and split into separate criteria under Objective 1.3.2 (The Fair Trade Committee's authority, roles, responsibilities, decision-making processes, representation principles, and financial safeguards are formalized through a written Constitution and approved by the Fair Trade Premium Participants) to better clarify the requirement for the existence of the Fair Trade Committee in the constitution, the recognition of Fair Trade Premium Participants (FTPPs) as the supreme decision-making body in the constitution, the constitution requirements and approval and requirements in case of multiple FTC's.
1.1.3.a	General Assembly Participation,	1.2.1.a (General Assembly participation), 1.2.1.c (Compensation for General Assembly attendees), 1.2.1.e	Modified and split into criteria under 1.2.1 (Fair Trade Premium Participants collectively discuss, decide, and approve key Fair Trade Program matters, and receive information on

	Decision-Making, and Accountability	(General Assembly minutes), 1.2.1.f (Accessibility of General Assembly rules and decisions)	the work and decisions of the Fair Trade Committee) to better clarify general assembly participation, the time compensation spent in General Assembly, the requirements for the General Assembly Rules
1.1.3.b	Accountability and Fair Trade Committee Governance and Capacity	1.1.3.a (FTC meeting frequency)	Modified to clarify the frequency of FTC meetings.
1.1.3.c	Accountability and Fair Trade Committee Governance and Capacity	1.3.3.c (FTC meeting minutes)	Modified to better clarify the requirements for FTC meeting minutes
1.1.3.d	Accountability and Fair Trade Committee Governance and Capacity	1.6.1.b (Fair Trade Premium transparency)	Modified to better clarify the information regarding the Fair Trade Premium that must be provided to FTTPs.
1.1.4.c and 1.1.4.b	Accountability and Fair Trade Committee Governance and Capacity	1.3.1.c (Fair Trade Committee member training)	1.1.4.c merged into 1.1.4.b to better clarify the requirements related to Fair Trade Committee members trainings
1.1.4.d	General Assembly Participation, Decision-Making, and Accountability and Fair Trade Committee Governance and Capacity	1.2.1.b (Certificate Holder facilitation of General Assembly meetings), 1.3.3.d (Facilitation of FTC Meetings), 1.3.3.f (Compensation for FTC members)	Modified and split into criteria under objectives 1.2.1 (Fair Trade Premium Participants collectively discuss, decide, and approve key Fair Trade Program matters, and receive information on the work and decisions of the Fair Trade Committee) and 1.3.3 (Fair Trade Committee Governance and Capacity) to better clarify the requirements related to the facilitation of FTC meetings by the Certificate Holder and compensation.
	Accountability and Fair Trade Committee	1.3.3.b (FTC meeting rules)	Added new criteria to clarify the FTC meeting rules.

	Governance and Capacity		
1.2.1.a/1.2.1.b /1.2.1.d	Needs Assessment and Priority Setting	1.4.1.a (Needs Assessment)	Modified and merged with 1.2.1.b and 1.2.1.d to better clarify who is responsible for conducting the needs assessment and updating it at least every three years.
1.2.1.a / 1.2.1.c	Needs Assessment and Priority Setting	1.4.1.c (Inclusiveness and Representativeness of the Needs Assessment)	Modified and merged with 1.2.1.c to better clarify the inclusiveness and representativeness of the needs assessment.
1.2.2.a	Fair Trade Premium Planning, Implementation and Learn	1.5.1.a (Development of the Fair Trade Premium Plan)	Modified and split into criteria under objective 1.5.1 to clarify the development of the Fair Trade Premium Plan and its uses.
1.2.2.b / 1.2.2.c / 1.2.2.d	Fair Trade Premium Planning, Implementation and Learn	1.5.1.c (Implementation of the Fair Trade Premium Plan)	Modified and merged with 1.2.2.c and 1.2.2.d to better clarify the requirements for implementing the Fair Trade Premium Plan.
1.2.2.e / 1.1.2.f	Fair Trade Premium Planning, Implementation and Learn	1.5.1.b (Approval of the Fair Trade Premium Plan)	Merged with 1.1.2.f to better clarify the approval process for the Fair Trade Premium Plan and the post-approval changes of Fair Trade Premium Plan.
1.2.2.f / 1.2.4.a	Fair Trade Premium Planning, Implementation and Learn	1.5.1.d (Evaluation of the Fair Trade Premium Plan)	Merged with 1.2.4.a to better clarify the requirements for the evaluation of the Fair Trade Premium Plan and determine that the certificate holder communicate the Fair Trade Premium Plan Evaluation.
	Fair Trade Premium Expenditures, Transparency and Financial Control	1.6.1.a (Fair Trade Premium ownership)	Added a new topic regarding Fair Trade Premium ownership

1.2.3.a	Fair Trade Premium Expenditures, Transparency and Financial Control	1.6.1.d (Fair Trade Premium use)	Modified to better clarify requirements regarding the use of the Fair Trade Premium.
1.2.4.b		1.6.2.a (Fair Trade Premium bank account)	Modified to clarify the requirements regarding the Fair Trade Premium bank account
1.2.4.c	Fair Trade Premium Expenditures, Transparency and Financial Control	1.6.1.c (Requirements for FTC managing significant Premium amounts), 1.6.2.b (Third-party audits of Fair Trade Premium), 1.6.2.c (Fair Trade Committee legal entity formation)	Modified and split into criteria under objective 1.6.1 (Reduce the risk of misuse or mismanagement of Premium) and 1.6.2 (Structures and safeguards are in place to ensure that Fair Trade Premium is spent transparently and appropriately) to clarify that the FTC must be informed of the obligation to establish a separate legal entity if they receive more than \$150,000 USD and to better clarify requirements for third-party audits of the Fair Trade Premium and Conditions for establishing a legal entity.
		1.6.1.e (Fair Trade Premium oversight)	Added to clarify the Fair Trade Premium oversight
		1.6.2.d (Fair Trade Premium accounting systems)	Added new topic related to the requirements of the Fair Trade Premium Accounting system.
1.3.1.a			Removed
1.3.2.a			Removed
2.1.1.a	Forced, Bonded and Compulsory Labor. Children and Young Workers.	3.1.1.a (No forced labor), 3.1.1.b (No bonded labor), 3.1.1.c (No incarcerated labor), 3.1.1.d (No withheld wages), 3.1.1.e (No labor isolation), 3.1.1.g (access to identity documents and personal property), 3.1.1.h (No baseless threats), 3.1.1.i (reasonable loan terms), 3.1.2 a (No coercive recruitment practices), 3.1.2 b (No false employment claims in recruitment), 3.1.2 c (No recruitment conditions related to family employment), 3.1.2 d (No manipulation of work agreements), 3.1.2 e (No recruitment for harmful or illicit work), 3.2.1.a (Child labor	Modified and split into the criteria under the objectives 3.1.1 (All workers voluntarily provide work or services), 3.1.2 (Workers are not hired through coercive practices or deceptive terms) and 3.2.1 (Certificate Members do not engage in child labor) to provide greater clarity regarding the different types of prohibitions and rules related to voluntary labor, workers hiring conditions and child labor.

		and minimum working age) and 3.2.1.b (Children at the workplace).	
	Forced, Bonded and Compulsory Labor.	3.1.1.f (Voluntary resignation)	Added a new criterion for existing topic related to voluntary termination of employment.
	Forced, Bonded and Compulsory Labor.	3.1.1.j (Access to identity documents and personal property)	Added a new criterion related to availability of identity documents and personal property.
	Forced, Bonded and Compulsory Labor.	3.1.3.a (Freedom of movement at the workplace)	Added a new criterion for new topic regarding the right to move freely in the workplace.
	Forced, Bonded and Compulsory Labor.	3.1.3.b (Freedom of movement at employer-provided housing)	Added a new criterion for new topic related to employee freedom of movement in provided accommodations.
	Forced, Bonded and Compulsory Labor.	3.1.3.c (Worker access to drinking water and sanitary facilities)	added a new criterion for new topic related to Access to potable water and sanitation facilities for workers
	Forced, Bonded and Compulsory Labor.	3.1.3.d (Worker selection of housing and transportation)	Added a new criterion for new topic related to workers' choice of housing and transportation
	Forced, Bonded and Compulsory Labor.	3.1.3.e (Worker autonomy and privacy)	Added a new criterion for new topic related to respect for worker autonomy and privacy.
2.2.1.a	Children and Young Workers.	3.2.1.a (No child labor)	Modified to include the topic of minimum working age.
2.2.2.a	Children and Young Workers.	3.2.2.a (Young workers protection), 3.2.2.b (Legal employment conditions) and 3.2.2.c (Safe light work for young workers).	Modified and split into some criteria under 3.2.2 (Young workers are protected) in order to regulate young workers' labor.
	Children and Young Workers	3.2.2.d (Appropriate work schedules for young workers)	Added a new criterion related to age-appropriate work schedules for youth employees.

	Children and Young Workers	3.2.2.e (Working-hour limits for young workers)	Added a new criterion related to the maximum allowable hours for youth employees.
	Children and Young Workers	3.2.2.f (Restrictions on hazardous work for young workers)	Added a new criterion regarding limitations on hazardous tasks for young workers.
2.2.2.b	Children and Young Workers	3.2.3.a (Safe family labor), 3.2.3.b (Adult supervision in family labor), 3.2.3.c (Balance between family labor and education) and 3.2.3.d (Safety restrictions for family labor).	Modified and split into criteria under 3.2.3 (Children of farmers engaged in family labor perform only light work in safe conditions) to regulate the participation of farmers' children in family farm work.
2.2.3.a	Children and Young Workers	3.2.2.a (Young workers records)	Clarified the requirements for individual members and agribusinesses
2.2.3.b	Certificate Member Management System for Human Rights at Work	3.5.1.a (Prevention, mitigation, and response to human rights violations).	Merged into 3.5.1.a to include the mitigation of child labor risks.
2.3.1.a	Freedom of Association and the Right to Collective Bargaining	3.4.1.a (Right of workers to organize), 3.4.1.b (Right of workers to engage in collective bargaining), 5.4.2.a (Autonomy of workers' organizations), 5.4.2.d (Access to workers by workers' organization representatives) and 3.4.2.c (Affiliation of workers' organizations).	Modified and split into the following criteria under 3.4.1 (Workers are free to establish or join independent workers' organizations of their own choosing and engage in collective bargaining) , 3.4.2 (Certificate Members do not impair the ability of workers' organizations to organize, represent, and negotiate on behalf of workers) and 5.4.2 (Workers' organizations can freely organize, negotiate on behalf of, and advocate for the interests of workers) to provide greater clarity regarding the rights to freedom of association and collective bargaining.
2.3.1.b	Freedom of Association and the Right to Collective Bargaining	3.4.3.a (Non-discrimination against workers organizing activities) and 3.4.3.b (Protection against retaliation of worker representatives)	Modified and split into new criteria under 3.4.3 (Workers do not suffer repercussions for organizing) to provide greater clarity.

2.4.1.a	Discrimination, Abuse, and Harassment	3.3.1.a (Prohibition of discrimination in the workplace), 3.3.1.b (Prohibition of discrimination in hiring), 3.3.1.c (Prohibition of irrelevant testing of workers or applicants) and 3.3.2.b (Fair access to benefits).	Modified and split into criteria under 3.3.1 (Workers are free from discriminatory employment practices) to regulate and specify prohibitions related to discriminatory employment practices.
	Discrimination, Abuse, and Harassment.	3.3.1.e (Protected status rights)	Added a new criterion for new topic related to protected status rights.
	Discrimination, Abuse, and Harassment.	3.3.1.f (Reasonable accommodation)	Added a new criterion for new topic related to reasonable accommodation.
2.4.1.b	Discrimination, Abuse, and Harassment	3.3.2.a (Fair compensation)	Clarified the Fair compensation
2.4.2.a	Discrimination, Abuse, and Harassment	3.3.3.a (Prohibition of abuse and coercion in the workplace), 3.3.3.b (Prohibition of corporal punishment), 3.3.3.c (Prohibition of harassment in the workplace) and 3.3.3.d (Dignified security practices).	Modified and split into criteria under 3.3.3 (workers are free from abuse and harassment at Fair Trade Sites) to prohibit any abuse and harassment at Fair Trade sites.
	Discrimination, Abuse, and Harassment.	3.3.3.e (Appropriate security guard roles)	Added a new criterion for new topic related to suitable roles for security guards.
	Freedom of Association and the Right to Collective Bargaining.	3.4.1.f (Freedom of association in legally restrictive geographies)	Added a new criterion for new topic related to Freedom of association in legally restrictive geographies.
	Freedom of Association and the Right to Collective Bargaining	3.5.1.a (Prevention, mitigation, and response to human rights violations)	Added a new criterion for new topic related to prevention, mitigation, and response to human rights violations.
2.4.2.b	Certificate Member Management System for	3.5.1.b (Human rights policies).	Clarified and merged into 3.5.1.b to include the implementation of a sexual harassment policy as part of the human rights policies.

	Human Rights at Work		
2.4.2.c	Certificate Member Management System for Human Rights at Work	3.5.1.b (Human rights policies).	Clarified and merged into 3.5.1.b to include sexual harassment policy training
2.4.2.d	Discrimination, Abuse, and Harassment	3.3.1.d (No discrimination against women)	Modified to include the concepts of virginity status and contraception.
3.1.1.a	Employment Terms, Conditions, and Agreements	4.1.1.a (Employment terms and conditions)	Modified to clarify mandatory employment terms, conditions, and worker rights.
3.1.1.b	Wages and Compensation	5.2.2.g (Transparent pay slips)	Modified to regulate requirements ensuring the provision of transparent pay slips.
3.1.1.c / 3.1.1.d	Employment Terms, Conditions, and Agreements	4.1.1.b (Employment rights and responsibilities.) / 4.1.2.d (Access to written employment agreements) 4.1.2.a (Written employment agreements)	Modified to better explain how to communicate employees' rights and responsibilities and to clarify workers' access to any changes or updates to employment agreements. Merged with 3.1.1.d to clarify written employment agreements for temporary and permanent workers.
	Employment Terms, Conditions, and Agreements	4.1.1.c (Communication of employment terms, conditions, rights, and responsibilities)	Added a new criterion related to communication of employment terms, conditions, rights and responsibilities in a language the workers can understand which is mentioned in 3.1.1.c, 3.1.1.d, and 3.5.1.a .

3.1.1.c/3.1.1.d /3.5.1.a	Employment Terms, Conditions, and Agreements	4.1.2.b (Contents of written employment agreements)	Merged into 4.1.2.b to consolidate topics related to compliance with local law and the Agricultural Production Standard into a single criterion.
	Employment Practices and Relationships	4.2.1.a (Employment practices)	Added new criterion for new topic related to employment practices
	Employment Practices and Relationships	4.2.1.c (Fair and transparent termination practices)	Added new criterion addressing a new topic related to employment termination requirements.
	Employment Practices and Relationships	4.2.1.e (Continuous improvement of employment security and stability)	Added a new criterion to the existing topics related to workforce analysis and permanent role prioritization.
	Employment Practices and Relationships	4.2.2.e (Agreements between Certificate Members and labor contractors)	Added new criterion for new topic regarding agreements 4.2.3. established between certificate members and labor contractors
3.1.2.a / 3.1.2.b	Employment Practices and Relationships	4.2.1.d (Workforce and employment information)	Merged with 3.1.2.b related to workforce and employment information.
3.1.2.c	Employment Practices and Relationships	4.2.1.b (Fair employment status)	Modified to clarify fair employment status and the use of temporary and permanent positions.
3.1.3.a	Employment Practices and Relationships	4.2.2.a (Ethical use of labor contractors)	Modified to regulate the reasons for the use of labor contractors.

3.1.3.b	Employment Practices and Relationships	4.2.2d (Equal treatment of indirectly employed worker)	Merged into new criterion 4.2.2.d related to equal treatment of workers employed indirectly
3.1.3.c / 3.1.3.d	Employment Practices and Relationships	4.2.2.b (Prioritized use of formal labor contractors)	Modified and merged with 3.1.3.d to regulate the prioritization of formal labor contractors for Agribusiness Members.
3.2.1.a /3.6.2.e	Safe and sanitary work environments	6.2.2.a (First-aid resources)	Merged with 3.6.2.e to clarify the topic related to first-aid resources available at each Fair Trade Site
3.2.1.b	Risk mitigation	6.1.2.a (Acute medical care for workplace injuries or illness); 6.1.2.b (No lost wages during recovery from workplace incident)	Modified and split under criterion 6.1.2 (Certificate Members provide free medical care to workers for work-related health concerns) to clarify the requirements to follow in case of injury or illness.
3.2.1.d	Safe and sanitary work environments	6.2.1.a (Safe worksites); 6.2.1.c (Safe indoor workplaces); 6.2.1.d(Adequate means of egress in indoor workplaces); 6.2.1.e (Emergency preparedness for indoor workplaces);	Modified and split into criteria under 6.2.1 (Workplaces are safe) to better explain the requirements related to safe workplaces
3.2.1.c	Safe and sanitary work environments	6.2.4.a (Equipment maintenance); 6.2.4.b (Appropriate safety devices);	Modified and split under criteria 6.2.4 (Machinery, equipment, and worker transportation used at Fair Trade Sites are safe, properly maintained, and operated by qualified workers) to clarify the equipment maintenance requirements.
3.2.1.e	Safe and sanitary work environments	6.2.2.b (Heat stress mitigation and response in hot work environments)	Modified to clarify the measures to be implemented for heat stress mitigation.
3.2.1.h and 3.2.1.g:	Safe and sanitary work environments	6.2.5.a (Employer-provided Personal Protective Equipment -PPE); 6.2.5.b (Proper use and maintenance of Personal Protective Equipment);	Modified and split under criteria 6.2.5 (Certificate Members provide free Personal Protective Equipment (PPE) to those who need it) to clarify the Personal Protective Equipment (PPE) requirements.

3.2.2.a	Hazardous materials	6.3.1.b (Safe exposure limits)	Reworded to clarify the topic of safe exposure limits.
3.2.2.b	Risk mitigation	6.1.2.e (Medical examinations for workers exposed to hazardous materials)	Modified to clarify the obligation to provide medical examinations for workers exposed to hazardous materials.
3.2.2.c	Risk mitigation	6.1.2.f (Cholinesterase testing for workers exposed to cholinesterase-inhibiting materials)	Modified to clarify the obligation to provide cholinesterase testing for workers exposed to cholinesterase-inhibiting materials.
3.2.3.a / 3.2.1.f	Risk mitigation	6.1.1.a (Communication of risks associated with potentially hazardous work)	Merged with 3.2.1.f to better explain the requirements related to training on risks and hazardous work.
3.2.3.b	Safe and sanitary work environments	6.2.1.b (Hazard warning signs)	Modified to clarify the topic of Hazard warning signs
3.2.3.c	Risk mitigation	6.1.1.c (Written safety instructions)	Reworded to clarify the provision of written safety instructions by certificate members to workers
3.2.3.d			Removed
3.2.4.a / 6.1.4.a	Risk Assessment & Operational Planning	2.2.1.a (Integrated Risk Assessment)	Merged into 6.1.4.a to include occupational risks.
3.2.4.b	Safe and sanitary work environments	6.2.2.c (Documentation and reporting of OHS incidents)	Modified to better explain the requirements for maintaining records of OHS incidents.
3.2.4.c	Risk mitigation	6.1.1.b (OHS implementation coordinator)	Modified to clarify the requirements for the OHS coordinator
	Risk mitigation	6.1.1.d (Training for specialized tasks)	Added a new criterion on training for individuals performing specialized tasks and operating machines (as referenced in 3.2.3.a)
3.2.4.d		2.3.3.a (Occupational Health & Safety Team), 2.3.3.b (Occupational Health & Safety Competency)	Modified and split into criteria under Objective 2.3.3 (Certificate Holders establish

			representative bodies to facilitate social dialogue and collective participation in safety and welfare) to better clarify the role of Occupational Health & Safety Teams.
	Risk mitigation	6.1.2.d (Medical care for serious heat illness)	Added new criterion for new topic related to medical care for serious heat illness at the workplace.
3.3.1.a	Wages and Compensation	5.2.1.a (Minimum wage requirements), 5.2.1.b (Fair compensation for all required time at work).	Split into criteria under 5.2.1 (Certificate Members pay fair and legal wages to workers) to clarify requirements regarding wages and compensation to workers.
	Wages and Compensation	5.2.1.c (Fair compensation for all required time at work)	Added a new criterion to address a new topic to regulate overtime pay and other high pay rates.
	Wages and Compensation	5.2.2.a (Fair and Transparent wage system)	Added new criterion for new topic related to fair and transparent wage systems.
3.3.1.b	System Effectiveness & Continuous Improvement	2.5.3.a (Clear living wage targets)	Modified to clarify requirements regarding the identification of the living wage target.
3.3.1.c	System Effectiveness & Continuous Improvement	2.5.3.b (Living wage gap analysis), 2.5.3.c (Obstacles to a living wage), 2.5.4.c (Living wage continuous improvement)	Modified and split into criteria under Objective 2.5.3 (Certificate Holders continuously progress towards paying a living wage to their workforce) to clarify the requirements for conducting a gap analysis and developing a living wage improvement strategy.
3.3.2.a	Wages and Compensation	5.2.2.b (Direct wage payment) 5.2.2.d (Restricted use of in-kind compensation)	Modified to clarify requirements related to direct wage payment Modified to regulate the use of in-kind compensation and to include a maximum limit of 30% for Agribusiness Members, in accordance with the Living Wage Policy.

3.3.2.b	Wages and Compensation	5.2.2.c (Timely compensation)	Modified to clarify requirements related to timely compensation
3.3.2.c	Wages and Compensation	5.2.2.e (Transparent wage deductions) 5.2.2.h (Requirements for worker loans and wage advances)	Modified to regulate the wage deductions in a transparent manner. Modified to regulate requirements related to worker loans and wage advances
3.3.2.d	Wages and Compensation	5.2.2.f (Prohibited types of wage reductions)	Modified to regulate the prohibition of certain types of wage reductions.
3.3.3.d	Workers work decent hours	5.1.3.d (Breastfeeding breaks)	Clarified requirements related to breastfeeding breaks
3.4.1.a / 3.4.2.c	Workers work decent hours	5.1.1.b (Weekly limits on working hours)	Merged 3.4.1.a with 3.4.2.c to clarify the maximum number of hours a worker must work each week, including overtime, taking into account local law (Individual Member/Agribusiness Member), collective bargaining agreements, or 56 hours—whichever is strictest (for Agribusiness Members)
3.4.1 b	Workers work decent hours	5.1.3.a (Break and rest time compliance), 5.1.3.b (Water and restroom breaks), 5.1.3.c (Meal breaks), 5.1.3.e (Paid rest time),	Split into criteria under 5.1.3 (Workers receive adequate breaks to drink water, rest, eat, use the restroom, and attend to other basic needs) (to clarify requirements related to workers breaks.
3.4.1.c	Workers work decent hours	5.1.1.c (Maximum number of consecutive workdays without rest)	Modified to clarify the maximum number of consecutive workdays allowed without a rest day.
3.4.2.a	Workers work decent hours	5.1.2.c (Voluntary overtime.)	Modified to clarify requirements for Agribusiness Members related voluntary overtime.

3,4,2,b	Workers work decent hours	5.1.1.b (Weekly limits on working hours) 5.1.1.a (Working hours)	Modified to clarify the maximum number of hours a worker must work each day.
	Workers work decent hours	5.1.1.d (Prohibition of excessive overwork)	Added a new criterion under a new topic to regulate overwork, which is not the same as overtime
	Workers work decent hours	5.1.1.e (Monitoring of working hours)	Added a new criterion under the existing topic referenced in 3.4.1.a, related to the monitoring of working hours.
	Workers work decent hours	5.1.2.a (Overtime thresholds)	Added a new criterion to clarify overtime thresholds, which are no longer limited to a fixed number of hours.
	Workers work decent hours	5.1.2.b (Transparent overtime practices)	Added a new criterion to ensure that overtime practices are communicated to workers in a transparent manner.
	Benefits and Access to Basic Services	5.3.1.a (Provision of social protections and benefits)	Added new criterion for existing topic related to social protection and benefits.
3.3.3.a / 3.3.3.b	Benefits and Access to Basic Services	5.3.2.d (Legal sick leave), 5.3.2.f (Adequate vacation leave)	Merged into criterion 5.3.2.d to modify the requirements related to legal sick leave and merged into criterion 5.3.2.f to modify the requirements related to legal vacation leave. A fixed number of vacation days and sick leave days was removed.
3.3.3.c	Benefits and Access to Basic Services	5.3.2.e (Dignified maternity leave)	Modified to clarify the requirements of maternity leave.
3.3.4.a	Benefits and Access to Basic Services	5.3.1.b (Healthcare benefits)	Modified to clarify requirements related to healthcare benefits

3.3.4.c	Benefits and Access to Basic Services	5.3.1.c (Retirement benefits)	Modified to clarify requirements related to retirement benefits.
3.3.4.b	Benefits and Access to Basic Services	5.3.1.d (Workers' compensation benefits)	Modified to clarify requirements related to workers' compensation benefits.
	Benefits and Access to Basic Services	5.3.2.a (Leave benefits)	Added new criterion for new topic related to leave benefits
	Benefits and Access to Basic Services	5.3.2.b (Clear leave procedures)	Added new criterion for new topic related to leave procedures.
	Benefits and Access to Basic Services	5.3.2.c (Free use of leave benefits)	Added new criterion for new topic related to free use of leave benefits.
3.5.1.a	Employment Terms, Conditions, and Agreements	4.1.2.c (Prior employment agreements with recruited migrant workers)	Modified to better explain the minimum requirements that employment agreements with recruited migrant workers must meet.
3.5.1.b	Employment Practices and Relationships	4.2.4.b (Transparent labor supply chains)	Modified to apply to all workers, not only migrant workers.
3.5.1.c	Employment Practices and Relationships	4.2.4.a (Use of third-party recruiters) 4.2.4.c (Third-party labor recruiter requirements) and 4.2.4.d (Requirements for third-party recruiters also serving as labor contractors)	Added new criterion for new topic related to recruitment via third-party entities. Modified to extend third-party labor recruiter requirements to all workers, not only migrant workers and to clarify the requirements for third-party recruiters who also serve as labor contractors.
3.5.2.a	Employment Practices and Relationships	4.2.3.a (No recruitment fees, bonds, or debts) 4.2.3.b (Employers responsible for recruitment expenses)	Modified to clarify that recruitment expenses for all workers, not only migrant workers, must be paid by employers and the prohibition of

			payment by workers for any recruitment fees, bonds, or debts
3.6.1.a	Safe and sanitary work environments	6.2.3.b (Potable drinking water at work)	Modified to better explain the requirements for potable drinking water at work.
3.6.1.b	Safe and sanitary work environments	6.2.3.c (Sanitary facilities at processing and/or packing facilities)	Modified to better explain the measures to be implemented to ensure the availability of sanitary facilities at processing and/or packing facilities.
3.6.1.c	Safe and sanitary work environments	6.2.3.d (Sanitary facilities at farms)	Modified to better explain the measures to be implemented to ensure the availability of sanitary facilities at farms.
3.6.1.d			Removed
3.6.2.c / 3.6.2.d	Safe and sanitary work environments	6.2.1.f (Emergency preparedness for employer-provided housing and installations)	Modified and merged with 3.6.2.d to clarify the topic related to emergency preparedness for employer-provided housing and installations.
	Safe and sanitary work environments	6.2.3.a (Sanitary and hygienic worksites)	Added to clarify the topic of sanitary and hygienic worksites.
3.6.3.a			Removed
3.6.3.b	Benefits and Access to Basic Services	5.3.4.b (Access to primary education for the children of workers living in employer-provided housing)	Reworded the topic of access to primary education for workers' children living in employer-provided housing.
3.7.1.a / 3.7.1.b	Employment Terms, Conditions, and Agreements	4.1.1.b (Employment Terms, Conditions, and Agreements)	Merged with 3.7.1.b to clarify information provided to workers about their rights.
3.7.2.a	Social Dialogue & Stakeholder Voice	2.3.1.b (Grievance Policy Establishment); 2.3.1.a (Implementation of Grievance Mechanisms); 2.3.1.d (Communication of Grievance Rights), 2.3.3.c (Social Engagement Team)	Modified and split into the criteria under Objective 2.3.1 (Certificate Holders provide farmers and workers with a trusted, transparent, and effective means to report concerns and seek remediation) to clarify the detailed requirements for the grievance policy,

			its implementation, communication and SET implementation.
3.7.2.b	Social Dialogue & Stakeholder Voice	2.3.1.b (Grievance Policy Establishment)	Merged into 3.7.2.a to include the topic related to grievance records.
3.7.2.c			Removed
3.7.2.d	Social Dialogue & Stakeholder Voice	2.3.1.e (Non-Interference with Grievance Rights)	Merged into 3.7.2.a to include the prohibition of intimidation or retaliation for exercising grievance rights.
3.7.3.a	Social Dialogue & Stakeholder Voice	2.3.1.b (Grievance Policy Establishment)	Merged into 3.7.2.a to include a suggestion box
3.7.3.b		5.4.1.c (SET social dialogue facilitation), 5.4.1.d (SET participation in compliance-related activities)	Split into criteria under 5.4.1 (Objective 5.4.1: Social Engagement Teams facilitate effective communication between workers and their employers on labor-related issues) to clarify the role of the Social Engagement Team only to Agribusiness Members.
3.7.3.c	Worker Agency	5.4.1.b (SET meetings)	Clarified the topics of the meetings held by the Social Engagement Team and those with Certificate Member Management.
	Worker Agency	5.4.2.b (Participation in workers' meetings)	Added a new criterion for new topic regarding Participation in workers' meetings.
	Worker Agency	5.4.2.c (Workers' free choice of workers' organization representatives)	Added a new criterion related to freedom for workers to choose their organization representatives.
	Worker Agency	5.4.2.e (Resources for workers' organization representatives)	Added a new criterion for new topic regarding Resources for workers' organization representatives.
	Worker Agency	5.4.2.f (Management neutrality towards workers' organizations)	Added a new criterion related to impartiality of management towards workers' organizations.

	Worker Agency	5.4.2.g (Senior management engagement with workers' organizations)	Added a new criterion for new topic related to Senior management engagement with workers' organizations.
4.1.1.a / 4.1.1.b	Water Use	7.1.1.a (Water source identification)	Merged with 4.1.1.b to consolidate into a single source identification action
4.1.1.c	Water Use	7.1.1.c (Water distribution system maintenance)	Reworded to provide greater clarity.
4.1.1.d			Removed
4.1.1.e	Water Use	7.1.1.d (Water-use record keeping)	Modified with outcome reporting added.
4.1.1.f	Water Use	7.1.1.b (Groundwater and surface water permits)	Modified with the assessment of water sources and risk mitigation removed.
4.1.2.a	Water Use	7.1.2.a (Sewage water restrictions)	Reworded to provide greater clarity.
4.1.2.b	Water Use	7.1.2.b (Water quality monitoring)	Reworded to provide greater clarity.
4.2.1.a			Removed
4.2.1.b	Waterways, Biodiversity and Ecosystem Health	7.2.2.a (Protection of endangered species)	Modified to specify the measures that certification members must take for agribusinesses.
4.2.1.c			Removed
4.2.2.a	Waterways, Biodiversity and Ecosystem Health	7.2.1.a (Legal land use)	Reworded to provide greater clarity.
	Waterways, Biodiversity and Ecosystem Health	7.2.1.b (Respect for traditional land use)	Added new criterion for new topic regarding the respect for traditional land use.
	Waterways, Biodiversity and Ecosystem Health	7.2.1.c (Prohibition of extractive land use)	Added new criterion for new topic related to Prohibition of resource extraction activities on land.

4.2.2.b	Waterways, Biodiversity and Ecosystem Health	7.2.2.b (No deforestation or conversion of natural areas)	Modified to include conversion of natural areas.
4.2.2.d	Waterways, Biodiversity and Ecosystem Health. Integrated Pest Management and Pesticide Use	7.2.2.c (Buffer zones) and 6.4.2.e (Pesticide application measures)	Modified and split into the criteria under the objective 7.4.2 (Certificate Members use pesticides sparingly and only when justified) to clarify requirements for pesticide application.
4.2.2.c			Removed
4.2.3	Waterways, Biodiversity and Ecosystem Health	7.2.3.a (Prohibition of GMO planting materials)	Reworded the objective 4.2.3 to provide greater clarity.
4.2.3.a	Waterways, Biodiversity and Ecosystem Health	7.2.3.b (Mitigation of GMO contamination)	Reworded to provide greater clarity.
	Soil Health	7.3.2.b (Fertilizer data reporting)	Added new criterion for new topic related to fertilizer data reporting.
4.3.1.a	Integrated Pest Management and Pesticide Use	7.4.1.c (IPM implementation)	Modified to include IPM avoidance, or suppression practice
4.3.1.b	Integrated Pest Management and Pesticide Use	7.4.1.a (Primary pest identification), 7.4.1.b (Pest monitoring), 7.4.1.d (IPM activity selection), 7.4.2.a (Prohibition on prophylactic pesticide use), 7.4.2.b (Justification required for pesticide application), 7.4.2.c (Pesticide selection); 6.3.1.f (Records of pesticide applications);	Modified and split into the criteria under 7.4.1. (Certificate Members understand and apply the Integrated Pest Management (IPM) approach) to clarify the IPM approach and 6.3.1 (Hazardous materials) to regulate the records of pesticide applications.
4.3.2.a / 4.3.2.b	Soil Health	7.3.1.a (Erosion mitigation)	Modified and merged with 4.3.2.b to include risk-areas identification and practices to reduce soil erosion
4.3.2.c	Soil Health	7.3.1.b (Groundcover)	Reworded to provide greater clarity.

4.3.2.d			Removed
4.3.2.e	Soil Health	7.3.1.c (Soil fertility monitoring)	Modified to include record keeping for agribusiness
4.3.2.f	Soil Health	7.3.2.a (Fertilizer application rates)	Reworded to clarify the Fertilizer application rates.
	Soil Health	7.3.2.b (Fertilizer application records)	Added new criterion for new topic related to records detailing fertilizer applications.
4.4.1.a	Integrated Pest Management and Pesticide Use	6.4.2.d (Requirements for pesticide application techniques) and 6.4.2.e (Mitigation of environmental harm from pesticide applications)	Merged into new criteria 7.4.2.d and 7.4.2.e to clarify rules about pesticide application
4.4.1.b	Hazardous materials	6.3.2.d (Warning signs for treated areas)	Modified to better clarify the requirements for using warning signs in areas treated with hazardous materials.
4.4.1.c	Hazardous materials	6.3.2.c (Safe storage, labeling, transportation, and handling practices for hazardous materials)	Merged with 4.4.1.e to better explain practices for storing, labeling, transporting, and handling hazardous materials.
4.4.1.d	Hazardous materials	6.3.2.b (Decontamination after hazardous material exposure)	Modified to clarify the requirements for decontaminating equipment and uniforms after hazardous material exposure.
4.4.1.e		6.3.2.e (Proper collection and disposal of spilled hazardous materials)	Modified to better explain the practices for managing spilled hazardous materials.
4.4.2.a	Hazardous materials	6.3.1.a (Legal material use)	Reworded to clarify the topic regarding the legal use of materials.
4.4.2.b	Hazardous materials	6.3.1.c (FairTrade USA Red List Prohibitions)	Modified to better explain the prohibition on using Fair Trade USA Red List materials.
4.4.2.c	Hazardous materials	6.3.1.d (Fair Trade USA Yellow List Restrictions)	Modified to clarify the use of Fair Trade USA Yellow List materials with restrictions.

4.4.2.d	Hazardous materials	6.3.1.e (Records of hazardous materials at Fair Trade Sites)	Modified to clarify the requirements for keeping records of hazardous materials used at Fair Trade Sites.
		6.3.1.g (Records of medication and therapeutant applications)	Added new criterion related to records of medication and therapeutant applications.
		6.3.2.a (Use of hazardous materials by qualified individuals)	Added a new criterion for the topic mentioned in 3.2.3.a and 4.4.1.c of APS 1.2
4.5.2.a / 4.5.2.b	Waste and Wastewater Management	7.5.1.a (Prevention of environmental contamination by wastewater)	Merged with 4.5.2.b to clarify requirements related the wastewater contamination.
4.5.2.b	Waste and Wastewater Management	7.5.1.b (Wastewater accident response)	Clarified the measures to be taken in the event of a wastewater accident.
4.5.2.c	Waste and Wastewater Management	7.5.1.c (Wastewater quality)	Clarified the measures to ensure wastewater quality
	Waste and Wastewater Management	7.5.2.a (Waste disposal)	Added new criterion for new topic related to waste disposal.
4.5.3.e	Waste and Wastewater Management	7.5.2.b (Waste management plan)	Clarified the actions to have a waste management plan.
4.5.1.a/4.5.1.b	Waste and Wastewater Management	7.5.2.c (Waste management capacity-building)	Merged with 4.5.1.b to clarify the measures for educating workers on managing organic and hazardous waste
4.5.3.b	Waste and Wastewater Management	7.5.2.d (Waste storage and disposal)	Reworded to provide greater clarity.
4.5.3.d	Waste and Wastewater Management	7.5.2.e (Burning of waste)	Modified to include the prohibition of burning inorganic waste for Agribusiness

4.5.3.a / 4.5.3.c	Waste and Wastewater Management	7.5.2.f (Hazardous waste)	Merged with 4.5.3.c to clarify the management of hazardous waste.
5.1.1.a	Product traceability	8.1.1.b (Physical segregation of Fair Trade products): 8.1.1.c (Mass balance)	Modified and split into the criteria under the objectives 8.1.1 (keep Fair Trade products separate and identifiable) to provide greater clarity regarding product physical segregation and mass balance.
5.1.1.b	Product traceability	8.1.1.b (Physical segregation of Fair Trade products)	Reworded to clarify the requirement related to product identification.
5.1.1.c	Product traceability	8.1.1.a (Traceability procedures); 8.1.1.c (Mass balance)	Modified and split into the criteria under the objective 8.1.1 (Fair Trade products are physically separated and identifiable) to provide greater clarity regarding traceability procedure for Fair Trade products including mass balance products.
5.1.1.d	Product traceability	8.1.2.a (Fair Trade product eligibility)	Modified and merged with 5.3.1.a to clarify the requirement related to Fair Trade product eligibility.
5.1.2.a	Product traceability	8.1.2.b (Non-negative balances of Fair Trade products.)	Clarified the prohibition that sales of Fairtrade products must not exceed the quantities sourced
5.1.3.a	Product traceability	8.2.1.b (Transaction registers)	Modified to clarify the requirements related to information sourced by the Certificate Holder regarding transactions
5.1.3.b	Traceability documentation	8.2.3.c (Fair Trade sales records ()	Modified to clarify the topic related to Fair trade sales information.
	Traceability documentation	8.2.3.d (Fair Trade sales invoices)	Added a new criterion related to issuing invoices for sales transactions.
5.1.3.c	Traceability documentation	8.2.3.e (Records of Fair Trade sales)	Modified to clarify the required information in sales records.

5.1.3.d	Product traceability	8.1.1.d (Documentation of Fair Trade product volume changes during processing)	Modified to clarify the related to recording changes and losses during Fair Trade product processing.
5.2.1.a	Traceability documentation	8.2.3.a (Transparent Fair Trade transactions)	Modified to clarify the topic of Fair Trade terms in written agreements with buyers
5.2.2.a / 5.2.2.b	Traceability documentation	8.2.1.a (Fair Trade Agreements with Certificate Members)	Merged with 5.2.2.b to clarify the requirements for Fair Trade Agreements between the Certificate Holder and Certificate Members.
5.2.2.c	Traceability documentation	8.2.1.c (Fair Trade transaction records)	Reworded to explain the transfer of transaction information to Certificate Members
5.2.3.a	Traceability documentation	8.2.1.d (Payment of the correct Fair Trade price)	Reworded to clarify the payment of Fair Trade Price.
	Traceability documentation	8.2.1.e (Supply of Fair Trade product remains independent)	Added a new criterion for an existing topic mentioned in the clarification section of 5.2.2.a of APS 1.2
5.2.3.b	Transparent movement of Fair Trade Premium	8.3.1.c (Accurate transfers of Fair Trade Premium)	Modified to clarify the requirements for transferring the Fair Trade Premium.
5.2.4.a	Provision of financing, inputs, and services	8.4.1.a (Transparent financing practices and terms)	Reworded to clarify pre-financing term requirements.
5.2.4.b / 5.2.4.c	Provision of financing, inputs, and services	8.4.1.b (Transparent provision of inputs and services)	Merged with 5.2.4.c to clarify the topic related to pre-financing interest rates.
5.3.2.a:	Governance, System & Scope	2.1.4.a (Unobstructed access for audits and auditors)	Modified to clarify requirements regarding unobstructed access for audits and auditors.

5.3.2.b	Traceability documentation	8.2.2.a (List of out-of-scope entities); 8.2.2.b (Written Agreements with out-of-scope entities)	Modified and split into the criteria under Objective 8.2.2 (Transparency and accountability in operations involving entities outside the scope of the certificate) to provide greater clarity regarding the relationship between the Certificate Holder and Out-of-Scope Entities.
5.3.3.a	Governance, System & Scope	2.1.5.b (Compliance with conditions of granted exceptions)	Reworded to better clarify the conditions for granted exceptions.
5.3.3.b	Governance, System & Scope	2.1.5.a (Responsive submission of requested information)	Reworded to better clarify the submission of information requested by Fairtrade USA.
5.3.4.a	Certificate suspension and decertification	8.5.1.a(Contractual obligations during suspension); 8.5.1.b (Trade limits during suspension); 8.5.1.c (Timeline for ending suspension)	Modified and split into criteria under 8.5.1 (Respecting Fair Trade rules during suspension) to clarify the requirements applicable in cases of suspension.
5.3.5.a	Traceability documentation	8.2.3.f (Pre-certification Fair Trade product stock)	Reworded to clarify the restrictions regarding old Fair Trade product stock.
	Transparent movement of Fair Trade Premium	8.3.1.a (Fair Trade Premium Participants as owners of Fair Trade Premium)	Added a new criterion on recognizing premium participants as premium owners.
	Transparent movement of Fair Trade Premium	8.3.1.b (Designated bank account for Fair Trade Premium)	Added a new criterion on the obligation to have a premium bank account.
	Transparent movement of Fair Trade Premium	8.3.1.d (Fair Trade Premium tracking)	Added to clarify that the Fair Trade Premium must be tracked when a bank account and an accounting system are in place.

	Certificate suspension and decertification	8.5.2.a (No Fair Trade sales to decertified buyers)	Added a new criterion to clarify the prohibition on selling Fair Trade products to decertified buyers.
5.3.6.a	Use of the Fair Trade Label on finished products	8.6.1.a (Rules for labeling finished products with the Fair Trade label)	Modified to clarify the rules for labeling finished products.
	Governance, System & Scope	2.1.1.a (Certificate scope definition)	Added a new criterion to clarify the definition of the certificate scope.
	Governance, System & Scope	2.1.1.b (Change of certificate scope)	Added a new criterion requiring notification in case of changes to the certificate scope.
6.1.1.a / 5.3.2.c / 3.2.4.a	Governance, System & Scope and Risk Assessment & Operational Planning	2.1.2.c (Governance and Responsibility)	Modified and merged with 5.3.2.c and 3.2.4.a to clarify that the Certificate Holder must designate a responsible person to act as a contact person and a responsible to act as responsible for the IMS.
6.1.2.a	Governance, System & Scope	2.1.3.a (Certificate Member/Fair trade sites registry)	Modified and to better clarify the requirement to establish an updated registry of certificate members and sites.
	Governance, System & Scope	2.1.3.b (Service Provider mapping)	Added new criterion to clarify the requirement to map service providers.
	Governance, System & Scope	2.1.3.c (Service Provider Code of Conduct)	Added a new criterion requiring a code of conduct for all types of service providers.
	Governance, System & Scope	2.1.3.d (Demographic identification)	Added a new criterion addressing the identification of prevalent minority groups and languages to ensure effective communication with workers.
6.1.2.b	Governance, System & Scope	2.1.3.f (Site mapping)	Reworded to better clarify the requirement to map the environmental features of processing and production sites.
6.1.3.a	Governance, System & Scope	2.1.2.a (IMS Description and Application)	Modified to clarify requirements related to the IMS Manual.

6.1.3.b	Governance, System & Scope	2.1.2.b (Effective Application of the IMS)	Modified to clearly specify that the procedures described in the IMS Manual are understood by relevant personnel.
6.1.4.a	Risk Assessment & Operational Planning	2.2.1.a (Integrated Risk Assessment)	Modified to better clarify the requirement to conduct a risk assessment.
6.1.4.b	Risk Assessment & Operational Planning	2.2.1.b (Risk Mitigation Plans)	Modified to better clarify the development of risk mitigation plan
6.1.5.a	Compliance Verification & Remediation	2.4.1.a (Internal Inspection Procedure), 2.4.1.b (Regular Internal Inspections)	Modified and split into criteria under Objective 2.4.1 (Certificate Holders rigorously verify compliance across Certificate Members through a structured internal inspection) to better clarify the requirements for the internal inspection's procedure.
6.1.5.b	Compliance Verification & Remediation	2.4.1.e (Internal Inspection Records)	Modified to clarify that information must include the internal inspection records.
6.1.5.c / 6.1.6.a	Compliance Verification & Remediation	2.4.2.a (Non-Conformity and Corrective Action Registry)	Merged with 6.1.6.a to better clarify the requirement to maintain a central registry of non-conformities and corrective actions.
	Compliance Verification & Remediation	2.4.2.b (Immediate Protection & Remediation)	Added a new topic related to immediate protection and remediation when critical non-compliances are identified.
6.1.5.d	Compliance Verification & Remediation	2.4.1.a (Internal Inspection Procedure)	6.1.5.d: Modified to clarify the requirement to conduct an internal inspection if new sites are added.
6.1.6.a / 6.1.6.b	Compliance Verification & Remediation	2.4.1.d (Results Sharing and Transparency)	Merged with 6.1.6.b to clarify the requirement to share the results of Fair Trade audits and internal inspections.
6.1.7.a			Removed

	System Effectiveness & Continuous Improvement	2.5.1.a (Outcome measurement)	Added a clarification regarding the requirement for outcome measurement.
	System Effectiveness & Continuous Improvement	2.5.1.b (Outcome reporting)	Added a clarification regarding the requirement for outcome reporting.
	System Effectiveness & Continuous Improvement	2.5.2.a (Employment security and stability)	Added new criterion to promote improvements in employment security and stability.
	System Effectiveness & Continuous Improvement	2.5.2.b (Reasonable working hours)	Added a new criterion to ensure continuous reductions in working hours.
	System Effectiveness & Continuous Improvement	2.5.2.c (Overtime pay rates)	Added to ensure continuous increases in overtime rates.
	System Effectiveness & Continuous Improvement	2.5.2.d (Maternity leave)	Added to ensure improvements in working conditions and maternity leave benefits.
	System Effectiveness & Continuous Improvement	2.5.2.e (OHS incidents)	Added a new criterion to promote the reduction of OHS incidents.
	System Effectiveness & Continuous Improvement	2.5.2.f (Water-use Efficiency in Irrigation and Processing)	Added a new criterion to ensure continuous improvement in water-use efficiency.
	System Effectiveness &	2.5.2.g (Pesticide-use.)	

	Continuous Improvement		Added a new criterion to ensure continuous reductions in pesticide use.
		2.5.4.a (Management Review)	Added to include the topic related to evaluation of IMS every three years
6.2.1.a / 6.2.1.b	Governance, System & Scope	2.1.3.g (Certificate Member Commitment)	Merged with 6.2.1.b to clarify the requirement for an agreement between the Certificate Holder and each Certificate Member.
6.2.2.a	Governance, System & Scope	2.1.3.e (Non-Discriminatory Member Participation)	Reworded to clarify the right to non-discriminatory member participation.
	Governance, System & Scope	2.1.4.b (Safe participation of Certificate Members or workers in audits)	Added new criterion related to participation of Certificate members and workers in audits.
	Risk Assessment & Operational Planning	2.2.2.a (Emergency Preparedness Plans)	Added a new criterion to include the requirement for the development of an Emergency Preparedness Plan.
	Risk Assessment & Operational Planning	2.2.2.b (Sustainable Production Plans)	Added a new criterion related to the development of production plans that include sustainable practices.
	Risk Assessment & Operational Planning	2.2.3.a (Internal Compensation Procedures)	Added to include the requirement for internal compensation procedures within piece-rate wage systems.
	Risk Assessment & Operational Planning	2.2.3.b (Verification of Labor Providers)	Added a new requirement for conducting due diligence on labor providers.

Change Log Terminology Glossary:

Added: A new element (such as a criterion or requirement) has been incorporated into the standard.

Clarified: The text has been refined or supplemented with explanatory information.

Merged with: Two (or more) separate criteria, sections, or requirements are combined to form a single one.

Merged into: One item (usually smaller or less important) was absorbed by another.

Modified: Partial or technical change to the content.

Reworded: The wording was updated without altering the original meaning or requirements.

Removed: The content was completely removed from the standard.

Split into: A criterion was split into several new ones, usually to improve clarity or specificity.
